



CITY OF NORTH BAY

2020

FINAL

OPERATING BUDGET

**CITY OF NORTH BAY
2020
OPERATING BUDGET INDEX**

	From	-	To
			Pages
Annual General Levy Summary	5	-	6
Report to Council, General Government Report and Resolution	7	-	17
Community Services Business Unit	18		
Business Unit Summary	19		
Arenas	20	-	25
Building	26	-	28
Community Development & Growth	29	-	31
Economic Development	32	-	34
Fire	35	-	40
Parks Revenues	41	-	43
Planning Services	44	-	47
Arts, Culture, Recreation & Leisure Services	48	-	52
Corporate Services	53		
Business Unit Summary	54		
Council Secretariat	55	-	58
Customer Service	59	-	62
Financial Services	63	-	66
Human Resources	67	-	70
Information Services	71	-	75
Legal Services	76	-	79

	From	-	To
POA	80	-	83
General Government	84		
Business Unit Summary	85		
Financial Expenses	86	-	89
General Revenues	90	-	93
Mayor and Council	94	-	97
Office of the CAO	98	-	100
Infrastructure & Operations	101		
Business Unit Summary	102		
Aquatic Centre	103	-	105
City Hall Facilities	106	-	109
Engineering Services	110	-	114
Environmental Services	115	-	120
Fleet Management	121	-	125
King's Landing	126	-	128
Marina	129	-	132
Parking	133	-	136
Parks Operations and Sports Field Complex	137	-	143
Roads	144	-	148
Storm Sewers	149	-	152
Transit	153	-	157

	From	-	To
Works Department Administration	158	-	161
Service Partners	162		
Business Unit Summary	163		
Service Partners	164	-	165
Invest North Bay Development Corporation	166	-	167



Annual General Levy Summary

Budget Year: 2020

YTD End Date: December 2019

Execution Date: December 20, 2019

	2018 Actuals	2019 Actuals YTD *	2019 Budget	2020 Approved	Variance Increase / (Decrease)	Change %
Community Services						
ARENA SERVICES	1,707,665	1,371,044	1,623,854	1,791,385	167,531	10.32%
BUILDING	57,342	(177,188)	73,969	75,536	1,567	2.12%
COMMUNITY DEVELOPMENT & GROWTH	188,265	236,228	258,403	275,225	16,822	6.51%
ECONOMIC DEVELOPMENT	639,911	642,834	871,500	875,270	3,770	0.43%
FIRE DEPARTMENT	11,823,580	13,003,975	13,772,804	13,380,450	(392,354)	-2.85%
PARKS REVENUES	0	(182,965)	(211,800)	(207,600)	4,200	1.98%
PLANNING DEPARTMENT	389,797	444,520	363,492	376,088	12,596	3.47%
REC, LEISURE, & CULTURAL SERVICES	1,017,021	1,037,622	1,194,591	1,185,822	(8,769)	-0.73%
Total Community Services:	15,823,581	16,376,070	17,946,813	17,752,176	(194,637)	-1.08%
Corporate Services						
COUNCIL SECRETARIAT	100,839	315,803	372,134	393,746	21,612	5.81%
CUSTOMER SERVICE CENTRE	323,845	186,453	218,045	241,974	23,929	10.97%
FINANCIAL SERVICES	1,449,347	1,338,586	1,456,195	1,528,742	72,547	4.98%
HUMAN RESOURCES	959,450	930,509	1,028,981	1,124,884	95,903	9.32%
INFORMATION SYSTEMS	1,190,111	1,036,447	1,334,845	1,617,275	282,430	21.16%
LEGAL DEPARTMENT - GENERAL	246,820	308,607	355,372	477,271	121,899	34.30%
LEGAL DEPARTMENT - POA	(110,548)	(51,809)	(172,505)	(136,323)	36,182	20.97%
Total Corporate Services:	4,159,864	4,064,596	4,593,067	5,247,569	654,502	14.25%
General Government Activities						
FINANCIAL EXPENSES	15,145,414	17,980,789	16,998,007	19,164,000	2,165,993	12.74%
GENERAL REVENUES	(94,345,210)	(100,763,286)	(11,960,334)	(12,706,854)	(746,520)	-6.24%
MAYOR & COUNCIL	370,704	433,503	623,666	631,476	7,810	1.25%
OFFICE OF THE CAO	677,763	400,607	224,703	448,511	223,808	99.60%
Total General Government Activities:	(78,151,329)	(81,948,387)	5,886,042	7,537,133	1,651,091	28.05%
Infrastructure and Operations						
AQUATIC CENTRE	327,743	214,822	356,367	344,650	(11,717)	-3.29%
CITY HALL FACILITIES	453,297	551,369	647,987	655,733	7,746	1.20%
ENGINEERING SERVICES	817,846	814,743	901,288	926,811	25,523	2.83%
ENVIRONMENTAL SERVICES	724,680	757,467	723,705	837,354	113,649	15.70%
FLEET MANAGEMENT	0	(289,143)	0	0	0	0.00%
KINGS LANDING	(5,865)	(2,179)	(5,283)	(1,091)	4,192	79.35%
MARINA	0	30,283	0	0	0	0.00%
PARKING OPERATIONS	(328,667)	(341,044)	(222,719)	(18,126)	204,593	91.86%
PARKS - OPERATIONS	3,656,458	3,830,050	3,916,320	4,062,048	145,728	3.72%
ROADS DEPARTMENT	8,148,643	8,484,691	8,445,423	8,769,051	323,628	3.83%
STORM SEWERS	644,077	555,579	573,342	591,604	18,262	3.19%
TRANSIT	4,399,386	4,032,950	4,641,861	4,522,224	(119,637)	-2.58%
WORKS DEPT ADMINISTRATION	829,806	768,094	815,330	827,145	11,815	1.45%
Total Infrastructure and Operations:	19,667,404	19,407,682	20,793,621	21,517,403	723,782	3.48%



Annual General Levy Summary

Budget Year: 2020

YTD End Date: December 2019

Execution Date: December 20, 2019

	2018 Actuals	2019 Actuals YTD *	2019 Budget	2020 Approved	Variance Increase / (Decrease)	Change %
Service Partners						
INVEST NORTH BAY DEVELOPMENT CORPORATION	140,000	140,000	390,000	140,000	(250,000)	-64.10%
SERVICE PARTNERS	38,360,477	39,776,257	39,702,679	41,601,160	1,898,481	4.78%
Total Service Partners:	38,500,477	39,916,257	40,092,679	41,741,160	1,648,481	4.11%
Levy Grand Total:	(3)	(2,183,782)	89,312,222	93,795,441	4,483,219	5.02%
Real Growth:				(200,000)		
Levy Change After Growth:	(3)	(2,183,782)	89,312,222	93,595,441	4,283,219	4.80%

* "2019 Actuals YTD" amounts do not represent final balances for 2019 and are subject to year-end adjustments and accruals.

** Totals may vary slightly from computer generated budget reports due to rounding.

City of North Bay Report to Council

Report No: CORP 2019 - 129 **Date:** October 28, 2019
Originator: Laura Boissonneault
Business Unit: Corporate Services **Department:** Financial Services
Subject: 2020 General Operating Budget
Closed Session: yes no

Recommendation

That the 2020 Administration Operating Budget be received and referred to the General Government Committee.

Background

During September and October, management team members met with the Chief Administrative Officer, Chief Financial Officer, and finance staff to review the Preliminary General Operating Budget submissions. The proposed 2020 Administration Recommended Operating Budget is attached to this report as Appendix A. Detailed budget estimates have been established by each department based on the operational knowledge and expertise of supervisors and managers.

To date, the budget process has included two public consultation open houses in September, collection of community suggestions via email and suggestion boxes, and a special meeting held on September 17th and October 8th to review submitted community responses. This has provided Council with an opportunity to understand public needs, wants, and concerns.

The 2020 Budget Calendar, through Report to Council No. 2019-110 established timelines based on the overall objective of having the budget process completed and approved by Council by year-end.

Financial/Legal Implications

The levy increase included in the proposed 2020 Operating Budget is 5.7% or \$5,088,182. This assumes that all proposed Service Level Changes (SLC) are accepted and moved forward by Council.

The tax levy represents the total revenue required to cover operating costs less revenues received from non-tax sources. Major areas contributing to the overall levy increase are as follows:

- During the 2019 budget deliberations Council approved a one-time \$1 million investment that was partially funded by reserves. The annualized impact of this investment, as well as, the direction to prepare the 2020 and 2021 budget with a 0.75% increase to the capital levy policy results in an increase to the 2020 levy of \$2,062,963 or 2.31% from the prior year levy.
- The Provincial budget has resulted in significant funding changes that impact the Service Partners' budgets. The Provincial changes will ultimately impact the City's budget for those Service partners with the legislative authority to levy the municipality. The Service Partners have provided budget estimates at this time which assume that the Provincial changes will be carried

out and in order to maintain service levels the municipal levies will need to be increased by \$1,907,376 or 2.14%.

Corporate Strategic Plan

- | | |
|---|---|
| <input type="checkbox"/> Natural North and Near | <input type="checkbox"/> Economic Prosperity |
| <input checked="" type="checkbox"/> Affordable Balanced Growth | <input checked="" type="checkbox"/> Spirited Safe Community |
| <input checked="" type="checkbox"/> Responsible and Responsive Government | |

Specific Objectives

- Provide smart, cost effective services and programs to residents and businesses
- Ensure that Council and staff have a shared perception of goals
- Ensure the efficient and effective operations of the city, with particular consideration to the impact of decisions on the property tax rate
- Promote and encourage arts and culture as a cornerstone of a dynamic community

Options/Analysis

The 2020 General Operating Budget was prepared with the following guidelines:

Consultative Budget Methodology:

Managers and supervisors knowledge of their operations continues to be united with financial budgets and actual expense projections. This practice has led to the development of a 2020 budget with sound philosophies and estimates.

User Fees:

As part of the 2019 budget process, Report to Council CORP 2018-94 established a user fee by-law for the next four year term of Council from 2019 to 2022. The 2020 user fee amendments were tabled in Reports to Council: 1) EESW 2019-21 - Merrick Landfill User Fees; and 2) CORP 2019-136 - Amendment to User Fee By-law with Respect to Burial Permits. A further user fee amendment may also be required should the proposed SLC adjustments to parking rates (page 174-183) be accepted. The Public meeting on the user fees is scheduled for November 18, 2019. The enclosed 2020 Budget reflects the proposed user fee changes.

Other Revenue Estimates:

These estimates are based on trends, historical data, current rates, approved rate increases, projections and any known revenue reductions.

OMPF:

The Ontario Municipal Partnership Fund (OMPF) is the Province's main transfer payment to municipalities. The enclosed 2020 Budget includes the City's allocation of \$10,207,800 which represents an increase of \$888,400 over the 2019 OMPF allocation.

Service Delivery:

The preliminary budget was prepared with Management's projections and cost estimates to deliver existing service levels. Suggestions that provide Council with options to change the current level of service have been included in the Service Level sections. Additional costs or savings resulting from proposed Service Level Changes have been included in the Annual General Levy Summary on page 6

of Appendix A; however; these changes have not been incorporated into the departmental budget numbers starting on page 7 of Appendix A.

Expenditures:

These represent management's best estimates to deliver the current level of service. Management's estimates include:

- Annualized approved Council initiatives
- Inclusion of contractual agreements (landfill, waste collection, Para Bus, etc.)
- Legislated changes (i.e. mandatory training, safety guideline changes, legal costs, etc.)
- Expected future operational requirements and needs

Utility Costs:

Budget estimates take into consideration the prior year's data, projected actual billings, as well as expected future trends. Calculations include such items as the benefit of energy efficiencies gained through capital investments and enhanced education programs to improve energy conservation. The enclosed budget assumes hydro costs will increase by 1% and natural gas by 1.3% from the 2019 projected year-end actuals.

Fuel:

Fuel costs are estimated based on the anticipated usage for 2020 and the 9-month average fuel rate of \$1.02 per litre. In addition, \$0.022 per litre was added to the fuel rate for the phase-in of the federal carbon tax. The federal carbon tax on fuels came into effect on April 1, 2019. Therefore, the overall projected 2020 fuel rate is estimated at \$1.042 per litre.

Staff Complement:

All staffing costs and Full Time Equivalent (FTE), including positions grant funded or directly related to Capital, are reported in the personnel costs with any associated offsetting revenues being recorded accordingly.

Fringe Benefits:

Staff benefit costs have been updated by the Finance Department and are reflected within the departments that individuals are assigned. Benefits include items such as Employment Insurance, Canada Pension Plan, WSIB, OMERS, EHT, LTD, Life, AD&D, dental and major medical.

Insurance:

Based on current information, these costs are estimated to increase by 10% upon renewal. The City's insurance period is from May to April. Therefore, the first 4 months of 2020 is known and the increase is applicable to the remaining 8 months.

Debenture Financing:

As per the City's Long-Term Capital Funding Policy, the annual funding allowance for the General Capital Budget includes \$8.5 million in debt financing to support capital projects. The corresponding principal and interest payments are budgeted within the General Operating Budget.

Service Partners:

In early fall, all Service Partners received a letter from the City's CFO outlining budget timelines. The documents requested that each Service Partner communicate its operating budget target to the Chief Financial Officer. The enclosed budget includes projections which are based on varying levels of

information and discussions with certain service partners. As with every budget year, the City is holding the risk should estimates be off or if there are shifts in apportionments.

Mayor’s Plan:

The 2020 Budget includes a planned transfer from reserve in the amount of \$700,000 as part of the Mayor’s Plan. Only the portion required to balance the year-end results will be transferred from reserve at year-end and the unused portion will remain in the reserve and can be applied towards future years’ budgets in accordance with Council authorization.

Risks:

As with any budget, there are risks associated with forecasting expenditures and revenues. A contingency allowance of \$206,502 is included in the operating budget to provide funding for one-time expenditures that were not known or expected at the time the operating budget was approved by Council. The establishment of an appropriate contingency budget is necessary in order to provide administration with the ability to react to unforeseen events that may occur during the year without placing immediate financial pressure on the current budget or the City’s reserve balances. A reasonable contingency allowance of ½ percent of the gross operating budget, or approximately \$686,200, would better able the City to absorb reasonable levels of fluctuations expected for a budget of this magnitude.

The New Experimental Experience Rating (NEER) program administered by WSIB compared the expected cost of claims to the actual NEER cost and a portion of the difference was either refunded or charged back annually to the employer. As of January 1st 2020, the NEER surcharge in its present form will no longer exist. New WSIB rates will be realized that encompass a base rate plus experience premium. Complete details and impact of the new WSIB rates are not available at the date of this report. The new base rate amount has been included in the attached budget and resulted in an estimated increase of \$331,000 in personnel costs. Additional experience rate premiums are unknown. The City has a WSIB reserve (99508R) which was established from NEER rebates and was earmarked to offset years in which the City was assessed a surcharge. The balance in the reserve at the date of the report is \$297,127 and can be used to offset any additional WSIB rate changes in 2020.

Reserves:

The establishment of reserves assists to stabilize tax rates by offsetting the budget affects that would otherwise be one time in nature, as well as those caused by uncontrollable events or activities that can be phased in. The balance in the associated reserves at the date of this report is as follows:

- Tax Stabilization Reserve (99529R): \$2,887,719
- Operating Budget Contingency (99557R): \$1,208,860

* Note the above balances are subject to year-end accruals and allocations.

The ‘Tax Stabilization Reserve’ balance is currently well below the City’s targeted level of 5% to 10% of the total municipal tax levy being \$4.7 million to \$9.4 million for 2020. In addition, the ‘Operating Budget Contingency Reserve’ is slightly below the City’s targeted level of 1% of the gross operating budget, being approximately \$1.3 million.

The City of North Bay’s Reserve Policy forms a critical component of the municipality’s Long-Term Financial Plan. The reserves are intended to be used to offset one-time expenses and reduce the risk to the taxpayers of significant budget impacts arising from uncontrollable events and activities.

The above noted reserves are the primary reserves relating to the Operating Budget.

Recommendation

That the 2020 Operating Budget be received and referred to the General Government Committee.

Respectfully submitted,

Laura Boissonneault, BBA, CPA, CGA
Manager of Financial Services

We concur in this report and recommendation.

Karen McIsaac
City Clerk

Peter Leckie
City Solicitor

Erin Richmond
Manager Economic Development

Lea Janisse
Chief Human Resources & Information
Officer

Jason Whiteley
Fire Chief

Ian Kilgour
Director, Community Development & Growth

John Severino, P.Eng., MBA
City Engineer, Infrastructure &
Operations

Domenic Schiavone
Director of Public Works and Parks

Margaret Karpenko, CPA, CMA
Chief Financial Officer / Treasurer

David Euler, P.Eng., PMP
Chief Administrative Officer

Personnel designated for continuance: Chief Financial Officer/Treasurer
Attachments: Appendix A – 2020 Administration Recommended Operating Budget

Annual General Levy Summary

Budget Year: 2020

YTD End Date: October 2019

Execution Date: October 30, 2019



	2018 Actuals	2019 Actuals YTD *	2019 Budget	2020 Council Review	Variance Increase/(Decr ease)	Change %
Community Services						
ARENA SERVICES	1,707,665	1,278,201	1,623,854	1,791,385	167,531	10.32%
BUILDING	57,342	(194,311)	73,969	75,536	1,567	2.12%
COMMUNITY DEVELOPMENT & GROWTH	188,265	195,223	258,403	275,225	16,822	6.51%
ECONOMIC DEVELOPMENT	639,911	529,681	871,500	875,270	3,770	0.43%
FIRE DEPARTMENT	11,823,580	10,909,446	13,772,804	13,360,781	(412,023)	-2.99%
PARKS REVENUES	0	(175,197)	(211,800)	(207,600)	4,200	1.98%
PLANNING DEPARTMENT	389,797	284,468	363,492	376,088	12,596	3.47%
REC, LEISURE, & CULTURAL SERVICES	1,017,021	906,122	1,194,591	1,185,822	(8,769)	-0.73%
Total Community Services:	15,823,581	13,733,633	17,946,813	17,732,507	(214,306)	-1.19%
Corporate Services						
COUNCIL SECRETARIAT	100,839	273,139	372,134	393,746	21,612	5.81%
CUSTOMER SERVICE CENTRE	323,845	173,049	218,045	241,974	23,929	10.97%
FINANCIAL SERVICES	1,449,347	1,107,826	1,456,195	1,528,742	72,547	4.98%
HUMAN RESOURCES	959,450	769,919	1,028,981	1,124,884	95,903	9.32%
INFORMATION SYSTEMS	1,190,111	886,333	1,334,845	1,577,275	242,430	18.16%
LEGAL DEPARTMENT - GENERAL	246,820	308,753	355,372	345,549	(9,823)	-2.76%
LEGAL DEPARTMENT - POA	(110,548)	(51,478)	(172,505)	(136,323)	36,182	20.97%
Total Corporate Services:	4,159,864	3,467,541	4,593,067	5,075,847	482,780	10.51%
General Government Activities						
FINANCIAL EXPENSES	15,145,414	17,133,151	16,998,007	19,044,000	2,045,993	12.04%
GENERAL REVENUES	(94,345,210)	(117,475,255)	(11,960,334)	(12,706,854)	(746,520)	-6.24%
MAYOR & COUNCIL	370,704	365,807	623,666	631,476	7,810	1.25%
OFFICE OF THE CAO	677,763	338,040	224,703	448,511	223,808	99.60%
Total General Government Activities:	(78,151,329)	(99,638,257)	5,886,042	7,417,133	1,531,091	26.01%
Infrastructure and Operations						
AQUATIC CENTRE	327,743	190,115	356,367	344,650	(11,717)	-3.29%
CITY HALL FACILITIES	453,297	475,911	647,987	655,733	7,746	1.20%
ENGINEERING SERVICES	817,846	642,249	901,288	926,811	25,523	2.83%
ENVIRONMENTAL SERVICES	724,680	396,695	723,705	837,354	113,649	15.70%
FLEET MANAGEMENT	0	224,571	0	0	0	0.00%
KINGS LANDING	(5,865)	(3,180)	(5,283)	(1,091)	4,192	79.35%
MARINA	0	7,561	0	0	0	0.00%
PARKING OPERATIONS	(328,667)	(238,879)	(222,719)	(227,314)	(4,595)	-2.06%
PARKS - OPERATIONS	3,656,458	3,359,096	3,916,320	4,062,048	145,728	3.72%
ROADS DEPARTMENT	8,148,643	6,984,354	8,445,423	8,769,051	323,628	3.83%
STORM SEWERS	644,077	450,669	573,342	591,604	18,262	3.19%
TRANSIT	4,399,386	3,551,427	4,641,861	4,520,256	(121,605)	-2.62%
WORKS DEPT ADMINISTRATION	829,806	655,925	815,330	827,145	11,815	1.45%
Total Infrastructure and Operations:	19,667,404	16,696,514	20,793,621	21,306,247	512,626	2.47%

Annual General Levy Summary

Budget Year: 2020

YTD End Date: October 2019

Execution Date: October 30, 2019



Service Partners

INVEST NORTH BAY DEVELOPMENT CORPORATION	140,000	140,000	390,000	140,000	(250,000)	-64.10%
SERVICE PARTNERS	38,360,477	36,924,592	39,702,679	41,860,055	2,157,376	5.43%
Total Service Partners:	38,500,477	37,064,592	40,092,679	42,000,055	1,907,376	4.76%
Levy Grand Total:	(3)	(28,675,977)	89,312,222	93,531,789	4,219,567	4.72%

Service Level Changes

Community Services - Fire Administration Clerk - Part-Time	19,669
Community Services - Fire Life Safety Educator	60,185
Corporate Services - Increase Corporate Internet Speed/Bandwidth	40,000
Corporate Services - Paralegal	66,722
Corporate Services - By-Law Enforcement Officer	110,954
General Government - 3rd Party Departmental Review	-
General Government - CIP Reserve Funding	120,000
General Government - Council Training	50,000
General Government - Council Phone Allowance	6,000
General Government - Chief Innovation Officer	183,929
General Government - Community Sharps Kiosk Pick-up & Maintenance	-
Infrastructure & Operations - 1 hour Free On-Street Parking at DIA Pay and Displays	117,187
Infrastructure & Operations - 50% Parking Discount for DIA Residents	-
Infrastructure & Operations - Lot 4 (Level 3, 5 & 6) Permit Reductions	18,500
Infrastructure & Operations - No Charge Overnight Winter Parking in Lot 4	3,009
Infrastructure & Operations - Paid Parking Ending at 4:30pm	70,492
Infrastructure & Operations - Free Transit Rides for Children Under 12 with Paid Adult	1,968

Levy Change After Service Level Changes:	94,400,404	5,088,182	5.70%
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* Actuals subject to year-end adjustments and accrual

** Totals may vary slightly from computer generated budget reports due to rounding

General Government Committee Report No. 2019-18

December 10, 2019

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2019-18 and recommends:

- “That 1) City Council adopt the 2020 Gross Operating Expenses included in the Operating Budget in the amount of \$124,727,782.00 (save and except the District of Nipissing Social Services Administration Board levy of \$12,572,413.00) be approved.
- 2) the 2020 Tax Levy of \$93,795,441.00 as summarized in attached Appendix “A” be approved.
- 3) the Chief Financial Officer be authorized to process all transfers to and from reserve funds included in the 2020 Operating Budget.
- 4) the Chief Financial Officer be authorized to transfer \$11,632,743.00 from the Operating Fund to the Capital Fund to finance approved capital projects that would otherwise require debenture issuance to fund (Net Capital Levy in Operating Budget). This is often referred to as the “Pay As You Go” funding for capital projects.
- 5) the Chief Financial Officer be authorized to complete the following reserve transfers to fund the Community Improvement Plan Reserve:
- a) transfer \$400,000.00 from the Economic Purposes Reserve No. 99584R to the Community Improvement Plan Reserve No. 99556R; and
- b) transfer \$200,000.00 from the Hydro Owners (Mayor’s Plan) Reserve No. 99539R to the Community Improvement Plan Reserve No. 99556R.”

All of which is respectfully submitted.

	Assents	Dissents
T. Vrebosch (Chairman)	_____	_____
B. Vrebosch	_____	_____
King	_____	_____
Bain	_____	_____
Mayor McDonald	_____	_____

Appendix A Annual General Levy Summary



Budget Year: 2020

YTD End Date: November 2019

Execution Date: November 13, 2019

	2018 Actuals	2019 Actuals YTD *	2019 Budget	2020 Council Review	Variance Increase/(D ecrease)	Change %
Community Services						
ARENA SERVICES	1,707,665	1,273,635	1,623,854	1,791,385	167,531	10.32%
BUILDING	57,342	(238,896)	73,969	75,536	1,567	2.12%
COMMUNITY DEVELOPMENT & GROWTH	188,265	203,117	258,403	275,225	16,822	6.51%
ECONOMIC DEVELOPMENT	639,911	560,682	871,500	875,270	3,770	0.43%
FIRE DEPARTMENT	11,823,580	11,380,313	13,772,804	13,380,450	(392,354)	-2.85%
PARKS REVENUES	0	(182,133)	(211,800)	(207,600)	4,200	1.98%
PLANNING DEPARTMENT	389,797	332,175	363,492	376,088	12,596	3.47%
REC, LEISURE, & CULTURAL SERVICES	1,017,021	893,406	1,194,591	1,185,822	(8,769)	-0.73%
Total Community Services:	15,823,581	14,222,299	17,946,813	17,752,176	(194,637)	-1.08%
Corporate Services						
COUNCIL SECRETARIAT	100,839	278,437	372,134	393,746	21,612	5.81%
CUSTOMER SERVICE CENTRE	323,845	145,686	218,045	241,974	23,929	10.97%
FINANCIAL SERVICES	1,449,347	1,143,408	1,456,195	1,528,742	72,547	4.98%
HUMAN RESOURCES	959,450	791,511	1,028,981	1,124,884	95,903	9.32%
INFORMATION SYSTEMS	1,190,111	887,613	1,334,845	1,617,275	282,430	21.16%
LEGAL DEPARTMENT - GENERAL	246,820	296,970	355,372	477,271	121,899	34.30%
LEGAL DEPARTMENT - POA	(110,548)	(43,256)	(172,505)	(136,323)	36,182	20.97%
Total Corporate Services:	4,159,864	3,500,369	4,593,067	5,247,569	654,502	14.25%
General Government Activities						
FINANCIAL EXPENSES	15,145,414	19,321,789	16,998,007	19,164,000	2,165,993	12.74%
GENERAL REVENUES	(94,345,210)	(100,603,286)	(11,960,334)	(12,706,854)	(746,520)	-6.24%
MAYOR & COUNCIL	370,704	369,030	623,666	631,476	7,810	1.25%
OFFICE OF THE CAO	677,763	349,021	224,703	448,511	223,808	99.60%
Total General Government Activities:	(78,151,329)	(80,563,446)	5,886,042	7,537,133	1,651,091	28.05%
Infrastructure and Operations						
AQUATIC CENTRE	327,743	200,020	356,367	344,650	(11,717)	-3.29%
CITY HALL FACILITIES	453,297	476,837	647,987	655,733	7,746	1.20%
ENGINEERING SERVICES	817,846	674,983	901,288	926,811	25,523	2.83%
ENVIRONMENTAL SERVICES	724,680	385,374	723,705	837,354	113,649	15.70%
FLEET MANAGEMENT	0	(201,505)	0	0	0	0.00%
KINGS LANDING	(5,865)	(2,100)	(5,283)	(1,091)	4,192	79.35%
MARINA	0	36,259	0	0	0	0.00%
PARKING OPERATIONS	(328,667)	(250,484)	(222,719)	(18,126)	204,593	91.86%
PARKS - OPERATIONS	3,656,458	3,494,706	3,916,320	4,062,048	145,728	3.72%
ROADS DEPARTMENT	8,148,643	7,525,801	8,445,423	8,769,051	323,628	3.83%
STORM SEWERS	644,077	483,351	573,342	591,604	18,262	3.19%
TRANSIT	4,399,386	4,133,099	4,641,861	4,522,224	(119,637)	-2.58%
WORKS DEPT ADMINISTRATION	829,806	669,563	815,330	827,145	11,815	1.45%
Total Infrastructure and Operations:	19,667,404	17,625,904	20,793,621	21,517,403	723,782	3.48%
Service Partners						
INVEST NORTH BAY DEVELOPMENT CORPORATION	140,000	140,000	390,000	140,000	(250,000)	-64.10%
SERVICE PARTNERS	38,360,477	36,924,592	39,702,679	41,601,160	1,898,481	4.78%
Total Service Partners:	38,500,477	37,064,592	40,092,679	41,741,160	1,648,481	4.11%
Levy Grand Total:	(3)	(8,150,282)	89,312,222	93,795,441	4,483,219	5.02%
Real Growth:				(200,000)		
Levy Change After Growth:	(3)	(8,150,282)	89,312,222	93,595,441	4,283,219	4.80%

* Actuals subject to year-end adjustments and accrual

** Totals may vary slightly from computer generated budget reports due to rounding



Summary of Special Committee Meeting Adjustments

Budget Year: 2020

	2019 Budget	2020 Council Review	Variance Inc./Dec.)	Change %
Total Levy As Submitted in CORP 2019-129	89,312,222	93,531,789	4,219,567	4.72%
Committee Meeting Changes & Adjustments				
Service Level Changes <u>not</u> Accepted				
SLC - Fire Life Safety Educator	60,185			
SLC - Council Training	50,000			
SLC - Council Phone Allowance	6,000			
SLC - Chief Innovation Officer	183,929			
Service Level Changes Accepted during the Committee Meeting				
SLC - Fire Administration Clerk - Part-Time		19,669		
SLC - Increase Corporate Internet Speed/Bandwidth		40,000		
SLC - Paralegal		66,722		
SLC - By-Law Enforcement Officer		75,000		
SLC - By-Law Enforcement Officer - Reserve Transfer		(10,000)		
SLC - 3rd Party Departmental Review		-		
SLC - CIP Reserve Funding		120,000		
SLC - Community Sharps Kiosk Pick-up & Maintenance (as amended)		-		
SLC - 1 Hour Free On-Street Parking at DIA Pay and Displays		117,187		
SLC - 50% Parking Discount for DIA Residents		-		
SLC - Lot 4 Permit Reductions		18,500		
SLC - No Charge Overnight Winter Parking in Lot 4		3,009		
SLC - Paid Parking Ending at 4:30pm		70,492		
SLC - Free Transit Rides for Children Under 12 with Paid Adult		1,968		
Adjustments following Preliminary Package				
DNSSAB Budget Update		(298,412)		
Cassellholme Budget Update		(51,418)		
Police Adjustment to 4.49%		90,935		
Levy Change After Service Level Changes & Adjustments		93,795,441	4,483,219	5.02%
Growth - \$200,000				-0.22%
				4.80%

General Government Committee Report No. 2019-19

December 10, 2019

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2019-19 and recommends:

“That the City of North Bay’s share of the District of Nipissing Social Services Administration Board’s (DNSSAB) 2020 Operating Budget in the amount of \$12,572,413.00 be approved.”

All of which is respectfully submitted.

	Assents	Dissents
T. Vrebosch (Chairman)	_____	_____
B. Vrebosch	_____	_____
King	_____	_____
Bain	_____	_____
Mayor McDonald	_____	_____

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COMMUNITY SERVICES

2020 OPERATING BUDGET



Business Unit Summary

Budget Year: 2020

YTD End Date: December 2019

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
Community Services						
ARENA SERVICES	1,707,665	1,371,044	1,623,854	1,791,385	167,531	10.32 %
BUILDING	57,342	(177,188)	73,969	75,536	1,567	2.12 %
COMMUNITY DEVELOPMENT & GROWTH	188,265	236,228	258,403	275,225	16,822	6.51 %
ECONOMIC DEVELOPMENT	639,911	642,834	871,500	875,270	3,770	0.43 %
FIRE DEPARTMENT	11,823,580	13,003,975	13,772,804	13,380,450	(392,354)	-2.85 %
PARKS REVENUES	0	(182,965)	(211,800)	(207,600)	4,200	1.98 %
PLANNING DEPARTMENT	389,797	444,520	363,492	376,088	12,596	3.47 %
REC, LEISURE, & CULTURAL SERVICES	1,017,021	1,037,622	1,194,591	1,185,822	(8,769)	-0.73 %
Total:	15,823,581	16,376,070	17,946,813	17,752,176	(194,637)	-1.08 %
Grand Total:	15,823,581	16,376,070	17,946,813	17,752,176	(194,637)	-1.08 %

Activity Summary Overview - 2020 Budget

Arena Services

Total Arena Staff Complement – Memorial Gardens, Pete Palangio, West Ferris

Positions:

Full Time Staff	2019 FTE	2020 FTE
Manager, Sports & Events	0.80	0.80
Admin Assistant	2.00	2.00
Supervisor, Arenas	2.00	2.00
Arena Maintenance Person	12.50	13.00
Total Full Time	17.30	17.80
Part Time Staff		
Arena Maintenance Person, PT	1.60	1.60
Admin Assistant, PT	0.26	0.26
Rink Attendants	4.55	4.55
Office Workers	0.88	0.88
Skate Patrol	0.14	0.14
Event Staff Coordinator	0.09	0.09
Event Staff*	0.81	0.81
Timekeeper	0.08	0.08
P.A. Technician	0.08	0.08
Zamboni Driver, PT	0.08	0.08
Total Part Time	8.57	8.57
Total Arena Staff	25.87	26.37

*Partially funded by third parties such as the Battalion

Memorial Gardens

This budget provides for the operations, maintenance and administration of the community facility. In addition, it provides for the cost of operating and running various major indoor city sports, ice rentals, events, concerts & attractions. Management of lease agreements with various organizations that include Battalion OHL Hockey, Men's Lakers Hockey, Women's Lakers Hockey, and Figure Skating Club.

Revenue Generating Activities and Contracts

Major Revenue Generating Activities and Contracts are listed below:

2018-19 Season (September to May)

- 1) Battalion – 35 games
- 2) Men's Lakers – 17 games
- 3) Women's Lakers – 16 games
- 4) Bar – Battalion
- 5) Concessions – Battalion
- 6) Box Office – Battalion

2019-20 Season (September to May)

- 1) Pinty's Grand Slam of Curling
- 2) Battalion – 35 games
- 3) Men's Lakers – 17 games
- 4) Women's Lakers – 16 games
- 5) Bar – Battalion
- 6) Concessions – Battalion
- 7) Box Office – Battalion

Revenue from Battalion Contract

- 3% season ticket revenue up to \$1 million in total sales
- 4% season ticket revenue exceeding \$1 million in total sales
- 7% walk-up gate revenue
- 50% suite rental
- 7.5% advertising in excess of \$150,000
- 50% arena naming
- 50% video board rental and zamboni advertising

Pete Palangio

Provide for the management of the day to day operation, maintenance and administration of a twin pad arena operating for 10 months of the year. Activities range from ice rentals, meeting room bookings and event related activity rentals.

West Ferris

Provide for the management of the day to day operation, maintenance, and administration of an arena, auditorium, and boardroom. Activities include ice rentals, auditorium and boardroom bookings. In addition, it includes the management of lease agreements with various organizations such as West Ferris Minor Hockey, West Ferris Ringette Association, Girls Hockey, Youth Soccer and the North Bay Midget Trappers.

The condition assessment of West Ferris building structure identified that the roof trusses have exceeded their design service life, but increased monitoring should allow for the operation of the facility in the short term.

Community and Recreation Centre

In 2019, Council selected the Steve Omischl Sports Complex as the site for the new Twin Pad Community Centre. In September 2019 an RFP process was completed and the firms of MJMA and Mitchell Jensen were selected as the successful architecture and engineering firms for the design of the new community and recreational facility.

Notable Adjustments - 2020 Budget

Arena Services

Item #	Description	Dollar Amount
1.	1001-1802 – Personnel Costs – Anticipated wage and benefit increases and increase of .5 Arena Maintenance person.	\$79,386
2.	2701 – Hydro - To reflect historical, projected usage and estimated rates.	\$15,388
3.	5115 – Transfer to Reserve Fund – To reflect reduction in ticket surcharge collected. Offset by 0484 – Ticket Surcharge.	(\$22,572)
4.	7001 – Vehicle & Equipment Usage Fee - Increase to reflect change in rates.	\$24,482
5.	0484 – Ticket Surcharge – To reflect reduction in ticket surcharge collected. Offset by 5115 – Transfer to Reserve Fund.	(\$22,572)

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): *Community Services*

Division(s): *ARENA SERVICES*

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	905,981	881,708	1,006,103	1,047,594	41,491	4.12 %
1002 TEMPORARY SALARIES	358,419	266,723	297,746	299,315	1,569	0.53 %
1003 SHIFT PREMIUM	17,051	15,832	15,377	15,377	0	0.00 %
1010 MODIFIED/ACCOMMODATED	16,884	0	0	0	0	0.00 %
1101 OVERTIME FULLTIME	43,977	44,741	34,147	41,147	7,000	20.50 %
1102 OVERTIME PART TIME	2,955	953	0	0	0	0.00 %
1202 VACATION	80,619	58,115	12,177	12,246	69	0.57 %
1203 COMPASSIONATE LEAVE	758	256	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	47,963	30,637	0	0	0	0.00 %
1207 SICK LEAVE	22,975	19,408	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	344	135	0	0	0	0.00 %
1401 TRAINING & SAFETY	3,308	3,592	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	320,654	308,979	310,884	335,811	24,927	8.02 %
1802 FRINGE BENEFITS-PARTTIME	58,069	41,433	44,096	48,426	4,330	9.82 %
PERSONNEL TOTAL	1,879,957	1,672,512	1,720,530	1,799,916	79,386	4.61 %
GOODS & SERVICES						
2099 MISC. MATERIALS	39	0	0	0	0	0.00 %
2401 GAS FUEL	748	641	939	812	(127)	-13.53 %
2601 OFFICE SUPPLIES	4,895	4,039	5,500	5,500	0	0.00 %
2615 JANITORIAL SUPPLIES	25,516	21,793	29,410	35,110	5,700	19.38 %
2650 CLOTHING / UNIFORM	6,159	3,126	9,250	9,250	0	0.00 %
2655 SAFETY SUPPLIES	236	0	100	100	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	2,733	2,897	3,515	3,515	0	0.00 %
2701 HYDRO	512,542	271,714	506,101	521,489	15,388	3.04 %
2705 NATURAL GAS	153,990	237,194	167,738	167,738	0	0.00 %
2715 WATER	65,088	57,142	60,698	63,174	2,476	4.08 %
2720 MUNICIPAL TAXES	3,371	3,591	3,461	3,735	274	7.92 %
2999 MISCELLANEOUS SUPPLIES	17,453	208	0	0	0	0.00 %
3001 POSTAGE	321	299	600	600	0	0.00 %
3010 TELEPHONE	13,024	13,568	16,900	16,900	0	0.00 %
3035 MILEAGE	5,371	5,917	5,400	5,700	300	5.56 %
3045 CONFERENCE & SEMINARS	336	0	1,600	6,600	5,000	312.50 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	0	288	0	0	0	0.00 %
3070 TRAINING COURSES - OUT	3,595	2,703	5,250	11,250	6,000	114.29 %
3075 TRAINING COURSES- IN	0	4,884	2,500	2,500	0	0.00 %
3080 ADVERTISING & PROMOTION	0	0	0	10,000	10,000	100.00 %
3099 MISC ADMIN EXPENSES	21,239	11,745	1,200	1,200	0	0.00 %
3305 BUILDING MAINTENANCE	110,984	88,988	93,000	97,000	4,000	4.30 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): *Community Services*

Division(s): *ARENA SERVICES*

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	64,025	48,978	61,045	62,045	1,000	1.64 %
3315 VEHICLE MAINTENANCE	38,211	39,749	33,000	33,000	0	0.00 %
3317 ICE PLANT MAINTENANCE	33,016	35,971	47,000	47,000	0	0.00 %
3399 MISC MAINTENANCE FEES	208	100	1,000	0	(1,000)	-100.00 %
3401 STREET GARBAGE CONTRACT	12,249	10,821	16,200	16,200	0	0.00 %
3445 SNOW REMOVAL CONTRACT	117,556	101,247	115,550	115,550	0	0.00 %
3460 BRINKS COURIER	1,722	2,100	1,500	2,000	500	33.33 %
3499 MISC CONTRACTS	23,209	17,240	17,040	17,651	611	3.59 %
3601 INSURANCE PREMIUMS	76,769	77,525	74,621	84,980	10,359	13.88 %
GOODS & SERVICES TOTAL	1,314,605	1,064,468	1,280,118	1,340,599	60,481	4.72 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	146,751	42,753	135,000	135,000	0	0.00 %
4110 CASH OVER / SHORT	9	1	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	146,760	42,754	135,000	135,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5005 BUILDINGS	22,449	0	0	0	0	0.00 %
5010 MACHINERY & EQUIPMENT	23,852	24,946	55,000	55,000	0	0.00 %
5115 TRANSFER TO RESERVE FUND	302,473	185,463	243,992	221,420	(22,572)	-9.25 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	348,774	210,409	298,992	276,420	(22,572)	-7.55 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	58,788	59,295	58,375	82,857	24,482	41.94 %
7020 INTERNAL TRANSFERS TO OTHER DEPARTMENTS	0	900	0	0	0	0.00 %
EXPENSE TOTAL	3,748,884	3,050,338	3,493,015	3,634,792	141,777	4.06 %
REVENUE						
0434 PARTNERSHIPS	54,000	0	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	146,751	42,753	135,000	135,000	0	0.00 %
0472 REIMB - CUPE BENEFITS	4,181	2,003	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	14,390	7,280	0	0	0	0.00 %
0479 REIMBURSEMENTS	27,310	34,887	29,840	32,210	2,370	7.94 %
0480 SUNDRY REVENUE	7,424	10,037	10,000	10,000	0	0.00 %
0484 TICKET SURCHARGE	302,473	185,463	243,992	221,420	(22,572)	-9.25 %
0490 CORPORATE BOX	38,579	35,945	40,210	31,790	(8,420)	-20.94 %
0890 ATM REVENUE	7,082	5,566	5,500	5,500	0	0.00 %
0901 TICKET SALES	35,799	30,850	42,949	32,000	(10,949)	-25.49 %
0919 VENDING MACHINE SALES	6,568	5,445	5,000	5,500	500	10.00 %
0931 PUBLIC SKATING	11,072	9,849	14,200	12,300	(1,900)	-13.38 %
0932 ARENA BUILDING RENTALS	119,159	63,716	43,300	51,800	8,500	19.63 %
0933 ARENA ICE RENTALS	1,149,987	1,113,119	1,171,000	1,177,000	6,000	0.51 %
0939 ARENA MISC. REVENUES	89,778	108,757	102,000	100,500	(1,500)	-1.47 %



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): *Community Services*

Division(s): *ARENA SERVICES*

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
0974 CO-OP ADVERTISING	6,193	9,620	6,190	6,190	0	0.00 %
0975 SIGN ADVERTISING	20,472	13,999	19,980	22,199	2,219	11.11 %
REVENUE TOTAL	2,041,218	1,679,289	1,869,161	1,843,409	(25,752)	-1.38 %
GRAND TOTAL:	1,707,666	1,371,049	1,623,854	1,791,383	167,529	10.32 %

Activity Summary Overview - 2020 Budget

Building

Building Services forms part of the Planning and Building Services Department. The mission of Planning & Building Services is to support and guide growth and development of North Bay towards a vibrant, livable and resilient community.

Building Services facilitates development through the issuance of building permits and administers and enforces the Building Code Act by issuing permits, conducting building inspections, plumbing inspections, and keeping records according to the related City of North Bay By-Laws.

In addition Building Services also administers the Property Standards By-law & the Property Standards Committee.

Positions:

	2019 FTE	2020 FTE
Manager, Planning & Building Services	0.40	0.40
Chief Building Official/Chief Plan Examiner	1.00	1.00
Plan Examiner	1.00	1.00
Building Inspectors	4.00	4.00
Administrative Assistant - Building	1.00	1.00
Junior Plan Examiner	1.00	1.00
Totals	8.40	8.40

Notable Adjustments - 2020 Budget

Building

Item #	Description	Dollar Amount
1.	1001-1801 – Personnel Costs - Anticipated wage and benefit increases.	\$14,951
2.	7010 – Administration & Overhead – Increased allocation to other departments due to anticipated increased building permit revenues.	\$15,751
3.	0411 – Building Permit Fees – Additional revenue anticipated from increased building activity.	\$45,000
4.	0470 – Transfer From Reserve Fund – Reduction in amount to be transferred from reserve due to anticipated increase in building permit revenues.	\$(16,214)

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): *Community Services*

Division(s): *BUILDING*

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	435,228	363,390	567,712	574,104	6,392	1.13 %
1010 MODIFIED/ACCOMMODATED	0	53,981	0	0	0	0.00 %
1202 VACATION	(16,955)	4,289	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	115	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	136,146	137,556	176,891	185,450	8,559	4.84 %
PERSONNEL TOTAL	554,419	559,331	744,603	759,554	14,951	2.01 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	1,820	2,368	2,200	2,200	0	0.00 %
2650 CLOTHING / UNIFORM	1,202	1,803	1,777	1,777	0	0.00 %
2655 SAFETY SUPPLIES	81	33	0	0	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	740	332	1,290	1,290	0	0.00 %
3001 POSTAGE	968	1,350	550	1,000	450	81.82 %
3010 TELEPHONE	3,093	2,127	4,000	4,000	0	0.00 %
3035 MILEAGE	13,252	11,514	19,620	19,620	0	0.00 %
3045 CONFERENCE & SEMINARS	7,639	7,336	8,175	8,175	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,249	2,292	2,552	2,552	0	0.00 %
3080 ADVERTISING & PROMOTION	29	650	700	700	0	0.00 %
3499 MISC CONTRACTS	0	12,744	0	0	0	0.00 %
GOODS & SERVICES TOTAL	32,073	42,549	40,864	41,314	450	1.10 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	181	0	500	500	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	181	0	500	500	0	0.00 %
INTERNAL TRANSFERS						
7010 ADMINISTRATON & OVERHEAD	255,501	255,501	255,501	271,252	15,751	6.16 %
EXPENSE TOTAL	842,174	857,381	1,041,468	1,072,620	31,152	2.99 %
REVENUE						
0409 OTHER LICENCE FEES	2,460	2,220	3,000	3,000	0	0.00 %
0411 BUILDING PERMIT FEES	672,081	990,762	730,000	775,000	45,000	6.16 %
0413 PROPERTY STANDARDS	200	0	600	600	0	0.00 %
0470 TSF FROM RESERVE FUND	80,764	0	205,898	189,684	(16,214)	-7.87 %
0479 REIMBURSEMENTS	0	12,744	0	0	0	0.00 %
0851 INQUIRY FEES	29,328	28,845	28,000	28,800	800	2.86 %
REVENUE TOTAL	784,833	1,034,571	967,498	997,084	29,586	3.06 %
GRAND TOTAL:	57,341	(177,190)	73,970	75,536	1,566	2.12 %

Activity Summary Overview – 2020 Budget

Community Development & Growth

Community Services plays an integral role in the lives of those who work, live, and play in the City of North Bay. Creating, maintaining and delivering indoor and outdoor leisure facilities, activities, and opportunities, as well as providing economic, planning and building services are key objectives of Community Development & Growth.

The Director of Community Development & Growth provides overall leadership and direction for the department and ensures departmental alignment with the City's strategies, priorities and policies. The director also acts as Executive Director to Invest North Bay (inbay). In this role the Executive Director provides support to the inbay board of directors.

The Community Development & Growth Business Unit has established a Business Plan that considers the internal and external environment we operate within and our available resources to ensure we are aligned with the following corporate strategic priorities:

- Natural, North and Near
- Affordable Balanced Growth
- Economic Prosperity

Positions:

	2019 FTE	2020 FTE
Director – Community Development & Growth	1.00	1.00
Executive Assistant - Community Development & Growth	1.00	1.00
Totals	2.00	2.00

Notable Adjustments – 2020 Budget

Community Development & Growth

Item #	Description	Dollar Amount
1.	1001-1801 – Personnel Costs – Anticipated wage and benefit increases.	\$6,106

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Community Services

Division(s): COMMUNITY DEVELOPMENT & GROWTH

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	170,733	197,157	217,083	220,339	3,256	1.50 %
1202 VACATION	2,923	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	39,429	53,120	60,887	63,737	2,850	4.68 %
PERSONNEL TOTAL	213,085	250,277	277,970	284,076	6,106	2.20 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	61	778	0	1,000	1,000	100.00 %
2655 SAFETY SUPPLIES	0	9	0	0	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	0	122	0	0	0	0.00 %
3010 TELEPHONE	770	744	1,000	1,000	0	0.00 %
3030 TRAVEL	1,268	900	1,500	3,000	1,500	100.00 %
3035 MILEAGE	566	1,419	750	2,000	1,250	166.67 %
3045 CONFERENCE & SEMINARS	0	1,888	0	2,000	2,000	100.00 %
3060 MEALS	0	1,141	0	2,000	2,000	100.00 %
3070 TRAINING COURSES - OUT	134	0	1,500	2,000	500	33.33 %
3075 TRAINING COURSES- IN	3,461	0	4,500	5,000	500	11.11 %
3099 MISC ADMIN EXPENSES	0	9,313	0	4,000	4,000	100.00 %
3499 MISC CONTRACTS	22,132	25,454	25,000	25,000	0	0.00 %
GOODS & SERVICES TOTAL	28,392	41,768	34,250	47,000	12,750	37.23 %
EXPENSE TOTAL	241,477	292,045	312,220	331,076	18,856	6.04 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	30,218	30,822	30,822	31,438	616	2.00 %
0479 REIMBURSEMENTS	0	2,000	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	22,995	22,995	22,995	24,413	1,418	6.17 %
REVENUE TOTAL	53,213	55,817	53,817	55,851	2,034	3.78 %
GRAND TOTAL:	188,264	236,228	258,403	275,225	16,822	6.51 %

Activity Summary Overview – 2020 Budget

Economic Development

To provide for administration and program costs related to Economic Development activities that help facilitate employment and growth.

The Economic Development Department assists existing businesses, prospective investors, and community partners with business and community development projects such as:

- Site searches and tours;
- Sale/lease of municipally-owned land;
- Public funding application assistance;
- Business retention and expansion assistance;
- Investment attraction and growth;
- Film/TV attraction and administration;
- Support for company export initiatives;
- Market analysis;
- Liaise with Provincial and Federal governments to support business and facilitate market development and trade opportunities; and
- Liaise with and support the Invest North Bay Development Corporation as required.

Positions:

	2019 FTE	2020 FTE
Manager Economic Development	1.00	1.00
Economic Development Officer	1.00	1.00
Economic Development Officer / GAP (Grant Access Program)	1.00	1.00
Economic Development Officer (Attraction & Growth)	1.00	1.00
Economic Development Officer (Business Retention & Growth)	1.00	1.00
Administrative Assistant	1.00	1.00
Totals	6.00	6.00

Notable Adjustments - 2020 Budget

Economic Development

Item #	Description	Dollar Amount
	No notable adjustments.	n/a



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Community Services

Division(s): ECONOMIC DEVELOPMENT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	332,158	313,808	499,984	498,013	(1,971)	-0.39 %
1002 TEMPORARY SALARIES	14,161	39,469	0	0	0	0.00 %
1202 VACATION	7,400	1,833	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	695	1,293	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	100,429	108,928	152,766	158,506	5,740	3.76 %
1802 FRINGE BENEFITS-PARTTIME	1,668	5,273	0	0	0	0.00 %
PERSONNEL TOTAL	456,511	470,604	652,750	656,519	3,769	0.58 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	6,017	5,445	4,000	4,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	132	0	0	0	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	114	153	0	0	0	0.00 %
2682 PROMOTIONAL SUPPLIES	4,961	2,015	4,000	4,000	0	0.00 %
3001 POSTAGE	173	239	250	250	0	0.00 %
3003 LICENSING FEES	4,075	0	0	0	0	0.00 %
3010 TELEPHONE	2,886	3,855	5,000	5,000	0	0.00 %
3030 TRAVEL	10,899	14,074	22,000	20,000	(2,000)	-9.09 %
3035 MILEAGE	2,540	1,673	4,000	4,000	0	0.00 %
3045 CONFERENCE & SEMINARS	2,598	2,000	6,000	6,000	0	0.00 %
3050 RECEPTIONS	3,322	4,343	3,500	4,500	1,000	28.57 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,049	3,649	2,500	3,500	1,000	40.00 %
3070 TRAINING COURSES - OUT	486	3,368	8,500	8,500	0	0.00 %
3080 ADVERTISING & PROMOTION	155,341	109,531	154,000	154,000	0	0.00 %
3130 CONSULTANT FEES	3,663	240	5,000	5,000	0	0.00 %
3489 CONTRACT/OUTSIDE SERVICES	0	32,822	0	0	0	0.00 %
GOODS & SERVICES TOTAL	199,256	183,407	218,750	218,750	0	0.00 %
INTERNAL TRANSFERS						
7020 INTERNAL TRANSFERS TO OTHER DEPARTMENTS	0	10,840	0	0	0	0.00 %
EXPENSE TOTAL	655,767	664,851	871,500	875,269	3,769	0.43 %
REVENUE						
0479 REIMBURSEMENTS	2,606	4,160	0	0	0	0.00 %
0515 NOHFC	13,249	17,856	0	0	0	0.00 %
REVENUE TOTAL	15,855	22,016	0	0	0	0.00 %
GRAND TOTAL:	639,912	642,835	871,500	875,269	3,769	0.43 %

Activity Summary Overview – 2020 Budget

Fire and Emergency Services

North Bay Fire and Emergency Services (NBFES) provides an “all hazards” protection to 52,000 permanent residents and a full-time and part-time workforce in an area covering 314.9 sq. km. In addition, NBFES is responsible for the commuters, tourists and visitors that use the City’s roadways, amenities and businesses on a daily basis. The Fire Service protects commercial and residential buildings, infrastructure, the city’s reputation, economy and most importantly people. We accomplish this through the 3 lines of defence: Education, Code Enforcement and Emergency Response.

Our goal is to shape a fire safe community, and in recognition of our responsibilities, NBFES is shifting the paradigm of the delivery of fire protection services from one that focuses on emergency response to one that focuses on the prevention of fires; more specifically we are transitioning from a reactive model to a proactive model. There are many challenges to the delivery of fire services. Canadian and U.S. studies along with Provincial fire statistics, indicate flashover is now occurring as quickly as three (3) to four (4) minutes because of the materials used in modern furnishings. The consequences of the rapid growth of modern fires and the associated smoke and toxic gasses have caused a different burden to fire suppression crews causing us to re-evaluate tactics.

The Provincial government has amended the Fire Protection and Prevention Act 1997 (FPPA), Ontario Fire Code and other pieces of legislation. Changes include increasing the number of areas of responsibility for municipal fire services, requirements to review and approve Risk Plans for propane facilities and conduct annual inspections and fire drills at all vulnerable occupancies. In addition, the disclosure and evidence requirements of the judicial system has increased substantially over the last number of years; thus requiring inspectors to spend more time ensuring all legislated obligations are fulfilled.

Positions:

	2019 FTE	2020 FTE
Chief	1.0	1.0
Deputy Chief	2.0	1.0
Platoon Chiefs	4.0	4.0
Division Chief (Training)	1.0	1.0
Captains	12.0	12.0
Firefighters	56.0	56.0
Captain Fire Prevention Division	1.0	1.0
Fire Prevention Officer/ Public Educator	2.0	2.0
Administration Clerks	1.0	1.3*
Totals	80.0	79.3

* Service Level Change

Fire Administration

The management team of the Fire Chief and the Deputy Chief ensure the day to day operations and are responsible to maintain a high level of service, while being prudent with the costs associated with running an emergency service. The management team continues to analyze operations to find efficiencies so that budgetary asks are minimized.

The need to prepare for emergencies and manage them effectively is an important responsibility of the fire management team which has the added legislative responsibility for

emergency management of the City of North Bay. Emergency management consists of five phases: prevention, mitigation, preparedness, response and recovery.

Fire Suppression and Training Divisions

NBFES responds to various types of calls for service including, but not limited to, structure fires, car fires, motor vehicle collisions, medical emergencies, for the purposes of preventing loss of life and injury of citizens and visitors to the city, as well as reducing the loss of property due to fires and natural disasters. In 2018 we responded to 1,656 (9% increase) requests for service. It is important to note the firefighters take on the additional responsibility and training of technical rescue thereby permitting NBFES to respond to hazardous materials calls, ice rescue, high angle and confined space emergencies (limited).

The Training Division supports the Fire Suppression Division by delivering high quality programs aimed at firefighter and officer knowledge and skill development. The Chief Training Officer is also responsible for analyzing and researching emerging trends/challenges, new standards and new equipment that may impact service delivery.

Fire Prevention Division

The Fire Prevention and Public Education Division of NBFES raises public awareness of fire prevention and safety in the community, by educating the public about emergencies, fire safety practices, life safety and provides guidance and enforcement of the Ontario Fire Code. Systematic, thorough fire inspections and re-inspections and code enforcement are the backbone of effective fire prevention work and a major factor in reducing the loss of life and property. A study led by Sunnybrook Health Sciences Centre has found that over a 14 year period, there was a loss of 24,051 years of life and the cost of lives shortened or lost in residential fires cost the Canadian economy \$7.6 billion.

Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Team

The provincial fire service response strategy involves three levels of response: Awareness, Operations and Technician. North Bay Fire and Emergency Services is one of three Operations Level teams selected by the Province to advance its level of service to a Technician Level CBRNE team. The existing Technician Level CBRNE teams are presently in Toronto, Windsor, and Ottawa. The goal of the response strategy is to ensure a competent, multi-disciplinary team is available on a province-wide basis to respond to large-scale and/or complex natural or human-caused emergencies in a planned, coordinated and timely manner. This upgraded training and equipment is of benefit to the residents of the City of North Bay on an ongoing basis to respond to all types of hazardous materials incidents. Through this new strategy the province would now provide funding up to \$150,000 annually and NBFES will increase its level of service to Technician.

Notable Adjustments - 2020 Budget

Fire and Emergency Services

Item #	Description	Dollar Amount
1.	1001 – 1802 – Personnel – Includes anticipated salary and benefit increases based on finalized contract negotiations and changes in staffing complements.	(\$538,202)
2.	2655 - Safety Supplies - To reflect increased supplies required for Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) team. Offset by 0599-Provincial Grant.	\$20,000
3.	3075 - Training Courses Inside- Additional cost for maintaining the CBRNE team. Offset by 0599-Provincial Grant.	\$20,000
4.	5010 – Machinery and Equipment - To upgrade hazardous materials equipment. Offset by 0599-Provincial Grant.	\$70,000
5.	7001 – Vehicle & Equipment Usage Fee – Increase to reflect change in rates.	\$114,793
6.	0470 – Transfer From Reserve Fund – Funding for previous one-time training was partially funded from reserve.	(\$27,000)
7.	0599 – Misc. Provincial Grant- Provincial grant for the operation of a CBRNE Team. Related expenses have been included in various lines in the 2020 budget.	\$150,000

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): *Community Services*

Division(s): *FIRE DEPARTMENT*

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	7,448,906	8,193,434	9,007,796	8,434,818	(572,978)	-6.36 %
1002 TEMPORARY SALARIES	820	924	0	14,769	14,769	100.00 %
1010 MODIFIED/ACCOMMODATED	212,557	36,464	0	0	0	0.00 %
1101 OVERTIME FULLTIME	314,997	445,765	153,000	184,000	31,000	20.26 %
1202 VACATION	19,416	239,724	22,000	70,000	48,000	218.18 %
1203 COMPASSIONATE LEAVE	48,449	60,043	45,000	50,000	5,000	11.11 %
1204 STATUTORY HOLIDAYS	218,335	195,076	250,000	250,000	0	0.00 %
1207 SICK LEAVE	293,680	426,403	135,000	150,000	15,000	11.11 %
1208 LIEU DAYS	224,443	222,722	272,000	272,000	0	0.00 %
1299 OTHER LABOUR COSTS	5,265	43,527	7,000	10,000	3,000	42.86 %
1301 WSIB LEAVE	(293,761)	(265,553)	(60,000)	0	60,000	-100.00 %
1401 TRAINING & SAFETY	18,858	0	40,000	40,000	0	0.00 %
1407 ACTING RANK PAY	61,520	54,070	62,000	66,000	4,000	6.45 %
1415 FIRE ON CALL PAYOUT	2,343	5,867	2,600	2,900	300	11.54 %
1801 FRINGE BENEFITS-FULLTIME	2,169,470	2,323,281	2,641,550	2,488,857	(152,693)	-5.78 %
1802 FRINGE BENEFITS-PARTTIME	0	454	0	6,400	6,400	100.00 %
PERSONNEL TOTAL	10,745,298	11,982,201	12,577,946	12,039,744	(538,202)	-4.28 %
GOODS & SERVICES						
2401 GAS FUEL	12,549	11,650	11,734	11,517	(217)	-1.85 %
2405 DIESEL FUEL	30,860	28,025	29,955	28,814	(1,141)	-3.81 %
2407 COLOURED/DYED DIESEL	0	75	0	0	0	0.00 %
2425 REPAIR PARTS	34	0	0	0	0	0.00 %
2499 MISC FLEET SUPPLIES	28	0	0	0	0	0.00 %
2601 OFFICE SUPPLIES	11,797	5,486	10,000	10,000	0	0.00 %
2615 JANITORIAL SUPPLIES	9,879	7,328	10,000	10,000	0	0.00 %
2640 TRAINING SUPPLIES	1,923	3,920	3,000	3,000	0	0.00 %
2650 CLOTHING / UNIFORM	19,448	27,585	35,000	35,000	0	0.00 %
2655 SAFETY SUPPLIES	0	134	0	20,000	20,000	100.00 %
2660 SAFETY BOOT ALLOWANCE	0	306	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	752	0	0	0	0	0.00 %
2701 HYDRO	44,108	34,068	43,214	43,589	375	0.87 %
2705 NATURAL GAS	25,848	19,585	29,193	24,588	(4,605)	-15.77 %
2715 WATER	15,664	10,895	14,804	12,911	(1,893)	-12.79 %
2901 FIREFIGHTING SUPPLIES	63,707	77,644	65,000	65,000	0	0.00 %
2903 FIRE FOAM	10,899	3,358	5,000	5,000	0	0.00 %
2905 FIRE INVESTIGATION SUPPLI	2,458	3,644	3,500	3,500	0	0.00 %
2930 LONG SERVICE PINS/AWARDS	1,293	102	800	800	0	0.00 %
3001 POSTAGE	219	220	500	500	0	0.00 %
3003 LICENSING FEES	0	0	0	9,000	9,000	100.00 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): *Community Services*

Division(s): *FIRE DEPARTMENT*

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
3005 COURIER & DELIVERY	1	386	500	500	0	0.00 %
3010 TELEPHONE	8,054	7,520	8,000	8,000	0	0.00 %
3030 TRAVEL	0	2,476	0	5,000	5,000	100.00 %
3035 MILEAGE	2,042	213	2,500	2,500	0	0.00 %
3045 CONFERENCE & SEMINARS	13,794	14,676	12,500	15,000	2,500	20.00 %
3055 MEETING COSTS	0	18	0	3,000	3,000	100.00 %
3060 MEALS	4,665	3,179	2,750	3,750	1,000	36.36 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,155	2,426	2,100	3,100	1,000	47.62 %
3070 TRAINING COURSES - OUT	28,380	16,860	28,000	43,000	15,000	53.57 %
3075 TRAINING COURSES- IN	5,984	7,372	55,000	75,000	20,000	36.36 %
3080 ADVERTISING & PROMOTION	17,792	15,696	18,000	18,000	0	0.00 %
3085 OUTSIDE PRINTING	473	554	1,000	1,000	0	0.00 %
3150 MEDICAL FEES	322	990	2,500	2,500	0	0.00 %
3301 RADIO MAINTENANCE	27,227	18,672	29,000	29,000	0	0.00 %
3305 BUILDING MAINTENANCE	50,537	48,174	59,000	59,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	16,788	10,472	20,000	21,000	1,000	5.00 %
3340 SOFTWARE MAINTENANCE	0	0	0	9,803	9,803	100.00 %
3350 DRY CLEANING/LAUNDERING	2,056	2,298	2,500	2,500	0	0.00 %
3496 POLICE - 3RD PARTY PYMTS	175,000	175,000	175,000	175,000	0	0.00 %
3499 MISC CONTRACTS	36,695	19,630	30,000	30,000	0	0.00 %
3601 INSURANCE PREMIUMS	23,324	23,553	22,671	25,818	3,147	13.88 %
3999 MISC SERVICES & RENTS	0	509	0	0	0	0.00 %
GOODS & SERVICES TOTAL	666,755	604,699	732,721	815,690	82,969	11.32 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	1,154	5,342	5,000	75,000	70,000	1,400.00 %
5115 TRANSFER TO RESERVE FUND	27,023	6,981	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	28,177	12,323	5,000	75,000	70,000	1,400.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	591,428	569,205	623,456	738,249	114,793	18.41 %
7020 INTERNAL TRANSFERS TO OTHER DEPARTMENTS	0	145	0	0	0	0.00 %
EXPENSE TOTAL	12,031,658	13,168,573	13,939,123	13,668,683	(270,440)	-1.94 %
REVENUE						
0409 OTHER LICENCE FEES	2,460	2,220	2,500	2,500	0	0.00 %
0450 DISPOSAL OF EQUIPMENT	3,500	0	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	0	0	27,000	0	(27,000)	-100.00 %
0479 REIMBURSEMENTS	0	17,944	0	0	0	0.00 %
0497 CONTRACTED REVENUE	36,691	22,861	24,000	24,000	0	0.00 %
0599 MISC. PROVINCIAL GRANTS	500	0	0	150,000	150,000	100.00 %
0863 FIRE PERMITS/INSPECTIONS	13,530	11,474	12,000	10,000	(2,000)	-16.67 %



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): *Community Services*

Division(s): *FIRE DEPARTMENT*

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
0864 FIRE EMERGENCY RESPONSE	103,607	56,309	52,000	52,000	0	0.00 %
0865 FIRE BURNING PERMITS	32,497	38,336	32,000	33,000	1,000	3.13 %
0866 FIRE PREVENTION/EDUCATION	470	638	2,000	1,000	(1,000)	-50.00 %
7910 INTERNAL OVERHEAD REVENUE	14,819	14,819	14,819	15,733	914	6.17 %
REVENUE TOTAL	208,074	164,601	166,319	288,233	121,914	73.30 %
GRAND TOTAL:	11,823,584	13,003,972	13,772,804	13,380,450	(392,354)	-2.85 %

Activity Summary Overview – 2020 Budget

Parks Revenues

Includes revenues from the rental of City parks, sports fields and parks buildings.

Parks

The City has 72 park areas including playgrounds and picnic shelters that are available to the community for organized activities where a permit is required.

Sports Fields

The City has 20 sports fields including soccer fields, baseball fields and a football field which is available for community and sport organization use from May through September each year.

Buildings

The City has 38 parks buildings that are available for rental.

Notable Adjustments - 2020 Budget

Parks Revenues

Item #	Description	Dollar Amount
1.	0975 - Sign Advertising – To reflect new naming rights agreement.	(\$4,000)



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Community Services

Division(s): PARKS REVENUES

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
REVENUE						
0414 PARKS PERMITS	0	8,539	7,800	8,000	200	2.56 %
0842 FACILITY RENTALS	0	172,227	193,500	193,500	0	0.00 %
0919 VENDING MACHINE SALES	0	199	500	100	(400)	-80.00 %
0975 SIGN ADVERTISING	0	2,000	10,000	6,000	(4,000)	-40.00 %
REVENUE TOTAL	0	182,965	211,800	207,600	(4,200)	-1.98 %
GRAND TOTAL:	0	(182,965)	(211,800)	(207,600)	4,200	1.98 %

Activity Summary Overview – 2020 Budget

Planning Services

Planning Services forms part of the Planning and Building Services Department. The mission of Planning & Building Services is to support and guide growth and development of North Bay towards a vibrant, livable and resilient community.

Planning Services provides land use planning services for the City as required by the Planning Act and the Municipal Act. Major activity areas include current planning operations, policy development, research, special projects and By-Law administration & enforcement.

Planning also administers the Committee of Adjustment, Heritage Committee, Municipal Accessibility Committee as well as the City's various community improvement plans.

Committee of Adjustment

To provide for the operation and activities of the Committee of Adjustment.

Municipal Heritage Committee

To provide for the operation and activities of the North Bay Municipal Heritage Committee.

Municipal Accessibility Advisory Committee

To provide for the operation and activities of the Municipal Accessibility Advisory Committee.

Positions:

	2019 FTE	2020 FTE
Manager of Planning & Building Services	0.60	0.60
Senior Planner - Current Operations	1.00	1.00
Zoning Administrator	1.00	1.00
Policy and Business Development Planner	1.00	1.00
Administrative Assistant - Planning	1.00	1.00
Intern/Contract*	1.00	1.00
Summer Student	0.31	0.31
Totals	5.91	5.91

*Note: To assist with the completion of various planning projects. The position is funded partially through funding from NOHFC and the capital budget.

Notable Adjustments - 2020 Budget

Planning Services

Item #	Description	Dollar Amount
1.	1001-1802 - Personnel costs – Anticipated wage and benefit increases.	\$16,869
2.	3930 – Community Programs - Community Improvement Plans - To reflect historical averages. Increase is offset by line 0470.	\$44,000
3.	0470 – Transfer from Reserve Fund - To reflect historical averages. Increase is offset by line 3930.	\$44,000

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): *Community Services*

Division(s): *PLANNING DEPARTMENT*

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	393,618	369,646	381,954	393,378	11,424	2.99 %
1002 TEMPORARY SALARIES	7,056	7,546	8,931	8,931	0	0.00 %
1004 OTHER/STANDBY	100	0	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	51,228	48,929	(2,299)	-4.49 %
1202 VACATION	4,388	306	2,406	2,314	(92)	-3.82 %
1204 STATUTORY HOLIDAYS	200	102	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	117,331	115,867	119,167	126,829	7,662	6.43 %
1802 FRINGE BENEFITS-PARTTIME	884	937	1,004	1,178	174	17.33 %
PERSONNEL TOTAL	523,577	494,404	564,690	581,559	16,869	2.99 %
GOODS & SERVICES						
2036 SIGNS	251	704	700	700	0	0.00 %
2601 OFFICE SUPPLIES	2,224	1,617	3,000	3,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	0	0	100	0	(100)	-100.00 %
2699 MISC GENERAL SUPPLIES	1,314	1,634	2,500	2,500	0	0.00 %
3001 POSTAGE	2,679	2,891	5,000	5,000	0	0.00 %
3010 TELEPHONE	1,405	564	1,500	1,500	0	0.00 %
3030 TRAVEL	1,878	0	2,000	2,000	0	0.00 %
3035 MILEAGE	193	0	1,300	1,000	(300)	-23.08 %
3045 CONFERENCE & SEMINARS	4,414	1,461	5,000	5,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,480	2,432	3,200	3,200	0	0.00 %
3080 ADVERTISING & PROMOTION	116	0	900	900	0	0.00 %
3130 CONSULTANT FEES	16,713	2,008	2,500	3,500	1,000	40.00 %
3145 REGISTRY OFFICE FEES	1,575	3,456	3,000	3,000	0	0.00 %
3930 COMMUNITY PROGRAMS	146,538	217,104	80,000	124,000	44,000	55.00 %
GOODS & SERVICES TOTAL	181,780	233,871	110,700	155,300	44,600	40.29 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	580	1,810	2,000	2,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	580	1,810	2,000	2,000	0	0.00 %
EXPENSE TOTAL	705,937	730,085	677,390	738,859	61,469	9.07 %
REVENUE						
0409 OTHER LICENCE FEES	2,460	2,220	3,000	3,000	0	0.00 %
0419 OTHER PERMIT/ENCROACHMENT	30,875	38,455	28,000	30,000	2,000	7.14 %
0460 TRANSFER FRM CAPITAL FUND	0	0	55,101	56,876	1,775	3.22 %
0470 TSF FROM RESERVE FUND	154,038	104,820	87,500	131,500	44,000	50.29 %
0472 REIMB - CUPE BENEFITS	79	2,095	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	193	6,192	0	0	0	0.00 %
0479 REIMBURSEMENTS	8,825	6,675	0	0	0	0.00 %
0480 SUNDRY REVENUE	500	200	0	0	0	0.00 %
0533 EXPERIENCE PROGRAM	3,658	0	0	0	0	0.00 %



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): *Community Services*

Division(s): *PLANNING DEPARTMENT*

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
0851 INQUIRY FEES	56,339	89,108	88,000	88,000	0	0.00 %
0869 OTHER ADMINISTRATION FEES	300	280	100	100	0	0.00 %
0976 SIGNAGE LEASING	40,182	16,396	32,000	32,000	0	0.00 %
0977 LANE CLOSINGS	900	900	2,000	2,000	0	0.00 %
0994 DEEMING BY-LAWS	418	850	825	850	25	3.03 %
7910 INTERNAL OVERHEAD REVENUE	17,374	17,374	17,374	18,445	1,071	6.16 %
REVENUE TOTAL	316,141	285,565	313,900	362,771	48,871	15.57 %
GRAND TOTAL:	389,796	444,520	363,490	376,088	12,598	3.47 %

Activity Summary Overview – 2020 Budget

Arts, Culture, Recreation & Leisure Services

To provide personnel and administration support for the Arts, Culture, Recreation and Leisure Services Department.

Positions:

	2019 FTE	2020 FTE
Manager Arts Culture Recreation & Leisure Services	1.00	1.00
Community Development Facilitator	1.00	1.00
Community Events Facilitator	1.00	1.00
Administrative Assistant	1.44	1.44
Totals	4.44	4.44

Recreation Program Positions	2019 FTE	2020 FTE
Youth Centres*	0.36	0.80
After School Program Supervisor *	0.84	0.84
After School Programmers*	1.14	1.14
Recreation Programmer	0.34	0.34
Beach Director	0.27	0.27
Beach Staff	3.08	3.08
Totals	6.03	6.47

* Note ... programs funded wholly or partially through other funding sources.

Activities of this section include the following:

Culture - Work with the municipal cultural roundtable to lead the implementation of the North Bay Cultural Plan and community organizations such as Creative Industries, to facilitate cultural growth and awareness in the community. Initiatives include Culture Days and education Cultural sessions and events.

Trails and Active Transportation - Work with other municipal department representatives of the Trails and Active Transportation Municipal Committee and work collectively to implement the actions identified in the Trails and Active Transportation Plan; initiatives include the development of trails, sidewalks, multiuse pathways, bike routes, safety education, mapping and trouble shooting. Increase awareness across departmental operations with respect to desired future development and complete applications for funding to support projects. The City is also a member of Discovery RoutesTrails organization.

Park Bookings - The administrative booking of 72 parks, 20 sports fields and 38 buildings. Revenues collected for bookings are shown in the Parks Revenue section.

Recreation Programs - Include Youth Centres, After School Program and beach swimming lessons. Coordinated by Recreation and Leisure staff on a cost recovery basis. These programs are contingent on the receipt of grant funding.

Events - Facilitated by municipal staff through a community based organizing committee. Budget amounts represent City of North Bay's contributions for events such as Canada Day, Santa Claus Parade and Families First. Other events may occur for special celebrations, i.e. Culture Days, Armed Forces Day. The department also acts as a resource to community event organizers to provide advice regarding event planning.

Community Development - Work with neighborhoods, organizations and groups to facilitate and support positive recreational programs and services. These programs and services are not necessarily municipally driven. The following are some examples of those programs: Sport North Bay, Youth Week initiatives, Partners in Hockey and Creative Industries. Work with the community to engage neighborhoods for the purpose of park development/new equipment or plans such as the Multi-Use Recreation Facility Strategy and the North Bay Cultural Plan.

Beach Program - The purpose of this activity is to provide lifeguards and instructors for aquatics programs at City beaches and to encourage safe, responsible use of City beaches. Locations include: The Cove, Olmsted Beach, and Waterfront Beach.

Notable Adjustments - 2020 Budget

Arts, Culture, Recreation & Leisure Services

Item #	Description	Dollar Amount
1.	1001-1802 – Personnel Costs – Transfer of Sports Tourism Advisor to Tourism North Bay partially offset by an increase in Youth Centre staff.	(\$10,095)
2.	3080 – Advertising & Promotions – To implement Age Friendly Action Plan Initiatives.	\$10,500
3.	3930 – Community Programs – Event Hosting Fund – To reflect demand from Community Groups.	\$10,000
4.	0953 - Midway Revenue – To reflect historical Midway revenues received.	\$20,000

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Community Services

Division(s): REC, LEISURE, & CULTURAL SERVICES

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	280,189	310,251	326,385	331,281	4,896	1.50 %
1002 TEMPORARY SALARIES	181,293	190,767	225,854	201,040	(24,814)	-10.99 %
1003 SHIFT PREMIUM	0	1	0	0	0	0.00 %
1102 OVERTIME PART TIME	473	656	0	0	0	0.00 %
1201 VACATION other	47	0	0	0	0	0.00 %
1202 VACATION	12,070	8,832	7,954	8,488	534	6.71 %
1204 STATUTORY HOLIDAYS	6,108	4,491	0	0	0	0.00 %
1401 TRAINING & SAFETY	0	49	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	86,256	93,037	93,483	98,500	5,017	5.37 %
1802 FRINGE BENEFITS-PARTTIME	25,624	26,742	26,484	30,756	4,272	16.13 %
PERSONNEL TOTAL	592,060	634,826	680,160	670,065	(10,095)	-1.48 %
GOODS & SERVICES						
2401 GAS FUEL	179	204	169	204	35	20.71 %
2601 OFFICE SUPPLIES	5,433	3,300	7,000	7,000	0	0.00 %
2645 RECREATIONAL SUPPLIES	9,490	4,566	8,300	9,300	1,000	12.05 %
2660 SAFETY BOOT ALLOWANCE	174	0	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	29,838	21,449	11,600	13,098	1,498	12.91 %
3001 POSTAGE	968	928	3,000	3,000	0	0.00 %
3010 TELEPHONE	3,806	4,334	5,800	6,000	200	3.45 %
3035 MILEAGE	2,175	1,927	2,750	3,750	1,000	36.36 %
3040 ACCOMODATIONS	38	0	0	0	0	0.00 %
3045 CONFERENCE & SEMINARS	1,923	6,201	5,000	5,000	0	0.00 %
3055 MEETING COSTS	1,249	1,133	1,400	1,400	0	0.00 %
3056 PERMITS	0	200	0	200	200	100.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,231	2,126	3,700	3,700	0	0.00 %
3075 TRAINING COURSES- IN	6,818	0	12,500	6,000	(6,500)	-52.00 %
3080 ADVERTISING & PROMOTION	33,221	20,574	33,900	44,400	10,500	30.97 %
3085 OUTSIDE PRINTING	20,523	20,819	28,000	28,000	0	0.00 %
3099 MISC ADMIN EXPENSES	1,780	27,879	5,000	5,000	0	0.00 %
3130 CONSULTANT FEES	5,289	0	5,000	5,000	0	0.00 %
3205 VEHICLE LEASE/RENTAL	2,561	2,792	3,800	3,800	0	0.00 %
3229 PORTABLE TOILETS	193	448	0	900	900	100.00 %
3492 EVENT CONTRIBUTIONS	2,000	3,500	10,000	10,000	0	0.00 %
3601 INSURANCE PREMIUMS	8,100	8,910	8,100	8,910	810	10.00 %
3930 COMMUNITY PROGRAMS	6,000	98,400	98,000	108,000	10,000	10.20 %
3965 BALANCE CARRIED FORWARD	(335)	(6,936)	0	0	0	0.00 %
3999 MISC SERVICES & RENTS	13,785	8,317	600	3,600	3,000	500.00 %
GOODS & SERVICES TOTAL	158,439	231,071	253,619	276,262	22,643	8.93 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Community Services

Division(s): REC, LEISURE, & CULTURAL SERVICES

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	(20)	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	(20)	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	0	1,000	1,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	0	1,000	1,000	0	0.00 %
SERVICE PARTNERS						
6066 HUMANE SOCIETY	362,543	366,169	366,169	369,831	3,662	1.00 %
SERVICE PARTNERS TOTAL	362,543	366,169	366,169	369,831	3,662	1.00 %
INTERNAL TRANSFERS						
7020 INTERNAL TRANSFERS TO OTHER DEPARTMENTS	0	2,000	0	0	0	0.00 %
7080 SUMMER IN THE PARK CONTRIBUTION	80,000	0	0	0	0	0.00 %
EXPENSE TOTAL	1,193,022	1,234,066	1,300,948	1,317,158	16,210	1.25 %
REVENUE						
0435 SPONSORSHIP	9,100	8,675	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	70,000	0	0	0	0	0.00 %
0472 REIMB - CUPE BENEFITS	0	221	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	0	739	0	0	0	0.00 %
0479 REIMBURSEMENTS	447	(18)	0	0	0	0.00 %
0480 SUNDRY REVENUE	5,654	4,040	0	0	0	0.00 %
0506 MINISTRY OF HEALTH	53,945	85,786	67,757	72,736	4,979	7.35 %
0599 MISC. PROVINCIAL GRANTS	6,750	5,825	0	0	0	0.00 %
0620 CANADA DAY GRANT	8,000	9,376	6,700	6,700	0	0.00 %
0820 REGISTRATION FEES	3,471	5,235	3,800	3,800	0	0.00 %
0940 PARK VENDOR REVENUE	555	3,218	4,100	4,100	0	0.00 %
0950 CONCESSION FEES / VENDOR	604	912	0	0	0	0.00 %
0953 MIDWAY	0	44,010	0	20,000	20,000	100.00 %
0974 CO-OP ADVERTISING	17,476	16,423	24,000	24,000	0	0.00 %
7998 INTERNAL TRANSFERS FROM OTHER DEPARTMENTS	0	12,000	0	0	0	0.00 %
REVENUE TOTAL	176,002	196,442	106,357	131,336	24,979	23.49 %
GRAND TOTAL:	1,017,020	1,037,624	1,194,591	1,185,822	(8,769)	-0.73 %



CORPORATE SERVICES

2020 OPERATING BUDGET



Business Unit Summary

Budget Year: 2020

YTD End Date: December 2019

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
Corporate Services						
COUNCIL SECRETARIAT	100,839	315,803	372,134	393,746	21,612	5.81 %
CUSTOMER SERVICE CENTRE	323,845	186,453	218,045	241,974	23,929	10.97 %
FINANCIAL SERVICES	1,449,347	1,338,586	1,456,195	1,528,742	72,547	4.98 %
HUMAN RESOURCES	959,450	930,509	1,028,981	1,124,884	95,903	9.32 %
INFORMATION SYSTEMS	1,190,111	1,036,447	1,334,845	1,617,275	282,430	21.16 %
LEGAL DEPARTMENT - GENERAL	246,820	308,607	355,372	477,271	121,899	34.30 %
LEGAL DEPARTMENT - POA	(110,548)	(51,809)	(172,505)	(136,323)	36,182	20.97 %
Total:	4,159,864	4,064,596	4,593,067	5,247,569	654,502	14.25 %
Grand Total:	4,159,864	4,064,596	4,593,067	5,247,569	654,502	14.25 %

Activity Summary Overview – 2020 Budget

Council Secretariat

Clerk's Department

The City Clerk's Office is responsible for Council Secretariat, Vital Statistics and Records Services.

In addition to overseeing these services, key responsibilities include executing the statutory duties of a Municipal Clerk, acting as "Head" under FOI legislation, and as Returning Officer for Municipal Elections.

Positions:

	2019 FTE	2020 FTE
City Clerk	1.00	1.00
Deputy Clerk	1.00	1.00
*Administrative Staff	3.00	2.00
Totals	5.00	4.00

*Note: The Licensing Clerk has moved to Customer Service.

Elections:

Responsible for Municipal Elections (Council and 4 School Boards) held every four years. The policy is to fund the election expenses from the annual budget amounts that are transferred to the Election Reserve Fund.

Notable Adjustments - 2020 Budget

Council Secretariat

Item #	Description	Dollar Amount
1.	1001 – 1801 – Personnel Costs – Anticipated wage and benefit increases.	\$24,086
2.	0418 – Burial Permits – Reduction in User Fee.	(\$14,000)
3.	7910 – Internal Overhead Revenue – To reflect support provided to Water and Wastewater, Building, and POA departments.	\$22,973

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Corporate Services

Division(s): COUNCIL SECRETARIAT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	302,283	271,541	305,883	321,791	15,908	5.20 %
1002 TEMPORARY SALARIES	31,680	(100)	0	0	0	0.00 %
1101 OVERTIME FULLTIME	6,986	559	2,500	2,500	0	0.00 %
1202 VACATION	10,891	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	96,013	83,825	92,682	100,860	8,178	8.82 %
PERSONNEL TOTAL	447,853	355,825	401,065	425,151	24,086	6.01 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	29,210	4,190	4,000	4,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	598	305	800	800	0	0.00 %
2665 MARRIAGE LICENSES	14,400	14,400	14,400	14,400	0	0.00 %
3001 POSTAGE	35,131	2,273	3,000	2,500	(500)	-16.67 %
3005 COURIER & DELIVERY	0	0	250	250	0	0.00 %
3035 MILEAGE	327	0	250	250	0	0.00 %
3045 CONFERENCE & SEMINARS	1,172	2,265	3,000	6,000	3,000	100.00 %
3060 MEALS	5,198	1,948	4,000	4,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	396	403	800	800	0	0.00 %
3080 ADVERTISING & PROMOTION	15,205	2,441	10,000	7,500	(2,500)	-25.00 %
3099 MISC ADMIN EXPENSES	5,847	3,089	0	4,000	4,000	100.00 %
3207 EQUIPMENT LEASE	41,658	0	0	0	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	280	336	350	350	0	0.00 %
3499 MISC CONTRACTS	336	0	1,000	500	(500)	-50.00 %
GOODS & SERVICES TOTAL	149,758	31,650	41,850	45,350	3,500	8.36 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	2	80	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	2	80	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	598	0	500	500	0	0.00 %
5115 TRANSFER TO RESERVE FUND	55,000	65,000	65,000	65,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	55,598	65,000	65,500	65,500	0	0.00 %
EXPENSE TOTAL	653,211	452,555	508,415	536,001	27,586	5.43 %
REVENUE						
0403 MARRIAGE LICENSE	50,220	50,220	50,000	50,000	0	0.00 %
0404 LOTTERY LICENSE	228,505	0	0	0	0	0.00 %
0409 OTHER LICENCE FEES	2,460	2,220	3,000	0	(3,000)	-100.00 %
0418 BURIAL PERMITS	28,320	25,950	26,000	12,000	(14,000)	-53.85 %
0470 TSF FROM RESERVE FUND	194,957	0	0	0	0	0.00 %
0479 REIMBURSEMENTS	117	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	38	100	0	0	0	0.00 %
0825 NOISE BY-LAW EXEMPTIONS	765	0	0	0	0	0.00 %



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Corporate Services

Division(s): COUNCIL SECRETARIAT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
0850 ADMIN FEES	2,344	6,481	4,000	4,000	0	0.00 %
0977 LANE CLOSINGS	650	0	1,500	1,500	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	43,995	51,782	51,782	74,755	22,973	44.36 %
REVENUE TOTAL	552,371	136,753	136,282	142,255	5,973	4.38 %
GRAND TOTAL:	100,840	315,802	372,133	393,746	21,613	5.81 %

Activity Summary Overview – 2020 Budget

Customer Service Centre

The Customer Service Centre (CSC) provides a “One Stop Experience” for residents, visitors and community partners that is conveniently located on the main floor of City Hall. Customers pay for, inquire about, apply for, and/or register for City programs and services. A team of dedicated Customer Service Clerks are cross trained to work in all channels – phone, counter and e-mail platforms. CSC Clerks work to resolve most inquiries rather than spending time re-directing customers who accidentally arrive at the wrong counter or telephone extension. Excellent and efficient customer service is at the heart of all transactions completed in the CSC as the team promotes a positive, helpful and friendly environment to resolve customer concerns.

Citizen – Centered Service



The objectives of the Centre are to:

- Build relationships with the community
- Provide comprehensive and accurate responses in a timely manner
- Provide accessible customer service
- Provide responses that optimize productivity and resources while reducing duplication
- Provide a Centre that is customer oriented and which promotes a safe environment for staff and customers

The CSC is a service focused culture where Clerks employ a customer-centric approach to their regular duties and work activities. CSC Clerks put customer needs first when presenting solutions and providing support. This customer-centric approach applies at the counter or behind the scenes processing paperwork or responding to customer service inquiries through phone calls, email and in-person requests for most City services.

The way that citizens interact with the government is shifting and changing. It is essential that we deliver services that are important to citizens in a way that is focused on the needs of our citizens (“citizen centred”). Accessing services is one of the most important ways that citizens interact with municipal government. This awareness and responsiveness to changing needs will support the mission of Council in growing the City of North Bay. Excellent customer service builds trust and demonstrates that the City is dedicated to serving citizens. In June the first few implementation steps in the design of a Licensing Hub were completed with the centralization of licensing services and addition of Lottery Licensing to the CSC. This transition will provide centralized licensing in a way that is easy for citizens to access. Additional licensing services will be transitioned to the CSC in the future including Residential Housing Licensing. This reflects our continued commitment to improve the way we deliver Citizen-Centred Services.

Positions:

	2019 FTE	2020 FTE
Customer Service Centre Supervisor	1.00	1.00
Customer Service Clerk	5.00	4.00
Customer Service Clerk - Licensing	0.00	1.00
*Administrative Assistant - Licensing	0.00	1.00
Totals	6.00	7.00

* The Administrative Assistant – Licensing position moved from the Council Secretariat budget.

Notable Adjustments - 2020 Budget
Customer Service Centre

Item #	Description	Dollar Amount
1.	1001 – 1801 – Personnel Costs – Anticipated wage and benefit increases.	\$12,118
2.	3005 – Courier & Delivery - Daily courier delivery and pick up of mail between Canada Post and City Hall. (The Commissionaires provided this service previously until Feb 22, 2019).	\$6,000
3.	3075 – Training Courses - Staff Training and Certification in Customer Service.	\$5,000

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Corporate Services

Division(s): CUSTOMER SERVICE CENTRE

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	329,901	382,915	393,365	399,266	5,901	1.50 %
1101 OVERTIME FULLTIME	0	185	0	0	0	0.00 %
1202 VACATION	(2,161)	0	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	50	50	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	106,753	126,032	127,901	134,118	6,217	4.86 %
PERSONNEL TOTAL	434,543	509,182	521,266	533,384	12,118	2.32 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	2,763	2,600	3,000	3,000	0	0.00 %
2607 POSTAGE MACHINE SUPPLIES	2,307	3,857	5,000	5,000	0	0.00 %
2699 MISC GENERAL SUPPLIES	97	0	0	0	0	0.00 %
3001 POSTAGE	326	190	500	500	0	0.00 %
3005 COURIER & DELIVERY	361	3,692	750	6,750	6,000	800.00 %
3045 CONFERENCE & SEMINARS	139	561	500	1,500	1,000	200.00 %
3075 TRAINING COURSES- IN	0	0	0	5,000	5,000	100.00 %
3080 ADVERTISING & PROMOTION	342	340	800	800	0	0.00 %
3210 OFFICE EQUIPMENT LEASE	797	0	0	0	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	187	1,319	2,500	2,500	0	0.00 %
GOODS & SERVICES TOTAL	7,319	12,559	13,050	25,050	12,000	91.95 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	1,066	1,204	1,500	1,500	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,066	1,204	1,500	1,500	0	0.00 %
EXPENSE TOTAL	442,928	522,945	535,816	559,934	24,118	4.50 %
REVENUE						
0401 BUSINESS LICENSE	24,855	26,065	25,000	25,000	0	0.00 %
0404 LOTTERY LICENSE	0	217,404	200,000	200,000	0	0.00 %
0409 OTHER LICENCE FEES	0	0	0	3,000	3,000	100.00 %
0480 SUNDRY REVENUE	0	252	0	300	300	100.00 %
7910 INTERNAL OVERHEAD REVENUE	94,226	92,771	92,771	89,659	(3,112)	-3.35 %
REVENUE TOTAL	119,081	336,492	317,771	317,959	188	0.06 %
GRAND TOTAL:	323,847	186,453	218,045	241,975	23,930	10.97 %

Activity Summary Overview – 2020 Budget

Financial Services

Provide timely, responsive, efficient and innovative financial services to all our customers in compliance with legislative requirements, while fostering a spirit of trust and accountability.

Activities include the following:

- Ensure that only valid, properly authorized disbursements are processed on a timely basis taking all available discounts while providing for the development and monitoring of corporate Accounts Payable function.
- Ensure that authorized payrolls are processed in exact amounts in a timely fashion, in compliance with all corporate policies, applicable regulations, and reporting requirements.
- Ensure that Accounts Receivable processes are in place to ensure complete and timely billing for services rendered. Monitor and process third party agreement receivables.
- Coordinate the development and maintenance of annual Operating and Capital Budgets in accordance with Legislative requirements.
- To provide and present to internal and external customers timely, accurate, and fiscally responsible variance reports that will assist in the financial decision making process.
- Ensure timely and accurate financial reporting to various parties and ensure completeness and integrity of supporting data.
- Ensure effective and efficient corporate treasury services and customer support in compliance with all applicable legislation, regulations, and corporate policies.
- Ensure a tax administration system compliant with all applicable legislation and Council direction.
- Ensure that procurement processes are in place for materials, supplies and contracts required by the City, administering Requests for Tender and Requests for Proposals on the City's behalf, and administering the City's Purchasing By-law.
- Ensure proper recording and reporting of Tangible Capital Assets.
- Lead the organization in developing an Asset Management Plan and ensuring compliance with applicable legislation.
- Leadership role in Corporate Financial Planning.

Positions:

	2019 FTE	2020 FTE
Chief Financial Officer	1.00	1.00
Director of Financial Services	1.00	1.00
Manager of Revenues & Taxation	1.00	1.00
Manager of Financial Services	1.00	1.00
Manager of Purchasing	1.00	1.00
Supervisor of Revenues & Taxation	1.00	1.00
Financial Reporting Coordinator *	3.00	3.00
Analyst	1.00	1.00
Clerical Staff Tax and Admin.	4.00	4.00
Clerical Staff Accounting	4.00	4.00
Clerical Staff Payroll	3.00	3.00
Buyer	1.00	1.00
Manager, Asset Management Planning**	1.00	1.00
Totals	23.00	23.00

* Funded partially and/or entirely from the capital budget.

Notable Adjustments - 2020 Budget

Financial Services

Item #	Description	Dollar Amount
1.	1001 – 1801 – Personnel Costs – Anticipated annual wage and benefit changes.	\$75,724
2.	7910 – Internal Overhead Revenue – To reflect support provided to Water and Wastewater, Building, and POA departments.	(\$23,469)



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Corporate Services

Division(s): FINANCIAL SERVICES

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,518,731	1,430,506	1,515,794	1,556,223	40,429	2.67 %
1010 MODIFIED/ACCOMMODATED	23,638	27,083	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	186,816	192,574	5,758	3.08 %
1101 OVERTIME FULLTIME	7,914	13,324	8,000	8,000	0	0.00 %
1202 VACATION	32,196	1,211	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	140	0	400	140	(260)	-65.00 %
1801 FRINGE BENEFITS-FULLTIME	484,695	463,313	524,467	554,264	29,797	5.68 %
PERSONNEL TOTAL	2,067,314	1,935,437	2,235,477	2,311,201	75,724	3.39 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	17,837	9,385	19,300	19,300	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	1,519	654	500	500	0	0.00 %
2650 CLOTHING / UNIFORM	801	0	0	0	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	327	51	200	200	0	0.00 %
2699 MISC GENERAL SUPPLIES	0	805	0	0	0	0.00 %
3001 POSTAGE	39,989	34,065	48,697	43,000	(5,697)	-11.70 %
3005 COURIER & DELIVERY	0	0	300	300	0	0.00 %
3010 TELEPHONE	1,575	1,422	2,000	2,000	0	0.00 %
3030 TRAVEL	4,151	925	3,900	3,900	0	0.00 %
3035 MILEAGE	481	134	500	500	0	0.00 %
3045 CONFERENCE & SEMINARS	5,746	7,707	6,200	6,200	0	0.00 %
3055 MEETING COSTS	416	204	0	0	0	0.00 %
3060 MEALS	1,181	2,387	700	1,000	300	42.86 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	11,767	14,996	12,500	12,850	350	2.80 %
3075 TRAINING COURSES- IN	605	1,038	11,183	11,500	317	2.83 %
3080 ADVERTISING & PROMOTION	959	389	4,100	2,100	(2,000)	-48.78 %
3101 AUDIT & ACCOUNTING FEES	39,178	29,002	35,000	35,000	0	0.00 %
3130 CONSULTANT FEES	24,995	95	9,500	9,500	0	0.00 %
3199 MISC PROFESSIONAL FEES	2,376	2,240	500	500	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	36	0	200	200	0	0.00 %
3460 BRINKS COURIER	7,539	5,026	7,500	7,500	0	0.00 %
GOODS & SERVICES TOTAL	161,478	110,525	162,780	156,050	(6,730)	-4.13 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	1,434	4,523	4,000	4,000	0	0.00 %
5033 SOFTWARE UPGRADING	0	407	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,434	4,930	4,000	4,000	0	0.00 %
EXPENSE TOTAL	2,230,226	2,050,892	2,402,257	2,471,251	68,994	2.87 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	31,309	31,935	273,967	281,968	8,001	2.92 %
0472 REIMB - CUPE BENEFITS	387	2,530	0	0	0	0.00 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Corporate Services

Division(s): FINANCIAL SERVICES

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
0476 REIMBURSEMENT-CUPE WAGES	777	8,038	0	0	0	0.00 %
0480 SUNDRY REVENUE	0	13	0	0	0	0.00 %
0850 ADMIN FEES	16,775	17,093	18,296	17,435	(861)	-4.71 %
0853 TAX CERTIFICATE FEES	42,251	34,085	33,500	37,500	4,000	11.94 %
0854 TAX REGISTRATION FEES	1,068	83	0	0	0	0.00 %
0856 RETURN CHEQUE CHARGE	16,328	14,008	22,964	20,964	(2,000)	-8.71 %
0860 ACCOUNT ADJ./METER READS	216	153	200	200	0	0.00 %
0861 OFFICIAL RECEIPTS	349	228	400	400	0	0.00 %
0862 WATER TO TAX TRANSFER	134,971	83,611	76,200	85,000	8,800	11.55 %
0868 SEWER PUMPOUT FEES	45	345	350	350	0	0.00 %
0883 ADMIN FEES LIBRARY	12,159	12,427	12,427	12,676	249	2.00 %
0885 ADMIN FEES DNSSAB	5,124	0	0	0	0	0.00 %
0886 ADMIN FEES POLICE	78,693	86,378	86,378	88,106	1,728	2.00 %
7910 INTERNAL OVERHEAD REVENUE	440,425	421,380	421,380	397,911	(23,469)	-5.57 %
REVENUE TOTAL	780,877	712,307	946,062	942,510	(3,552)	-0.38 %
GRAND TOTAL:	1,449,349	1,338,585	1,456,195	1,528,741	72,546	4.98 %

Activity Summary Overview – 2020 Budget

Human Resources

The Human Resources Department provides leadership and strategic direction on Human Resources objectives and practices that encourage and support a culture emphasizing employee engagement, quality and productivity, empowerment, goal attainment, safety and the recruitment, retention and ongoing development of an engaged workforce.

The Human Resources Department provides services related to:

- Legislative Compliance
- Development and Implementation of Corporate Human Resources Policies and Procedures
- Internal and External Recruitment /Employee Retention
- Labour Relations
- Employee Relations
- Employee Engagement
- Training and Development
- Pension and Benefits
- Compensation
- Risk Management
- Employee Wellness
- Disability Claims Management/WSIB administration
- Attendance Management
- Employee Records Employee
- Family Assistance Program (EFAP)

Positions:

	2019 FTE	2020 FTE
Chief Human Resources & Information Officer	1.00	1.00
Human Resources Advisor	1.00	1.00
Risk Management Advisor	1.00	1.00
Employment Coordinator	1.00	0.00
Human Resources Officer	0.00	2.00
Benefits & Pension Coordinator	1.00	1.00
Human Resources Assistant	1.00	1.00
Totals	6.00	7.00

Notable Adjustments - 2020 Budget

Human Resources

Item #	Description	Dollar Amount
1.	1001 – 1801 – Personnel costs – Anticipated wage and benefit increases plus addition of one FTE.	\$99,143

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Corporate Services

Division(s): HUMAN RESOURCES

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	610,004	690,836	574,079	665,313	91,234	15.89 %
1202 VACATION	2,437	3,834	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	255	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	369,654	377,344	401,744	409,653	7,909	1.97 %
PERSONNEL TOTAL	982,350	1,072,014	975,823	1,074,966	99,143	10.16 %
GOODS & SERVICES						
2099 MISC. MATERIALS	0	22	0	0	0	0.00 %
2601 OFFICE SUPPLIES	1,819	5,434	1,900	1,900	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	428	347	400	400	0	0.00 %
2640 TRAINING SUPPLIES	0	68	0	0	0	0.00 %
2655 SAFETY SUPPLIES	1,305	387	2,500	2,500	0	0.00 %
2672 EVENTS	14,921	16,260	10,000	10,000	0	0.00 %
2682 PROMOTIONAL SUPPLIES	1,769	0	6,500	6,500	0	0.00 %
2925 QUARTER CENTURY CLUB	0	780	500	500	0	0.00 %
2930 LONG SERVICE PINS/AWARDS	3,702	7,779	5,000	5,000	0	0.00 %
3001 POSTAGE	539	276	600	600	0	0.00 %
3010 TELEPHONE	517	391	1,300	1,000	(300)	-23.08 %
3027 INTERVIEW EXPENSES	0	0	1,000	1,000	0	0.00 %
3028 RECRUITMENT	5,585	9,158	0	0	0	0.00 %
3030 TRAVEL	0	1,731	0	0	0	0.00 %
3035 MILEAGE	91	0	300	300	0	0.00 %
3045 CONFERENCE & SEMINARS	2,110	4,472	7,500	7,500	0	0.00 %
3050 RECEPTIONS	0	528	0	0	0	0.00 %
3060 MEALS	0	5,812	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,561	1,560	2,650	2,650	0	0.00 %
3070 TRAINING COURSES - OUT	28,305	5,934	49,900	49,900	0	0.00 %
3071 TRAINING	0	139	0	0	0	0.00 %
3075 TRAINING COURSES- IN	4,742	34,062	10,000	10,000	0	0.00 %
3080 ADVERTISING & PROMOTION	7,347	4,613	7,500	7,500	0	0.00 %
3110 ARBITRATION FEES	115,293	70,987	75,000	75,000	0	0.00 %
3130 CONSULTANT FEES	18,317	560	20,000	20,000	0	0.00 %
3199 MISC PROFESSIONAL FEES	25,377	10,782	51,000	51,000	0	0.00 %
3475 EFAP	28,999	22,393	29,209	28,000	(1,209)	-4.14 %
GOODS & SERVICES TOTAL	263,727	204,475	282,759	281,250	(1,509)	-0.53 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	679	1,199	1,000	1,000	0	0.00 %
5115 TRANSFER TO RESERVE FUND	120,000	120,000	120,000	120,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	120,679	121,199	121,000	121,000	0	0.00 %
EXPENSE TOTAL	1,366,756	1,397,688	1,379,582	1,477,216	97,634	7.08 %



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Corporate Services

Division(s): HUMAN RESOURCES

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
REVENUE						
0416 PAYROLL CONTRIBUTIONS	7,191	5,847	7,302	6,000	(1,302)	-17.83 %
0470 TSF FROM RESERVE FUND	124,843	178,931	60,900	60,900	0	0.00 %
0883 ADMIN FEES LIBRARY	1,361	1,391	1,391	1,419	28	2.01 %
0886 ADMIN FEES POLICE	2,952	3,240	3,240	3,305	65	2.01 %
7910 INTERNAL OVERHEAD REVENUE	270,957	277,769	277,769	280,708	2,939	1.06 %
REVENUE TOTAL	407,304	467,178	350,602	352,332	1,730	0.49 %
GRAND TOTAL:	959,452	930,510	1,028,980	1,124,884	95,904	9.32 %

Activity Summary Overview – 2020 Budget

Information Systems

The Information Systems (I.S.) department provides information, communications and technology services to support corporate, business unit and departmental goals and those of our partner agencies. Services include hardware and software technical support, network design and implementation, geographic information systems (GIS), internet and web, network design and implementation, information security, wireless and mobile technology and apps, and information and communication technology policy and support.

The I.S. department supports desktop, mobile and remote computing environments, supports physical and virtual servers in datacenter and remote environments. The I.S. Department manages the transition to Cloud Based applications to ensure appropriate and consistent use of Cloud Based technology throughout the City.

I.S. supports networking, access and security at the desktop, server, remote-access and network infrastructure levels.

I.S. supports all telephony services for the City and those connected through the corporate Local Area Network (LAN).

GIS services include standard mapping platform support, data mapping support, GPS mapping support. GIS services are used regularly in City departments and on special projects such as the Official Plan, Zoning, Google Transit, Economic Development Site Selector, etc.

Database and program support is provided for both in house and commercial applications. The applications supported range from landfill scales to financial systems to infrastructure management programs and includes direct support, liaise with 3rd party vendors and maintaining connectivity between applications for data sharing.

Some of the applications are:

- Corporate Financial Applications
 - General Ledger
 - Accounts Payable/Receivable
 - Budgeting
 - Building and permitting
 - Purchasing/Inventory
 - Billing
 - Payroll
- Asset Management
- Event Scheduling
- Web Site and Social Media
- Customer Relationship Management
- Event Scheduling and Ticketing
- Transit Scheduling
- Telephony Software
- Email
- CAD
- Blackberry/Mobile Software
- POA Court Recording
- Parking Management
- Vehicle Telemetry Software
- + Many more commercial and in house applications

The Information Systems department provides information, communication and technology services to all City departments and:

- The District of Nipissing Social Services Administration Board
- The North Bay Public Library
- The North Bay Jack Garland Airport
- The North Bay Mattawa Conservation Authority
- The North Bay Police Services
- Cassellholme, East Nipissing Home for the Aged
- The North Bay Battalion

Information Systems implements and maintains inter-site network connectivity to over 20 sites connected by fiber optics as well as wireless technology, a corporate IP Telephony system that spans to all City sites and other locations, and other security systems, etc.:

- City Hall
- Parking Office
- Memorial Gardens
- Pete Palangio Arena
- West Ferris Arena
- Water Treatment Plant
- Waste Water Treatment Plant
- Hazardous Waste Depot/Septage
- Multi-Use Sports Facility
- North Bay Mattawa Conservation Authority
- DNSSAB West Nipissing
- DNSSAB Mattawa
- Fire Station 1
- Fire Station 2
- Fire Station 3
- Marina
- Lee Park
- Public Works
- Transit Terminal
- Jack Garland Airport
- North Bay Police Service
- North Bay Public Library

Positions:

	2019 FTE	2020 FTE
Director of Information Systems	1.00	1.00
Manager Current Operations	1.00	1.00
Database Specialists	4.00	4.00
Network Specialists	2.00	2.00
Desk Top Publisher/Clerk	1.00	1.00
Technical/Help Desk Support	2.00	2.00
GIS Specialists	2.00	2.00
Totals	13.00	13.00

Notable Adjustments – 2020 Budget
Information Systems

Item #	Description	Dollar Amount
1.	1001 – 1801 – Personnel Costs – Anticipated salary and benefit increases.	\$43,230
2.	3412 – Internet Fees – Estimated contract renewal costs for corporate internet access and Service Level Change for increase in corporate internet speed/bandwidth.	\$88,000
3.	3601 – Insurance Premiums – New cyber security insurance.	\$39,496
4.	0880 – Admin Fees NB Hydro – On-site services no longer required.	(\$105,983)

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Corporate Services

Division(s): INFORMATION SYSTEMS

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,021,496	893,892	1,033,539	1,062,710	29,171	2.82 %
1002 TEMPORARY SALARIES	0	7,545	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	66,703	63,828	(2,875)	-4.31 %
1101 OVERTIME FULLTIME	434	0	3,000	0	(3,000)	-100.00 %
1202 VACATION	22,594	731	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	269	229	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	308,957	281,985	332,788	352,722	19,934	5.99 %
1802 FRINGE BENEFITS-PARTTIME	0	981	0	0	0	0.00 %
PERSONNEL TOTAL	1,353,750	1,185,363	1,436,030	1,479,260	43,230	3.01 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	12,880	14,575	16,000	16,000	0	0.00 %
2699 MISC GENERAL SUPPLIES	5,975	3,733	6,500	6,500	0	0.00 %
3010 TELEPHONE	113,488	89,896	110,000	110,000	0	0.00 %
3020 COMPUTER COMMUNICATIONS	5,921	5,871	7,500	7,500	0	0.00 %
3035 MILEAGE	2,035	1,092	3,500	3,500	0	0.00 %
3045 CONFERENCE & SEMINARS	15,322	8,655	17,500	17,500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,326	1,599	1,800	1,800	0	0.00 %
3080 ADVERTISING & PROMOTION	0	573	0	0	0	0.00 %
3210 OFFICE EQUIPMENT LEASE	57,964	51,253	65,000	65,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	862	587	2,500	2,500	0	0.00 %
3340 SOFTWARE MAINTENANCE	325,125	310,117	400,000	400,000	0	0.00 %
3412 INTERNET FEES	36,424	18,392	40,000	128,000	88,000	220.00 %
3430 MAINTENANCE CONTRACT	46,205	46,314	50,000	50,000	0	0.00 %
3601 INSURANCE PREMIUMS	0	24,843	0	39,496	39,496	100.00 %
GOODS & SERVICES TOTAL	623,527	577,500	720,300	847,796	127,496	17.70 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	794	0	1,000	1,000	0	0.00 %
5030 COMPUTER H/WARE & S/WARE	28,743	22,862	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	29,537	22,862	1,000	1,000	0	0.00 %
EXPENSE TOTAL	2,006,814	1,785,725	2,157,330	2,328,056	170,726	7.91 %
REVENUE						
0428 ADVERTISING REVENUE	1,043	2,315	0	0	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	66,703	63,828	(2,875)	-4.31 %
0472 REIMB - CUPE BENEFITS	30	0	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	97	0	0	0	0	0.00 %
0479 REIMBURSEMENTS	27,890	18,513	0	0	0	0.00 %
0480 SUNDRY REVENUE	0	710	0	0	0	0.00 %
0880 ADMIN FEES NB HYDRO	104,459	49,485	105,983	0	(105,983)	-100.00 %



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Corporate Services

Division(s): INFORMATION SYSTEMS

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
0882 ADMIN FEES CASSELLHOLME	29,713	10,380	20,440	20,440	0	0.00 %
0883 ADMIN FEES LIBRARY	51,443	52,575	52,575	53,627	1,052	2.00 %
0884 ADMIN FEES CA	4,000	4,088	4,088	4,088	0	0.00 %
0885 ADMIN FEES DNSSAB	165,786	179,690	150,000	153,410	3,410	2.27 %
0886 ADMIN FEES POLICE	10,600	11,635	11,635	11,868	233	2.00 %
0887 ADMIN FEES BATTALION	20,107	17,000	8,176	8,340	164	2.01 %
0888 ADMIN FEES - AIRPORT	4,057	2,759	2,759	2,814	55	1.99 %
7910 INTERNAL OVERHEAD REVENUE	397,479	400,126	400,126	392,366	(7,760)	-1.94 %
REVENUE TOTAL	816,704	749,276	822,485	710,781	(111,704)	-13.58 %
GRAND TOTAL:	1,190,110	1,036,449	1,334,845	1,617,275	282,430	21.16 %

Activity Summary Overview – 2020 Budget

Legal Services

City Solicitor

Provides legal services required by The Corporation of the City of North Bay, and Service Partners through a Solicitor entitled to practice law in Ontario with particular regard to Municipal Law and Municipal administrative procedures. Reviews legal matters referred to outside counsel.

Service Partners through Administrative Agreements include:

- North Bay Public Library Board
- Cassellholme East Nipissing Home for the Aged
- North Bay Police Services Board
- North Bay Jack Garland Airport
- Invest North Bay Development Corporation
- North Bay Hydro Holdings Limited
- North Bay Mattawa Conservation Authority

By-Law Enforcement & Canadian Corp. of Commissionaires

Provides for enforcement of all City By-Laws (except Property Standards By-Law) where investigations are conducted in order to gather information to gain compliance and where compliance cannot be attained, to proceed with prosecutions including charging and testifying in court.

Commissionaires-Ottawa are contracted by the City to provide enforcement, primarily focused on parking by-laws, but also to conduct investigations for various other by-law infractions under the direction of the By-Law Enforcement Coordinator. The contract is for 5 years starting August 2016.

The By-Law Enforcement Coordinator directs all enforcement of parking by-laws within the City. The Coordinator is the main liaison contact with Commissionaires-Ottawa which includes billing, time sheet reviews, officer selection and daily direction. The Coordinator also works with various security firms in the City acting as agents of the City for enforcement purposes for both smoking by-laws and parking by-laws, which includes training officers. The Coordinator also handles most by-law complaints made to the City, handles all complaints with regards to parking tickets issued by Commissionaires-Ottawa officers and all security firm agents, and provides support for the Prosecutor with regards to file reviewing and testifying for some North Bay Police Service charges.

Positions:

	2019 FTE	2020 FTE
City Solicitor	1.00	1.00
Paralegal	0.00	0.50*
Law Clerk	1.00	1.00
By-Law Enforcement Coordinator	1.00	1.00
By-Law Enforcement Officer	0.00	1.00*
Totals	3.00	4.50

* - Service Level Change

Notable Adjustments - 2020 Budget

Legal Department – General & By-Law Enforcement

Item #	Description	Dollar Amount
1.	1001-1801 – Personnel – Annual salary and benefit increases and Service Level Changes for Paralegal and By-Law Enforcement Officer.	\$150,885
2.	0854 – Tax Registration Fees – Anticipated revenues for tax registrations.	\$30,000
3.	7910 – Internal Overhead Revenue – To reflect support provided to Water and Wastewater, Building, and POA departments.	(\$8,293)

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - GENERAL

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	307,574	306,720	313,965	417,897	103,932	33.10 %
1202 VACATION	2,398	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	87,830	89,863	89,754	136,707	46,953	52.31 %
PERSONNEL TOTAL	397,802	396,583	403,719	554,604	150,885	37.37 %
GOODS & SERVICES						
2401 GAS FUEL	4,627	3,703	4,723	4,028	(695)	-14.72 %
2601 OFFICE SUPPLIES	3,674	7,062	5,700	5,700	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	19,591	12,849	15,000	15,000	0	0.00 %
2650 CLOTHING / UNIFORM	601	0	700	700	0	0.00 %
2655 SAFETY SUPPLIES	0	31	0	0	0	0.00 %
3001 POSTAGE	8,688	7,164	8,300	8,300	0	0.00 %
3005 COURIER & DELIVERY	11	72	50	50	0	0.00 %
3010 TELEPHONE	2,232	3,722	4,200	4,100	(100)	-2.38 %
3030 TRAVEL	500	0	500	500	0	0.00 %
3035 MILEAGE	0	271	600	200	(400)	-66.67 %
3045 CONFERENCE & SEMINARS	4,992	2,465	4,600	4,600	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,019	3,025	3,200	3,200	0	0.00 %
3080 ADVERTISING & PROMOTION	5,669	4,269	400	400	0	0.00 %
3105 LEGAL FEES	0	(77)	0	0	0	0.00 %
3145 REGISTRY OFFICE FEES	42,032	33,724	43,500	43,500	0	0.00 %
3170 LEGAL SEARCHES	0	52	0	0	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	51	0	500	500	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	0	0	400	400	0	0.00 %
3450 COMMISSIONAIRES	112,832	109,844	123,830	126,430	2,600	2.10 %
3499 MISC CONTRACTS	509	305	0	0	0	0.00 %
3602 RISK MANAGEMENT	367,380	367,380	367,380	367,380	0	0.00 %
GOODS & SERVICES TOTAL	576,408	555,861	583,583	584,988	1,405	0.24 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	0	996	1,000	1,000	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	0	85	1,000	0	(1,000)	-100.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	1,081	2,000	1,000	(1,000)	-50.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	14,837	13,890	15,153	15,153	0	0.00 %
EXPENSE TOTAL	989,047	967,415	1,004,455	1,155,745	151,290	15.06 %
REVENUE						
0409 OTHER LICENCE FEES	2,460	2,220	2,000	2,000	0	0.00 %
0419 OTHER PERMIT/ENCROACHMENT	630	1,945	2,500	1,000	(1,500)	-60.00 %
0420 COURT FINES	103,760	90,293	85,000	85,000	0	0.00 %



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - GENERAL

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
0421 PARKING FINES	259,508	250,325	250,000	250,000	0	0.00 %
0470 TSF FROM RESERVE FUND	40,000	40,000	40,000	50,000	10,000	25.00 %
0479 REIMBURSEMENTS	1,169	2,565	0	0	0	0.00 %
0487 SURCHARGE	877	76	0	0	0	0.00 %
0850 ADMIN FEES	0	230	2,000	1,000	(1,000)	-50.00 %
0854 TAX REGISTRATION FEES	140,077	75,573	75,000	105,000	30,000	40.00 %
0883 ADMIN FEES LIBRARY	722	738	738	753	15	2.03 %
0884 ADMIN FEES CA	0	3,000	0	0	0	0.00 %
0886 ADMIN FEES POLICE	7,733	8,488	8,488	8,658	170	2.00 %
0896 FEES - DNSSAB MORTGAGES	(267)	0	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	185,559	183,356	183,356	175,063	(8,293)	-4.52 %
REVENUE TOTAL	742,228	658,809	649,082	678,474	29,392	4.53 %
GRAND TOTAL:	246,819	308,606	355,373	477,271	121,898	34.30 %

Activity Summary Overview – 2020 Budget

Provincial Offences Administration

Operates the Provincial Offences and Court Administration Centre for the North Bay Area which includes Trout Creek to Mattawa to Marten River to the French River, according to the following: a Provincial Memorandum of Understanding; a Municipal Partners' Agreement; a Court House Side Agreement; applicable statutory and common law.

Positions:

	2019 FTE	2020 FTE
City Prosecutor	1.00	1.00
POA Manager	1.00	1.00
POA Clerk	2.00	2.00
POA Collections Clerk	1.00	1.00
Legal Assistant	1.00	1.00
Court Clerk Monitor	1.00	1.00
Totals	7.00	7.00

Statistics:

NUMBER OF CHARGES FILED

2013	= 16,680
2014	= 14,161
2015	= 14,339
2016	= 12,750
2017	= 12,016
2018	= 11,092
2019	= 10,400 (estimate)

POA FINE GROSS REVENUE

2013	= \$1,718,857
2014	= \$1,682,528
2015	= \$1,573,974
2016	= \$1,623,287
2017	= \$1,404,049
2018	= \$1,414,216
2019	= \$1,200,100 (estimate)

Notable Adjustments - 2020 Budget
Provincial Offences Administration

Item #	Description	Dollar Amount
1.	1001-1802 – Personnel – Anticipated wage and benefit increases.	\$14,871
2.	3161 – Part III Prosecutions - To reflect anticipated costs.	(\$21,000)
3.	3940 – POA Shared Revenue – 45% of net revenue to other municipalities.	(\$29,815)
4.	7020 – Internal Transfers to Other Departments - 2.5% Increase for Rental of Council Chambers & other expenses as per agreement between POA Municipal Partners and City of North Bay.	\$6,179
5.	0420 – Court Fines – In the last few years, the number of charges laid have been decreasing by approximately 1,000 charges every year. As of August 2019, we are down 1,102 charges compared to August 2018. If the number of charges do not increase in 2020 this could mean a significant reduction in revenue. Budget estimates at 2018 levels.	(\$65,000)

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - POA

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	438,317	460,560	492,966	500,361	7,395	1.50 %
1002 TEMPORARY SALARIES	0	5,073	0	0	0	0.00 %
1101 OVERTIME FULLTIME	449	444	0	0	0	0.00 %
1202 VACATION	2,548	212	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	0	227	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	0	300	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	142,714	149,244	154,503	161,979	7,476	4.84 %
1802 FRINGE BENEFITS-PARTTIME	0	667	0	0	0	0.00 %
PERSONNEL TOTAL	584,028	616,727	647,469	662,340	14,871	2.30 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	4,341	2,772	5,000	4,500	(500)	-10.00 %
2630 SUBSCRIPTIONS/PERIODICALS	4,200	5,124	3,900	3,900	0	0.00 %
2636 POA FORM SUPPLIES	4,111	2,363	5,500	5,000	(500)	-9.09 %
3001 POSTAGE	1,434	1,302	3,000	3,000	0	0.00 %
3010 TELEPHONE	1,154	1,193	1,250	1,250	0	0.00 %
3025 PHOTOCOPY EXPENSES	0	0	2,000	2,000	0	0.00 %
3030 TRAVEL	1,485	804	2,500	2,500	0	0.00 %
3035 MILEAGE	396	467	1,000	1,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	5,702	1,014	3,000	3,250	250	8.33 %
3070 TRAINING COURSES - OUT	2,053	818	3,500	2,500	(1,000)	-28.57 %
3099 MISC ADMIN EXPENSES	0	0	100	100	0	0.00 %
3157 COURT REPORTER	52	167	500	500	0	0.00 %
3160 WITNESS FEES	2,790	2,913	3,500	3,500	0	0.00 %
3161 PART III PROSECUTIONS	154,120	99,458	175,000	154,000	(21,000)	-12.00 %
3163 PART TIME PROSECUTER	24,403	20,401	23,000	23,000	0	0.00 %
3168 COLLECTION AGENCY FEES	24,591	43,027	32,000	35,000	3,000	9.38 %
3170 LEGAL SEARCHES	425	506	1,000	1,000	0	0.00 %
3199 MISC PROFESSIONAL FEES	4,285	5,185	4,000	4,000	0	0.00 %
3215 PROPERTY & BUILDING LEASE	3,256	0	1,800	1,800	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	3,600	2,522	4,000	7,500	3,500	87.50 %
3450 COMMISSIONAIRES	3,718	3,260	3,400	3,400	0	0.00 %
3499 MISC CONTRACTS	6,401	3,830	6,000	5,000	(1,000)	-16.67 %
3601 INSURANCE PREMIUMS	1,674	1,674	1,674	1,674	0	0.00 %
3940 POA SHARED REVENUE	105,708	0	141,352	111,537	(29,815)	-21.09 %
3942 POA ICON CHARGES	21,629	18,000	24,000	20,000	(4,000)	-16.67 %
GOODS & SERVICES TOTAL	381,528	216,800	451,976	400,911	(51,065)	-11.30 %
FINANCIAL EXPENSES						
4101 BANK CHARGES	17,488	14,403	16,000	16,000	0	0.00 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - POA

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
4110 CASH OVER / SHORT	180	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	17,668	14,403	16,000	16,000	0	0.00 %
INTERNAL TRANSFERS						
7010 ADMINISTRATON & OVERHEAD	299,847	59,898	59,898	61,096	1,198	2.00 %
7020 INTERNAL TRANSFERS TO OTHER DEPARTMENTS	0	247,152	247,152	253,331	6,179	2.50 %
EXPENSE TOTAL	1,283,071	1,154,980	1,422,495	1,393,678	(28,817)	-2.03 %
REVENUE						
0420 COURT FINES	1,214,561	857,147	1,280,000	1,215,000	(65,000)	-5.08 %
0423 DEVOLVED COURT FINES	(13,204)	24,596	0	0	0	0.00 %
0425 FINES - COLLECTION AGENCY	212,860	325,044	315,000	315,000	0	0.00 %
0462 POA YE RECEIVABLES	(20,597)	0	0	0	0	0.00 %
REVENUE TOTAL	1,393,620	1,206,787	1,595,000	1,530,000	(65,000)	-4.08 %
GRAND TOTAL:	(110,549)	(51,807)	(172,505)	(136,322)	36,183	20.98 %



GENERAL GOVERNMENT

2020 OPERATING BUDGET



Business Unit Summary

Budget Year: 2020

YTD End Date: December 2019

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
General Government Activities						
FINANCIAL EXPENSES	15,145,414	17,980,789	16,998,007	19,164,000	2,165,993	12.74 %
GENERAL REVENUES	(94,345,210)	(100,763,286)	(11,960,334)	(12,706,854)	(746,520)	-6.24 %
MAYOR & COUNCIL	370,704	433,503	623,666	631,476	7,810	1.25 %
OFFICE OF THE CAO	677,763	400,607	224,703	448,511	223,808	99.60 %
Total:	(78,151,329)	(81,948,387)	5,886,042	7,537,133	1,651,091	28.05 %
Grand Total:	(78,151,329)	(81,948,387)	5,886,042	7,537,133	1,651,091	28.05 %

Activity Summary Overview – 2020 Budget

Financial Expenses

Long-Term Financing

Long-Term Financing is one of many funding options to finance capital projects. The City of North Bay seeks out flexible terms that match the municipality's needs. Consideration is given to the terms that match the life of the assets as well as interest rates, variable versus fixed and payment frequency. The amount of annual long-term financing is governed by the City's Long-Term Capital Funding Policy.

Capital Levy (Pay go)

The City's Long-Term Capital Funding Policy stipulates the amount of the capital levy to be included in the operating budget. The capital levy is funding collected from the tax levy to support capital infrastructure projects in the City's Capital Budget.

Write-offs & Contingencies

These series of accounts budget for the annual negative impact to the assessment roll resulting from assessment reductions.

Assessment changes may be initiated by the ratepayer or by the Municipal Property Assessment Corporation (MPAC). If an appeal cannot be resolved by MPAC an appeal with the Assessment Review Board (ARB) can be filed by the ratepayer. If the appeal goes to a Full Hearing, expert witnesses representing the City's interests are required.

In 2013 the position of Junior Assessment and Real Estate Specialist was created to assist in the administration of the City's Assessment Base Management Program. Monitoring of assessment appeals and proactive management of the assessment roll by the Specialist mitigates the deterioration of the assessment base.

Positions:

	2019 FTE	2020 FTE
Jr. Assessment & Real Estate Specialist	1.00	1.00
Totals	1.00	1.00

Notable Adjustments - 2020 Budget

Financial Expenses

Item #	Description	Dollar Amount
1.	1299 – Other Labour Costs – CAO mandate to find additional savings.	(\$200,000)
2.	4015 – Debenture Principal – Based on Long Term Capital Funding Policy.	\$141,663
3.	4020 – Debenture Interest – Based on Long Term Capital Funding Policy.	\$33,836
4.	4252 – Vacancy Rebates – Phasing out of program.	(\$120,000)
5.	5101 – Capital Levy – Based on Long Term Capital Funding Policy.	\$1,387,464
6.	5115 – Transfer to Reserve Fund – Funds to be transferred to the Economic Purposes Reserve and CIP Reserve (Service Level Change).	\$370,000
7.	0470 – Transfer from Reserve Fund – Reduced one-time transfers used to partially offset increase in Capital Levy.	(\$500,000)

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): General Government Activities

Division(s): FINANCIAL EXPENSES

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	82,664	81,653	83,581	84,835	1,254	1.50 %
1202 VACATION	(1,970)	0	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	0	0	(200,000)	(200,000)	100.00 %
1801 FRINGE BENEFITS-FULLTIME	645,562	493,198	25,804	27,188	1,384	5.36 %
PERSONNEL TOTAL	726,256	574,851	109,385	(87,977)	(197,362)	-180.43 %
GOODS & SERVICES						
3030 TRAVEL	0	0	1,000	1,000	0	0.00 %
3055 MEETING COSTS	0	0	500	500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	0	450	0	0	0	0.00 %
3075 TRAINING COURSES- IN	1,031	369	2,000	2,000	0	0.00 %
3105 LEGAL FEES	5,393	3,765	0	0	0	0.00 %
3130 CONSULTANT FEES	72,027	46,059	0	0	0	0.00 %
3499 MISC CONTRACTS	25,287	15,894	27,400	27,400	0	0.00 %
3710 MEMBERSHIPS	0	0	1,000	1,000	0	0.00 %
3930 COMMUNITY PROGRAMS	0	3,000	10,000	11,000	1,000	10.00 %
GOODS & SERVICES TOTAL	103,738	69,537	41,900	42,900	1,000	2.39 %
FINANCIAL EXPENSES						
4005 INTERNAL INTEREST CHARGES	607,473	765,842	200,000	200,000	0	0.00 %
4015 DEBENTURE PRINCIPAL	7,061,680	6,549,342	7,010,912	7,152,575	141,663	2.02 %
4020 DEBENTURE INTEREST	983,943	773,418	934,968	968,804	33,836	3.62 %
4101 BANK CHARGES	60,859	45,971	42,500	42,500	0	0.00 %
4110 CASH OVER / SHORT	(1)	(54)	0	0	0	0.00 %
4125 PENNY PHASE OUT	1	0	0	0	0	0.00 %
4201 COURT OF REVISION (442)	51,240	40,344	60,000	60,000	0	0.00 %
4202 ANA WRITEOFFS	579	6,166	10,000	10,000	0	0.00 %
4204 P.R.A.N.	27,444	13,287	20,000	20,000	0	0.00 %
4205 ARB/OMB/COURT DECISIONS	695,499	906,759	120,000	120,000	0	0.00 %
4206 MINUTES OF SETTLEMENT	66,730	41,450	80,000	80,000	0	0.00 %
4210 UNCOLLECTIBLE TAXES - 495	18,021	69,417	5,000	5,000	0	0.00 %
4222 PROPERTY TAX REDUCTIONS	460,108	513,812	446,562	470,953	24,391	5.46 %
4225 WATER WRITE-OFFS	0	331	0	0	0	0.00 %
4235 GEN ACCOUNT WRITE-OFF	0	0	35,000	35,000	0	0.00 %
4250 CIP/TIFF INCENTIVES	22,985	11,294	85,000	85,000	0	0.00 %
4252 VACANCY REBATES	170,927	101,917	120,000	0	(120,000)	-100.00 %
4253 CHARITY REBATES	69,531	63,607	85,000	85,000	0	0.00 %
4254 PILS	17,638	40,765	0	0	0	0.00 %
4310 A/R WRITE-OFFS	6,787	0	0	0	0	0.00 %
4320 INVENTORY SHORT/(OVER)	(24,825)	5,400	0	0	0	0.00 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): General Government Activities

Division(s): FINANCIAL EXPENSES

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
4401 CONTINGENCY	0	0	206,502	206,502	0	0.00 %
FINANCIAL EXPENSES TOTAL	10,296,619	9,949,068	9,461,444	9,541,334	79,890	0.84 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	12,105	496	0	0	0	0.00 %
5101 CAPITAL LEVY	7,017,520	10,245,279	10,245,279	11,632,743	1,387,464	13.54 %
5115 TRANSFER TO RESERVE FUND	7,541,052	11,137,787	0	370,000	370,000	100.00 %
5125 TRANSFER TO OTHER CAPITAL	4,000,000	0	0	0	0	0.00 %
5150 AGREEMENTS	0	0	50,000	50,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	18,570,677	21,383,562	10,295,279	12,052,743	1,757,464	17.07 %
EXPENSE TOTAL	29,697,290	31,977,018	19,908,008	21,549,000	1,640,992	8.24 %
REVENUE						
0430 PENALTIES/CURRENT TAXES	805,941	392,358	650,000	650,000	0	0.00 %
0433 PENALTIES A/R	4,287	9,611	15,000	15,000	0	0.00 %
0437 DIVIDENDS	1,371,008	1,404,078	725,000	725,000	0	0.00 %
0440 INTEREST/CURRENT BANK	984,542	1,164,900	500,000	500,000	0	0.00 %
0441 INTEREST ON INVESTMENTS	740,585	417,448	430,000	430,000	0	0.00 %
0470 TSF FROM RESERVE FUND	4,075,000	546,961	515,000	15,000	(500,000)	-97.09 %
0471 PINWOOD SS REIMBURSEMENT	0	9,208	0	0	0	0.00 %
0473 METHANE SALES	2,286	0	75,000	50,000	(25,000)	-33.33 %
0479 REIMBURSEMENTS	35,600	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	0	1,500	0	0	0	0.00 %
0508 MIN OF TRANSPORTATION	494,893	0	0	0	0	0.00 %
0512 PROVINCIAL GAS TAX	869,051	895,808	0	0	0	0.00 %
0539 ONT COMMUNITY INFR OCIF	1,672,672	2,355,714	0	0	0	0.00 %
0541 AMO	75,195	0	0	0	0	0.00 %
0542 CANNABIS FUNDING	0	171,701	0	0	0	0.00 %
0599 MISC. PROVINCIAL GRANTS	0	17,690	0	0	0	0.00 %
0608 FEDERAL GAS TAX	3,417,671	6,609,171	0	0	0	0.00 %
0885 ADMIN FEES DNSSAB	3,077	0	0	0	0	0.00 %
0919 VENDING MACHINE SALES	68	80	0	0	0	0.00 %
REVENUE TOTAL	14,551,876	13,996,228	2,910,000	2,385,000	(525,000)	-18.04 %
GRAND TOTAL:	15,145,414	17,980,790	16,998,008	19,164,000	2,165,992	12.74 %

Activity Summary Overview – 2020 Budget

General Revenues

OMPF

The Ontario Municipal Partnership Fund (OMPF) is the Province's unconditional grant payment to municipalities. It is anticipated that the funding envelope in 2020 will remain stable.

Municipal Taxation

To provide for the calculation, administration, reporting, and collecting of municipal taxes. Property tax is the main revenue source for municipalities in Ontario. Municipal tax rates are set by each municipality based on their own individual tax revenue needs as part of their annual budget process.

Payments-In-Lieu

The City records payments-in-lieu (PIL) of taxes for properties owned by the federal or provincial government.

The Government of Canada makes payments under the Payments-in-Lieu-of Taxes Act. Through its federal departments and Crown corporations and agencies it owns a large inventory of property that includes: office buildings, harbours, prisons, national parks, RCMP detachment buildings and post offices.

Properties owned by the Province of Ontario or provincial Crown corporations make PIL payments under the Municipal Tax Assistance Act for properties occupied or owned by the province, tenanted provincial property and property leased by the province from exempt entities.

Most federal and provincial properties benefit from the services provided by municipalities and the governments firmly support the principle that, as a property owner, even though it is exempt from taxation, it should share the cost of local government equitably with other property owners in the community. Payments are based on the principle of fairness and are equitable in comparison to those made by other property owners.

Municipal Accommodation Tax

On November 23, 2017, the Province of Ontario issued the Transient Accommodation Regulation 435/17, which came into force December 1, 2017 and provides the necessary provisions for municipalities across Ontario to implement a Municipal Accommodation Tax (MAT).

The implementation of a Municipal Accommodation Tax will create new revenues to promote tourism in North Bay and leverage capital investment and development. A capital/infrastructure focus will enhance the City's ability to finance new projects and also serve to improve infrastructure sustainability and in doing so strengthen North Bay's ability to attract and offer major event opportunities as well as new business.

Positions:

	2019 FTE	2020 FTE
Financial Reports Coordinator – MAT	1.00	1.00
Totals	1.00	1.00

Notable Adjustments - 2020 Budget

General Revenues

Item #	Description	Dollar Amount
1.	0253 – Nipissing University – Adjustment based on prior year enrollment for Heads & Beds payment in lieu.	\$31,200
2.	0254 – Canadore College – Adjustment based on prior year enrollment for Heads & Beds payment in lieu.	\$16,650
3.	0285 – Education Taxes Retained – Based on current year OPTA assessment.	(\$15,000)
4.	0305 – Unconditional Grants – 2020 OMPF funding change.	\$888,400
5.	0470 – Transfer from Reserve Fund – Based on the projected use of Mayor's Plan reserve.	(\$171,000)

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): General Government Activities

Division(s): GENERAL REVENUES

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	0	60,588	66,202	70,910	4,708	7.11 %
1101 OVERTIME FULLTIME	0	0	500	500	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	0	20,378	21,853	23,834	1,981	9.07 %
PERSONNEL TOTAL	0	80,966	88,555	95,244	6,689	7.55 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	0	0	500	500	0	0.00 %
2720 MUNICIPAL TAXES	2,351	2,428	2,445	2,525	80	3.27 %
3001 POSTAGE	0	0	500	500	0	0.00 %
3030 TRAVEL	0	0	600	600	0	0.00 %
3045 CONFERENCE & SEMINARS	0	0	650	650	0	0.00 %
3065 MEMBERSHIPS/LICENCES/CERTIFICATIONS	0	997	1,050	1,050	0	0.00 %
3075 TRAINING COURSES- IN	0	0	1,000	1,000	0	0.00 %
GOODS & SERVICES TOTAL	2,351	3,425	6,745	6,825	80	1.19 %
CAPITAL/RESERVE TRANSACTIONS						
5115 TRANSFER TO RESERVE FUND	793,583	0	318,858	316,407	(2,451)	-0.77 %
5150 AGREEMENTS	0	415,034	478,287	474,610	(3,677)	-0.77 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	793,583	415,034	797,145	791,017	(6,128)	-0.77 %
EXPENSE TOTAL	795,934	499,425	892,445	893,086	641	0.07 %
REVENUE						
0105 TAXATION	81,363,561	86,053,436	0	0	0	0.00 %
0110 SUPPLEMENTARY TAXES	277,313	412,778	400,000	400,000	0	0.00 %
0120 CAPPING ADJUSTMENTS	0	770	0	0	0	0.00 %
0140 MUNICIPAL ACCOMMODATION TAX	0	853,138	890,000	890,000	0	0.00 %
0185 EDUCATION TAXES RETAINED	58,977	58,618	60,000	60,000	0	0.00 %
0201 FEDERAL PROPERTIES	762,043	799,542	0	0	0	0.00 %
0211 C B C	2,013	2,139	0	0	0	0.00 %
0231 GOVERNMENT SERVICES	1,423,398	1,585,533	0	0	0	0.00 %
0250 NORTH BAY GENERAL HOSPITA	30,300	30,300	30,300	30,300	0	0.00 %
0252 NORTH BAY JAIL	7,500	7,500	7,500	7,500	0	0.00 %
0253 NIPSSING UNIVERSITY	236,175	267,375	236,175	267,375	31,200	13.21 %
0254 CANADORE COLLEGE	173,475	190,125	173,475	190,125	16,650	9.60 %
0260 MMAH-EFECTO DE ONDAS	888	1,036	0	0	0	0.00 %
0272 LIQUOR CONTROL BOARD	60,288	65,191	0	0	0	0.00 %
0274 ONTARIO NORTHLAND	497,454	531,762	0	0	0	0.00 %
0281 CITY OF NORTH BAY	255,605	269,880	0	0	0	0.00 %
0282 TOWNSHIP OF NORTH HIMSWOR	3,557	3,708	0	0	0	0.00 %
0283 LINEAR PROPERTY ACREAGE	23,983	23,983	28,350	28,350	0	0.00 %
0285 EDUCATION TAXES RETAINED - PIL	377,549	363,170	405,000	390,000	(15,000)	-3.70 %
0305 UNCONDITIONAL GRANTS	9,171,100	9,319,400	9,319,400	10,207,800	888,400	9.53 %



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): General Government Activities

Division(s): GENERAL REVENUES

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
0470 TSF FROM RESERVE FUND	0	0	871,000	700,000	(171,000)	-19.63 %
0480 SUNDRY REVENUE	7,535	5,087	15,000	10,000	(5,000)	-33.33 %
0841 PROPERTY RENTALS	318,912	326,860	325,199	325,199	0	0.00 %
0869 OTHER ADMINISTRATION FEES	15,000	15,000	15,000	15,000	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	74,517	76,380	76,380	78,290	1,910	2.50 %
REVENUE TOTAL	95,141,143	101,262,711	12,852,779	13,599,939	747,160	5.81 %
GRAND TOTAL:	(94,345,209)	(100,763,286)	(11,960,334)	(12,706,853)	(746,519)	-6.24 %

Activity Summary Overview – 2020 Budget

Mayor & Council

Mayor and Council

This cost center captures the expenses associated with the operations of the Mayor's Office and the activities of the City's ten councilors. Costs include compensation, travel, training conferences, office supplies, reception and other administration costs associated with City Council.

Positions:	2019 Elected Officials	2020 Elected Officials
Mayor	1.00	1.00
City Councilors	10.00	10.00
Totals	11.00	11.00

Integrity Commissioner

On May 30th, 2017, multiple legislative amendments were passed through Bill 68. Part of the amendments focuses on accountability and transparency and includes the need for the public and municipal councilors to have access to an Integrity Commissioner, with broadened powers to investigate conflict of interest complaints and provide advice to councilors.

Notable Adjustments – 2020 Budget

Mayor & Council

Item #	Description	Dollar Amount
1.	No notable adjustments.	

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): General Government Activities

Division(s): MAYOR

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1002 TEMPORARY SALARIES	67,324	68,468	68,670	69,837	1,167	1.70 %
1802 FRINGE BENEFITS-PARTTIME	8,723	10,041	10,070	10,143	73	0.72 %
PERSONNEL TOTAL	76,047	78,509	78,740	79,980	1,240	1.57 %
GOODS & SERVICES						
2520 SOUVENIR SUPPLIES	302	0	300	300	0	0.00 %
2601 OFFICE SUPPLIES	1,362	2,525	1,500	1,500	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	339	218	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	1,052	185	1,000	1,000	0	0.00 %
3001 POSTAGE	310	358	500	500	0	0.00 %
3010 TELEPHONE	715	2,004	1,500	1,500	0	0.00 %
3035 MILEAGE	1,159	1,194	1,250	1,250	0	0.00 %
3045 CONFERENCE & SEMINARS	7,014	10,085	8,000	12,000	4,000	50.00 %
3050 RECEPTIONS	1,069	682	4,000	4,000	0	0.00 %
3060 MEALS	440	2,105	2,000	3,000	1,000	50.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	21	109	2,000	1,000	(1,000)	-50.00 %
3105 LEGAL FEES	0	3,012	150,000	150,000	0	0.00 %
3601 INSURANCE PREMIUMS	4,076	0	3,962	0	(3,962)	-100.00 %
3930 COMMUNITY PROGRAMS	115	407	10,000	10,000	0	0.00 %
3970 CORPORATE INITIATIVES	0	2,777	10,000	10,000	0	0.00 %
GOODS & SERVICES TOTAL	17,974	25,661	196,012	196,050	38	0.02 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	1,000	0	1,000	1,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,000	0	1,000	1,000	0	0.00 %
EXPENSE TOTAL	95,021	104,170	275,752	277,030	1,278	0.46 %
REVENUE						
0480 SUNDRY REVENUE	0	154	0	0	0	0.00 %
REVENUE TOTAL	0	154	0	0	0	0.00 %
GRAND TOTAL:	95,021	104,016	275,752	277,030	1,278	0.46 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): General Government Activities

Division(s): COUNCIL

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1002 TEMPORARY SALARIES	255,969	272,570	273,374	278,021	4,647	1.70 %
1802 FRINGE BENEFITS-PARTTIME	9,547	13,853	16,291	14,412	(1,879)	-11.53 %
PERSONNEL TOTAL	265,516	286,423	289,665	292,433	2,768	0.96 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	0	80	500	250	(250)	-50.00 %
2699 MISC GENERAL SUPPLIES	341	1,111	2,500	2,000	(500)	-20.00 %
3001 POSTAGE	3	27	0	0	0	0.00 %
3010 TELEPHONE	67	0	0	0	0	0.00 %
3030 TRAVEL	0	1,022	0	0	0	0.00 %
3035 MILEAGE	0	269	1,250	1,250	0	0.00 %
3045 CONFERENCE & SEMINARS	4,864	27,787	50,000	50,000	0	0.00 %
3060 MEALS	4,033	2,807	4,000	4,000	0	0.00 %
3130 CONSULTANT FEES	0	5,416	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	859	4,545	0	4,512	4,512	100.00 %
GOODS & SERVICES TOTAL	10,167	43,064	58,250	62,012	3,762	6.46 %
EXPENSE TOTAL	275,683	329,487	347,915	354,445	6,530	1.88 %
GRAND TOTAL:	275,683	329,487	347,915	354,445	6,530	1.88 %

Activity Summary Overview – 2020 Budget

Office of the CAO

The Office of the CAO is responsible to the Mayor and Members of Council for the administration, coordination and direction of all affairs of the Corporation in accordance with the policies and direction established by Council.

This cost centre captures all the costs associated to the operations of the Office of the Chief Administrative Officer including total compensation, training, travel, office supplies and other administration costs.

Communications and Strategic Development

In 2019 the position of Communications and Strategic Development Officer was established and supports the following:

- assists with the implementation and communication of the City's business plan
- develops and administers the approved Corporate Communication Plan
- coordinates corporate public relations activities and events
- develops and implements approved standards and protocols for social media networking mediums and content management of the corporate intranet
- oversees the approved graphic presentation and content management of the corporate web site
- assists in the preparation and distribution of media notices or releases
- reviews and implements approved recommendation with regards to identity and brand management for the City of North Bay
- assists with the development and implementation of approved policies and standards across the Corporation
- ensures consistent marketing and promotion of the City of North Bay
- acts as corporate media liaison as required

Positions:

	2019 FTE	2020 FTE
CAO	1.00	1.00
Executive Assistant	1.00	1.00
Administrative Assistant*	1.00	0.00
Communications and Strategic Development Officer	1.00	1.00
Totals	4.00	3.00

**CAO Administrative Assistant moved to Community Development & Growth cost center*

Notable Adjustments - 2020 Budget

Office of the CAO

Item #	Description	Dollar Amount
1.	1001-1801 – Personnel – Anticipated wage and benefit increases.	\$12,441
2.	3080 – Advertising & Promotion – Required miscellaneous marketing and promotional materials related to the communications department.	\$10,000
3.	3400 – Contracts – CAO mandated savings moved to Financial Expenses.	\$200,000

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s):

General Government Activities

Division(s):

OFFICE OF THE CAO

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	561,086	326,869	345,554	354,842	9,288	2.69 %
1202 VACATION	41,615	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	130,924	92,716	98,163	101,316	3,153	3.21 %
PERSONNEL TOTAL	733,625	419,585	443,717	456,158	12,441	2.80 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	322	2,196	500	1,500	1,000	200.00 %
2630 SUBSCRIPTIONS/PERIODICALS	36	0	100	100	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	0	153	0	0	0	0.00 %
2672 EVENTS	7,973	6,891	8,500	8,500	0	0.00 %
2699 MISC GENERAL SUPPLIES	0	0	400	400	0	0.00 %
3001 POSTAGE	10	0	0	0	0	0.00 %
3010 TELEPHONE	397	1,549	1,000	2,000	1,000	100.00 %
3030 TRAVEL	5,264	0	3,200	1,500	(1,700)	-53.13 %
3035 MILEAGE	550	1,177	1,000	1,300	300	30.00 %
3045 CONFERENCE & SEMINARS	3,760	5,054	2,000	4,500	2,500	125.00 %
3060 MEALS	539	611	1,500	1,000	(500)	-33.33 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	19,603	20,382	20,500	20,500	0	0.00 %
3071 TRAINING	150	0	0	0	0	0.00 %
3075 TRAINING COURSES- IN	0	0	150	3,000	2,850	1,900.00 %
3080 ADVERTISING & PROMOTION	307	0	550	10,550	10,000	1,818.18 %
3130 CONSULTANT FEES	0	0	3,500	3,500	0	0.00 %
3400 CONTRACTS	0	0	(200,000)	0	200,000	-100.00 %
3999 MISC SERVICES & RENTS	173	0	0	0	0	0.00 %
GOODS & SERVICES TOTAL	39,084	38,013	(157,100)	58,350	215,450	137.14 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	938	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	938	0	0	0	0.00 %
EXPENSE TOTAL	772,709	458,536	286,617	514,508	227,891	79.51 %
REVENUE						
0470 TSF FROM RESERVE FUND	5,373	0	5,400	5,400	0	0.00 %
0482 LAND SALE/RENTAL	1,275	1,275	0	1,275	1,275	100.00 %
0901 TICKET SALES	2,600	3,240	3,100	3,100	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	85,697	53,414	53,414	56,223	2,809	5.26 %
REVENUE TOTAL	94,945	57,929	61,914	65,998	4,084	6.60 %
GRAND TOTAL:	677,764	400,607	224,703	448,510	223,807	99.60 %



INFRASTRUCTURE & OPERATIONS

2020 OPERATING BUDGET



Business Unit Summary

Budget Year: 2020

YTD End Date: December 2019

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
Infrastructure and Operations						
AQUATIC CENTRE	327,743	214,822	356,367	344,650	(11,717)	-3.29 %
CITY HALL FACILITIES	453,297	551,369	647,987	655,733	7,746	1.20 %
ENGINEERING SERVICES	817,846	814,743	901,288	926,811	25,523	2.83 %
ENVIRONMENTAL SERVICES	724,680	757,467	723,705	837,354	113,649	15.70 %
FLEET MANAGEMENT	0	(289,143)	0	0	0	0.00 %
KINGS LANDING	(5,865)	(2,179)	(5,283)	(1,091)	4,192	79.35 %
MARINA	0	30,283	0	0	0	0.00 %
PARKING OPERATIONS	(328,667)	(341,044)	(222,719)	(18,126)	204,593	91.86 %
PARKS - OPERATIONS	3,656,458	3,830,050	3,916,320	4,062,048	145,728	3.72 %
ROADS DEPARTMENT	8,148,643	8,484,691	8,445,423	8,769,051	323,628	3.83 %
STORM SEWERS	644,077	555,579	573,342	591,604	18,262	3.19 %
TRANSIT	4,399,386	4,032,950	4,641,861	4,522,224	(119,637)	-2.58 %
WORKS DEPT ADMINISTRATION	829,806	768,094	815,330	827,145	11,815	1.45 %
Total:	19,667,404	19,407,682	20,793,621	21,517,403	723,782	3.48 %
Grand Total:	19,667,404	19,407,682	20,793,621	21,517,403	723,782	3.48 %

Activity Summary Overview - 2020 Budget

Aquatic Centre

To provide for the agreement between the YMCA and the City of North Bay to assist with costs to maintain the Aquatic Centre operated by the YMCA.

- Aquatic Centre Capital & Operating budget development and implementation in coordination with the YMCA's Facilities Manager
- Capital Project Management; planning, execution, risk management, closure, warranty follow-up
- Budget reporting and management
- Participate on Energy Efficiency Action Committee
- Creation of an asset management database
- Development and implementation of an assets management plan
- Health & Safety

Positions:

	2019 FTE	2020 FTE
Supervisor, Facilities & Parking	0.10	0.10
Totals	0.10	0.10

Notable Adjustments - 2020 Budget

Aquatic Centre

Item #	Description	Dollar Amount
1.	2705 – Natural Gas - To reflect historical, projected usage and estimated rates.	(\$16,245)

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Infrastructure and Operations

Division(s): AQUATIC CENTRE

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	14,200	5,989	8,358	8,483	125	1.50 %
1202 VACATION	(1,694)	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	4,175	1,963	2,580	2,719	139	5.39 %
PERSONNEL TOTAL	16,681	7,952	10,938	11,202	264	2.41 %
GOODS & SERVICES						
2625 BUILDING MAINT SUPPLIES	4,862	4,166	9,000	9,100	100	1.11 %
2701 HYDRO	135,838	42,034	137,793	139,940	2,147	1.56 %
2705 NATURAL GAS	96,252	75,699	110,166	93,921	(16,245)	-14.75 %
2715 WATER	35,543	27,972	32,843	33,000	157	0.48 %
3305 BUILDING MAINTENANCE	9,815	10,493	9,000	9,100	100	1.11 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	12,855	9,973	12,000	12,240	240	2.00 %
3340 SOFTWARE MAINTENANCE	0	478	0	0	0	0.00 %
3430 MAINTENANCE CONTRACT	15,228	27,490	33,000	33,600	600	1.82 %
3601 INSURANCE PREMIUMS	6,817	6,884	6,626	7,546	920	13.88 %
GOODS & SERVICES TOTAL	317,210	205,189	350,428	338,447	(11,981)	-3.42 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	3,851	1,682	5,000	5,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	3,851	1,682	5,000	5,000	0	0.00 %
EXPENSE TOTAL	337,742	214,823	366,366	354,649	(11,717)	-3.20 %
REVENUE						
0841 PROPERTY RENTALS	10,000	0	10,000	10,000	0	0.00 %
REVENUE TOTAL	10,000	0	10,000	10,000	0	0.00 %
GRAND TOTAL:	327,742	214,823	356,366	344,649	(11,717)	-3.29 %

Activity Summary Overview - 2020 Budget

City Hall Facilities

To provide operating, maintenance, and janitorial services for City Hall facilities. To provide for on-going development and rehabilitation of the building and its equipment with an emphasis on accessibility and energy efficiency.

- Capital & Operating budget development and implementation
- Capital Project Management; planning, execution, risk management, closure, warranty follow-up
- Budget reporting and management
- Janitorial services
- Participate on Energy Efficiency Action Committee
- Health & Safety

Positions:

	2019 FTE	2020 FTE
Manager, Facilities	0.50	0.75
Supervisor, Facilities & Parking	0.35	0.40
Facilities Coordinator	0.70	0.70
Building Maintenance Person	2.00	2.00
Custodian	2.00	2.00
Totals	5.55	5.85

The Facilities Manager and Coordinator position are being housed in this budget and will be partially funded from the capital projects they are responsible for executing via budget line item 0460.

Notable Adjustments - 2020 Budget

City Hall Facilities

Item #	Description	Dollar Amount
1.	1001-1801 – Personnel Costs – Anticipated wage and benefit increases and increased percentage of Facilities Manager being allocated. Offset with 0460 transfer to Capital Fund.	\$62,330
2.	2701 – Hydro – To reflect historical, projected usage and estimated rates.	\$15,583
3.	2705 – Natural Gas - To reflect historical, projected usage and estimated rates.	(\$10,458)
4.	0460 – Transfer from Capital Fund - To account for personnel costs recovered through capital projects. Offsets 1001-1801 Personnel costs.	\$67,153
5.	7910 – Internal Overhead Revenue - To reflect an increase in Building revenues budgeted.	\$6,254

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s):

Infrastructure and Operations

Division(s):

CITY HALL FACILITIES

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	214,695	309,038	330,373	299,112	(31,261)	-9.46 %
1002 TEMPORARY SALARIES	0	973	0	2,000	2,000	100.00 %
1003 SHIFT PREMIUM	4,303	4,191	5,187	5,290	103	1.99 %
1011 SALARIES CAPITAL/Special Projects	0	0	37,360	104,513	67,153	179.75 %
1101 OVERTIME FULLTIME	3,232	4,419	3,500	3,500	0	0.00 %
1202 VACATION	24,716	0	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	0	(256)	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	80	95	0	0	0	0.00 %
1301 WSIB LEAVE	(800)	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	71,129	99,859	104,808	129,143	24,335	23.22 %
PERSONNEL TOTAL	317,355	418,319	481,228	543,558	62,330	12.95 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	1,057	972	950	1,000	50	5.26 %
2615 JANITORIAL SUPPLIES	11,524	9,544	12,000	12,300	300	2.50 %
2625 BUILDING MAINT SUPPLIES	360	0	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	1,202	1,151	1,350	1,816	466	34.52 %
2660 SAFETY BOOT ALLOWANCE	529	453	820	880	60	7.32 %
2701 HYDRO	219,123	180,174	215,514	231,097	15,583	7.23 %
2705 NATURAL GAS	33,496	18,494	37,166	26,708	(10,458)	-28.14 %
2715 WATER	12,102	11,708	11,722	12,769	1,047	8.93 %
3001 POSTAGE	0	29	0	0	0	0.00 %
3010 TELEPHONE	1,513	958	1,750	1,750	0	0.00 %
3035 MILEAGE	244	166	750	750	0	0.00 %
3060 MEALS	0	63	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	0	72	0	0	0	0.00 %
3071 TRAINING	943	939	0	0	0	0.00 %
3075 TRAINING COURSES- IN	0	0	1,250	3,000	1,750	140.00 %
3305 BUILDING MAINTENANCE	36,377	44,677	30,000	31,000	1,000	3.33 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	31,628	48,021	43,500	45,500	2,000	4.60 %
3399 MISC MAINTENANCE FEES	1,036	0	0	0	0	0.00 %
3430 MAINTENANCE CONTRACT	99	0	0	0	0	0.00 %
3450 COMMISSIONAIRES	5,286	5,608	10,500	10,500	0	0.00 %
3480 CLEANING CONTRACT	30,703	38,200	40,300	41,100	800	1.99 %
3601 INSURANCE PREMIUMS	87,249	87,898	84,605	96,351	11,746	13.88 %
GOODS & SERVICES TOTAL	474,471	449,127	492,177	516,521	24,344	4.95 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s):

Infrastructure and Operations

Division(s):

CITY HALL FACILITIES

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
CAPITAL/RESERVE TRANSACTIONS						
5005 BUILDINGS	29,741	2,385	26,000	27,000	1,000	3.85 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	29,741	2,385	26,000	27,000	1,000	3.85 %
EXPENSE TOTAL	821,567	869,831	999,405	1,087,079	87,674	8.77 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	0	0	37,360	104,513	67,153	179.75 %
0474 REFUNDS	4,445	3,991	0	3,750	3,750	100.00 %
0479 REIMBURSEMENTS	110	0	0	0	0	0.00 %
0969 RECOVERY OF UTILITY COSTS	150,289	98,887	98,093	100,865	2,772	2.83 %
0970 REC OF MAINTENANCE COSTS	14,626	12,617	13,000	13,000	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	198,800	202,965	202,965	209,219	6,254	3.08 %
REVENUE TOTAL	368,270	318,460	351,418	431,347	79,929	22.74 %
GRAND TOTAL:	453,297	551,371	647,987	655,732	7,745	1.20 %

Activity Summary Overview - 2020 Budget

Engineering Services

Positions:

	2019 FTE	2020 FTE
City Engineer	0.30	0.30
Senior Capital Program Engineer ^A	1.00	1.00
Senior Project Manager ^A	1.00	1.00
Infrastructure Engineer ^B	1.00	1.00
Engineer in Training ^A	1.00	1.00
Field Tech I ^{A,B}	5.00	5.00
Field Tech II ^A	2.00	2.00
Chief Draftsperson ^A	1.00	1.00
Engineering Technician I & II ^A	3.00	3.00
Administrative Assistant, EESW	0.50	0.50
Engineering Students	0.60	0.60
Totals	16.40	16.40

Note

- A \$395,000 funded from capital projects (capital project time is tracked by each position and charged to applicable projects throughout the year)
- B Infrastructure Engineer and one Field Tech I funded entirely from capital projects (funded from 7010 – Administration & Overhead, charged to Project 2699GG)

A & B – Most of the activities and tasks of the various positions are directly related to Capital projects and are therefore recovered from the applicable projects. These activities include project management, surveying, design, contract administration, and inspection.

Summary Information

The major activities of the Engineering Department include project management for design and construction of municipal infrastructure (roads, streetscaping, watermains, sanitary and storm sewers, culverts, and bridges) including pre-engineering surveys for design, environmental assessments, preliminary and detailed design, as well as contract administration and inspection for construction projects. Other activities include asset management, traffic engineering, development review, long-term planning studies, utility approvals, and service contracts with private property owners to install infrastructure in the City road allowance. The major categories of activities are Infrastructure, Capital Works, Engineering Technical Services, Development, and Traffic.

The Engineering Department also oversees the operation of the water and wastewater facilities. These costs are recovered within the Water and Wastewater Budget.

Infrastructure

The Engineering Department conducts studies and analyzes the performance of the City's infrastructure networks to ensure that the provision of road, water and wastewater services are safe and reliable. This is accomplished through the following programs: Asset Management for the core assets, including updates to the State of the Infrastructure Reports and Asset Management Plan; Bridge and Culvert Management Program; Infrastructure Needs Assessment; and Pavement Management Program.

Capital Works

Activities for municipal infrastructure projects (roads, streetscaping, watermains, sanitary and storm sewers, culverts, and bridges), include:

- In-house survey
- Management of specialized consultants (geotechnical, etc.)
- In-house/consulted Environmental Assessments
- In-house/consulted preliminary and detailed designs
- Project management for design and construction
- Management of consulted engineering services
- In-house contract administration and inspection services for construction
- Collection of as-built construction information

The Engineering Department also provides planning, survey, design, cost estimating, and advisory services to other City departments with respect to their capital works.

The department is a liaison with regulatory agencies and utilities to obtain permits and approvals and to coordinate design and construction activities. Review services are also undertaken for Ministry of the Environment, Conservation, and Parks approvals for design and construction of watermains, sanitary sewers, and storm sewers.

Engineering Technical Services

The department provides a wide range of services to the general public including:

- General engineering inquiries
- North Bay maps (Road, Rural and Urban)
- Engineering drawings (Plan & Profile, Details, City Standards)
- City projects digital drawing archives
- Servicing requests from private property owners for water, sanitary, and storm connections (Service Contracts)
- Property status requests
- Utilities Municipal Consent processing (Hydro, Telecommunication, Gas, etc.)
- AutoCAD mapping services
- Traffic counts
- Property bar locates
- Maintenance of as-built construction information

Development

Engineering assists the Planning Department with review of new developments, including: Subdivision Development (Subdivision/Draft Plan Approvals, Pre-servicing Agreements, and Subdivision Agreements), Site Plan Control Agreement Applications, Major Property Development, General Property Development, Committee of Adjustment Applications, Minor Variance Applications, and Consent Applications. Engineering provides comments and recommendations related to the storm water management, water and sewer servicing, grading, erosion and sedimentation control, and traffic impact.

Traffic

Activities for traffic engineering services include: review, analysis, and recommendations for traffic requests (stop signs, traffic signals, pedestrian crossings, and speed concerns).

Notable Adjustments - 2020 Budget

Engineering Services

Item #	Description	Dollar Amount
1.	1001 - 1802 – Personnel Costs – Anticipated wage and benefit increases.	\$44,065
2.	7001 – Vehicle & Equipment Usage Fee – Increase for 2020 construction inspection requirements.	\$11,245
3.	0460 – Transfer from Capital Fund - Increase to reflect wages and benefits recovered from Capital Projects.	\$23,853



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Infrastructure and Operations

Division(s): ENGINEERING SERVICES

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	614,267	687,609	595,873	595,613	(260)	-0.04 %
1002 TEMPORARY SALARIES	15,722	14,448	17,472	17,472	0	0.00 %
1010 MODIFIED/ACCOMMODATED	57,993	0	59,842	60,739	897	1.50 %
1011 SALARIES CAPITAL/Special Projects	0	0	555,915	578,628	22,713	4.09 %
1101 OVERTIME FULLTIME	17,264	29,874	3,000	3,000	0	0.00 %
1202 VACATION	9,917	1,007	699	699	0	0.00 %
1204 STATUTORY HOLIDAYS	366	623	400	650	250	62.50 %
1299 OTHER LABOUR COSTS	126	0	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	20	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	212,296	222,954	367,040	387,271	20,231	5.51 %
1802 FRINGE BENEFITS-PARTTIME	1,972	1,801	2,071	2,305	234	11.30 %
PERSONNEL TOTAL	929,943	958,316	1,602,312	1,646,377	44,065	2.75 %
GOODS & SERVICES						
2401 GAS FUEL	10,618	8,979	10,428	11,406	978	9.38 %
2601 OFFICE SUPPLIES	907	1,895	1,000	1,000	0	0.00 %
2610 DRAFTING SUPPLIES	4,273	4,708	6,000	3,000	(3,000)	-50.00 %
2612 SURVEY SUPPLIES	12,726	13,610	11,500	15,500	4,000	34.78 %
2650 CLOTHING / UNIFORM	2,920	2,747	3,000	3,000	0	0.00 %
2655 SAFETY SUPPLIES	1,945	1,259	2,000	2,000	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	1,074	830	1,000	750	(250)	-25.00 %
2999 MISCELLANEOUS SUPPLIES	44	0	0	0	0	0.00 %
3001 POSTAGE	20	0	0	0	0	0.00 %
3005 COURIER & DELIVERY	254	524	200	500	300	150.00 %
3010 TELEPHONE	2,255	1,824	1,800	1,800	0	0.00 %
3035 MILEAGE	1,870	2,408	1,500	1,750	250	16.67 %
3045 CONFERENCE & SEMINARS	841	1,404	1,200	1,200	0	0.00 %
3055 MEETING COSTS	654	122	750	500	(250)	-33.33 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	5,052	3,215	3,575	3,575	0	0.00 %
3070 TRAINING COURSES - OUT	12,874	15,882	19,000	19,000	0	0.00 %
3075 TRAINING COURSES- IN	0	0	10,500	10,500	0	0.00 %
3133 TRAFFIC COUNTS	2,167	0	2,000	1,000	(1,000)	-50.00 %
3150 MEDICAL FEES	0	219	0	0	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	1,523	1,575	0	500	500	100.00 %
GOODS & SERVICES TOTAL	62,017	61,201	75,453	76,981	1,528	2.03 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	0	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	0	0	0	0	0	0.00 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): *Infrastructure and Operations*

Division(s): *ENGINEERING SERVICES*

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	0	0	0	5,000	5,000	100.00 %
5015 OFFICE FURNITURE & EQUIP	2,453	5,400	2,000	2,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	2,453	5,400	2,000	7,000	5,000	250.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	38,920	42,121	41,550	52,795	11,245	27.06 %
EXPENSE TOTAL	1,033,333	1,067,038	1,721,315	1,783,153	61,838	3.59 %
REVENUE						
0419 OTHER PERMIT/ENCROACHMENT	1,846	3,655	2,000	1,800	(200)	-10.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	609,053	632,906	23,853	3.92 %
0472 REIMB - CUPE BENEFITS	283	1,643	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	227	4,646	0	0	0	0.00 %
0827 OVERSIZED LOAD PERMITS	1,350	1,750	1,200	1,500	300	25.00 %
0835 SPECIAL EVENT FEES	9,750	16,608	8,000	12,000	4,000	50.00 %
0850 ADMIN FEES	453	114	0	0	0	0.00 %
0855 SERVICE CHARGES	9,735	5,734	9,000	9,000	0	0.00 %
0895 ENG APPLICATION FEES	29,810	51,970	25,000	25,000	0	0.00 %
0965 TRAFFIC COUNT FEES	5,275	700	5,000	1,500	(3,500)	-70.00 %
0980 SUBDIVISION INSPECTION FE	1,750	1,200	1,000	5,000	4,000	400.00 %
0981 MOE CERTIFICATES	2,300	9,500	5,000	5,000	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	152,708	154,774	154,774	162,636	7,862	5.08 %
REVENUE TOTAL	215,487	252,294	820,027	856,342	36,315	4.43 %
GRAND TOTAL:	817,846	814,744	901,288	926,811	25,523	2.83 %

Activity Summary Overview – 2020 Budget

Environmental Services

Summary Information

The Environmental Services' budget provides for the operation and maintenance of the engineered landfill sites, waste and recycling collection, household hazardous waste disposal, and environmental remediation and consulting services for contaminated lands owned by the City of North Bay.

Below is the Full Time Equivalent (FTE) of staff that delivers environmental services.

Positions:

	2019 FTE	2020 FTE
City Engineer	0.10	0.10
Senior Engineer	0.50	0.50
Landfill Operations Coordinator	1.00	1.00
Waste Management Coordinator	1.00	1.00
Hazardous Waste Attendant	2.00	2.00
Organic Depot - Students	0.60	0.60
Landfill Attendant	3.44	3.44
W&WWF Operator	1.00	1.00
Totals	9.64	9.64

Garbage Collection

Solid waste collection is contracted to Miller Waste Systems for 10 years with provisions for extension. Contract commenced July 1, 2010. All residents of North Bay receive waste collection; an estimated 19,000 households will receive curbside pick-up in 2019 and approx. 4,500 households are served through the multi-residential collection service. The annual curbside household rate in 2019 was \$42.76 and will be adjusted for 2020 using CPI and fuel inflation/deflation clauses. There is a provision in the existing contract for two 5 year extensions if agreed to by both parties. The City of North Bay is in negotiations with Miller Waste Systems in regards to a contract extension. If no agreement is reached the City will tender the garbage collection contract.

Blue Box Program

Blue Box Program includes collection, processing, sales of goods and advertising. The Blue Box Program is included in the Garbage Collection contract with Miller Waste Systems. The City also leases the Facility and is currently negotiating an extension on the lease.

Waste diversion is a Ministry of the Environment requirement of operating the City's landfill site and is subsidized through Provincial Stewardship Programs. The program cost is funded between 40% to 50% depending on performance and efficiencies measured through a provincial data call. The higher the measured performance the greater the funding received. The City has consistently received at or very near 50%.

Household Hazardous Waste (HHW) Depot

Maintaining a Household Hazardous Waste Program is a requirement of the Certificate of Approval to operate a Landfill. The site is open year-round. Services are offered to surrounding municipalities and charged out on a per household basis. The established fee is \$2 / household.

Stewardship Ontario Funding continues to evolve. The province introduced a bill that establishes the regime for waste diversion in Ontario. Stewardship Ontario is not in agreement with the bill and the Stewards and Province continually review / negotiate responsibilities and costs. There is an expectation that there will be some sort of funding; however, there is always a risk that funding may not be available. The 2019 Stewardship Ontario provided funding over 60% and the proposed 2020 Budget assumes that the funding from Stewardship Ontario will be at this level once again.

Merrick Landfill

A new landfill operations contract began January 1, 2016 and will extend to December 31, 2020. Landfill site management, weigh scales and recycling facilities are maintained and operated by City staff. As of December 31, 2019, the site will be 25 years old and have an estimated remaining life of 18 years based on the Engineer's report.

Tipping fees are collected on commercial/industrial waste deposited at the landfill site. In 2018, tipping fees increased from \$93 to \$96/tonne and remained at \$96/tonne in 2019. Tipping fees are recommended to increase from \$96/tonne to \$99/tonne in 2020. This increase has been reflected in the tipping fee revenue line item.

Landfill Gas Management started in 2006. In 2012, North Bay Hydro commissioned the electricity generation station that utilizes the landfill gas collected at Merrick. Depending on landfill gas availability and utilization system efficiency the station will generate between 8.5 and 10 million kWh of electricity (equivalent annual electricity to power 1,000 to 1,300 average households) that is sold to the grid under an Ontario Power Authority (OPA) Fixed-in-Tariff (FIT) Agreement.

Leachate Treatment

The Leachate Treatment Facility, which is a requirement of the Ministry of the Environment Certificate of Approval, was commissioned early 2018 and is now operational.

Marsh Drive Landfill

Marsh Drive landfill closed in 1994. Costs are for the perpetual care of the landfill.

Organic Depot

The Organic Depot accepts and diverts organics from the Merrick Landfill Site. These Waste Reduction/Diversion activities are a requirement under the City's Certificate of Approval to operate a Landfill Site.

Notable Adjustments - 2020 Budget

Environmental Services

Item #	Description	Dollar Amount
1.	1001 – 1802 - Personnel Costs – Anticipated wage and benefit increases.	\$59,252
2.	3401 – Street Garbage Contract – Garbage collection contract expires July 1, 2020. Negotiations are underway for contract extension however have not been finalized. Projected budget determined by applying a rate increase similar to what is currently being seen in waste management contracts in Ontario.	\$47,927
3.	3405 – Recycling Collection – Recycling collection contract expires July 1, 2020. Negotiations are underway for contract extension however have not been finalized. Projected budget determined by applying a rate increase similar to what is currently being seen in waste management contracts in Ontario.	\$120,000
4.	3413 – Landfill Maintenance Contract - 2020 budget includes 2% increase over 2019 projected actuals. Reflects impact of the expected estimated volume of contaminated soils to be disposed in 2020.	(\$108,781)
5.	3418 – Water Analysis – Increase due to additional sampling and testing requirements at Leachate Treatment Plant.	\$19,700
6.	0452 – Sale of Recycled Goods – Reduce budget to reflect projected actuals.	(\$25,000)
7.	0478 – Agreement Revenue – Increase in funding from Stewardship due to increased costs for recycling contract.	\$24,000
8.	0701 – Landfill Use Fees – Increase to the contract with the Municipality of Callander.	\$16,102
9.	0817 – Tipping Fees – Increase revenue to reflect projected actuals. The projected budget includes a proposed \$3/ton increase in landfill tipping fees effective January 1, 2020 which is yet to be approved.	\$33,000

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s):

Infrastructure and Operations

Division(s):

ENVIRONMENTAL SERVICES

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	448,973	513,898	587,873	614,483	26,610	4.53 %
1002 TEMPORARY SALARIES	102,793	77,154	40,334	42,870	2,536	6.29 %
1003 SHIFT PREMIUM	0	18	0	0	0	0.00 %
1004 OTHER/STANDBY	0	2,472	0	2,000	2,000	100.00 %
1101 OVERTIME FULLTIME	35,302	43,339	17,500	18,500	1,000	5.71 %
1102 OVERTIME PART TIME	8,753	8,042	0	12,264	12,264	100.00 %
1202 VACATION	40,730	43,337	1,612	1,714	102	6.33 %
1203 COMPASSIONATE LEAVE	643	2,176	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	10,074	8,578	0	0	0	0.00 %
1207 SICK LEAVE	37,550	14,333	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	40	0	0	0	0	0.00 %
1401 TRAINING & SAFETY	719	241	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	175,667	199,634	185,792	199,673	13,881	7.47 %
1802 FRINGE BENEFITS-PARTTIME	14,771	14,676	4,843	5,702	859	17.74 %
PERSONNEL TOTAL	876,015	927,898	837,954	897,206	59,252	7.07 %
GOODS & SERVICES						
2002 SALT	92	0	0	0	0	0.00 %
2055 MATERIALS	51,558	69,535	50,000	60,000	10,000	20.00 %
2099 MISC. MATERIALS	6,573	4,411	5,000	2,000	(3,000)	-60.00 %
2401 GAS FUEL	2,519	2,249	2,323	2,519	196	8.44 %
2405 DIESEL FUEL	0	0	500	500	0	0.00 %
2407 COLOURED/DYED DIESEL	589	36	136	136	0	0.00 %
2435 TOOLS	0	36	0	0	0	0.00 %
2601 OFFICE SUPPLIES	1,447	(85)	1,080	1,080	0	0.00 %
2650 CLOTHING / UNIFORM	5,317	3,983	3,984	3,984	0	0.00 %
2655 SAFETY SUPPLIES	6,271	5,202	4,355	4,355	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	1,505	1,450	825	828	3	0.36 %
2699 MISC GENERAL SUPPLIES	23,309	16,908	23,950	23,000	(950)	-3.97 %
2701 HYDRO	95,064	89,413	103,092	109,842	6,750	6.55 %
2715 WATER	0	483	2,000	2,000	0	0.00 %
2720 MUNICIPAL TAXES	5,863	7,450	6,098	7,748	1,650	27.06 %
2945 LANDFILL FILTERS	1,993	2,075	1,500	1,500	0	0.00 %
2950 BLUE BOX / COMPOSTERS	5,395	13,198	8,000	8,000	0	0.00 %
3010 TELEPHONE	10,457	4,584	7,600	7,600	0	0.00 %
3035 MILEAGE	13,102	11,106	17,500	17,500	0	0.00 %
3045 CONFERENCE & SEMINARS	5	0	0	0	0	0.00 %
3055 MEETING COSTS	96	9	200	200	0	0.00 %
3060 MEALS	0	214	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,001	0	0	0	0	0.00 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s):

Infrastructure and Operations

Division(s):

ENVIRONMENTAL SERVICES

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
3070 TRAINING COURSES - OUT	4,214	2,456	3,000	3,000	0	0.00 %
3071 TRAINING	71	(36)	0	0	0	0.00 %
3075 TRAINING COURSES- IN	848	267	2,275	275	(2,000)	-87.91 %
3080 ADVERTISING & PROMOTION	25,674	21,850	29,350	29,350	0	0.00 %
3155 MONITORING REPORTS	81,301	21,257	64,000	64,000	0	0.00 %
3202 ORGANIC CONTAINERS	33,459	32,362	25,000	25,000	0	0.00 %
3203 WASTE BIN RENTALS	48,512	46,702	40,840	41,100	260	0.64 %
3215 PROPERTY & BUILDING LEASE	97,162	97,162	97,400	99,348	1,948	2.00 %
3299 MISC LEASES & RENTS	0	371	0	0	0	0.00 %
3301 RADIO MAINTENANCE	624	2,539	1,000	2,000	1,000	100.00 %
3305 BUILDING MAINTENANCE	3,033	13,979	2,000	2,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	27,194	22,608	27,000	27,000	0	0.00 %
3312 ROADS MAINTENANCE	9,676	9,912	9,000	9,500	500	5.56 %
3399 MISC MAINTENANCE FEES	14,833	10,776	5,745	5,745	0	0.00 %
3401 STREET GARBAGE CONTRACT	879,127	800,809	857,073	905,000	47,927	5.59 %
3403 MULTI-RES GARBAGE	212,885	195,374	214,200	214,354	154	0.07 %
3405 RECYCLING COLLECTION	671,061	581,349	675,000	795,000	120,000	17.78 %
3409 HAZARDOUS WASTE DISPOSAL	72,791	62,717	75,000	75,000	0	0.00 %
3413 LANDFILL MAINT CONTRACT	1,499,849	1,062,187	1,201,926	1,093,145	(108,781)	-9.05 %
3415 SEWAGE TREATMENT	0	667	0	0	0	0.00 %
3417 PEST CONTROL	0	0	1,000	0	(1,000)	-100.00 %
3418 WATER ANALYSIS	50,322	75,554	50,650	70,350	19,700	38.89 %
3422 WOOD CHIP/TUB GRINDING	0	104,895	100,000	100,000	0	0.00 %
3425 CONSTRUCTION CONTRACT	8	8,812	15,000	15,000	0	0.00 %
3489 CONTRACT/OUTSIDE SERVICES	0	432	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	27,282	26,176	28,739	32,034	3,295	11.47 %
3975 MATTRESS RECYCLING	84,592	86,315	81,000	81,000	0	0.00 %
3999 MISC SERVICES & RENTS	15,409	25,746	20,000	20,000	0	0.00 %
GOODS & SERVICES TOTAL	4,092,083	3,545,495	3,864,341	3,961,993	97,652	2.53 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	(17)	21	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	(17)	21	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	0	0	1,500	0	(1,500)	-100.00 %
5115 TRANSFER TO RESERVE FUND	568,752	0	223,620	223,000	(620)	-0.28 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	568,752	0	225,120	223,000	(2,120)	-0.94 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	27,172	28,525	26,598	32,258	5,660	21.28 %
7050 FLEET CHARGEBACK CHARGES	0	1,548	0	0	0	0.00 %
EXPENSE TOTAL	5,564,005	4,503,487	4,954,013	5,114,457	160,444	3.24 %



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Infrastructure and Operations

Division(s): ENVIRONMENTAL SERVICES

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
REVENUE						
0417 SALE OF CARDBOARD	21,301	13,427	25,000	25,000	0	0.00 %
0424 BLUE BOX ADVERTISING	3,300	2,054	3,000	3,000	0	0.00 %
0446 SALE OF ELECTRONICS	27,476	22,445	40,000	30,000	(10,000)	-25.00 %
0452 SALE OF RECYCLED GOODS	467,158	282,788	425,000	400,000	(25,000)	-5.88 %
0453 SALE OF BLUE BOXES	7,240	5,674	8,000	8,000	0	0.00 %
0456 SALE OF SCRAP METALS	51,049	43,026	35,000	45,000	10,000	28.57 %
0457 SALE OF ORGANIC TOPSOIL	2,248	2,308	2,000	2,000	0	0.00 %
0459 OTHER SALES	5,072	2,497	4,306	3,000	(1,306)	-30.33 %
0470 TSF FROM RESERVE FUND	30,000	30,000	30,000	30,000	0	0.00 %
0473 METHANE SALES	200,000	152,180	200,000	200,000	0	0.00 %
0478 AGREEMENT REVENUE	406,219	400,019	462,000	486,000	24,000	5.19 %
0496 AUTO STEWARDSHIP REVENUE	6,495	4,742	5,000	5,000	0	0.00 %
0701 LANDFILL USE FEES	247,414	261,076	242,000	258,102	16,102	6.65 %
0817 TIPPING FEES	3,278,490	2,454,492	2,667,000	2,700,000	33,000	1.24 %
0818 TIRE REVENUE - OTS	1,078	828	1,000	1,000	0	0.00 %
0850 ADMIN FEES	160	415	0	0	0	0.00 %
0997 MATTRESS RECYCLING	84,620	68,051	81,000	81,000	0	0.00 %
REVENUE TOTAL	4,839,320	3,746,022	4,230,306	4,277,102	46,796	1.11 %
GRAND TOTAL:	724,685	757,465	723,707	837,355	113,648	15.70 %

Activity Summary Overview – 2020 Budget

Fleet Management

The Fleet division represents vehicle costs for Wastewater, Water, Roads, Traffic, Survey, Parks, Arenas, Parking, Landfill, Fire and Transit Departments.

The independent review of our fleet operations was conducted in 2014 and we have moved ahead with implementation of a number of directives identified in that review. In 2018 we implemented a new Fleet Management Information System (FMIS) that streamlines our workflow, enhances our reporting and management of our fleet. 2019 was the first complete year using the new system.

Positions:

	2019 FTE	2020 FTE
Manager	1.00	1.00
Supervisor	1.00	1.00
Chargehand	3.00	2.00
Fleet Analyst	1.00	1.00
Store Clerk	2.00	2.00
Warranty Analyst	1.00	1.00
Mechanics	14.50	15.50
Labourers	5.00	5.00
Summer Students	0.60	0.60
Totals	29.10	29.10

Life Cycle Management:

Fleet is mandated to operate with a full cost recovery life cycle management approach. This approach focuses on the cost and performance management of the fleet. Using performance metrics the system is set up to optimize Fleet operations. The approach includes:

- Vehicle and equipment age is set by mileage, time, hours used and anticipated usage
- Replacement intervals are set to maximize resale value and minimize excessive repair expense
- Performance tracking tools are used to assist in management of vehicles and equipment
- Adherence to regulatory compliance
- Driver safety training is provided to staff
- Competent equipment operators

Notable Adjustments – 2020 Budget

Fleet Management

Item #	Description	Dollar Amount
1.	1001 – 1802 - Personnel – Anticipated wage and benefit increases.	\$60,330
2.	2401 - 2407 – Fuel – Decrease based on historical usage.	(\$13,377)
3.	2425 – Repair Parts – A significant portion of the repair and maintenance work completed by the fleet department is conducted in-house and parts are charged to the repair parts account. Increase based on historical costs.	\$69,259
4.	2435 – Tools – Decrease based on historical usage.	(\$15,000)
5.	3316 – Outside Fleet Repairs – Increase based on historical costs. This line item captures all off-site repairs to vehicles and equipment.	\$120,000
6.	3350 – Dry Cleaning/Laundry – The purchase of new laundry facilities in 2019 will decrease these costs.	(\$11,500)
7.	3601 – Insurance Premiums – To reflect projected actuals.	\$28,692
8.	5115 – Transfer to Reserve Fund – To reflect new fleet methodology. Rates include a life cycle replacement component to be transferred to the Fleet Reserve.	\$340,023
9.	0450 – Disposal of Equipment – With purchases of new vehicles and equipment the ability to dispose of the replaced units will increase revenues.	\$40,000
10.	7901 – Fleet Usage – Fleet rates charged to departments was calculated using a full cost recovery model which includes future capital replacement as identified in line 5115.	\$473,009
11.	7902 – Fleet Chargeback Revenue – New budget line item to identify internal chargebacks from various departments. This revenue is to offset costs that are not identified as normal operations.	\$35,000

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s):

Infrastructure and Operations

Division(s):

FLEET MANAGEMENT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,150,171	1,264,475	1,780,630	1,809,429	28,799	1.62 %
1002 TEMPORARY SALARIES	31,094	24,975	17,472	17,472	0	0.00 %
1003 SHIFT PREMIUM	15,979	16,657	20,814	17,450	(3,364)	-16.16 %
1010 MODIFIED/ACCOMMODATED	14,201	73,621	0	0	0	0.00 %
1101 OVERTIME FULLTIME	65,416	79,173	76,000	76,000	0	0.00 %
1102 OVERTIME PART TIME	1,309	0	0	0	0	0.00 %
1202 VACATION	110,979	102,500	699	699	0	0.00 %
1203 COMPASSIONATE LEAVE	2,719	4,326	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	51,313	45,639	0	0	0	0.00 %
1207 SICK LEAVE	79,874	104,206	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	40	0	0	0	0	0.00 %
1301 WSIB LEAVE	(1,286)	(6,922)	0	0	0	0.00 %
1401 TRAINING & SAFETY	28,398	11,941	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	8,821	8,883	9,400	9,000	(400)	-4.26 %
1801 FRINGE BENEFITS-FULLTIME	457,878	532,883	552,135	587,196	35,061	6.35 %
1802 FRINGE BENEFITS-PARTTIME	13,758	4,999	2,071	2,305	234	11.30 %
PERSONNEL TOTAL	2,030,664	2,267,356	2,459,221	2,519,551	60,330	2.45 %
GOODS & SERVICES						
2099 MISC. MATERIALS	101	0	0	0	0	0.00 %
2401 GAS FUEL	7,315	8,638	12,873	9,501	(3,372)	-26.19 %
2405 DIESEL FUEL	4,342	2,129	3,540	2,174	(1,366)	-38.59 %
2407 COLOURED/DYED DIESEL	3,457	527	9,025	386	(8,639)	-95.72 %
2415 LUBRICANTS	2,394	0	3,000	0	(3,000)	-100.00 %
2420 TIRES	2,631	0	0	0	0	0.00 %
2425 REPAIR PARTS	1,153,216	1,019,873	1,030,741	1,100,000	69,259	6.72 %
2426 CHARGEBACK FLEET PARTS	0	38,944	20,000	20,000	0	0.00 %
2430 MECHANIC SHOP SUPPLIES	78,687	85,965	68,000	68,000	0	0.00 %
2435 TOOLS	23,441	32,523	45,000	30,000	(15,000)	-33.33 %
2450 LICENSES	88,416	83,818	90,000	90,000	0	0.00 %
2475 DEPT CONSUMABLE CHARGES	37,510	41,233	27,838	31,000	3,162	11.36 %
2494 RETURN ORDER COST	1,267	3,888	0	2,500	2,500	100.00 %
2499 MISC FLEET SUPPLIES	5,670	230	0	0	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	0	1,394	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	9,471	11,189	20,000	15,000	(5,000)	-25.00 %
2655 SAFETY SUPPLIES	16,851	19,809	25,000	22,000	(3,000)	-12.00 %
2660 SAFETY BOOT ALLOWANCE	3,437	3,754	4,750	3,750	(1,000)	-21.05 %
3006 FREIGHT & SHIPPING	41,411	46,605	40,000	42,000	2,000	5.00 %
3010 TELEPHONE	454	2,772	4,500	2,400	(2,100)	-46.67 %
3030 TRAVEL	1,205	1,292	4,849	1,700	(3,149)	-64.94 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s):

Infrastructure and Operations

Division(s):

FLEET MANAGEMENT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
3035 MILEAGE	1,899	1,694	2,500	2,100	(400)	-16.00 %
3045 CONFERENCE & SEMINARS	3,143	1,467	1,500	1,500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,381	802	2,000	1,500	(500)	-25.00 %
3070 TRAINING COURSES - OUT	26,142	9,970	10,000	10,000	0	0.00 %
3075 TRAINING COURSES- IN	1,044	1,964	0	0	0	0.00 %
3102 CONSULTANT FEES I.S.	5,314	0	0	0	0	0.00 %
3170 LEGAL SEARCHES	149	552	0	200	200	100.00 %
3199 MISC PROFESSIONAL FEES	7,441	6,798	0	0	0	0.00 %
3205 VEHICLE LEASE/RENTAL	43,153	15,232	5,000	15,000	10,000	200.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	0	1,221	0	0	0	0.00 %
3316 OUTSIDE FLEET REPAIRS	1,073,287	451,195	180,000	300,000	120,000	66.67 %
3322 CHARGEBACK FLEET REPAIRS	0	25,838	20,000	15,000	(5,000)	-25.00 %
3340 SOFTWARE MAINTENANCE	0	23,484	25,000	21,000	(4,000)	-16.00 %
3350 DRY CLEANING/LAUNDERING	31,496	29,803	13,000	1,500	(11,500)	-88.46 %
3430 MAINTENANCE CONTRACT	3,415	0	4,000	0	(4,000)	-100.00 %
3601 INSURANCE PREMIUMS	329,376	327,678	311,197	339,889	28,692	9.22 %
3999 MISC SERVICES & RENTS	49,563	44,392	46,045	46,045	0	0.00 %
GOODS & SERVICES TOTAL	3,058,079	2,346,673	2,029,358	2,194,145	164,787	8.12 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	42,648	0	45,000	40,000	(5,000)	-11.11 %
5015 OFFICE FURNITURE & EQUIP	5,289	0	0	0	0	0.00 %
5115 TRANSFER TO RESERVE FUND	1,925,000	1,810,025	2,460,891	2,800,914	340,023	13.82 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,972,937	1,810,025	2,505,891	2,840,914	335,023	13.37 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	41,412	41,401	46,228	46,317	89	0.19 %
EXPENSE TOTAL	7,103,092	6,465,455	7,040,698	7,600,927	560,229	7.96 %
REVENUE						
0450 DISPOSAL OF EQUIPMENT	113,492	104,983	0	40,000	40,000	100.00 %
0456 SALE OF SCRAP METALS	5,671	2,962	2,000	3,000	1,000	50.00 %
0472 REIMB - CUPE BENEFITS	5,509	259	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	16,577	607	0	0	0	0.00 %
0480 SUNDRY REVENUE	5,988	6,502	4,500	6,500	2,000	44.44 %
0481 INSURANCE REVENUE	218,692	20,778	0	0	0	0.00 %
0493 FUEL SURCHARGE	89,008	76,277	70,000	75,000	5,000	7.14 %
0494 WARRANTY REVENUE	23,290	9,686	0	3,500	3,500	100.00 %
0893 OUTSIDE FIRE DEPT REVENUE	9,708	25,405	5,000	4,500	(500)	-10.00 %
0998 TIRE REBATE	0	3,138	0	0	0	0.00 %
7901 FLEET USAGE	6,516,159	6,311,958	6,835,493	7,308,502	473,009	6.92 %
7902 FLEET CHARGEBACK REVENUE	55,798	93,334	0	35,000	35,000	100.00 %



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Infrastructure and Operations

Division(s): FLEET MANAGEMENT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
7910 INTERNAL OVERHEAD REVENUE	0	73,706	73,706	74,924	1,218	1.65 %
7935 BUS WASH OPERATIONS	43,197	25,000	50,000	50,000	0	0.00 %
REVENUE TOTAL	7,103,089	6,754,595	7,040,699	7,600,926	560,227	7.96 %
GRAND TOTAL:	3	(289,140)	(1)	1	2	200.00 %

Activity Summary Overview – 2020 Budget

King's Landing

To provide for general maintenance of the municipal dock (King's Landing). It includes the buildings and utilities to ensure their prescribed use.

In 2011, King's Landing underwent a structural integrity report which identified some significant structural recommendations over the next 10 years. At that time capital funding required to maintain the current operation of King's Landing was estimated at \$2.5 million. The immediate remediation recommended by the report was completed to ensure continued safe use of the facility.

In 2013, the City contracted Mitchell Architects to complete a Waterfront Commercial Tourism Attraction Feasibility Study with the intent to consider growth potential of all areas along the Golden Mile and inclusive of the marina and King's Landing. This report was presented to Council in the spring of 2014.

In 2015, King's Landing underwent a structural integrity report to determine its operational load capacity and review potential repair requirements and opportunities including their costs. This report was received in the spring of 2016. The report identified several deficiencies that were addressed and load restrictions that were implemented. The report also provided high level estimates for the rehabilitation of segments of the wharf (estimates of potential options ranged from \$2.5 million to \$3 million).

In 2016, an Environmental Assessment Study was initiated to identify long term options for rehabilitation or redevelopment of the wharf.

In 2017, options for the potential redevelopment of King's Landing were presented. Council directed staff to complete cost estimates for:

- (a) The rehabilitation of King's Landing, and
- (b) The redevelopment

In 2018, 60% detailed design with costing for comparative purposes of the Redevelopment versus Rehabilitation Options were undertaken. Comparative designs including costing, supporting background and a preferred alternative were presented to Council in July 2019 for Council's direction. In July 2019, Council:

1. Approved the Preferred Alternative for the phased replacement of the King's Landing Wharf with a naturalized spit and expansion of the pier on the south side of the marina as recommended by the Schedule C, Class Environmental Assessment (EA).
2. Directed Staff to complete the Schedule C, Class EA Report and table it for the 30 day review period.

The preferred alternative includes 4 phases:

- Phase 1: Major Rehabilitation of existing King's Landing
- Phase 2: Construct New South Pier / Commercial Area
- Phase 3: Construct Rock Fill Wavebreak
- Phase 4: Landscape / Naturalize Wavebreak

Construction would be scheduled depending on the availability of the necessary funding and direction of Council. In the meantime, continued maintenance of King's Landing has been budgeted.

Notable Adjustments - 2020 Budget

King's Landing

Item #	Description	Dollar Amount
1.	2099 – Misc. Materials - Annual structural assessment.	\$4,000



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): *Infrastructure and Operations*

Division(s): *KINGS LANDING*

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
GOODS & SERVICES						
2099 MISC. MATERIALS	0	3,612	0	4,000	4,000	100.00 %
2701 HYDRO	5,857	6,486	6,498	6,709	211	3.25 %
2715 WATER	3,165	2,653	3,050	2,988	(62)	-2.03 %
2720 MUNICIPAL TAXES	2,491	2,533	2,591	2,634	43	1.66 %
GOODS & SERVICES TOTAL	11,513	15,284	12,139	16,331	4,192	34.53 %
EXPENSE TOTAL	11,513	15,284	12,139	16,331	4,192	34.53 %
REVENUE						
0840 BOAT HOUSE RENTALS	2,194	2,209	2,122	2,122	0	0.00 %
0841 PROPERTY RENTALS	15,186	15,255	15,300	15,300	0	0.00 %
REVENUE TOTAL	17,380	17,464	17,422	17,422	0	0.00 %
GRAND TOTAL:	(5,867)	(2,180)	(5,283)	(1,091)	4,192	79.35 %

Activity Summary Overview – 2020 Budget

Marina

To provide personnel, goods and services to operate the North Bay Waterfront 210 boat slip Marina from May to October. This includes the waterfront boat launch, kayak storage and launch services and security services during the night.

Activities include:

- Slip bookings and renewals
- Dock, building and grounds maintenance
- Fuel tank maintenance and operation
- Sale of ice, worms, fuel, merchandise
- Pump out of boat septage
- Boat launch sales
- Provision of overnight security

Positions:

	2019 FTE	2020 FTE
Facilities Coordinator	0.30	0.30
Assistant Marina Coordinator	0.39	0.39
Marina Attendants	1.40	1.40
Totals	2.09	2.09

Notes:

Operating budget includes an expense of \$22,000 paid to the Corp. of Commissioners for Marina security services.

Future direction by Council with regard to the Waterfront Tourism Commercial Attraction Feasibility Study, Downtown-Waterfront Master Plan, and the King's Landing Redevelopment or Rehabilitation could have an impact on Marina Operations in the future.

The Marina does not currently impact the tax levy. Any shortfall in revenues is offset by a transfer from the Waterfront Purposes Reserve. The balance of the reserve as of the date of this report is \$193,295.

Notable Adjustments - 2020 Budget

Marina

Item #	Description	Dollar Amount
1.	0470 – Transfer from Reserve Fund – To reflect historical actuals.	\$9,106
2.	0909 – Fuel Sales – To reflect historical actuals.	(\$8,240)

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): *Infrastructure and Operations*

Division(s): *MARINA*

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	14,618	21,724	22,063	22,394	331	1.50 %
1002 TEMPORARY SALARIES	46,599	51,205	54,165	54,165	0	0.00 %
1101 OVERTIME FULLTIME	0	64	0	0	0	0.00 %
1102 OVERTIME PART TIME	588	547	0	0	0	0.00 %
1202 VACATION	1,084	2,125	2,167	2,167	0	0.00 %
1204 STATUTORY HOLIDAYS	1,377	1,664	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	3,900	6,066	5,957	6,356	399	6.70 %
1802 FRINGE BENEFITS-PARTTIME	5,237	6,470	6,434	7,157	723	11.24 %
PERSONNEL TOTAL	73,403	89,865	90,786	92,239	1,453	1.60 %
GOODS & SERVICES						
2099 MISC. MATERIALS	0	9	0	0	0	0.00 %
2401 GAS FUEL	72,902	64,002	68,992	68,000	(992)	-1.44 %
2501 CONCESSION SUPPLIES	2,584	2,604	2,500	2,500	0	0.00 %
2535 MARINA PRODUCTS	519	359	750	1,000	250	33.33 %
2601 OFFICE SUPPLIES	1,110	622	1,050	1,000	(50)	-4.76 %
2625 BUILDING MAINT SUPPLIES	4,504	5,565	6,500	6,500	0	0.00 %
2650 CLOTHING / UNIFORM	436	368	650	650	0	0.00 %
2670 OTHER TAGS & LICENSES	238	0	250	250	0	0.00 %
2701 HYDRO	2,332	1,913	2,426	2,357	(69)	-2.84 %
2705 NATURAL GAS	276	280	307	280	(27)	-8.79 %
2715 WATER	10,201	8,231	13,448	8,607	(4,841)	-36.00 %
3001 POSTAGE	0	43	50	50	0	0.00 %
3010 TELEPHONE	1,723	1,743	1,660	1,650	(10)	-0.60 %
3035 MILEAGE	0	0	250	250	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	810	189	680	680	0	0.00 %
3080 ADVERTISING & PROMOTION	599	299	400	400	0	0.00 %
3099 MISC ADMIN EXPENSES	0	360	0	0	0	0.00 %
3215 PROPERTY & BUILDING LEASE	21,379	21,130	21,000	21,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	0	1,810	0	1,500	1,500	100.00 %
3455 SECURITY SERVICES	21,791	22,435	21,500	22,000	500	2.33 %
3491 WEED HARVESTING	0	0	2,000	2,000	0	0.00 %
3601 INSURANCE PREMIUMS	3,848	3,885	3,740	4,259	519	13.88 %
GOODS & SERVICES TOTAL	145,252	135,847	148,153	144,933	(3,220)	-2.17 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	89	6	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	89	6	0	0	0	0.00 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): *Infrastructure and Operations*

Division(s): *MARINA*

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	9,190	10,086	8,000	8,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	9,190	10,086	8,000	8,000	0	0.00 %
EXPENSE TOTAL	227,934	235,804	246,939	245,172	(1,767)	-0.72 %
REVENUE						
0470 TSF FROM RESERVE FUND	12,171	0	22,486	31,592	9,106	40.50 %
0823 LAUNCH RAMP FEES	9,936	8,443	8,000	8,000	0	0.00 %
0840 BOAT HOUSE RENTALS	0	0	0	0	0	0.00 %
0841 PROPERTY RENTALS	1,441	2,076	1,461	1,500	39	2.67 %
0844 SLIP RENTALS	96,960	99,247	100,500	98,000	(2,500)	-2.49 %
0908 CONCESSION SALES	6,016	4,531	6,100	6,000	(100)	-1.64 %
0909 FUEL SALES	81,257	70,030	86,240	78,000	(8,240)	-9.55 %
0910 MARINA PRODUCT SALES	701	658	1,000	1,000	0	0.00 %
0911 MARINA SERVICES	19,202	20,049	21,000	21,000	0	0.00 %
0919 VENDING MACHINE SALES	237	460	150	50	(100)	-66.67 %
0922 REPLACEMENT KEY CHARGE	10	30	0	30	30	100.00 %
REVENUE TOTAL	227,931	205,524	246,937	245,172	(1,765)	-0.71 %
GRAND TOTAL:	3	30,280	2	0	(2)	-100.00 %

Activity Summary Overview – 2020 Budget

Parking

Provides for the maintenance and management of the City's on and off-street parking program.

- Parking Department Capital & Operating budget development and implementation
- Capital Project Management; planning, execution, risk management, closure, warranty follow-up
- Budget reporting and management
- Management of monthly parking rental program
- Participation with the internal Downtown working group
- Participation on the Energy Efficiency Committee
- Parking lot development
- Daily & seasonal maintenance
- Coin collection and processing
- Parking meter maintenance
- Coordinator schedules work for both Parking and Parks staff in the Central City core

Positions:

	2019 FTE	2020 FTE
Manager, Facilities	0.50	0.25
Supervisor, Facilities & Parking	0.45	0.50
Central City Coordinator	0.50	0.50
Parking Meter Service Persons	2.00	2.00
Summer Students	0.62	0.62
Totals	4.07	3.87

Notable Adjustments - 2020 Budget

Parking Operations

Item #	Description	Dollar Amount
1.	1001-1802 – Personnel Costs – Anticipated wage and benefit increases and decreased percentage of Facilities Manager being allocated.	(\$27,319)
2.	2720 – Municipal Taxes – Based on projected tax rates.	\$6,399
3.	3445 – Snow Removal Contract – To reflect historical and projected snow removal costs.	\$7,000
4.	7001 – Vehicle and Equipment Usage Fee – Increase to reflect change in rates.	\$11,020
5.	0815 – Parking Meter Revenue – Includes Service Level Changes for 1 hour free on-street parking at DIA Pay & Displays; no charge winter overnight parking in Lot 4; and no paid parking after 4:30 pm.	(\$176,988)
6.	0841 – Property Rentals – Service Level Change for Permit Reductions in Lot #4.	(\$21,145)

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): *Infrastructure and Operations*

Division(s): *PARKING OPERATIONS*

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	181,668	220,434	247,863	223,417	(24,446)	-9.86 %
1002 TEMPORARY SALARIES	15,904	16,352	18,054	18,054	0	0.00 %
1003 SHIFT PREMIUM	642	572	669	685	16	2.39 %
1101 OVERTIME FULLTIME	6,868	7,021	6,107	6,230	123	2.01 %
1202 VACATION	4,115	4,654	722	722	0	0.00 %
1204 STATUTORY HOLIDAYS	1,771	1,575	0	722	722	100.00 %
1207 SICK LEAVE	1,211	1,354	0	0	0	0.00 %
1401 TRAINING & SAFETY	245	249	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	60,983	69,581	77,167	73,191	(3,976)	-5.15 %
1802 FRINGE BENEFITS-PARTTIME	2,014	2,082	2,140	2,382	242	11.31 %
PERSONNEL TOTAL	275,421	323,874	352,722	325,403	(27,319)	-7.75 %
GOODS & SERVICES						
2036 SIGNS	1,781	1,500	1,612	2,000	388	24.07 %
2401 GAS FUEL	3,245	3,202	3,142	4,060	918	29.22 %
2407 COLOURED/DYED DIESEL	854	817	614	1,138	524	85.34 %
2435 TOOLS	907	585	1,030	1,050	20	1.94 %
2601 OFFICE SUPPLIES	7,614	3,046	8,427	8,600	173	2.05 %
2650 CLOTHING / UNIFORM	1,181	967	1,335	1,335	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	401	460	1,075	440	(635)	-59.07 %
2701 HYDRO	18,946	16,260	19,383	19,898	515	2.66 %
2720 MUNICIPAL TAXES	101,620	107,773	105,685	112,084	6,399	6.05 %
3001 POSTAGE	309	291	735	750	15	2.04 %
3010 TELEPHONE	1,191	1,156	2,028	2,000	(28)	-1.38 %
3035 MILEAGE	109	305	700	700	0	0.00 %
3045 CONFERENCE & SEMINARS	0	2,818	2,100	3,200	1,100	52.38 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,049	(9)	850	850	0	0.00 %
3070 TRAINING COURSES - OUT	0	0	1,137	2,500	1,363	119.88 %
3080 ADVERTISING & PROMOTION	9,807	7,392	10,000	10,000	0	0.00 %
3299 MISC LEASES & RENTS	102,507	106,681	100,009	103,000	2,991	2.99 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	49,769	55,044	53,000	54,000	1,000	1.89 %
3315 VEHICLE MAINTENANCE	847	42	9,000	9,200	200	2.22 %
3320 PARKING EQUIPMENT MAINTENANCE	11,280	11,918	10,660	10,870	210	1.97 %
3330 GROUNDS MAINTENANCE	16,571	35,502	30,000	30,600	600	2.00 %
3445 SNOW REMOVAL CONTRACT	62,596	55,167	58,000	65,000	7,000	12.07 %
3601 INSURANCE PREMIUMS	59	60	58	66	8	13.79 %
GOODS & SERVICES TOTAL	392,643	410,977	420,580	443,341	22,761	5.41 %



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Infrastructure and Operations

Division(s): PARKING OPERATIONS

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	442	496	1,050	1,050	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	442	496	1,050	1,050	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	34,033	45,394	47,938	58,958	11,020	22.99 %
EXPENSE TOTAL	702,539	780,741	822,290	828,752	6,462	0.79 %
REVENUE						
0815 PARKING METER REVENUE	519,768	499,789	512,946	335,958	(176,988)	-34.50 %
0841 PROPERTY RENTALS	511,441	618,193	532,065	510,920	(21,145)	-3.97 %
7998 INTERNAL TRANSFERS FROM OTHER DEPARTMENTS	0	3,800	0	0	0	0.00 %
REVENUE TOTAL	1,031,209	1,121,782	1,045,011	846,878	(198,133)	-18.96 %
GRAND TOTAL:	(328,670)	(341,041)	(222,721)	(18,126)	204,595	91.86 %

Activity Summary Overview - 2020 Budget

Parks Operations and Sports Field Complex

Parks Administration

To provide for the administration, development, supervision and maintenance of 775 hectares of parkland and facilities.

Building & Infrastructure

To maintain the 38 parks buildings, 4 picnic shelters and other park amenities including 9 ball fields, 6 sports fields, 3 tennis courts, 22 playgrounds, 11 outdoor rinks, 1 splash pad, irrigation systems, fountain, pathways, roadways, parking lots, Kate Pace Way, nature trails, parks furnishings and docks.

To provide for the set-up, maintenance and take down of special events in the City including: Families First, Family Day, Canada Day, Santa Claus Parade and parks permits such as walkathons, triathlons, concerts in the park, weddings, family and corporate picnics, sports tournaments and other summer events.

Central City Maintenance

To maintain the following high profile areas within the Central City Area:

- Algonquin Median Planters
- Civic Square
- Ferguson Block Parkette
- Richardson Fountain Parkette
- Waterfront Pedestrian Underpass
- Algonquin Regiment Parkette
- City Hall Parkette
- Downtown Sidewalks
- Memorial Park
- Transit Terminal

Grounds Maintenance

To provide for the horticultural, turf and arboricultural maintenance, garbage removal, beach and cemetery maintenance.

- Total number of parks 72 parks
- Total fine turf areas 87 hectares
- Total rough turf areas 25 hectares
- Trees to maintain over 2,500
- Shrubs to maintain over 9,850
- Flowers to maintain over 20,000
- Public Beaches 10
- Lake Accesses 42
- Cemeteries 1.9 hectares

Minor Equipment Maintenance

To maintain Parks small vehicles and equipment including:

- utility vehicles, zero turn mowers, utility tractors
- turf equipment - over-seeder, aerators, top-dresser, mowers, sod cutter
- ball diamond groomer, beach groomer, roto-tillers
- lawnmowers, line trimmers, snow blowers, leaf blowers, chain saws

Heritage North Bay

The City has an operating agreement with Heritage North Bay (commenced June 2004) to provide funding for the Heritage Gardener Program to maintain the Waterfront shrub beds.

In 2011, an agreement was finalized with Heritage North Bay to provide funding for the grounds maintenance of Community Waterfront Park. In 2012, the Parks Department was

successful in securing the maintenance contract which by mutual agreement has been extended and is still in effect.

In 2018, an agreement was finalized with Heritage North Bay to provide funding for the operation of the North Bay Museum.

Summer Capital Projects

The budget for this cost center has a net total of zero dollars. It documents the 6 Summer Season positions assigned to the Parks Capital Project Crew:

- this crew is assigned to projects that have a small scope of work
- contractors typically charge a premium for these small projects
- Parks is able to set the priority and schedule for this work
- there are administrative efficiencies and savings because Parks, Purchasing and Finance staff does not have to process the RFQs and invoices for these projects
- the result is these projects are more cost effective

Steve Omischl Sports Field Complex

To provide for the maintenance of the Sports Field Complex that has staff on site seven days a week who maintain the following:

- 2 artificial turf sports fields
- 1 natural turf sports field
- 3 ball diamonds
- Washroom/Change room

Parks Operations and Sports Field Complex Staff Complement:

Parks Operations	2019 FTE	2020 FTE
Administrative Staff		
Manager Arts, Recreation & Leisure Services	0.40	0.00
Manager Parks	1.00	1.00
Manager Sports and Events	0.00	0.20
Supervisor Facilities and Parking	0.10	0.00
Supervisor Parks 50% recovered Capital Budget	1.00	1.00
Supervisor Parks	1.00	1.00
Clerical	1.13	1.13
Parks Full Time Staff		
Central City Coordinator	0.50	0.50
Carpenter Class 1	1.00	1.00
Carpenter Class 2	1.00	1.00
Chargehand Class 1	2.00	2.00
Light Equip Maintenance Person	1.00	1.00
Licensed Mechanic	0.50	0.50
Backhoe Operator	1.00	1.00
Horticultural Operator	0.00	1.00
Turf Operator	1.42	1.42
Utility Tractor Operator	9.00	8.00
Parks Summer Staff		
Utility Tractor Operator Parks/Roads 6&6	2.00	2.00
Backhoe Operator Parks/Roads 6&6	0.50	0.50
Utility Tractor Operator	0.50	0.50
Chargehand Class 2	0.54	0.54
Carpenter Class 1	0.54	0.54
Utility Tractor Operator	0.54	0.54
Turf Operator	0.58	0.58
Chargehand II 100% recovered Capital Budget	0.58	0.58
Utility Tractor Operators 100% Capital Budget	2.32	2.32
Turf Operator 100% recovered Capital Budget	0.58	0.58
Summer Students	4.64	4.64
Outdoor Rink Attendants	1.00	1.00
Total Parks Operations Staff	36.37	36.07
Sports Complex		
Turf Operator	0.58	0.58
Utility Tractor Operator	1.08	1.08
Summer Students	0.62	0.62
Total Sports Complex Staff	2.28	2.28
Grand Total	38.65	38.35

Notable Adjustments – 2020 Budget

Parks Operations and Sports Field Complex

Item #	Description	Dollar Amount
1.	1001 – 1802– Personnel Costs – Anticipated wage and benefit increases as well as reallocation of non-union staff salaries as a result of the organizational restructuring.	\$60,547
2.	2715 – Water – This is the balance of anticipated water savings from other water usage and funding for an entire splash pad summer operation.	\$21,816
3.	7001 – Vehicle & Equipment Usage Fee – Increase to reflect change in rates.	\$55,833

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Infrastructure and Operations

Division(s): PARKS - OPERATIONS

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,203,778	1,182,428	1,673,436	1,696,650	23,214	1.39 %
1002 TEMPORARY SALARIES	207,624	176,692	189,760	189,874	114	0.06 %
1003 SHIFT PREMIUM	4,931	4,584	4,700	4,750	50	1.06 %
1010 MODIFIED/ACCOMMODATED	26,812	56,566	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	247,784	251,509	3,725	1.50 %
1101 OVERTIME FULLTIME	28,746	34,944	31,742	32,161	419	1.32 %
1102 OVERTIME PART TIME	391	38	0	0	0	0.00 %
1202 VACATION	170,130	151,699	7,724	7,731	7	0.09 %
1203 COMPASSIONATE LEAVE	808	1,791	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	63,983	64,131	0	0	0	0.00 %
1207 SICK LEAVE	121,980	143,374	0	0	0	0.00 %
1301 WSIB LEAVE	(22,212)	(14,452)	0	0	0	0.00 %
1401 TRAINING & SAFETY	13,850	4,525	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	537,218	605,467	626,001	656,460	30,459	4.87 %
1802 FRINGE BENEFITS-PARTTIME	26,974	21,529	23,198	25,757	2,559	11.03 %
PERSONNEL TOTAL	2,385,013	2,433,316	2,804,345	2,864,892	60,547	2.16 %
GOODS & SERVICES						
2001 SAND	2,683	3,466	3,500	3,500	0	0.00 %
2002 SALT	3,577	4,705	4,500	4,500	0	0.00 %
2006 ASPHALT - COLD MIX	0	261	500	500	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	0	8	0	0	0	0.00 %
2030 GRAVEL	0	9,788	4,500	4,500	0	0.00 %
2036 SIGNS	9,797	5,338	8,600	8,600	0	0.00 %
2042 LUMBER	0	4,420	2,000	2,000	0	0.00 %
2044 PAINT	0	5,239	5,500	5,500	0	0.00 %
2060 TOP SOIL	0	6,957	7,500	7,500	0	0.00 %
2070 PLANTS/TREES/SHRUBS	0	15,825	15,000	15,000	0	0.00 %
2099 MISC. MATERIALS	167,257	100,092	98,640	98,650	10	0.01 %
2401 GAS FUEL	18,837	21,709	20,783	23,146	2,363	11.37 %
2405 DIESEL FUEL	28,947	20,043	26,418	21,975	(4,443)	-16.82 %
2407 COLOURED/DYED DIESEL	31,556	30,868	30,428	33,021	2,593	8.52 %
2410 PROPANE	0	707	0	0	0	0.00 %
2435 TOOLS	0	6,661	5,500	5,500	0	0.00 %
2601 OFFICE SUPPLIES	2,799	1,618	3,500	3,500	0	0.00 %
2615 JANITORIAL SUPPLIES	0	9,474	10,000	10,000	0	0.00 %
2645 RECREATIONAL SUPPLIES	0	16,968	10,000	10,000	0	0.00 %
2650 CLOTHING / UNIFORM	9,953	10,219	10,200	10,200	0	0.00 %
2655 SAFETY SUPPLIES	12,626	9,766	11,900	11,900	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	6,587	4,037	7,800	7,800	0	0.00 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s):

Infrastructure and Operations

Division(s):

PARKS - OPERATIONS

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
2701 HYDRO	121,683	101,328	120,034	120,862	828	0.69 %
2705 NATURAL GAS	25,366	20,165	27,999	25,771	(2,228)	-7.96 %
2710 HEATING OIL	6,332	3,910	6,636	6,636	0	0.00 %
2715 WATER	101,428	109,606	133,552	155,368	21,816	16.34 %
2999 MISCELLANEOUS SUPPLIES	0	38	0	0	0	0.00 %
3001 POSTAGE	37	8	0	0	0	0.00 %
3005 COURIER & DELIVERY	0	657	0	500	500	100.00 %
3010 TELEPHONE	13,707	15,527	13,700	14,400	700	5.11 %
3035 MILEAGE	2,904	0	4,000	4,000	0	0.00 %
3045 CONFERENCE & SEMINARS	2,155	279	2,000	2,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	917	612	850	850	0	0.00 %
3070 TRAINING COURSES - OUT	17,174	5,023	19,498	19,500	2	0.01 %
3203 WASTE BIN RENTALS	378	331	500	500	0	0.00 %
3215 PROPERTY & BUILDING LEASE	11,808	11,808	13,905	13,905	0	0.00 %
3229 PORTABLE TOILETS	0	3,812	12,000	12,000	0	0.00 %
3301 RADIO MAINTENANCE	1,745	1,883	2,700	2,000	(700)	-25.93 %
3305 BUILDING MAINTENANCE	11,818	15,040	14,100	14,100	0	0.00 %
3318 ELECTRICAL MAINTENANCE	15,452	16,697	12,000	12,000	0	0.00 %
3319 PLUMBING MAINTENANCE	4,549	4,927	10,000	10,000	0	0.00 %
3330 GROUNDS MAINTENANCE	99,500	97,088	100,000	100,000	0	0.00 %
3401 STREET GARBAGE CONTRACT	10,890	11,774	9,000	9,000	0	0.00 %
3402 OPERATING CONTRACT	65,000	65,000	65,000	65,000	0	0.00 %
3425 CONSTRUCTION CONTRACT	1,715	0	0	0	0	0.00 %
3430 MAINTENANCE CONTRACT	0	16,589	0	10,000	10,000	100.00 %
3435 TREE SERVICE CONTRACT	28,137	21,471	15,150	20,000	4,850	32.01 %
3441 IRRIGATION SYSTEM CONTRAC	17,386	30,197	16,000	16,000	0	0.00 %
3442 SEPTIC CONTRACT	13,516	11,102	2,000	2,000	0	0.00 %
3499 MISC CONTRACTS	23,403	11,328	14,000	14,000	0	0.00 %
3601 INSURANCE PREMIUMS	69,531	73,289	70,181	80,150	9,969	14.20 %
3930 COMMUNITY PROGRAMS	0	15,000	15,000	0	(15,000)	-100.00 %
3999 MISC SERVICES & RENTS	74,800	75,915	75,925	75,925	0	0.00 %
GOODS & SERVICES TOTAL	1,035,950	1,028,573	1,062,499	1,093,759	31,260	2.94 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	37,098	20,989	33,900	33,900	0	0.00 %
5115 TRANSFER TO RESERVE FUND	44,368	46,009	59,400	59,400	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	81,466	66,998	93,300	93,300	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	467,939	437,183	483,344	539,177	55,833	11.55 %
7020 INTERNAL TRANSFERS TO OTHER DEPARTMENTS	0	2,755	0	0	0	0.00 %



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Infrastructure and Operations

Division(s): PARKS - OPERATIONS

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
7050 FLEET CHARGEBACK CHARGES	3,308	5,499	0	0	0	0.00 %
EXPENSE TOTAL	3,973,676	3,974,324	4,443,488	4,591,128	147,640	3.32 %
REVENUE						
0414 PARKS PERMITS	6,132	0	0	0	0	0.00 %
0456 SALE OF SCRAP METALS	1,595	623	0	0	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	357,577	366,395	8,818	2.47 %
0470 TSF FROM RESERVE FUND	0	0	15,000	0	(15,000)	-100.00 %
0472 REIMB - CUPE BENEFITS	486	1,174	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	1,676	870	0	0	0	0.00 %
0479 REIMBURSEMENTS	0	3,865	0	0	0	0.00 %
0480 SUNDRY REVENUE	54,740	49,318	58,000	58,000	0	0.00 %
0484 TICKET SURCHARGE	44,368	46,009	59,400	59,400	0	0.00 %
0842 FACILITY RENTALS	160,051	0	0	0	0	0.00 %
0843 GARDEN PLOTS	0	5,072	0	0	0	0.00 %
0849 OTHER PROPERTY RENTALS	1,680	1,738	1,590	1,590	0	0.00 %
0919 VENDING MACHINE SALES	1,651	0	0	0	0	0.00 %
0975 SIGN ADVERTISING	10,000	0	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	34,837	35,602	35,602	43,693	8,091	22.73 %
REVENUE TOTAL	317,216	144,271	527,169	529,078	1,909	0.36 %
GRAND TOTAL:	3,656,460	3,830,053	3,916,319	4,062,050	145,731	3.72 %

Activity Summary Overview – 2020 Budget

Roads Department

Ditching & Drainage

This activity reflects the costs associated with the maintenance and repair of approximately 320 kms of surface drainage facilities. It includes cleaning and reshaping of ditches, bridge maintenance, maintenance and repair of entrance culverts, the replacement and repair of concrete curbs and asphalt gutters. The activity also includes curb cuts and/or culverts for new entrances, which is funded, for the most part, by the applicant of the service. Work is carried out mutually by staff and contractors.

Roadway Maintenance

Roadway maintenance includes the maintenance of the road surface, excluding sidewalks and drainage. It includes asphalt roadways, gravel roadways, shouldering, sweeping/cleaning and boulevard maintenance. Work is carried out mutually by staff and contractors. There is maintenance in the form of patching and surface treatment as well as improvements and street resurfacing under contract.

Total road systems are comprised of 811 kms which consists of arterial, collector and local streets. Approximately 27% of which is rural.

Service Contracts

This activity includes curb cuts and/or culverts for new entrances, which is funded by the applicant of the service. Fees are determined through direct service contracts with the City of North Bay on a full cost recovery basis.

Sidewalks

This activity includes the maintenance and replacement of existing sidewalks; does not include winter maintenance or costs for new sidewalks. There are 144 kms of sidewalks which are comprised of both asphalt and concrete.

Street Lighting

This activity includes the power and maintenance for street lighting and contains (3,554) residential, (1,051) collector, (786) arterial, and (31) Airport Terminal lights. From 2011 to the spring of 2013 all lights were converted to LED lights.

Traffic

Traffic activities are both planned through the Provinces Minimum Maintenance Standards and emergency response situations. Work includes pavement marking, traffic control signal maintenance and improvements, traffic and street name sign maintenance and repair, railway crossing and guide rail maintenance. This activity also includes traffic counting, barricade and signage for street work.

Winter Control

This activity accounts for winter maintenance in the form of snow plowing and snow removal, sanding and salting of both City streets and sidewalks. Work is performed by City staff using City equipment supplemented by contracted vehicles and equipment for snow removal.

Winter control activities are planned and executed such that the City operates within the Province's Maintenance Standards. The Roads Department documents all winter control activities and reviews practices to ensure efficiencies and cost effectiveness.

The 2020 budget for winter control is based on the 7 year adjusted average of \$3,264,763.

Supervision Roads

This activity provides for wage and vehicle costs for the Roads Department Manager and three Supervisors.

Total Roads Department Positions:

	2019 FTE	2020 FTE
Backhoe (1- 6/6 Winter Control)	2.00	2.00
Grader/ Utility Loader	2.00	2.00
Truck Driver/Tandem	17.00	17.00
Loader	1.00	1.00
Chargehand	6.00	6.00
UTL (5-6/6 UTL Winter Control)	3.00	3.00
Sign and Marking Technician	2.00	2.00
Cement Finisher	1.00	1.00
Carpenter	0.50	0.50
Supervisor	3.00	3.00
Signal Tech	1.60	1.60
Students	1.50	1.50
Manager	1.00	1.00
Totals	41.60	41.60

Notable Adjustments - 2020 Operating Budget

Roads Department

Item #	Description	Dollar Amount
1.	1001 - 1802 – Personnel Costs – Anticipated wage and benefit increases.	\$84,151
2.	2006 – Asphalt – Cold Mix – Increase to reflect anticipated contracts, consumption and winter control requirements.	\$15,000
3.	2701 – Hydro – To reflect historical, projected usage and estimated rates.	(\$35,328)
4.	3205 – Vehicle Lease/Rental – To reflect market inflation.	\$19,300
5.	7001 – Vehicle & Equipment Usage Fee – Increase to reflect change in rates.	\$248,740
6.	0872 – Entrance Culvert & Curbs – Anticipated decrease in these services.	(\$20,000)
7.	0899 – Other Service Charges – Increase based on historical trends.	\$25,000

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): *Infrastructure and Operations*

Division(s): *ROADS DEPARTMENT*

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,578,132	1,601,889	2,401,337	2,431,654	30,317	1.26 %
1002 TEMPORARY SALARIES	108,855	141,311	115,380	116,480	1,100	0.95 %
1003 SHIFT PREMIUM	8,005	8,273	6,450	6,550	100	1.55 %
1004 OTHER/STANDBY	31,003	27,075	33,400	33,930	530	1.59 %
1010 MODIFIED/ACCOMMODATED	108,890	66,535	0	0	0	0.00 %
1101 OVERTIME FULLTIME	203,396	349,518	228,000	230,150	2,150	0.94 %
1102 OVERTIME PART TIME	1,526	2,115	0	0	0	0.00 %
1202 VACATION	196,139	191,623	1,747	1,747	0	0.00 %
1203 COMPASSIONATE LEAVE	3,738	3,462	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	95,978	82,580	0	0	0	0.00 %
1207 SICK LEAVE	200,260	147,116	0	0	0	0.00 %
1210 GREIVANCE SETTLEMENT	3,663	29,004	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	200	0	0	0	0	0.00 %
1301 WSIB LEAVE	(74,846)	(61,937)	0	0	0	0.00 %
1401 TRAINING & SAFETY	38,743	27,378	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	30,860	620	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	716,537	838,993	769,576	818,583	49,007	6.37 %
1802 FRINGE BENEFITS-PARTTIME	25,776	11,683	28,839	29,786	947	3.28 %
PERSONNEL TOTAL	3,276,855	3,467,238	3,584,729	3,668,880	84,151	2.35 %
GOODS & SERVICES						
2001 SAND	132,070	122,906	133,700	133,700	0	0.00 %
2002 SALT	242,650	191,821	225,200	221,143	(4,057)	-1.80 %
2003 BRINE	53,877	23,789	49,922	40,000	(9,922)	-19.88 %
2006 ASPHALT - COLD MIX	32,591	35,534	20,000	35,000	15,000	75.00 %
2010 TRAFFIC SUPPLIES	78,219	75,924	63,700	64,300	600	0.94 %
2020 SEWER/WATER PIPE & PARTS	112	2,698	0	0	0	0.00 %
2022 CULVERTS	22,069	8,973	40,000	40,000	0	0.00 %
2030 GRAVEL	28,441	21,395	30,000	30,000	0	0.00 %
2034 CONCRETE	13,144	0	13,000	13,000	0	0.00 %
2036 SIGNS	718	3,071	12,500	12,630	130	1.04 %
2099 MISC. MATERIALS	23,027	51,074	0	0	0	0.00 %
2401 GAS FUEL	11,635	17,616	9,944	18,119	8,175	82.21 %
2405 DIESEL FUEL	245,379	202,977	235,163	237,809	2,646	1.13 %
2407 COLOURED/DYED DIESEL	82,922	88,056	103,923	101,512	(2,411)	-2.32 %
2435 TOOLS	11,096	17,113	9,000	10,000	1,000	11.11 %
2650 CLOTHING / UNIFORM	18,145	16,068	17,575	18,655	1,080	6.15 %
2655 SAFETY SUPPLIES	24,133	27,558	22,000	22,000	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	8,274	5,577	11,600	12,600	1,000	8.62 %
2701 HYDRO	876,857	700,149	919,872	884,544	(35,328)	-3.84 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s):

Infrastructure and Operations

Division(s):

ROADS DEPARTMENT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
3005 COURIER & DELIVERY	8	0	0	0	0	0.00 %
3010 TELEPHONE	1,206	8,980	9,500	9,600	100	1.05 %
3030 TRAVEL	73	227	0	0	0	0.00 %
3035 MILEAGE	2,951	2,831	4,000	4,000	0	0.00 %
3055 MEETING COSTS	0	1,205	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	0	15	500	500	0	0.00 %
3070 TRAINING COURSES - OUT	42,841	24,540	32,500	33,200	700	2.15 %
3130 CONSULTANT FEES	214	1,727	0	0	0	0.00 %
3170 LEGAL SEARCHES	314	265	0	0	0	0.00 %
3172 ELECTRICIAN	0	728	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	3,130	0	0	0	0	0.00 %
3205 VEHICLE LEASE/RENTAL	209,508	682,480	127,000	146,300	19,300	15.20 %
3305 BUILDING MAINTENANCE	198	0	0	0	0	0.00 %
3425 CONSTRUCTION CONTRACT	346,185	335,881	304,400	296,380	(8,020)	-2.63 %
3426 PATCHING	327,228	285,175	273,100	274,050	950	0.35 %
3427 HYDROSEEDING	27,279	45,315	26,200	21,800	(4,400)	-16.79 %
3428 CONCRETE RESTORATION	0	14,223	15,000	15,225	225	1.50 %
3499 MISC CONTRACTS	22,132	22,544	23,000	23,000	0	0.00 %
3601 INSURANCE PREMIUMS	66,466	67,120	64,606	73,576	8,970	13.88 %
GOODS & SERVICES TOTAL	2,955,092	3,105,555	2,796,905	2,792,643	(4,262)	-0.15 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	3,060	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	3,060	0	0	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	2,131,938	1,967,339	2,167,288	2,416,028	248,740	11.48 %
7050 FLEET CHARGEBACK CHARGES	30,563	54,648	0	0	0	0.00 %
EXPENSE TOTAL	8,394,448	8,597,840	8,548,922	8,877,551	328,629	3.84 %
REVENUE						
0456 SALE OF SCRAP METALS	13,459	1,669	5,000	5,000	0	0.00 %
0459 OTHER SALES	2,089	1,344	5,000	5,000	0	0.00 %
0470 TSF FROM RESERVE FUND	114,479	0	0	0	0	0.00 %
0472 REIMB - CUPE BENEFITS	4,357	747	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	14,263	2,067	0	0	0	0.00 %
0835 SPECIAL EVENT FEES	1,766	3,727	4,500	4,500	0	0.00 %
0871 STREET WORK PERMITS	8,757	6,021	9,000	9,000	0	0.00 %
0872 ENTRANCE CULVERT & CURBS	18,813	11,030	40,000	20,000	(20,000)	-50.00 %
0899 OTHER SERVICE CHARGES	67,826	86,548	40,000	65,000	25,000	62.50 %
REVENUE TOTAL	245,809	113,153	103,500	108,500	5,000	4.83 %
GRAND TOTAL:	8,148,639	8,484,687	8,445,422	8,769,051	323,629	3.83 %

Activity Summary Overview – 2020 Budget

Storm Sewers

Maintenance

Cleaning, maintenance and repair of approximately 226 km of storm sewers, 2,417 storm manholes and 4,877 catch basins.

Connections

Maintenance and repairs of existing service connections and installations of new service connections from the storm mains to the property line.

Fees are determined through direct service contracts with the City of North Bay on a full cost recovery basis.

Restorations

Provide for the construction and/or repairs of the storm sewer system.

Hydrants

Repairs and maintenance of 1,458 fire hydrants and installation of new hydrants where required as well as provide winter access to all fire hydrants.

Allocated Employees

4.45 full time equivalent employees (FTE'S) from the Water and Sanitary Sewer crew are allocated to the Storm Sewer System and Fire Hydrants as follows:

Positions:

	2019 FTE	2020 FTE
Director of Public Works	0.05	0.05
Operations Manager, Water & Sewer	0.10	0.10
Administrative Supervisor, Public Works	0.05	0.05
Operations Supervisor, Water & Sewer	0.40	0.40
Public Works Yard Loader	0.05	0.05
Chargehands	0.70	0.70
Operator 1	1.30	1.30
Backhoe Operator	0.10	0.10
Certified Sewer Cleaner/Flusher	0.30	0.30
Truck Driver	0.40	0.40
Excavator	0.20	0.20
Operator in Training	0.70	0.70
Sewer & Water Clerk	0.10	0.10
Totals	4.45	4.45

Notable Adjustments - 2020 Budget

Storm Sewers

Item #	Description	Dollar Amount
1.	1001-1801 – Personnel Costs – Anticipated wage and benefit increases.	\$6,804
2.	7001 – Vehicle & Equipment Usage Fee – Increase to reflect change in rates.	\$8,524

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Infrastructure and Operations

Division(s): STORM SEWERS

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	244,551	267,497	238,432	241,961	3,529	1.48 %
1002 TEMPORARY SALARIES	5,418	9,714	0	0	0	0.00 %
1003 SHIFT PREMIUM	294	286	350	350	0	0.00 %
1004 OTHER/STANDBY	1,354	1,230	7,650	6,171	(1,479)	-19.33 %
1010 MODIFIED/ACCOMMODATED	0	317	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	50,568	50,629	61	0.12 %
1101 OVERTIME FULLTIME	10,072	7,683	10,230	10,383	153	1.50 %
1102 OVERTIME PART TIME	20	0	0	0	0	0.00 %
1202 VACATION	1,770	0	0	0	0	0.00 %
1401 TRAINING & SAFETY	133	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	78,509	53,679	91,608	96,148	4,540	4.96 %
PERSONNEL TOTAL	342,121	340,406	398,838	405,642	6,804	1.71 %
GOODS & SERVICES						
2006 ASPHALT - COLD MIX	1,614	3,706	2,500	3,000	500	20.00 %
2008 CEMENT	577	0	2,500	2,500	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	49,641	38,931	34,500	34,500	0	0.00 %
2030 GRAVEL	12,638	3,392	11,350	11,350	0	0.00 %
2055 MATERIALS	1,133	0	0	0	0	0.00 %
2099 MISC. MATERIALS	(570)	223	0	0	0	0.00 %
2401 GAS FUEL	3,083	2,557	3,021	2,951	(70)	-2.32 %
2405 DIESEL FUEL	11,929	9,261	12,160	10,933	(1,227)	-10.09 %
2407 COLOURED/DYED DIESEL	3,354	4,179	3,640	4,299	659	18.10 %
2435 TOOLS	204	920	3,508	3,508	0	0.00 %
2650 CLOTHING / UNIFORM	1,378	1,395	1,820	1,669	(151)	-8.30 %
2655 SAFETY SUPPLIES	0	0	3,665	3,665	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	741	264	1,221	1,083	(138)	-11.30 %
2715 WATER	963	0	0	0	0	0.00 %
3005 COURIER & DELIVERY	2	0	0	0	0	0.00 %
3007 ONTARIO 1 CALL CENTER	528	415	0	0	0	0.00 %
3010 TELEPHONE	1,169	820	1,584	1,584	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	345	215	0	0	0	0.00 %
3070 TRAINING COURSES - OUT	335	0	0	0	0	0.00 %
3075 TRAINING COURSES- IN	3,091	702	4,000	4,000	0	0.00 %
3102 CONSULTANT FEES I.S.	0	0	4,723	4,959	236	5.00 %
3205 VEHICLE LEASE/RENTAL	2,953	30	1,750	1,750	0	0.00 %
3350 DRY CLEANING/LAUNDERING	81	28	0	0	0	0.00 %
3425 CONSTRUCTION CONTRACT	12,590	15,963	5,150	5,150	0	0.00 %
3426 PATCHING	110,191	84,818	66,360	68,350	1,990	3.00 %
3427 HYDROSEEDING	9,487	4,447	6,579	6,776	197	2.99 %



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Infrastructure and Operations

Division(s): STORM SEWERS

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
3428 CONCRETE RESTORATION	5,059	2,802	5,000	5,150	150	3.00 %
GOODS & SERVICES TOTAL	232,516	175,068	175,031	177,177	2,146	1.23 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	71,454	54,437	70,417	78,941	8,524	12.11 %
7050 FLEET CHARGEBACK CHARGES	2,000	0	0	0	0	0.00 %
EXPENSE TOTAL	648,091	569,911	644,286	661,760	17,474	2.71 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	0	0	66,945	66,155	(790)	-1.18 %
0875 STORM SEWER CONNECTIONS	3,528	3,050	4,000	4,000	0	0.00 %
0899 OTHER SERVICE CHARGES	486	11,282	0	0	0	0.00 %
REVENUE TOTAL	4,014	14,332	70,945	70,155	(790)	-1.11 %
GRAND TOTAL:	644,077	555,579	573,341	591,605	18,264	3.19 %

Activity Summary Overview – 2020 Budget

Transit

The Transit Department oversees the daily on-street transit service which includes work scheduling and training of transit operators; responding to public inquiries and providing for transit dispatch; accident investigation and reporting. Annual service is for 64,000 hours, 1.3 million km and accommodates over 1.5 million rides.

Plant & Premises

To provide accessible transit shelter maintenance and installation. To provide for the installation and maintenance of bus stop signs. To provide for the rental of and janitorial services for the terminal area and drivers and supervisory quarters on Oak Street.

Administration

General administration for Transit and Para Bus service.

Positions:

	2019 FTE	2020 FTE
Transit Manager	1.00	1.00
Administrative Assistant	1.00	1.00
Transit Supervisor	2.00	2.00
Transit Operators	25.00	25.00
Transit Bus Wash Operators	2.36	2.36
Spare Board Operators	5.31	5.31
Crossing Guards	3.20	3.20
Totals	39.87	39.87

Para Bus

To provide a safe and efficient method of transportation for the physically disabled community in North Bay. To maintain the special vehicles for service as legislated and to operate a public information and dispatch office.

Crossing Guards

To provide for the 15 crossing guard locations within the City of North Bay that provide safe crossing for children up to grade 8.

Notable Adjustments - 2020 Budget

Transit

Item #	DESCRIPTION	Dollar Amount
1.	1001-1802 – Personnel Costs – Anticipated wage and benefit increases.	\$42,540
2.	2405 – Diesel Fuel – Based on historical actuals and projected rates. Capital investment in buses has realized efficiencies and associated fuel savings.	(\$80,919)
3.	3402 – Operating Contract – Based on Para Bus agreement for 2020.	\$23,496
4.	7001 – Vehicle & Equipment Usage Fee - To reflect the reduction in number of buses from 22 to 21.	(\$95,679)
5.	0470 – Transfer from Reserve Fund – To reflect a reduction in Dedicated Gas Tax to operating.	(\$20,000)
6.	0806 – Multiple Fare Cards – Based on historical and anticipated revenues.	\$12,354
7.	0807 – Contracted Services - Based on historical averages and contracted fees with Canadore College and Nipissing University.	\$42,136
8.	0811 – Agreements – To reflect the cancelation of the bus service agreement with MTO to Nipissing.	(\$15,960)

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Infrastructure and Operations

Division(s): TRANSIT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,898,874	1,761,169	2,101,985	2,114,362	12,377	0.59 %
1002 TEMPORARY SALARIES	99,731	92,044	93,038	93,038	0	0.00 %
1003 SHIFT PREMIUM	40,788	38,738	44,850	44,900	50	0.11 %
1010 MODIFIED/ACCOMMODATED	128,618	161,211	0	0	0	0.00 %
1101 OVERTIME FULLTIME	87,434	102,709	83,445	84,000	555	0.67 %
1102 OVERTIME PART TIME	0	1,073	0	0	0	0.00 %
1110 OVERTIME MODIFIED/ACCOMMODATED	1,276	3,773	0	0	0	0.00 %
1202 VACATION	189,963	183,423	169,958	170,250	292	0.17 %
1203 COMPASSIONATE LEAVE	4,306	1,546	4,000	4,000	0	0.00 %
1204 STATUTORY HOLIDAYS	92,770	85,065	40,773	41,477	704	1.73 %
1207 SICK LEAVE	117,363	110,462	65,974	64,974	(1,000)	-1.52 %
1299 OTHER LABOUR COSTS	194,729	167,034	173,123	175,800	2,677	1.55 %
1301 WSIB LEAVE	(2,319)	(10,601)	0	0	0	0.00 %
1401 TRAINING & SAFETY	11,689	11,387	16,000	16,000	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	883,225	848,637	870,924	896,566	25,642	2.94 %
1802 FRINGE BENEFITS-PARTTIME	10,166	13,280	11,030	12,273	1,243	11.27 %
PERSONNEL TOTAL	3,758,613	3,570,950	3,675,100	3,717,640	42,540	1.16 %
GOODS & SERVICES						
2099 MISC. MATERIALS	1,029	554	2,250	2,250	0	0.00 %
2401 GAS FUEL	1,106	892	1,198	908	(290)	-24.21 %
2405 DIESEL FUEL	885,896	723,113	876,082	795,163	(80,919)	-9.24 %
2425 REPAIR PARTS	37,364	31,591	43,660	40,000	(3,660)	-8.38 %
2499 MISC FLEET SUPPLIES	8,241	8,512	2,500	6,250	3,750	150.00 %
2601 OFFICE SUPPLIES	1,893	2,061	2,400	2,400	0	0.00 %
2650 CLOTHING / UNIFORM	0	345	30,000	30,000	0	0.00 %
2655 SAFETY SUPPLIES	521	279	500	500	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	6,127	3,895	6,815	9,030	2,215	32.50 %
2699 MISC GENERAL SUPPLIES	884	1,175	1,000	1,000	0	0.00 %
2701 HYDRO	17,721	14,928	18,168	17,148	(1,020)	-5.61 %
2705 NATURAL GAS	8,031	4,292	9,887	6,193	(3,694)	-37.36 %
2715 WATER	22,194	21,199	20,629	22,990	2,361	11.45 %
2720 MUNICIPAL TAXES	41,134	41,637	42,779	43,302	523	1.22 %
2935 FARE HANDLING SUPPLIES	10,099	12,311	20,000	15,000	(5,000)	-25.00 %
3001 POSTAGE	406	445	400	450	50	12.50 %
3010 TELEPHONE	11,094	11,159	11,025	12,525	1,500	13.61 %
3035 MILEAGE	168	149	300	300	0	0.00 %
3045 CONFERENCE & SEMINARS	1,867	2,069	3,000	3,000	0	0.00 %
3055 MEETING COSTS	90	0	0	0	0	0.00 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): *Infrastructure and Operations*

Division(s): *TRANSIT*

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	8,821	7,841	9,700	11,150	1,450	14.95 %
3070 TRAINING COURSES - OUT	1,087	677	5,000	5,000	0	0.00 %
3075 TRAINING COURSES- IN	0	353	750	750	0	0.00 %
3080 ADVERTISING & PROMOTION	6,107	1,016	7,500	7,500	0	0.00 %
3105 LEGAL FEES	52	55	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	0	97	0	0	0	0.00 %
3305 BUILDING MAINTENANCE	13,269	14,565	16,000	17,500	1,500	9.38 %
3315 VEHICLE MAINTENANCE	63,865	59,648	59,754	60,000	246	0.41 %
3340 SOFTWARE MAINTENANCE	0	1,646	13,680	17,442	3,762	27.50 %
3402 OPERATING CONTRACT	187,240	466,413	515,060	538,556	23,496	4.56 %
3460 BRINKS COURIER	1,175	735	1,100	1,000	(100)	-9.09 %
3476 TAXI CONTRACTS	23,875	38,990	56,000	56,750	750	1.34 %
3480 CLEANING CONTRACT	53,787	51,860	55,369	56,680	1,311	2.37 %
3485 PHARA CONTRACT	279,077	0	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	13,632	13,767	13,251	15,090	1,839	13.88 %
GOODS & SERVICES TOTAL	1,707,852	1,538,269	1,845,757	1,795,827	(49,930)	-2.71 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	(2)	3	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	(2)	3	0	0	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	2,334,928	2,342,773	2,586,445	2,490,766	(95,679)	-3.70 %
7010 ADMINISTRATON & OVERHEAD	111,979	111,309	111,309	113,139	1,830	1.64 %
7015 BUILDING MAINTENANCE OPER	34,837	35,602	35,602	36,193	591	1.66 %
7035 WASH BAY MAINTENANCE	43,197	25,000	50,000	50,000	0	0.00 %
7050 FLEET CHARGEBACK CHARGES	1,500	10,935	0	0	0	0.00 %
EXPENSE TOTAL	7,992,904	7,634,841	8,304,213	8,203,565	(100,648)	-1.21 %
REVENUE						
0470 TSF FROM RESERVE FUND	510,000	510,000	510,000	490,000	(20,000)	-3.92 %
0472 REIMB - CUPE BENEFITS	122	522	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	387	1,069	0	0	0	0.00 %
0480 SUNDRY REVENUE	286	302	0	0	0	0.00 %
0494 WARRANTY REVENUE	153	0	0	0	0	0.00 %
0801 CASH FARES	754,931	692,488	756,522	747,932	(8,590)	-1.14 %
0802 ADULT PASSES	294,232	317,830	310,292	315,716	5,424	1.75 %
0803 STUDENT PASSES	84,819	106,283	95,484	105,000	9,516	9.97 %
0804 REDUCED PASSES	259,401	260,220	260,384	267,885	7,501	2.88 %
0805 DAY PASSES	10,162	10,421	10,605	11,094	489	4.61 %
0806 MULTIPLE FARE CARDS	368,371	369,975	363,609	375,963	12,354	3.40 %
0807 CONTRACTED SERVICES	1,087,147	1,177,256	1,146,861	1,188,997	42,136	3.67 %
0808 TRANSIT CHARTERS	7,809	4,040	5,700	4,600	(1,100)	-19.30 %



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Infrastructure and Operations

Division(s): TRANSIT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
0809 STUDENT TERM PASS	61,786	38,302	61,218	54,045	(7,173)	-11.72 %
0810 SINGLE TRIP PASS	78,678	77,095	76,163	76,163	0	0.00 %
0811 AGREEMENTS	15,769	2,660	15,960	0	(15,960)	-100.00 %
0819 TRANSIT PASS PHOTO	11,150	12,970	11,573	12,462	889	7.68 %
0890 ATM REVENUE	2,122	1,770	2,100	1,737	(363)	-17.29 %
0919 VENDING MACHINE SALES	6,788	4,846	5,880	4,746	(1,134)	-19.29 %
0975 SIGN ADVERTISING	39,409	13,000	30,000	25,000	(5,000)	-16.67 %
7998 INTERNAL TRANSFERS FROM OTHER DEPARTMENTS	0	840	0	0	0	0.00 %
REVENUE TOTAL	3,593,522	3,601,889	3,662,351	3,681,340	18,989	0.52 %
GRAND TOTAL:	4,399,382	4,032,952	4,641,862	4,522,225	(119,637)	-2.58 %

Activity Summary Overview – 2020 Budget

Works Department Administration

Works Administration

Overseeing the operations, construction, and/or development of the City's infrastructure including: bridges, roads, and associated structures. The Public Works Department is committed to meeting the needs of the community while ensuring sustainability of services.

Positions:

	2019 FTE	2020 FTE
City Engineer	0.20	0.20
Director of Public Works	0.50	0.50
Dispatcher	3.00	3.00
Administrative Supervisor Public Works	0.50	0.50
Administrative Assistant	0.50	0.50
Part-time Dispatchers	0.56	0.56
Signal Technician	0.40	0.40
Totals	5.66	5.66

Notable Adjustments - 2020 Operating Budget

Works Department Administration

Item #	Description	Dollar Amount
1.	1001 – 1802 – Personnel Costs – Anticipated wage and benefit increases.	\$10,997
2.	2705 – Natural Gas – To reflect historical, projected usage and estimated rates.	(\$14,581)
3.	3010 – Telephone – Increase to reflect historical costs.	\$10,600

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s):

Infrastructure and Operations

Division(s):

WORKS DEPT ADMINISTRATION

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	377,523	368,642	374,120	388,013	13,893	3.71 %
1002 TEMPORARY SALARIES	57,108	27,588	45,884	34,580	(11,304)	-24.64 %
1003 SHIFT PREMIUM	4,693	3,958	4,711	4,782	71	1.51 %
1004 OTHER/STANDBY	292	1,872	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATED	2,341	21,077	0	0	0	0.00 %
1101 OVERTIME FULLTIME	7,637	24,215	7,432	7,521	89	1.20 %
1102 OVERTIME PART TIME	762	226	0	0	0	0.00 %
1202 VACATION	4,454	2,155	1,304	1,323	19	1.46 %
1204 STATUTORY HOLIDAYS	4,563	2,098	0	0	0	0.00 %
1207 SICK LEAVE	268	13,696	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	65	91	0	0	0	0.00 %
1301 WSIB LEAVE	0	(14,770)	0	0	0	0.00 %
1401 TRAINING & SAFETY	931	1,366	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	100	142	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	114,283	122,451	106,916	114,573	7,657	7.16 %
1802 FRINGE BENEFITS-PARTTIME	12,558	11,628	6,483	7,055	572	8.82 %
PERSONNEL TOTAL	587,578	586,435	546,850	557,847	10,997	2.01 %
GOODS & SERVICES						
2010 TRAFFIC SUPPLIES	46	0	0	0	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	9	0	0	0	0	0.00 %
2099 MISC. MATERIALS	170	724	500	500	0	0.00 %
2601 OFFICE SUPPLIES	16,059	13,827	16,500	16,500	0	0.00 %
2615 JANITORIAL SUPPLIES	60	1,752	100	600	500	500.00 %
2625 BUILDING MAINT SUPPLIES	0	294	0	0	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	0	246	500	500	0	0.00 %
2650 CLOTHING / UNIFORM	0	0	900	0	(900)	-100.00 %
2701 HYDRO	104,597	80,873	104,076	108,232	4,156	3.99 %
2705 NATURAL GAS	84,193	56,900	89,965	75,384	(14,581)	-16.21 %
2715 WATER	11,583	9,395	10,362	11,048	686	6.62 %
3001 POSTAGE	950	933	1,300	800	(500)	-38.46 %
3005 COURIER & DELIVERY	2,215	2,122	2,000	2,200	200	10.00 %
3010 TELEPHONE	37,788	30,494	25,000	35,600	10,600	42.40 %
3015 FAX	728	736	670	670	0	0.00 %
3030 TRAVEL	2,914	3,159	4,000	3,500	(500)	-12.50 %
3035 MILEAGE	3,181	3,027	4,800	4,800	0	0.00 %
3045 CONFERENCE & SEMINARS	303	737	3,500	3,500	0	0.00 %
3055 MEETING COSTS	298	356	500	500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,665	2,032	3,500	3,500	0	0.00 %
3070 TRAINING COURSES - OUT	3,623	1,578	3,500	3,500	0	0.00 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s):

Infrastructure and Operations

Division(s):

WORKS DEPT ADMINISTRATION

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
3080 ADVERTISING & PROMOTION	945	0	750	500	(250)	-33.33 %
3301 RADIO MAINTENANCE	8,126	5,697	8,000	8,250	250	3.13 %
3305 BUILDING MAINTENANCE	132,030	113,166	135,000	135,000	0	0.00 %
3401 STREET GARBAGE CONTRACT	4,881	4,999	4,200	4,200	0	0.00 %
3425 CONSTRUCTION CONTRACT	295	291	1,000	1,000	0	0.00 %
3430 MAINTENANCE CONTRACT	3,691	3,739	4,500	4,500	0	0.00 %
3480 CLEANING CONTRACT	54,699	58,646	56,390	61,473	5,083	9.01 %
GOODS & SERVICES TOTAL	477,049	395,723	481,513	486,257	4,744	0.99 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	1,751	1,169	2,200	2,000	(200)	-9.09 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,751	1,169	2,200	2,000	(200)	-9.09 %
EXPENSE TOTAL	1,066,378	983,327	1,030,563	1,046,104	15,541	1.51 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	36,180	36,904	36,904	37,642	738	2.00 %
7910 INTERNAL OVERHEAD REVENUE	200,387	178,329	178,329	181,317	2,988	1.68 %
REVENUE TOTAL	236,567	215,233	215,233	218,959	3,726	1.73 %
GRAND TOTAL:	829,811	768,094	815,330	827,145	11,815	1.45 %



SERVICE PARTNERS

2020 OPERATING BUDGET



Business Unit Summary

Budget Year: 2020

YTD End Date: December 2019

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
Service Partners						
INVEST NORTH BAY DEVELOPMENT CORPORATION	140,000	140,000	390,000	140,000	(250,000)	-64.10 %
SERVICE PARTNERS	38,360,477	39,776,257	39,702,679	41,601,160	1,898,481	4.78 %
Total:	38,500,477	39,916,257	40,092,679	41,741,160	1,648,481	4.11 %
Grand Total:	38,500,477	39,916,257	40,092,679	41,741,160	1,648,481	4.11 %

Activity Summary Overview – 2020 Budget

Service Partners

Service Partners include the statutory Agencies, Boards and Commissions as defined within various legislation as well as other community partners in agreement with the City for delivery of community services.

An estimated 2% increase has been included for those Service Partners, where 2020 Operating Budgets have yet to be received. There is risk that realized numbers may vary.



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Service Partners

Division(s): SERVICE PARTNERS

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
SERVICE PARTNERS						
6051 NORTH BAY POLICE FORCE	18,639,288	19,616,120	19,616,120	20,550,548	934,428	4.76 %
6055 DSSAB	11,723,977	12,043,715	12,028,715	12,572,413	543,698	4.52 %
6058 DISTRICT HEALTH UNIT	1,641,799	1,630,616	1,630,616	1,793,678	163,062	10.00 %
6059 CASSELLHOLME	2,580,685	2,570,877	2,580,685	2,648,003	67,318	2.61 %
6065 PUBLIC LIBRARY	2,298,540	2,365,444	2,365,444	2,493,433	127,989	5.41 %
6067 CONSERVATION AUTHORITY	409,934	485,210	418,543	428,278	9,735	2.33 %
6068 CAPITOL CENTRE	409,872	409,872	409,872	449,068	39,196	9.56 %
6070 GOLDEN AGE CLUB	19,155	19,155	19,155	19,538	383	2.00 %
6080 ONT.PROPERTY ASSESSMENT	637,227	633,530	633,530	646,201	12,671	2.00 %
6083 DIA	135,124	138,643	0	0	0	0.00 %
SERVICE PARTNERS TOTAL	38,495,601	39,913,182	39,702,680	41,601,160	1,898,480	4.78 %
EXPENSE TOTAL	38,495,601	39,913,182	39,702,680	41,601,160	1,898,480	4.78 %
REVENUE						
0105 TAXATION	135,124	136,925	0	0	0	0.00 %
REVENUE TOTAL	135,124	136,925	0	0	0	0.00 %
GRAND TOTAL:	38,360,477	39,776,257	39,702,680	41,601,160	1,898,480	4.78 %

Activity Summary Overview – 2020 Budget

Invest North Bay Development Corporation

The City of North Bay recently established the Invest North Bay Development Corporation (DC). The DC was established to help promote community economic development with the co-operation and participation with the City, investors and private sector partners as appropriate to maximize the value of current and future City owned assets with the objective of growing and developing the City. The DC will act as a catalyst for operational excellence. In addition it will advise, inform and make recommendations to the City, as owner, on matters and opportunities pertaining to the operations of the DC and affiliated subsidiaries.

The purpose of the DC also includes the creation of an environment that supports long term economic and community growth. Also, developing a community advocacy strategy and building an adoptive environment for municipal innovation and making North Bay an attractive place to invest and do business.

Key objectives of the DC include job creation, job retention, community development and assessment growth.

Invest North Bay DC has recently undertaken and is funding a community wide strategic analysis and opportunity identification project. Upon completion of the project it will work towards implementation of the recommendations of the initiative as well as funding other potential initiatives that could present over the course of 2020 to further the DC's and City's Economic Development objectives.

Appropriate funding and support of Invest North Bay will be critical to ensure it has the resources to achieve its objectives.



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Service Partners

Division(s): INVEST NORTH BAY DEVELOPMENT CORPORATION

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
CAPITAL/RESERVE TRANSACTIONS						
5150 AGREEMENTS	155,910	311,820	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	155,910	311,820	0	0	0	0.00 %
SERVICE PARTNERS						
6075 INVEST NORTH BAY	140,000	140,000	1,140,000	140,000	(1,000,000)	-87.72 %
SERVICE PARTNERS TOTAL	140,000	140,000	1,140,000	140,000	(1,000,000)	-87.72 %
EXPENSE TOTAL	295,910	451,820	1,140,000	140,000	(1,000,000)	-87.72 %
REVENUE						
0470 TSF FROM RESERVE FUND	155,910	311,820	750,000	0	(750,000)	-100.00 %
REVENUE TOTAL	155,910	311,820	750,000	0	(750,000)	-100.00 %
GRAND TOTAL:	140,000	140,000	390,000	140,000	(250,000)	-64.10 %