



CITY OF NORTH BAY

2019

FINAL

OPERATING BUDGET

**CITY OF NORTH BAY
2019
OPERATING BUDGET INDEX**

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Annual General Levy Summary



Budget Year: 2019

YTD End Date: December 2018

Execution Date: March 22, 2019

	2017 Actuals	2018 Actuals YTD *	2018 Budget	2019 Approved	Variance Increase/ (Decrease)	Change %
Community Services						
AQUATIC CENTRE	349,777	327,372	344,007	356,367	12,360	3.59 %
ARENA SERVICES	1,800,886	1,707,209	1,794,685	1,728,473	(66,212)	-3.69 %
BUILDING	57,289	57,342	68,744	73,969	5,225	7.60 %
CITY HALL FACILITIES	488,150	453,128	563,936	565,718	1,782	0.32 %
COMMUNITY SERVICES ADMIN	224,098	188,265	205,503	188,203	(17,300)	-8.42 %
ECONOMIC DEVELOPMENT	634,085	639,911	752,290	871,500	119,210	15.85 %
KINGS LANDING	(4,713)	(5,865)	855	(5,283)	(6,138)	-717.89 %
MARINA	0	0	0	0	0	0.00 %
PARKING OPERATIONS	(392,262)	(329,475)	(253,888)	(288,535)	(34,647)	-13.65 %
PARKS - OPERATIONS	3,228,751	3,655,719	3,713,273	3,792,371	79,098	2.13 %
PLANNING DEPARTMENT	360,112	389,797	403,475	363,492	(39,983)	-9.91 %
REC, LEISURE, & CULTURAL SERVICES	651,798	1,017,021	1,076,320	1,150,206	73,886	6.86 %
TRANSIT	3,315,845	4,399,386	4,081,788	4,641,861	560,073	13.72 %
Total Community Services:	10,713,816	12,499,810	12,750,988	13,438,342	687,354	5.39 %
Corporate Services						
COUNCIL SECRETARIAT	82,860	100,839	131,476	242,274	110,798	84.27 %
CUSTOMER SERVICE CENTRE	335,221	323,658	337,739	347,905	10,166	3.01 %
FINANCIAL SERVICES	1,493,707	1,441,435	1,460,561	1,457,095	(3,466)	-0.24 %
HUMAN RESOURCES	985,111	958,947	962,038	1,028,981	66,943	6.96 %
INFORMATION SYSTEMS	1,194,741	1,190,111	1,302,684	1,334,845	32,161	2.47 %
LEGAL DEPARTMENT - GENERAL	298,161	246,769	364,435	355,372	(9,063)	-2.49 %
LEGAL DEPARTMENT - POA	25,445	(110,548)	(174,424)	(172,505)	1,919	1.10 %
Total Corporate Services:	4,415,246	4,151,211	4,384,509	4,593,967	209,458	4.78 %
Engineering, Environmental Services & Works						
ENGINEERING SERVICES	624,157	817,545	837,487	890,788	53,301	6.36 %
ENVIRONMENTAL SERVICES	555,725	718,885	809,767	723,705	(86,062)	-10.63 %
FLEET MANAGEMENT	0	0	0	0	0	0.00 %
ROADS DEPARTMENT	7,291,210	8,144,390	8,205,699	8,445,423	239,724	2.92 %
STORM SEWERS	730,830	644,077	565,960	573,342	7,382	1.30 %
WORKS DEPT ADMINISTRATION	774,517	829,036	778,651	814,430	35,779	4.59 %
Total Engineering, Environmental Services & Works:	9,976,439	11,153,933	11,197,564	11,447,688	250,124	2.23 %
Total Fire Department:	12,208,660	13,111,556	13,543,230	13,772,804	229,574	1.70 %
General Government Activities						
FINANCIAL EXPENSES	15,878,925	15,013,992	15,037,527	16,998,007	1,960,480	13.04 %
GENERAL REVENUES	(92,143,394)	(95,138,792)	(11,885,224)	(11,960,334)	(75,110)	-0.63 %
MAYOR & COUNCIL	393,406	370,145	418,058	623,666	205,608	49.18 %



Annual General Levy Summary

Budget Year: 2019

YTD End Date: December 2018

Execution Date: March 22, 2019

	2017 Actuals	2018 Actuals YTD *	2018 Budget	2019 Approved	Variance Increase/ (Decrease)	Change %
OFFICE OF THE CAO	678,658	677,741	184,694	305,403	120,709	65.36 %
Total General Government Activities:	(75,192,405)	(79,076,914)	3,755,055	5,966,742	2,211,687	58.90 %
Service Partners						
INVEST NORTH BAY DEVELOPMENT CORPORATION	140,000	140,000	140,000	390,000	250,000	178.57 %
SERVICE PARTNERS	37,738,246	38,360,477	38,597,464	39,702,679	1,105,215	2.86 %
Total Service Partners:	37,878,246	38,500,477	38,737,464	40,092,679	1,355,215	3.50 %
Levy Grand Total:	2	340,073	84,368,810	89,312,222	4,943,412	5.86 %
Real Growth:				0		
Levy Change After Growth:	2	340,073	84,368,810	89,312,222	4,943,412	5.86 %

* Actuals subject to year-end adjustments and accrual

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



City of North Bay Report to Council

Report No: CORP 2019 - 01 **Date:** January 22, 2019
Originator: Margaret Karpenko
Business Unit: Corporate Services **Department:** Financial Services
Subject: 2019 General Operating Budget
Closed Session: yes no

Recommendation

That the 2019 Administration Operating Budget be received and referred to the General Government Committee.

Background

Detailed budget estimates have been established by each department based on the operational knowledge and expertise of supervisors and managers. In October, Managing Directors and their management teams met with the Chief Administrative Officer and the Chief Financial Officer to review their 2019 Preliminary Operating Budget submissions. The resulting 2019 Administration Recommended Operating Budget is attached as Appendix D. Also attached to this report is the Budget Policy as Appendix A, Reserve Policy as Appendix B and Annual General Levy Summary as Appendix C.

To date, the budget process has included two public consultation open houses in November, collection of community suggestions via email and suggestion boxes, and a special council meeting held on December 10th 2018 to review submitted community responses. These initial processes provide Council with the opportunity to understand public needs, wants, and concerns.

The 2019 Budget Timelines, through Report to Council No. 2018-81, and as amended in Supplemental Report to Council CORP 2019-06 were established based on the overall objective of having the budget process completed and approved by Council in early March 2019.

Financial/Legal Implications

The levy increase included in the proposed 2019 Operating Budget is 7.93% or \$6,687,309. This assumes all Service Level Changes are accepted and moved forward by Council. Assessment growth is all increases to assessment less all reductions to assessment; therefore, real growth is representative of net assessment changes. Real growth for 2018 is zero. A review of assessment shifts will be provided as part of the Tax Policy report that is brought to Council in early April.

The tax levy represents the total revenue required to cover operating costs less revenues received from non-tax sources.

The major items contributing to the levy increase are as follows:

- **Business Units** require an additional \$1,456,632 from the 2018 Budget as a result of: estimated wage & benefit increases, higher fuel and repair parts, increases in software licenses and other contracts; partially offset with reduced materials, lower insurance and net utilities, and an increase in other revenues.
- **General Government Activities** require an additional \$1,879,987 from the 2018 budget as a result of: higher legal fees, increased capital levy, and lower transfers from reserves; partially offset with lower principal and interest payments, and higher interest revenues.
- **Service Partners** are estimated to require an additional \$1,610,808 from the 2018 budget.
- **Doctor Recruitment Service Level Change** requested an additional \$100,000 for 3 years, however, the 2019 amount has been reduced to \$50,000. Details are outlined on page 168 of Appendix D
- **Invest North Bay Service Level Change** requested an additional \$2,500,000 annually; however, the 2019 amount has been reduced to \$1,000,000 with the net impact to the operating levy being \$500,000. Details are outlined on page 169 of Appendix D
- **Capital Levy Adjustment Service Level Change** requests an additional \$1,000,000 with the net impact to the operating levy being \$500,000. Details are outlined on page 166 of Appendix D

Gross Operating Expenditures in the presented 2019 Operating Budget will increase by 7.36% or \$9,175,205 from 2018. The following is a breakdown of changes in expenditures by type:

	2018 Budget	2019 Budget	2019 Change	% Increase (Decrease)
Personnel	40,628,795	41,771,580	1,142,785	2.81%
Goods & Services	18,021,558	20,354,497	2,332,939	12.95%
Financial Expenses	10,320,958	10,612,444	291,486	2.82%
Capital/Reserve Transactions	10,368,586	13,515,927	3,147,341	30.35%
Service Partners	38,737,464	40,348,273	1,610,809	4.16%
Internal Transfers	6,532,526	7,182,371	649,845	9.95%
Total	\$124,609,887	133,785,092	9,175,205	7.36%

Although the tax levy represents a major source of revenue for the municipality, the City also receives revenues in the form of user fees, grants, transfers, etc. The following is a breakdown of changes in revenue by source:

	2018 Budget	2019 Budget	2019 Change	% Increase (Decrease)
Other Revenues & User Fees	31,069,977	33,126,428	2,056,451	6.62%
OMPF	9,171,100	8,712,545	-458,555	-5.00%
Municipal Accommodation Tax	0	890,000	890,000	100.00%
Levy	84,368,810	91,056,119	6,687,309	7.93%
Total	\$124,609,887	133,785,092	9,175,205	7.36%

Please note that totals in the above tables may vary slightly from computer generated budget reports due to rounding.

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

A) Budget Guidelines

The 2019 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 2019 budget with sound philosophies and estimates.

User Fees: Proposed changes to user fee rates were provided to Council on December 4th, 2018 through Report to Council No. CORP 2018-94. A Public Meeting was held on January 9th in order to comply with the required minimum 21 day notice period. It is important to note that not all instances of user fee increases will result in increased revenues.

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 2019 Budget is based on a conservative estimate that the City's allocation for 2019 will be reduced by 5% representing a reduction of \$458,555 resulting in a total anticipated annual payment of \$8,712,545. Typically, the final announcement to confirm the City's allocation for the upcoming fiscal year is made in mid-November of each year; however, there has been a delay with no definite release date communicated. The City has received notification that the OMPF funding envelope is being looked at as part of the Province's line by line review. Given the state of the Province's financial situation a reduction is anticipated. Administration is participating in consultation discussions; it is uncertain if final allocation notices will be received prior to the completion of the budget process. In this instance reserves may be required if the reduction is greater than estimated.

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 incorporated into the preliminary budget numbers; however, the adjustments are subject to Council approval.

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 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 2.6% and natural gas by 7.2% from the 2018 projected year-end actuals, the net results in an overall 2019 utility budget decrease of (\$26,119) or (0.9%).

Fuel: Fuel costs are estimated based on the anticipated usage for 2019 and the 11-month average fuel rate of \$1.12 per litre. Note that a new provider has been established as of January 2019 and it is anticipated that savings maybe realized. In addition, no allowance has been included in this budget for the pending federal carbon fuel charge that is projected to increase gasoline prices by 4.4 cents per litre as at April 1st 2019, increasing to 11 cents per litre by 2022.

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

Staff Complement: All staffing costs and Full Time Equivalents (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:The annual insurance premium is anticipated to increase by 5% from 2018 actuals. This results in an overall budget decrease of (\$99,348) due to policy renewal savings in 2018. The City's insurance period is from May to April. Therefore, the first 4 months of 2019 is known and the increase is then applied to the remaining 8 months.

Capital Levy: The capital levy is the annual funding contribution from the General Operating Budget that is used to finance projects within the City's General Capital Budget. The City's Long-Term Capital Funding Policy outlines the formula to be used to calculate the amount of the levy. In accordance with the 2019 Capital Budget Report to Council CORP 2019-10, the capital levy increase of \$843,688 includes the 1% base increase as allowed by the policy, the funding also includes a .7% adjustment of \$605,557 to revert 100% of the 2015 OCIF (Ontario Community Infrastructure Fund) to the Capital levy as well as a one-time adjustment of \$1,000,000. These adjustments are required in order to fund the City's regular and capital investment program plus ensure Council's commitment to Casselholme redevelopment is funded. For more details on Capital requirements please refer to Report to Council CORP 2019-10.

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 the 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 no later than November 30th, 2018. The enclosed budget includes projections which are based on varying levels of information and discussions with certain service partner. As with every budget year, the City is holding the risk should estimates be off or if there are shifts in apportionments.

Municipal Accommodation Tax: The approved Municipal Accommodation Tax (MAT) 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. It is important to note that the investment in infrastructure will take a minimum of one year before funding will be available to fund various tourism related projects. This budget includes the implementation of the MAT with a zero impact to the Operating Levy. Estimated Revenues in the amount of \$890,000 will be fully offset with administrative costs, transfer to City reserves and agreement apportionment to Tourism North Bay.

Mayor's Plan: The 2019 Budget includes a planned transfer from reserve in the amount of \$871,000 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.

B) 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 \$657,000, 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 compares the expected cost of claims to the actual NEER cost and a portion of the difference is either refunded or charged back to the employer. The NEER program reviews each accident for 4 consecutive years. The expected costs include total benefits paid up to the date of the review as well as the projected future cost of the claims over their expected lifetime; therefore, the expected costs can fluctuate as additional information becomes available as the claim progresses. The City has a WSIB reserve (99508R) which was established from NEER rebates and is earmarked to offset years in which the City is assessed a surcharge. Historically, the City has not budgeted for NEER rebates or surcharges with the expectation that any activity would be charged to the reserve account. Unfortunately, the City has experienced several years of surcharges and it is anticipated that the City will continue to be assessed a surcharge for at least the next few years. The balance in the reserve at the date of the report is \$297,127. The 2018 year-end projections forecast an estimated \$620,000 surcharge.

C) 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): \$2,881,052
- 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 \$4.5 million to \$9.1 million for 2019. 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. The Reserve Policy is attached as Appendix B.

D) Outlook

The Budget Policy requires that a 4 year outlook on the City's Operating Levy be presented to Council annually. From a high level perspective, preliminary budget forecasts to maintain the presented 2019 service levels for the next four years indicate that the City's tax levy will need to increase by 6.35% in 2020 followed by estimated increases of 6.02%, 4.09% and 4.08% for 2021 to 2023 respectively. The multi-year forecast provided assumes the arena financing will be half year construction financing costs in 2020 with completion and full payments of principal and interest by 2022. Also included in the analysis below are estimates based on historical trends, current budget projections and expected future price changes. Depending on the nature of the expenditure several percentage adjustments were used to estimate the forecasted budget increases, the forecast below is subject to annual adjustments. It is important to note that this forecasting tool used over the last 4 years has been reasonably accurate.

Levy Forecast						
	2018 [▼]	2019	2020	2021	2022	2023
Service Partners	38,737,464	40,252,843	41,612,347	43,028,563	44,504,113	46,041,746
Capital/Reserve Transactions	10,368,586	14,015,927	14,414,224	15,155,021	16,007,301	16,594,617
Financial Expenses	10,320,958	9,612,444	10,625,984	10,828,599	10,952,404	11,374,982
Goods & Services	18,021,558	19,839,497	21,038,259	22,689,531	23,370,973	23,984,363
Internal Transfers	6,532,526	7,182,371	7,254,195	7,326,737	7,400,004	7,474,004
Personnel	40,628,796	41,771,580	42,722,434	43,703,905	44,717,270	45,763,865
Revenue	(40,241,081)	(41,617,978)	(41,361,469)	(41,278,250)	(41,297,367)	(41,218,866)
Grand Total	84,368,807	91,056,684	96,305,973	101,454,105	105,654,698	110,014,711
Forecasted Levy Change before below Adjustments including 2019 SLC		7.93%	5.76%	5.35%	4.14%	4.13%
Additional Adjustments						
Vacancy rebate			(120,000)	(120,000)	(120,000)	(120,000)
Community Center Estimate**			205,500	1,147,659	1,332,748	1,332,748
Long Term Funding Policy Estimate Adjustment of .75%**			449,413	185,089		
	84,368,807	91,056,684	96,840,886	102,666,853	106,867,446	111,227,459
Forecasted Levy Change		7.93%	6.35%	6.02%	4.09%	4.08%

**Community Center estimate is the net impact to the levy, the long term funding policy estimate adjustment presents the required base level adjustment required to support the community center and other infrastructure investments. Refer to CORP 2019-10 for more details.

Overall economic pressures along with changing governments and potential reductions in grant funding, such as those anticipated with the Ontario Municipal Partnership Fund (OMPF) grant as well as budget pressures faced by municipal funded Service Partners are making it increasingly difficult to achieve minimal tax levy increases without impacting existing service levels.

The Association of Municipalities of Ontario (AMO) released a publication entitled "What's Next Ontario?" in June 2015 in which AMO suggests that:

"if current trends continue, we expect municipal operating expenditures to grow significantly over the next ten years. Property taxes are the main source of municipal revenue. Assuming all other revenues remain stable, we project property taxes will need to increase by 4.51% per year for the next ten years just to meet current service levels and standards."

Recommendation

That the 2019 Operating Budget be received and referred to the General Government Committee.

Respectfully submitted,

Name: Margaret Karpenko, CPA, CMA
Title: Chief Financial Officer/Treasurer

I concur in this report and recommendation.

Name: David Euler, P.Eng., PMP
Title: Interim Chief Administrative Officer


Personnel designated for continuance:

Name: Margaret Karpenko, CPA, CMA
Title: Chief Financial Officer/Treasurer

Personnel designated for continuance: Chief Financial Officer and Manager of Financial Services

Attachments:
Appendix A – Budget Policy
Appendix B – Reserve Policy
Appendix C – Annual General Levy Summary
Appendix D -- 2019 General Operating Budget

The Corporation of the City of North Bay

	<h1>Budget Policy</h1>	
Issued	Revision Dates	Approved by Council

Policy

The policy of The Corporation of the City of North Bay to establish an annual budget process encompassing all City Departments and Agencies, Boards and Commissions (ABC's) for which Council is required to approve annual budget estimates or levies.

Objectives:

1. To establish the processes of the annual budget
2. To encourage long-range planning in operating expenditures
3. To achieve approval of the annual budget prior to December 31 (unless an election year in which years the budget shall be approved by March)
4. To encourage effective planning, analysis and allocation of the Corporation's limited financial resources
5. To encourage Agencies, Boards and Commissions to adopt the City's budget timelines

Implementation

1. That the Chief Financial Officer (CFO) prepares a report to provide to Council, no later than August 30th of each year, outlining an overview of the projected budget challenges.
2. That Council, no later than September 30th of each year, provide direction to staff regarding any specific changes in levels of service desired for the following year and that this information be taken into account in the determination of the budget targets.
3. That the Chief Financial Officer, working in conjunction with managing directors, develop and present a financial forecast to Council in September with the understanding that the financial forecast is the basis for establishing the budget guidelines and will contain the budget target determined as:
 - The calculated Capital Funding Allowances as determined by the Long Term Capital & Funding Policy plus;
 - An adjustment to operating cost expenditures (excluding levies from outside boards, and agencies) not to be lower than a blended rate comprised of:

- a. 20% of the CANSIM Table 327-0043 – Price indexes of non-residential building construction as determined from Statistics Canada report;
- b. 80% of the CANSIM Table 326-0021 – Consumer Price Index (CPI); and
- c. An adjustment to levies from outside boards and agencies that reflects the anticipated change in levy amounts

(Note: the percentage split above is determined by the gross budget of Public Works and Parks as a percentage of the total gross budget. This ratio may be adjusted from time to time to reflect any change in business allocations)

4. The Capital Budget process will begin in October with the passing of a bylaw identifying up to 50% of the prior year's capital spend be approved. This step is critical for the City to establish early spring tenders and competitive bids.
5. The Budget process is intended to weigh all competing requests for City resources, within the calculated target levels.
6. That the corporate, divisional and departmental business plans be utilized in the development of the annual operating budget.
7. The budget development will use strategic fiscal planning, conservative revenue forecasts and zero-base expenditure analysis that require every program to be justified annually in terms of meeting corporate priorities.
8. The process will include a diligent review by staff, management and Council with opportunities for public input at the beginning of the annual budget process.
9. Increases to personnel complement will only be requested to meet program initiatives and policy directives after service needs have been thoroughly examined and it is substantiated that additional staffing will result in increased revenue or enhanced operating efficiencies.
10. Alternative means of service delivery will be evaluated to ensure that quality services are provided to our citizens at the most competitive and economical cost.
11. A long term goal is for the City to develop high level 3 year operating budget forecasts. The forecast years are presented in principal only as done with the City's 10-year Capital Budget forecast.
12. Operating variances will be monitored on a monthly basis by Managers and SMT with reports to Council as of June 30th, September 30th and December 31st each year.

13. Capital variances will be presented to Council bi-annually. Capital reports will be monitored by Administration as defined within the Capital Project Management Process.

The Corporation of the City of North Bay

	<h1>Reserve Fund Policy</h1>	
Issued March 2014	Revision Dates September 2015	Approved by Council

Policy

The policy of The Corporation of the City of North Bay to establish the framework and outline requirements for establishing reserve funds, authorizations required for use of reserve funds, and for reporting requirements to Council.

A Reserve Fund Policy is a critical component of a municipality's Long-Term Financial Plan. There are a number of legislated Obligatory Reserve Funds governed by various legislations. Section 417 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended governs Discretionary Reserve Funds.

Goals and Objectives

The goals and objectives of the Reserve Fund Policy include the following:

1. To reduce the risks to the taxpayer of significant budget impacts arising from uncontrollable events and activities;
2. To provide a source of one-time or short-term financing without permanently impacting the tax rates. For example, capital projects or major capital equipment requirements, which are not included in approved Capital Budgets and cannot be reasonably funded by delaying a lower priority capital project;
3. To provide a source of funding for a onetime operating expenditure, including small capital, not in approved Operating Budget allocations;
4. To ensure adequate cash flows and liquidity; and
5. To maintain a level of reserves that would be comparable to other Ontario Municipalities and as defined in the below performance targets.

Performance Targets

Reserve policies are intended to provide long-term perspective to financial planning. The performance targets identified within this policy are to achieve

long-term financial stability, as well as support to the Corporate Long-Term Strategic Plan. The performance targets below are to be determined and monitored on a consolidated basis (as reported in FIR schedule 60).

General Targets

Discretionary Capital Reserve Funds: Are dedicated capital reserves with an overall target level of at least 40 % of the Capital Funding Policy Expenditure Limit.

Discretionary Operating Reserve Funds: Are dedicated operating reserves with an overall target level of at least 10-15% of total operating budget expenditures.

Tax Stabilization Reserve Funds: Fund target level should be maintained at a level between 5% and 10% of the total municipal tax levy.

Operating Budget Contingency Fund: Identified for unbudgeted Operating Budget expenditures should total at least 1% of the approved Operating Budget.

Total Discretionary reserve funds: Overall target for all dedicated reserve funds of at least the median of tax discretionary reserves (less Water and Wastewater) as % of taxation as reported in the annual BMA study of the prior year. For example, the 2013 BMA median was 62%.

Water and Wastewater Targets

Water and Wastewater Stabilization Reserve funds: Are dedicated operating reserves with an overall target level of at least 10%-15% of total budget expenditures.

Dedicated Water and Wastewater Capital Reserve Funds: Are dedicated capital reserves with an overall target level of at least 40% of the Capital Funding Policy Expenditure Limit.

Implementation

1. The implementation of this policy shall be considered as a long-term goal over a period.
2. The implementation of this policy shall be considered as a key component of the City of North Bay's Long-Term Financial Plan.

3. Provide an annual report to Council by June 30 of each year. The report shall cover the previous fiscal year as at December 31. The form of the annual report will be at the discretion of the CFO and may include such information as variances to target levels and future forecasts where possible to demonstrate how the performance targets may be achieved.
4. **Authority to establish new reserves and reserve funds:** Council must approve any new discretionary reserve fund by resolution. Alternatively a new reserve fund may be established with the approval of the Operating Budget by specific reference within the budget detail.
5. **Authority to transfer funds to reserve funds:** Transfers into a reserve fund must be approved by Council. Approval may be granted by specific resolution, by policy approved by Council or by specifically approved budget allocations; except, in instances where stabilization reserve funds are required for municipal operations such as water, wastewater, solid waste, winter roads maintenance in which case the transfers may be automatic.
6. **Authority to use reserve funds:** Authorizations to use reserve funds must be approved by the Chief Financial Officer (CFO) and Council. Approval may be granted by specific resolution, by policy approved by Council or by specifically approved budget allocations.
7. **Authority to have a negative balance:** An individual reserve may have a negative balance so long as a plan is in place to recover the deficit within a reasonable time frame. In each instance the plan will be developed by the CFO with input from the respective operational department if applicable.
8. **Automatic authority to book related transactions:** Authority is automatic for the following related transactions:
 - Marina (surplus/deficit)
 - Insurance Deductibles (year-end surplus/deficit)
 - Retiree Wages
 - Winter Control (operating surplus/deficit)
 - Building (as required by the Building Code Act)
 - Annual Operating Surplus/Deficit for Tax Levy and Water & Sewer
 - \$6/tonne Landfill Surcharge
 - All revenue collected relating to Capital Reserve Funds

Definitions

"Reserve" means a fund that is a discretionary appropriation from net revenue, after provision has been made for all known expenditures. It has no reference to

any specific asset and does not require the physical segregation of money or assets as in the case of a reserve fund. Investment income earned on municipal assets is not allocated to reserves.

“Reserve Fund” means a fund that is funded from the revenue fund and is normally established in the estimates by-law with a complementary by-law or resolution outlining its operational elements. A reserve fund that is funded from other sources is normally established in a specific by-law or resolution that also outlines its operational elements.

A Reserve Fund differs from a reserve in that reserve fund assets are segregated and restricted to meet the purpose of the reserve fund. Investment income earned on the segregated reserve fund assets is added to the balance of the reserve fund and is not available for general municipal purposes. There are two types of reserve funds, obligatory reserve funds and discretionary reserve funds.

“Obligatory Reserve Fund” means a Fund that is created whenever a statute requires revenue received for special purposes to be segregated from the general revenues of the municipality. Obligatory Reserve Funds are to be used solely for the purpose prescribed for them by statute and earn interest.

“Discretionary Reserve Fund” means a Fund that is created under Section 417 of the *Municipal Act 2001*, S.O. 2001, c.25, as amended, whenever a Council wishes to designate revenues to finance a future expenditure for which it has the authority to spend money, and to set aside a certain portion of any year’s revenues so that the funds are available as required. In accordance with Section 417, municipalities should create new reserve funds (or additional allocations to Reserve Funds) through the estimates process, defining the purpose for which the Reserve Fund is being created. Discretionary Reserves that are operating in nature will earn interest at the decision of the CFO.

Annual General Levy Summary

APPENDIX C

Budget Year: 2019

YTD End Date: December 2018

Execution Date: January 18, 2019

	2017 Actuals	2018 Actuals YTD *	2018 Budget	2019 Council Review	Variance Inc./(Dec.)	Change %
Community Services						
AQUATIC CENTRE	349,777	275,421	344,007	356,367	12,360	3.59%
ARENA SERVICES	1,800,886	1,550,833	1,794,685	1,728,510	(66,175)	-3.69%
BUILDING	57,289	154,582	68,744	73,969	5,225	7.60%
CITY HALL FACILITIES	488,150	347,082	563,936	565,718	1,782	0.32%
COMMUNITY SERVICES ADMIN	224,098	184,885	205,503	188,203	(17,300)	-8.42%
ECONOMIC DEVELOPMENT	634,085	633,308	752,290	755,117	2,827	0.38%
KINGS LANDING	(4,713)	(5,880)	855	(5,283)	(6,138)	-717.89%
MARINA	0	12,054	0	0	0	0.00%
PARKING OPERATIONS	(392,262)	(336,601)	(253,888)	(287,563)	(33,675)	-13.26%
PARKS - OPERATIONS	3,228,751	3,617,705	3,713,273	3,780,634	67,361	1.81%
PLANNING DEPARTMENT	360,112	385,807	403,475	363,492	(39,983)	-9.91%
REC, LEISURE, & CULTURAL SERVICES	651,798	964,731	1,076,320	1,100,206	23,886	2.22%
TRANSIT	3,315,845	4,265,967	4,081,788	4,674,105	592,317	14.51%
Total Community Services:	10,713,816	12,049,894	12,750,988	13,293,475	542,487	4.25%
Corporate Services						
COUNCIL SECRETARIAT	82,860	89,269	129,976	240,774	110,798	85.24%
CUSTOMER SERVICE CENTRE	335,221	325,268	339,239	349,405	10,166	3.00%
FINANCIAL SERVICES	1,493,707	1,385,150	1,460,561	1,457,095	(3,466)	-0.24%
HUMAN RESOURCES	985,111	989,256	962,038	1,028,981	66,943	6.96%
INFORMATION SYSTEMS	1,194,741	1,236,840	1,302,684	1,333,245	30,561	2.35%
LEGAL DEPARTMENT - GENERAL	298,161	239,851	364,435	366,060	1,625	0.45%
LEGAL DEPARTMENT - POA	25,445	(213,782)	(174,424)	(172,505)	1,919	-1.10%
Total Corporate Services:	4,415,246	4,051,852	4,384,509	4,603,055	218,546	4.98%
Engineering, Environmental Services & Works						
ENGINEERING SERVICES	624,157	812,561	837,487	877,588	40,101	4.79%
ENVIRONMENTAL SERVICES	555,725	234,716	809,767	825,288	15,521	1.92%
FLEET MANAGEMENT	0	(1,182,795)	0	0	0	0.00%
ROADS DEPARTMENT	7,291,210	8,039,810	8,205,699	8,549,739	344,040	4.19%
STORM SEWERS	730,830	643,010	565,960	576,073	10,113	1.79%
WORKS DEPT ADMINISTRATION	774,517	761,506	778,651	814,430	35,779	4.59%
Total Engineering, Environmental Services & Works:	9,976,439	9,308,808	11,197,564	11,643,118	445,554	3.98%
Total Fire Department:	12,208,660	13,453,643	13,543,230	13,793,278	250,048	1.85%
General Government Activities						
FINANCIAL EXPENSES	15,878,925	14,900,002	15,037,527	16,518,007	1,480,480	9.85%
GENERAL REVENUES	(92,143,394)	(95,139,208)	(11,885,224)	(11,812,034)	73,190	0.62%
MAYOR & COUNCIL	393,406	368,636	418,058	623,666	205,608	49.18%
OFFICE OF THE CAO	678,658	406,504	184,694	305,403	120,709	65.36%
Total General Government Activities:	(75,192,405)	(79,464,066)	3,755,055	5,635,042	1,879,987	50.07%
Service Partners						
CORPORATION	140,000	140,000	140,000	140,000	0	0.00%
SERVICE PARTNERS	37,738,246	38,358,665	38,597,464	40,208,272	1,610,808	4.17%
Total Service Partners:	37,878,246	38,498,665	38,737,464	40,348,272	1,610,808	4.16%
Levy Grand Total:	2	(2,101,204)	84,368,810	89,316,240	4,947,430	5.86%
Real Growth:				0		
Levy Change After Growth:	2	(2,101,204)	84,368,810	89,316,240	4,947,430	5.86%

Annual General Levy Summary

Budget Year: 2019

YTD End Date: December 2018

Execution Date: January 18, 2019

Adjustments

Splash Pad - January 15th Council meeting	26,000
OMPF (estimated reduction)	458,555

Council Changes

SLC - North Hwy	(3,232)
SLC- Reduce Evening Service	(38,006)
SLC - Creative Industries	50,000
SLC - Leaf Collection	11,000
SLC - User Pay Garbage 2 Free Bags	(821)
SLC - Doctor Recruitment	50,000
SLC - Additional By-law Enforcement Resources	70,000
SLC - EDD Resources - Additional Officer	116,383
SLC - Invest North Bay	1,000,000
SLC - Invest North Bay Transfer from Reserves	(500,000)
SLC - Capital Adjustment - Reinstate Prior Year Cuts to PAYGO	1,000,000
SLC - Capital Adjustment - Transfer from Reserves	(500,000)
SLC - Dionne Home	15,000
SLC - Dionne Home - Transfer from Reserves	(15,000)

91,056,119	6,687,309	7.93%
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* Actuals subject to year-end adjustments

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



City of North Bay

Supplemental Report to Council

Report No: CORP 2019 - 23 **Date:** March 5, 2019
Originator: Margaret Karpenko
Business Unit: Corporate Services **Department:** Financial Services
Subject: 2019 General Operating Budget
Closed Session: yes no

Recommendation

1. That the 2019 Operating Budget with adjustments resulting from Committee meetings be approved as summarized in Appendix A to Report to Council CORP 2019-23;
 2. That Council approve the 2019 reserve transactions as outlined in Appendix C to Report to Council CORP 2019-23;
 3. That Council approve the Budget and Reserve Policies as attached to Report to Council CORP 2019-23 as Appendix D and E respectively; and
 4. That Council direct Administration to prepare a report to the Minister of Finance and conduct public consultation with respect to the elimination of the Vacancy Rebate Program.
-

Background

Report to Council CORP 2019–01 tabled the 2019 General Operating Budget. That report communicated a tax levy increase of 7.93% over 2018 or \$6,687,309.

During the month of February 2019, the Standing Committees of Council met to review their respective budgets as well as their respective Service Level Changes. Following the Standing Committee Meetings, special combined Operating and Capital Committee Meetings of Council were held in order to review the decisions of the Standing Committees and review the linkages between the 2019 Capital Budget and the 2019 Operating Budget. As of the date of the last Special Budget Committee Meeting of Council held on February 15, 2019, the tax levy change from 2018 to 2019 was reduced from the original increase of 7.93% to 6.17%. However, a few final adjustments with respect to the City’s Service Partner Budgets remained outstanding and the levy has subsequently been updated. The final 2019 Operating Budget levy increase as summarized in Appendix A is 6.04% over 2018 or \$5,091,712. The detailed budget adjustments made during the Committee Meetings are summarized in Appendix B.

The 2019 Operating Budget process consisted of two budget open house meetings for the public to provide input and four public meetings each consisting of several hours to cover

specific budget service discussions and spending limits. The budget process concluded with a commitment by staff to continue to pursue where applicable the following:

- Specific services would undergo a review by a consultant who specializes in the specified services. A report to Council will be forthcoming outlining the specifics of the area to be reviewed.
- Long term staffing and succession planning are critical to ensuring business continuity and a strategy will be developed.
- Long Term Financial plan for the North Bay Police Department is required and that the Chief Financial Officer will continue to work with the Police Chief to develop this plan.
- The 2019 requested funds of \$2.5 million by Invest North Bay have been earmarked within the 2019 Operating Budget and City reserves; however, a Report to Council is required to understand how and when the release of funds will occur.
- Annually the Minister of Finance issues guidelines for the process of eliminating the Vacancy Rebate Program. Traditionally the guidelines require a report to be submitted to the Minister of Finance along with the City requirement to conduct public consultation. This process is anticipated to take up to a year therefore; the budget savings will be recognized in future budgets.

The 2019 Budget process also included a discussion with respect to how reserves are presented within the City's Financial Statements. The review of the reserves concluded with the Committee accepting proposed adjustments to several discretionary reserves as well as, the closure of some reserves. The details of the changes are outlined in Appendix C.

Financial/Legal Implications

The 2019 final levy increase is 6.04% or \$5,091,712. Once Council adopts the 2019 Operating Budget, the levy will be used to calculate the respective tax rates and tax policy options.

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

As with any budget, there are risks associated with forecasting expenditures and revenues. Unlike previous years, the City has not received the final allocation notice for The Ontario Municipal Partnership Fund (OMPF). Based on recent communications from the Minister of Finance, the City has been assured that the formula framework from 2018 remains unchanged

however; the City's allocation is unknown. In the event that the final allocation is significantly lower than what has been budgeted, Administration will request the shortfall be funded by the tax rate stabilization fund. If the final allocation results in a minor shortfall Administration will strive to find off setting savings throughout operations.

Recommendation

1. That the 2019 Operating Budget with adjustments resulting from Committee meetings be approved as summarized in Appendix A to Report to Council CORP 2019-23;
 2. That Council approve the 2019 reserve transactions as outlined in Appendix C to Report to Council CORP 2019-23;
 3. That Council approve the Budget and Reserve Policies as attached to Report to Council CORP 2019-23 as Appendix D and E respectively; and
 4. That Council direct Administration to prepare a report to the Minister of Finance and conduct public consultation with respect to the elimination of the Vacancy Rebate Program.
-

Respectfully submitted,

Name: Margaret Karpenko, CPA, CMA
Title: Chief Financial Officer/Treasurer

We concur in this report and recommendation.

Name: Karen Mclsaac
Title: City Clerk

Name: Pete Leckie
Title: City Solicitor

Name: Erin Richmond
Title: Manager Economic Development

Name: Lea Janisse
Title: Chief Human Resources &
Information Officer

Name: Jason Whitely
Title: Fire Chief

Name: Ian Kilgour
Title: Director, Community Development &
Growth

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

Name: David Euler, P.Eng., PMP
Title: Interim Chief Administrative Officer

Personnel designated for continuance:

Name: Margaret Karpenko, CPA, CMA
Title: Chief Financial Officer/Treasurer

Personnel designated for continuance: Chief Financial Officer and Manager of Financial Services

Attachments:

- Appendix A – Annual General Levy Summary
- Appendix B – Summary of Special Committee Meeting Adjustments
- Appendix C – Reserve Adjustment Summary
- Appendix D – Budget Policy
- Appendix E – Reserve Policy



Appendix A Annual General Levy Summary

*Budget Year: 2019
YTD End Date: December 2018
Execution Date: March 5, 2019*

	2017 Actuals	2018 Actuals YTD *	2018 Budget	2019 Approved	Variance Increase/(Decrease)	Change %
Community Services						
AQUATIC CENTRE	349,777	327,372	344,007	356,367	12,360	3.59%
ARENA SERVICES	1,800,886	1,682,219	1,794,685	1,728,473	(66,212)	-3.69%
BUILDING	57,289	57,342	68,744	73,969	5,225	7.60%
CITY HALL FACILITIES	488,150	453,128	563,936	565,718	1,782	0.32%
COMMUNITY SERVICES ADMIN	224,098	188,265	205,503	188,203	(17,300)	-8.42%
ECONOMIC DEVELOPMENT	634,085	639,911	752,290	871,500	119,210	15.85%
KINGS LANDING	(4,713)	(5,865)	855	(5,283)	(6,138)	-717.89%
MARINA	0	0	0	0	0	0.00%
PARKING OPERATIONS	(392,262)	(329,475)	(253,888)	(288,535)	(34,647)	-13.65%
PARKS - OPERATIONS	3,228,751	3,655,719	3,713,273	3,792,371	79,098	2.13%
PLANNING DEPARTMENT	360,112	389,797	403,475	363,492	(39,983)	-9.91%
REC, LEISURE, & CULTURAL SERVICES	651,798	1,004,003	1,076,320	1,150,206	73,886	6.86%
TRANSIT	3,315,845	4,399,386	4,081,788	4,641,861	560,073	13.72%
Total Community Services:	10,713,816	12,461,802	12,750,988	13,438,342	687,354	5.39%
Corporate Services						
COUNCIL SECRETARIAT	82,860	100,839	131,476	242,274	110,798	84.27%
CUSTOMER SERVICE CENTRE	335,221	323,658	337,739	347,905	10,166	3.01%
FINANCIAL SERVICES	1,493,707	1,436,347	1,460,561	1,457,095	(3,466)	-0.24%
HUMAN RESOURCES	985,111	958,947	962,038	1,028,981	66,943	6.96%
INFORMATION SYSTEMS	1,194,741	1,190,111	1,302,684	1,334,845	32,161	2.47%
LEGAL DEPARTMENT - GENERAL	298,161	246,769	364,435	355,372	(9,063)	-2.49%
LEGAL DEPARTMENT - POA	25,445	(110,548)	(174,424)	(172,505)	1,919	1.10%
Total Corporate Services:	4,415,246	4,146,123	4,384,509	4,593,967	209,458	4.78%
Engineering, Environmental Services & Works						
ENGINEERING SERVICES	624,157	817,545	837,487	890,788	53,301	6.36%
ENVIRONMENTAL SERVICES	555,725	711,832	809,767	723,705	(86,062)	-10.63%
FLEET MANAGEMENT	0	0	0	0	0	0.00%
ROADS DEPARTMENT	7,291,210	8,258,868	8,205,699	8,445,423	239,724	2.92%
STORM SEWERS	730,830	644,077	565,960	573,342	7,382	1.30%
WORKS DEPT ADMINISTRATION	774,517	829,036	778,651	814,430	35,779	4.59%
Total Engineering, Environmental Services & Works:	9,976,439	11,261,358	11,197,564	11,447,688	250,124	2.23%
Total Fire Department:	12,208,660	13,111,556	13,543,230	13,772,804	229,574	1.70%
General Government Activities						
FINANCIAL EXPENSES	15,878,925	14,518,459	15,037,527	16,998,007	1,960,480	13.04%
GENERAL REVENUES	(92,143,394)	(95,138,792)	(11,885,224)	(11,812,034)	73,190	0.62%
MAYOR & COUNCIL	393,406	370,124	418,058	623,666	205,608	49.18%
OFFICE OF THE CAO	678,658	677,761	184,694	305,403	120,709	65.36%



Annual General Levy Summary

Budget Year: 2019
YTD End Date: December 2018
Execution Date: March 5, 2019

	2017 Actuals	2018 Actuals YTD *	2018 Budget	2019 Approved	Variance Increase/(Decrease)	Change %
Total General Government Activities:	(75,192,405)	(79,572,448)	3,755,055	6,115,042	2,359,987	62.85%
Service Partners						
INVEST NORTH BAY DEVELOPMENT CORPORATION	140,000	140,000	140,000	390,000	250,000	178.57%
SERVICE PARTNERS	37,738,246	38,360,477	38,597,464	39,702,679	1,105,215	2.86%
Total Service Partners:	37,878,246	38,500,477	38,737,464	40,092,679	1,355,215	3.50%
Levy Grand Total:	2	(91,132)	84,368,810	89,460,522	5,091,712	6.04%
Real Growth:				0		
Levy Change After Growth:	2	(91,132)	84,368,810	89,460,522	5,091,712	6.04%

* Actuals subject to year-end adjustments and accrual

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



Appendix B

Summary of Special Committee Meeting Adjustments

Budget Year: 2019

	2018 Budget	2019 Council Review	Variance Inc./ (Dec.)	Change %
Total Levy As Submitted in CORP 2019-01	84,368,810	91,056,119	6,687,309	7.93%

Committee Meeting Changes & Adjustments

Service Level Changes Included in the Preliminary 7.93% Increase not Accepted

SLC - Leaf Collection	(11,000)
SLC - User Pay Garbage 2 Free Bags	821
SLC - Additional By-law Enforcement Resources	(70,000)
SLC - Elimination of Transit Service to North Hwy	3,232
SLC- Reduce Evening Transit Service	38,006

Service Level Changes made during the Committee Meetings not part of Preliminary 7.93%

SLC - User Pay Garbage Collection - 3 Free Bags	(233)
SLC - Dionne Home Landscaping of \$15,000 to be funded from reserves	0
SLC - SITP - Event Contributions	40,000
SLC - SITP - SITP Contribution	(80,000)
SLC - SITP - Trsf from Reserve Fund	40,000
SLC - Invest North Bay - Increase total transfer from reserves from \$500k to \$750k	(250,000)
SLC - Vacancy Rebate (for future budget years)	0
SLC - Drug Strategy Committee	10,000

Committee Adjustments

OMPF - program is to remain at status quo so budget is to be maintained at 2018 level	(458,555)
Reduce subdivision inspection fee revenue in Engineering	14,000
Reduce Transfer to Landfill Reserve	(100,000)
Increase Fire Burning Permit Revenues	(4,000)
Eliminate I.S. Advertising Revenue	1,600
Increase Parking Fines Revenue	(10,000)
Increase Investment Income	(80,000)
Reduce Police Services Board Budget Transfer	(253,361)
Reduce Health Unit Budget Transfer	(11,183)
Reduce Capitol Centre Budget Transfer	(38,528)
Fleet Rate Reduction	(173,875)
Reduce DNSSAB Budget Transfer	(202,521)
	89,460,522
	5,091,712
	6.04%

Appendix C Reserve Adjustments Summary

Reserve Number	Reserve Description	Adjustment (Reduce) Increase
99539	Hydro Owners ***	\$ (500,000)
99541	Tax Policy Development	\$ (362,630)
99544	Capital Financing	\$ (300,000)
99546	ASO Benefits Reserve	\$ (713,843)
99562	Summer Festival Reserve	\$ 444,433
99567	Airport Park Reserve	\$ 3,029
99579	Police Services WSIB	\$ 93,813
99584	Economic Purpose	\$ 2,298,574
Total Operating Fund Reserves		\$ 963,376

99564	Police Services Reserve Fund	\$ (93,813)
Total Tax Rate Stabilization Reserves		\$ (93,813)

Reserve Number	Reserve Description	Adjustment
99516	Transit Fleet	\$ (47,021)
99519	Chief Commanda Ticket Surcharge	\$ (116,534)
99521	North Bay Jack Garland Airport	\$ (3,029)
99535	Property Development	\$ (750,000)
99550	Fire Training and Equipment - Fire Marque	\$ 42,325
99582	Fire MNR Wild Lands	\$ (42,325)
99586	Fleet Life Cycle Reserve	\$ 47,021
Total Capital Fund Reserves		\$ (869,563)

Total Adjustment Balance

-

Reserve Closures

Reserve Number	Reserve Description
99541	Tax Policy Development
99562	Summer Festival Reserve
99567	Airport Park Reserve
99568	Brownfield - C.I.P.
99582	Fire MNR Wild Lands



City of North Bay Supplemental Report to Council

Report No: CORP 2019 – 36 **Date:** March 14, 2019
Originator: Margaret Karpenko
Business Unit: Corporate Services **Department:** Financial Services
Subject: 2019 General Operating Budget
Closed Session: yes no

Recommendation

That the 2019 Operating Budget as summarized in Appendix A to Report to Council CORP 2019-36 be approved and replace the Operating Budget presented as Appendix A in Report to Council 2019-23.

Background

On March 14, 2019 the Minister of Finance released the 2019 OMPF allocation notices. The City of North Bay’s 2019 allocation is \$9,319,400 representing an increase of \$148,300 over the 2018 allocation. The City’s 2019 Operating Budget as presented in Report to Council CORP 2019-23 was based on an estimated allocation of \$9,171,100 for 2019. Therefore, Supplemental Report to Council CORP 2019-36 is being presented to Council to update the OMPF figure which results in a lower tax levy amount than what was initially tabled through Report to Council CORP 2019-23.

Financial/Legal Implications

With the amended OMPF allocation, the City’ 2019 final tax levy is \$89,312,222 representing an increase of 5.86% or \$4,943,412 from 2018.

Corporate Strategic Plan

- Natural North and Near Economic Prosperity
- Affordable Balanced Growth Spirited Safe Community
- 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

As previously communicated by the Minister of Finance, the formula framework from 2018 has remained unchanged for 2019. The province reduced the total OMPF fund by \$5 million which was exclusively reduced from the transitional funding. The City of North Bay does not receive any transition funding and therefore did not realize any reduction.

Recommendation

That the 2019 Operating Budget as summarized in Appendix A to Report to Council CORP 2019-36 be approved and replace the Operating Budget presented as Appendix A in Report to Council 2019-23.

Respectfully submitted,

Name: Margaret Karpenko, CPA, CMA
Title: Chief Financial Officer/Treasurer

We concur in this report and recommendation.

Name: Karen McIsaac
Title: City Clerk

Name: Peter Leckie
Title: City Solicitor

Name: Erin Richmond
Title: Manager Economic Development

Name: Lea Janisse
Title: Chief Human Resources &
Information Officer

Name: Jason Whiteley
Title: Fire Chief

Name: Ian Kilgour
Title: Director, Community Development &
Growth

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

Name: David Euler, P.Eng., PMP
Title: Interim Chief Administrative Officer

Personnel designated for continuance:

Name: Margaret Karpenko, CPA, CMA
Title: Chief Financial Officer/Treasurer

Personnel designated for continuance: Chief Financial Officer and Manager of Financial Services

Attachments: Appendix A – Annual General Levy Summary



Appendix A Annual General Levy Summary

*Budget Year: 2019
YTD End Date: December 2018
Execution Date: March 14, 2019*

	2017 Actuals	2018 Actuals YTD *	2018 Budget	2019 Approved	Variance Increase/(Decr ease)	Change %
Community Services						
AQUATIC CENTRE	349,777	327,372	344,007	356,367	12,360	3.59%
ARENA SERVICES	1,800,886	1,707,209	1,794,685	1,728,473	(66,212)	-3.69%
BUILDING	57,289	57,342	68,744	73,969	5,225	7.60%
CITY HALL FACILITIES	488,150	453,128	563,936	565,718	1,782	0.32%
COMMUNITY SERVICES ADMIN	224,098	188,265	205,503	188,203	(17,300)	-8.42%
ECONOMIC DEVELOPMENT	634,085	639,911	752,290	871,500	119,210	15.85%
KINGS LANDING	(4,713)	(5,865)	855	(5,283)	(6,138)	-717.89%
MARINA	0	0	0	0	0	0.00%
PARKING OPERATIONS	(392,262)	(329,475)	(253,888)	(288,535)	(34,647)	-13.65%
PARKS - OPERATIONS	3,228,751	3,655,719	3,713,273	3,792,371	79,098	2.13%
PLANNING DEPARTMENT	360,112	389,797	403,475	363,492	(39,983)	-9.91%
REC, LEISURE, & CULTURAL SERVICES	651,798	1,017,021	1,076,320	1,150,206	73,886	6.86%
TRANSIT	3,315,845	4,399,386	4,081,788	4,641,861	560,073	13.72%
Total Community Services:	10,713,816	12,499,810	12,750,988	13,438,342	687,354	5.39%
Corporate Services						
COUNCIL SECRETARIAT	82,860	100,839	131,476	242,274	110,798	84.27%
CUSTOMER SERVICE CENTRE	335,221	323,658	337,739	347,905	10,166	3.01%
FINANCIAL SERVICES	1,493,707	1,441,435	1,460,561	1,457,095	(3,466)	-0.24%
HUMAN RESOURCES	985,111	958,947	962,038	1,028,981	66,943	6.96%
INFORMATION SYSTEMS	1,194,741	1,190,111	1,302,684	1,334,845	32,161	2.47%
LEGAL DEPARTMENT - GENERAL	298,161	246,769	364,435	355,372	(9,063)	-2.49%
LEGAL DEPARTMENT - POA	25,445	(110,548)	(174,424)	(172,505)	1,919	1.10%
Total Corporate Services:	4,415,246	4,151,211	4,384,509	4,593,967	209,458	4.78%
Engineering, Environmental Services & Works						
ENGINEERING SERVICES	624,157	817,545	837,487	890,788	53,301	6.36%
ENVIRONMENTAL SERVICES	555,725	718,885	809,767	723,705	(86,062)	-10.63%
FLEET MANAGEMENT	0	0	0	0	0	0.00%
ROADS DEPARTMENT	7,291,210	8,144,390	8,205,699	8,445,423	239,724	2.92%
STORM SEWERS	730,830	644,077	565,960	573,342	7,382	1.30%
WORKS DEPT ADMINISTRATION	774,517	829,036	778,651	814,430	35,779	4.59%
Total Engineering, Environmental Services & Works:	9,976,439	11,153,933	11,197,564	11,447,688	250,124	2.23%
Total Fire Department:	12,208,660	13,111,556	13,543,230	13,772,804	229,574	1.70%
General Government Activities						
FINANCIAL EXPENSES	15,878,925	15,013,992	15,037,527	16,998,007	1,960,480	13.04%
GENERAL REVENUES	(92,143,394)	(95,138,792)	(11,885,224)	(11,960,334)	(75,110)	-0.63%
MAYOR & COUNCIL	393,406	370,145	418,058	623,666	205,608	49.18%
OFFICE OF THE CAO	678,658	677,741	184,694	305,403	120,709	65.36%
Total General Government Activities:	(75,192,405)	(79,076,914)	3,755,055	5,966,742	2,211,687	58.90%
Service Partners						



Annual General Levy Summary

Budget Year: 2019

YTD End Date: December 2018

Execution Date: March 14, 2019

	2017 Actuals	2018 Actuals YTD *	2018 Budget	2019 Approved	Variance Increase/(Decrease)	Change %
INVEST NORTH BAY DEVELOPMENT CORPORATION	140,000	140,000	140,000	390,000	250,000	178.57%
SERVICE PARTNERS	37,738,246	38,360,477	38,597,464	39,702,679	1,105,215	2.86%
Total Service Partners:	37,878,246	38,500,477	38,737,464	40,092,679	1,355,215	3.50%
Levy Grand Total:	2	340,073	84,368,810	89,312,222	4,943,412	5.86%
Real Growth:				0		
Levy Change After Growth:	2	340,073	84,368,810	89,312,222	4,943,412	5.86%

* Actuals subject to year-end adjustments and accruals

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



COMMUNITY SERVICES

2019 OPERATING BUDGET



Business Unit Summary

Budget Year: 2019

YTD End Date: December 2018

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
Community Services						
AQUATIC CENTRE	349,777	327,372	344,007	356,367	12,360	3.59 %
ARENA SERVICES	1,800,886	1,707,209	1,794,685	1,728,473	(66,212)	-3.69 %
BUILDING	57,289	57,342	68,744	73,969	5,225	7.60 %
CITY HALL FACILITIES	488,150	453,128	563,936	565,718	1,782	0.32 %
COMMUNITY SERVICES ADMIN	224,098	188,265	205,503	188,203	(17,300)	-8.42 %
ECONOMIC DEVELOPMENT	634,085	639,911	752,290	871,500	119,210	15.85 %
KINGS LANDING	(4,713)	(5,865)	855	(5,283)	(6,138)	-717.89 %
MARINA	0	0	0	0	0	0.00 %
PARKING OPERATIONS	(392,262)	(329,475)	(253,888)	(288,535)	(34,647)	-13.65 %
PARKS - OPERATIONS	3,228,751	3,655,719	3,713,273	3,792,371	79,098	2.13 %
PLANNING DEPARTMENT	360,112	389,797	403,475	363,492	(39,983)	-9.91 %
REC, LEISURE, & CULTURAL SERVICES	651,798	1,017,021	1,076,319	1,150,206	73,887	6.86 %
TRANSIT	3,315,845	4,399,386	4,081,788	4,641,861	560,073	13.72 %
Total:	10,713,816	12,499,810	12,750,987	13,438,342	687,355	5.39 %
Grand Total:	10,713,816	12,499,810	12,750,987	13,438,342	687,355	5.39 %

Activity Summary Overview - 2019 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 asset management plan
- Health & Safety

Positions:

	2018 FTE	2019 FTE
Supervisor, Facilities & Parking	0.10	0.10
Totals	0.10	0.10

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Community Services*

Division(s): *AQUATIC CENTRE*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	15,648	14,200	8,235	8,358	123	1.49 %
1202 VACATION	1,143	(1,694)	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	4,412	4,175	2,547	2,580	33	1.30 %
PERSONNEL TOTAL	21,203	16,681	10,782	10,938	156	1.45 %
GOODS & SERVICES						
2625 BUILDING MAINT SUPPLIES	2,710	4,862	9,000	9,000	0	0.00 %
2701 HYDRO	145,698	135,838	135,456	137,793	2,337	1.73 %
2705 NATURAL GAS	103,420	96,252	102,625	110,166	7,541	7.35 %
2715 WATER	28,043	35,543	29,539	32,843	3,304	11.19 %
3305 BUILDING MAINTENANCE	11,233	9,745	9,000	9,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	11,914	12,555	12,000	12,000	0	0.00 %
3430 MAINTENANCE CONTRACT	25,109	15,228	33,000	33,000	0	0.00 %
3601 INSURANCE PREMIUMS	8,045	6,817	7,605	6,626	(979)	-12.87 %
GOODS & SERVICES TOTAL	336,172	316,840	338,225	350,428	12,203	3.61 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	2,401	3,851	5,000	5,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	2,401	3,851	5,000	5,000	0	0.00 %
EXPENSE TOTAL	359,776	337,372	354,007	366,366	12,359	3.49 %
REVENUE						
0841 PROPERTY RENTALS	10,000	10,000	10,000	10,000	0	0.00 %
REVENUE TOTAL	10,000	10,000	10,000	10,000	0	0.00 %
GRAND TOTAL:	349,776	327,372	344,007	356,366	12,359	3.59 %

Activity Summary Overview - 2019 Budget

Arenas

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

Positions:

Full Time Staff	2018 FTE	2019 FTE
Senior Manager, Parks, Recreation & Leisure Services	0.20	0.20
Manager, Facilities	0.60	0.60
Manager, Sports & Events	0.60	0.60
Admin Assistant	2.00	2.00
Supervisor, Arenas	2.00	2.00
Arena Maintenance Person	12.50	12.50
Total Full Time	17.90	17.90
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	26.47	26.47

*Partially funded by third parties such as the Battalion

Memorial Gardens

It includes the operating, 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:

2017/2018 Season (September to May)

- 1) Host Ford World Women's 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

2018/2019 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

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 West Ferris condition assessment of the 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.

In 2018, Council established an Arena subcommittee to lead a directed public consultation process, determine the optimum ice pad requirement, investigate and recommend site options and investigate and recommend financing options. The work of the subcommittee was completed in 2018 and recommendations will be presented in early 2019.

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Community Services*

Division(s): *ARENA SERVICES*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	901,984	905,981	1,063,934	1,089,326	25,392	2.39 %
1002 TEMPORARY SALARIES	272,065	358,419	296,201	297,746	1,545	0.52 %
1003 SHIFT PREMIUM	14,822	17,051	15,377	15,377	0	0.00 %
1010 MODIFIED/ACCOMMODATED	0	16,884	0	0	0	0.00 %
1101 OVERTIME FULLTIME	56,002	43,977	34,147	34,147	0	0.00 %
1102 OVERTIME PART TIME	3,656	2,955	0	0	0	0.00 %
1202 VACATION	114,561	80,619	11,847	12,177	330	2.79 %
1203 COMPASSIONATE LEAVE	2,775	758	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	34,212	47,963	0	0	0	0.00 %
1207 SICK LEAVE	19,934	22,975	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	10	344	0	0	0	0.00 %
1301 WSIB LEAVE	(340)	0	0	0	0	0.00 %
1401 TRAINING & SAFETY	8,631	3,308	2,500	0	(2,500)	-100.00 %
1499 OTHER EMP ALLOWANCES	20	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	311,527	320,654	337,062	332,279	(4,783)	-1.42 %
1802 FRINGE BENEFITS-PARTTIME	43,352	58,069	42,948	44,096	1,148	2.67 %
PERSONNEL TOTAL	1,783,211	1,879,957	1,804,016	1,825,148	21,132	1.17 %
GOODS & SERVICES						
2099 MISC. MATERIALS	0	39	0	0	0	0.00 %
2401 GAS FUEL	0	748	529	939	410	77.50 %
2601 OFFICE SUPPLIES	2,780	4,895	5,500	5,500	0	0.00 %
2615 JANITORIAL SUPPLIES	25,575	25,516	29,410	29,410	0	0.00 %
2625 BUILDING MAINT SUPPLIES	208	0	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	4,195	5,787	9,250	9,250	0	0.00 %
2655 SAFETY SUPPLIES	0	236	0	100	100	100.00 %
2660 SAFETY BOOT ALLOWANCE	2,650	2,733	3,515	3,515	0	0.00 %
2701 HYDRO	531,994	512,542	591,102	506,101	(85,001)	-14.38 %
2705 NATURAL GAS	175,752	153,990	157,036	167,738	10,702	6.81 %
2715 WATER	53,063	65,088	59,885	60,698	813	1.36 %
2720 MUNICIPAL TAXES	3,263	3,371	3,328	3,461	133	4.00 %
2999 MISCELLANEOUS SUPPLIES	369	17,453	0	0	0	0.00 %
3001 POSTAGE	123	321	600	600	0	0.00 %
3010 TELEPHONE	13,295	13,024	16,900	16,900	0	0.00 %
3035 MILEAGE	4,734	5,371	4,900	5,400	500	10.20 %
3045 CONFERENCE & SEMINARS	53	336	1,600	1,600	0	0.00 %
3070 TRAINING COURSES	8,538	3,595	5,000	5,250	250	5.00 %
3071 TRAINING	4,637	0	2,500	2,500	0	0.00 %
3099 MISC ADMIN EXPENSES	2,074	21,239	1,200	1,200	0	0.00 %
3305 BUILDING MAINTENANCE	168,402	110,899	92,500	93,000	500	0.54 %

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Community Services*

Division(s): *ARENA SERVICES*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	71,682	64,025	61,045	61,045	0	0.00 %
3315 VEHICLE MAINTENANCE	83,151	38,211	19,847	33,000	13,153	66.27 %
3317 ICE PLANT MAINTENANCE	59,460	33,016	46,550	47,000	450	0.97 %
3399 MISC MAINTENANCE FEES	427	208	2,000	1,000	(1,000)	-50.00 %
3401 STREET GARBAGE CONTRACT	9,924	12,249	16,400	16,200	(200)	-1.22 %
3445 SNOW REMOVAL CONTRACT	103,990	117,556	89,000	115,550	26,550	29.83 %
3460 BRINKS COURIER	1,937	1,722	1,500	1,500	0	0.00 %
3499 MISC CONTRACTS	14,568	23,209	17,225	17,040	(185)	-1.07 %
3601 INSURANCE PREMIUMS	92,308	76,769	85,636	74,621	(11,015)	-12.86 %
GOODS & SERVICES TOTAL	1,439,152	1,314,148	1,323,958	1,280,118	(43,840)	-3.31 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	115,036	146,751	135,000	135,000	0	0.00 %
4110 CASH OVER / SHORT	15	9	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	115,051	146,760	135,000	135,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5005 BUILDINGS	0	22,449	0	0	0	0.00 %
5010 MACHINERY & EQUIPMENT	15,236	23,852	55,000	55,000	0	0.00 %
5115 TRANSFER TO RESERVE FUND	236,909	302,473	245,960	243,992	(1,968)	-0.80 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	252,145	348,774	300,960	298,992	(1,968)	-0.65 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	11,792	58,788	63,332	58,375	(4,957)	-7.83 %
EXPENSE TOTAL	3,601,351	3,748,427	3,627,266	3,597,633	(29,633)	-0.82 %
REVENUE						
0434 PARTNERSHIPS	0	54,000	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	115,036	146,751	135,000	135,000	0	0.00 %
0472 REIMB - CUPE BENEFITS	1,665	4,181	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	6,340	14,390	0	0	0	0.00 %
0479 REIMBURSEMENTS	24,321	27,310	30,400	29,840	(560)	-1.84 %
0480 SUNDRY REVENUE	62,828	7,424	10,000	10,000	0	0.00 %
0484 TICKET SURCHARGE	236,909	302,473	245,960	243,992	(1,968)	-0.80 %
0490 CORPORATE BOX	38,277	38,579	37,340	40,210	2,870	7.69 %
0890 ATM REVENUE	5,241	7,082	3,400	5,500	2,100	61.76 %
0901 TICKET SALES	37,987	35,799	39,830	42,949	3,119	7.83 %
0908 CONCESSION SALES	0	0	400	0	(400)	-100.00 %
0919 VENDING MACHINE SALES	5,322	6,568	4,500	5,000	500	11.11 %
0931 PUBLIC SKATING	12,234	11,072	13,700	14,200	500	3.65 %
0932 ARENA BUILDING RENTALS	50,025	119,159	38,300	43,300	5,000	13.05 %
0933 ARENA ICE RENTALS	1,091,803	1,149,987	1,154,000	1,171,000	17,000	1.47 %
0939 ARENA MISC. REVENUES	87,695	89,778	93,400	102,000	8,600	9.21 %
0974 CO-OP ADVERTISING	5,752	6,193	5,750	6,190	440	7.65 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Community Services*

Division(s): *ARENA SERVICES*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
0975 SIGN ADVERTISING	19,023	20,472	20,600	19,980	(620)	-3.01 %
REVENUE TOTAL	1,800,458	2,041,218	1,832,580	1,869,161	36,581	2.00 %
GRAND TOTAL:	1,800,893	1,707,209	1,794,686	1,728,472	(66,214)	-3.69 %

Activity Summary Overview - 2019 Budget

City Hall Facilities

Provides operating, maintenance, and janitorial services for City Hall. Ensure the ongoing development and rehabilitation of City Hall building and its equipment.

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

Positions:

	2018 FTE	2019 FTE
Supervisor, Facilities & Parking	0.35	0.35
Facilities Coordinator *	0.40	0.70
Building Maintenance Person	2.00	2.00
Custodian	2.00	2.00
Totals	4.75	5.05

*2019 adjustment a reallocation from other departments

The Facilities Coordinator position is being partially housed in this budget and will be partially funded from capital projects.

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Community Services

Division(s): CITY HALL FACILITIES

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	178,306	214,695	233,918	265,639	31,721	13.56 %
1003 SHIFT PREMIUM	4,098	4,303	5,187	5,187	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	38,250	37,360	(890)	-2.33 %
1101 OVERTIME FULLTIME	3,320	3,232	3,500	3,500	0	0.00 %
1202 VACATION	2,424	24,716	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	60	80	0	0	0	0.00 %
1301 WSIB LEAVE	(201)	(800)	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	58,847	71,129	90,331	87,272	(3,059)	-3.39 %
PERSONNEL TOTAL	246,854	317,355	371,186	398,958	27,772	7.48 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	1,277	1,057	950	950	0	0.00 %
2615 JANITORIAL SUPPLIES	10,704	10,421	12,000	12,000	0	0.00 %
2625 BUILDING MAINT SUPPLIES	0	360	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	1,002	1,202	1,350	1,350	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	313	529	820	820	0	0.00 %
2701 HYDRO	225,918	219,123	215,694	215,514	(180)	-0.08 %
2705 NATURAL GAS	25,712	33,496	27,073	37,166	10,093	37.28 %
2715 WATER	10,118	12,102	10,805	11,722	917	8.49 %
3010 TELEPHONE	333	1,513	1,680	1,750	70	4.17 %
3035 MILEAGE	304	244	750	750	0	0.00 %
3071 TRAINING	173	943	1,250	1,250	0	0.00 %
3305 BUILDING MAINTENANCE	29,742	36,306	30,000	30,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	51,169	31,628	43,500	43,500	0	0.00 %
3399 MISC MAINTENANCE FEES	31	1,036	0	0	0	0.00 %
3450 COMMISSIONAIRES	5,895	5,286	10,500	10,500	0	0.00 %
3480 CLEANING CONTRACT	30,118	30,703	40,300	40,300	0	0.00 %
3601 INSURANCE PREMIUMS	104,989	87,249	97,737	84,605	(13,132)	-13.44 %
GOODS & SERVICES TOTAL	497,798	473,198	494,409	492,177	(2,232)	-0.45 %
CAPITAL/RESERVE TRANSACTIONS						
5005 BUILDINGS	16,724	29,741	26,000	26,000	0	0.00 %
5010 MACHINERY & EQUIPMENT	6,457	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	23,181	29,741	26,000	26,000	0	0.00 %
EXPENSE TOTAL	767,833	820,294	891,595	917,135	25,540	2.86 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	0	0	38,250	37,360	(890)	-2.33 %
0474 REFUNDS	0	4,445	0	0	0	0.00 %
0479 REIMBURSEMENTS	0	110	0	0	0	0.00 %
0969 RECOVERY OF UTILITY COSTS	71,115	150,289	78,609	98,093	19,484	24.79 %
0970 REC OF MAINTENANCE COSTS	13,832	14,626	12,000	13,000	1,000	8.33 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Community Services*

Division(s): *CITY HALL FACILITIES*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
7910 INTERNAL OVERHEAD REVENUE	194,736	198,800	198,800	202,965	4,165	2.10 %
REVENUE TOTAL	279,683	368,270	327,659	351,418	23,759	7.25 %
GRAND TOTAL:	488,150	452,024	563,936	565,717	1,781	0.32 %

Activity Summary Overview – 2019 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. Immediate remediation as 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 opportunities and 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 the 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 was undertaken. Comparative designs and supporting background will be ready to present to Council in early 2019 for Council's direction. Depending on direction from Council, the detailed design and EA of the preferred option could be completed in 2019 and construction would be scheduled depending on the preferred option and availability of the necessary funding.

In the meantime, continued maintenance of King's Landing has been budgeted.



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Community Services

Division(s): KINGS LANDING

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
GOODS & SERVICES						
2099 MISC. MATERIALS	589	0	3,900	0	(3,900)	-100.00 %
2701 HYDRO	6,847	5,857	8,961	6,498	(2,463)	-27.49 %
2715 WATER	2,711	3,165	3,163	3,050	(113)	-3.57 %
2720 MUNICIPAL TAXES	2,540	2,491	2,591	2,591	0	0.00 %
GOODS & SERVICES TOTAL	12,687	11,513	18,615	12,139	(6,476)	-34.79 %
EXPENSE TOTAL	12,687	11,513	18,615	12,139	(6,476)	-34.79 %
REVENUE						
0840 BOAT HOUSE RENTALS	2,093	2,194	2,060	2,122	62	3.01 %
0841 PROPERTY RENTALS	15,307	15,186	15,700	15,300	(400)	-2.55 %
REVENUE TOTAL	17,400	17,380	17,760	17,422	(338)	-1.90 %
GRAND TOTAL:	(4,713)	(5,867)	855	(5,283)	(6,138)	-717.89 %

Activity Summary Overview – 2019 Budget

Marina

To provide personnel, goods and services to operate the North Bay Waterfront 260 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:

	2018 FTE	2019 FTE
Facilities Coordinator	0.55	0.30
Assistant Marina Coordinator	0.39	0.39
Marina Attendants	1.38	1.40
Totals	2.32	2.09

Notes:

Operating budget includes an expense of \$21,500 paid to the Corp. of Commissioners for Marina security services.

The Marina reduced their operating season by two weeks in 2018 that together with planned scheduling changes has resulted in a reduction in staffing time.

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 is \$205,466.

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Community Services

Division(s): MARINA

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	33,450	14,618	39,851	22,063	(17,788)	-44.64 %
1002 TEMPORARY SALARIES	50,413	46,599	48,845	54,165	5,320	10.89 %
1102 OVERTIME PART TIME	795	588	0	0	0	0.00 %
1202 VACATION	3,594	1,084	2,647	2,167	(480)	-18.13 %
1204 STATUTORY HOLIDAYS	1,140	1,377	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	8,800	3,900	12,760	5,957	(6,803)	-53.32 %
1802 FRINGE BENEFITS-PARTTIME	5,942	5,237	7,830	6,434	(1,396)	-17.83 %
PERSONNEL TOTAL	104,134	73,403	111,933	90,786	(21,147)	-18.89 %
GOODS & SERVICES						
2401 GAS FUEL	54,277	72,902	60,000	68,992	8,992	14.99 %
2501 CONCESSION SUPPLIES	2,465	2,584	3,300	2,500	(800)	-24.24 %
2535 MARINA PRODUCTS	0	519	0	750	750	100.00 %
2601 OFFICE SUPPLIES	1,619	1,110	1,000	1,050	50	5.00 %
2625 BUILDING MAINT SUPPLIES	6,181	4,504	7,000	6,500	(500)	-7.14 %
2650 CLOTHING / UNIFORM	408	436	650	650	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	153	0	0	0	0	0.00 %
2670 OTHER TAGS & LICENSES	0	238	0	250	250	100.00 %
2701 HYDRO	2,223	2,332	2,288	2,426	138	6.03 %
2705 NATURAL GAS	281	276	329	307	(22)	-6.69 %
2715 WATER	11,131	10,201	9,569	13,448	3,879	40.54 %
3001 POSTAGE	50	0	50	50	0	0.00 %
3010 TELEPHONE	1,687	1,723	1,660	1,660	0	0.00 %
3035 MILEAGE	440	0	0	250	250	100.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	200	810	760	680	(80)	-10.53 %
3080 ADVERTISING & PROMOTION	0	599	400	400	0	0.00 %
3215 PROPERTY & BUILDING LEASE	20,825	21,379	24,000	21,000	(3,000)	-12.50 %
3455 SECURITY SERVICES	20,904	21,791	21,000	21,500	500	2.38 %
3491 WEED HARVESTING	0	0	8,600	2,000	(6,600)	-76.74 %
3601 INSURANCE PREMIUMS	4,376	3,848	4,292	3,740	(552)	-12.86 %
GOODS & SERVICES TOTAL	127,220	145,252	144,898	148,153	3,255	2.25 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	0	89	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	0	89	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	789	9,190	6,500	8,000	1,500	23.08 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	789	9,190	6,500	8,000	1,500	23.08 %
EXPENSE TOTAL	232,143	227,934	263,331	246,939	(16,392)	-6.22 %
REVENUE						
0470 TSF FROM RESERVE FUND	39,109	12,171	43,581	22,486	(21,095)	-48.40 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Community Services*

Division(s): *MARINA*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
0823 LAUNCH RAMP FEES	6,870	9,936	8,000	8,000	0	0.00 %
0840 BOAT HOUSE RENTALS	0	0	0	0	0	0.00 %
0841 PROPERTY RENTALS	1,374	1,441	1,350	1,461	111	8.22 %
0844 SLIP RENTALS	97,257	96,960	106,000	100,500	(5,500)	-5.19 %
0908 CONCESSION SALES	5,292	6,016	6,000	6,100	100	1.67 %
0909 FUEL SALES	62,980	81,257	75,000	86,240	11,240	14.99 %
0910 MARINA PRODUCT SALES	4	701	0	1,000	1,000	100.00 %
0911 MARINA SERVICES	19,229	19,202	23,400	21,000	(2,400)	-10.26 %
0919 VENDING MACHINE SALES	0	237	0	150	150	100.00 %
0922 REPLACEMENT KEY CHARGE	30	10	0	0	0	0.00 %
REVENUE TOTAL	232,145	227,931	263,331	246,937	(16,394)	-6.23 %
GRAND TOTAL:	(2)	3	0	2	2	100.00 %

Activity Summary Overview – 2019 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:

	2018 FTE	2019 FTE
Manager, Facilities	0.10	0.10
Supervisor, Facilities & Parking	0.45	0.45
Central City Coordinator	0.50	0.50
Parking Meter Service Persons	2.00	2.00
Summer Students	0.62	0.62
Totals	3.67	3.67

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Community Services*

Division(s): *PARKING OPERATIONS*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	182,566	181,668	192,539	196,075	3,536	1.84 %
1002 TEMPORARY SALARIES	12,905	15,904	18,054	18,054	0	0.00 %
1003 SHIFT PREMIUM	580	642	534	669	135	25.28 %
1101 OVERTIME FULLTIME	3,848	6,868	3,170	6,107	2,937	92.65 %
1202 VACATION	71	4,115	722	722	0	0.00 %
1203 COMPASSIONATE LEAVE	363	0	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	1,566	1,771	0	0	0	0.00 %
1207 SICK LEAVE	1,708	1,211	0	0	0	0.00 %
1301 WSIB LEAVE	(630)	0	0	0	0	0.00 %
1401 TRAINING & SAFETY	45	245	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	60,011	60,983	62,180	63,139	959	1.54 %
1802 FRINGE BENEFITS-PARTTIME	1,587	2,014	2,136	2,140	4	0.19 %
PERSONNEL TOTAL	264,620	275,421	279,335	286,906	7,571	2.71 %
GOODS & SERVICES						
2036 SIGNS	1,679	1,781	1,580	1,612	32	2.03 %
2401 GAS FUEL	0	3,245	2,289	3,142	853	37.27 %
2407 COLOURED/DYED DIESEL	0	854	0	614	614	100.00 %
2435 TOOLS	1,161	907	1,030	1,030	0	0.00 %
2601 OFFICE SUPPLIES	7,904	7,614	8,262	8,427	165	2.00 %
2650 CLOTHING / UNIFORM	1,181	1,181	1,335	1,335	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	173	401	1,025	1,075	50	4.88 %
2701 HYDRO	20,800	18,946	26,725	19,383	(7,342)	-27.47 %
2720 MUNICIPAL TAXES	98,823	101,620	118,500	105,685	(12,815)	-10.81 %
2999 MISCELLANEOUS SUPPLIES	11	0	0	0	0	0.00 %
3001 POSTAGE	653	309	735	735	0	0.00 %
3010 TELEPHONE	649	1,191	2,028	2,028	0	0.00 %
3035 MILEAGE	84	109	700	700	0	0.00 %
3045 CONFERENCE & SEMINARS	2,097	0	2,000	2,100	100	5.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	733	520	825	850	25	3.03 %
3070 TRAINING COURSES	534	0	1,137	1,137	0	0.00 %
3080 ADVERTISING & PROMOTION	9,172	9,807	10,000	10,000	0	0.00 %
3299 MISC LEASES & RENTS	91,857	102,507	92,768	100,009	7,241	7.81 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	47,211	49,490	53,444	53,000	(444)	-0.83 %
3315 VEHICLE MAINTENANCE	3,439	847	9,000	9,000	0	0.00 %
3320 PARKING EQUIPMENT MAINTENANCE	7,605	11,280	10,500	10,660	160	1.52 %
3330 GROUNDS MAINTENANCE	22,875	16,571	30,000	30,000	0	0.00 %
3445 SNOW REMOVAL CONTRACT	63,842	62,596	58,000	58,000	0	0.00 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Community Services

Division(s): PARKING OPERATIONS

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
3601 INSURANCE PREMIUMS	70	59	66	58	(8)	-12.12 %
GOODS & SERVICES TOTAL	382,553	391,835	431,949	420,580	(11,369)	-2.63 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	1	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	1	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	128	442	1,030	1,050	20	1.94 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	128	442	1,030	1,050	20	1.94 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	515	34,033	47,129	47,938	809	1.72 %
EXPENSE TOTAL	647,817	701,731	759,443	756,474	(2,969)	-0.39 %
REVENUE						
0815 PARKING METER REVENUE	537,233	519,768	509,218	512,946	3,728	0.73 %
0841 PROPERTY RENTALS	502,843	511,441	504,114	532,065	27,951	5.54 %
REVENUE TOTAL	1,040,076	1,031,209	1,013,332	1,045,011	31,679	3.13 %
GRAND TOTAL:	(392,259)	(329,478)	(253,889)	(288,537)	(34,648)	-13.65 %

Activity Summary Overview - 2019 Budget

Parks Operation 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, irrigation systems, fountain, pathways, roadways, parking lots, Kate Pace Way, nature trails, parks furnishings and docks.

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
- fabrication of various Parks furnishing & equipment including gates, bollards and benches

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 maintenance of Community Waterfront Park. In 2012, the Parks Department was successful

in securing a 5-year maintenance contract which is finished at the end of 2017. Heritage North Bay and the City extended the agreement for 2018.

Contract discussions are underway with Heritage North Bay for the Parks Department to continue maintaining the Community Waterfront Park.

Special Events

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.

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 field
- 1 natural turf sports field
- 3 ball diamonds
- Washroom Change room

Parks Operations and Sports Field Complex Staff Complement:

Parks Operations	2018 FTE	2019 FTE
Administrative Staff		
Senior Manager Parks, Recreation & Leisure Services	0.40	0.40
Manager Parks	1.00	1.00
Manager Facilities	0.30	0.30
Supervisor Parks 50% recovered Capital Budget	1.00	1.00
Supervisor Parks	1.00	1.00
Supervisor Facilities and Parking	0.10	0.10
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
Turf Operator	1.42	1.42
Utility Tractor Operator	9.00	9.00
Parks Summer Staff		
Utility Tractor Operator Parks/Roads 6&6	2.00	2.00
Backhoe Operator Parks/Roads 6&6	0.50	0.50
Arena Maintenance II	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	4.34	4.64
Outdoor Rink Attendants	1.00	1.00
Total Parks Operations Staff	36.37	36.67
Sports Complex		
Turf Operator	0.58	0.58
Utility Tractor Operator	1.08	1.08
Summer Students	0.93	0.63
Total Sports Complex Staff	2.59	2.29
Grand Total	38.96	38.96

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Community Services*

Division(s): *PARKS - OPERATIONS*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,282,659	1,203,778	1,713,798	1,744,066	30,268	1.77 %
1002 TEMPORARY SALARIES	150,718	207,624	189,649	189,760	111	0.06 %
1003 SHIFT PREMIUM	4,404	4,931	3,800	4,700	900	23.68 %
1010 MODIFIED/ACCOMMODATED	12,109	26,812	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	244,036	247,784	3,748	1.54 %
1101 OVERTIME FULLTIME	36,501	28,746	31,742	31,742	0	0.00 %
1102 OVERTIME PART TIME	39	391	0	0	0	0.00 %
1202 VACATION	152,389	170,130	7,585	7,724	139	1.83 %
1203 COMPASSIONATE LEAVE	1,480	808	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	58,999	63,983	0	0	0	0.00 %
1207 SICK LEAVE	62,485	121,980	0	0	0	0.00 %
1301 WSIB LEAVE	(662)	(22,212)	0	0	0	0.00 %
1401 TRAINING & SAFETY	5,682	13,850	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	535,667	537,218	631,772	643,223	11,451	1.81 %
1802 FRINGE BENEFITS-PARTTIME	18,587	26,974	22,439	23,198	759	3.38 %
PERSONNEL TOTAL	2,321,057	2,385,013	2,844,821	2,892,197	47,376	1.67 %
GOODS & SERVICES						
2001 SAND	1,717	2,683	2,000	2,000	0	0.00 %
2002 SALT	622	3,577	2,000	2,000	0	0.00 %
2006 ASPHALT - COLD MIX	149	0	0	0	0	0.00 %
2030 GRAVEL	25	0	0	0	0	0.00 %
2036 SIGNS	12,525	9,797	8,600	8,600	0	0.00 %
2099 MISC. MATERIALS	168,673	167,148	173,990	173,990	0	0.00 %
2401 GAS FUEL	12,317	18,837	30,252	20,783	(9,469)	-31.30 %
2405 DIESEL FUEL	0	28,947	23,603	26,418	2,815	11.93 %
2407 COLOURED/DYED DIESEL	0	31,556	13,701	30,427	16,726	122.08 %
2601 OFFICE SUPPLIES	1,874	2,799	3,500	3,500	0	0.00 %
2650 CLOTHING / UNIFORM	10,154	9,953	11,405	10,200	(1,205)	-10.57 %
2655 SAFETY SUPPLIES	12,581	12,626	11,900	11,900	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	5,177	6,587	8,600	7,800	(800)	-9.30 %
2701 HYDRO	136,409	121,683	142,276	120,034	(22,242)	-15.63 %
2705 NATURAL GAS	22,155	25,366	21,882	27,999	6,117	27.95 %
2710 HEATING OIL	5,604	6,332	6,636	6,636	0	0.00 %
2715 WATER	78,019	101,428	99,921	133,552	33,631	33.66 %
3001 POSTAGE	4	37	0	0	0	0.00 %
3010 TELEPHONE	12,260	13,707	15,070	13,700	(1,370)	-9.09 %
3030 TRAVEL	158	0	0	0	0	0.00 %
3035 MILEAGE	3,202	2,904	4,000	4,000	0	0.00 %
3045 CONFERENCE & SEMINARS	0	2,155	2,000	2,000	0	0.00 %

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Community Services*

Division(s): *PARKS - OPERATIONS*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	883	917	850	850	0	0.00 %
3070 TRAINING COURSES	5,890	17,174	19,298	19,498	200	1.04 %
3071 TRAINING	1,090	0	0	0	0	0.00 %
3203 WASTE BIN RENTALS	508	378	500	500	0	0.00 %
3205 VEHICLE LEASE/RENTAL	81	0	0	0	0	0.00 %
3215 PROPERTY & BUILDING LEASE	11,808	11,808	13,905	13,905	0	0.00 %
3299 MISC LEASES & RENTS	48	0	0	0	0	0.00 %
3301 RADIO MAINTENANCE	1,988	1,745	2,700	2,700	0	0.00 %
3305 BUILDING MAINTENANCE	6,151	11,187	9,350	9,350	0	0.00 %
3318 ELECTRICAL MAINTENANCE	9,068	15,452	11,000	11,000	0	0.00 %
3319 PLUMBING MAINTENANCE	4,907	4,549	12,000	10,000	(2,000)	-16.67 %
3330 GROUNDS MAINTENANCE	99,282	99,500	100,000	100,000	0	0.00 %
3401 STREET GARBAGE CONTRACT	11,353	10,890	9,000	9,000	0	0.00 %
3402 OPERATING CONTRACT	0	65,000	65,000	65,000	0	0.00 %
3425 CONSTRUCTION CONTRACT	0	1,715	0	0	0	0.00 %
3435 TREE SERVICE CONTRACT	14,145	28,137	10,100	15,150	5,050	50.00 %
3441 IRRIGATION SYSTEM CONTRAC	14,713	17,386	10,900	10,900	0	0.00 %
3442 SEPTIC CONTRACT	11,233	13,516	14,000	14,000	0	0.00 %
3499 MISC CONTRACTS	19,105	23,403	10,000	14,000	4,000	40.00 %
3601 INSURANCE PREMIUMS	76,547	69,531	70,772	70,181	(591)	-0.84 %
3930 COMMUNITY PROGRAMS	0	0	0	15,000	15,000	100.00 %
3999 MISC SERVICES & RENTS	73,450	74,800	74,800	75,925	1,125	1.50 %
GOODS & SERVICES TOTAL	845,875	1,035,210	1,015,511	1,062,498	46,987	4.63 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	29,439	37,098	33,900	33,900	0	0.00 %
5115 TRANSFER TO RESERVE FUND	53,568	44,368	59,400	59,400	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	83,007	81,466	93,300	93,300	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	347,586	467,939	468,853	483,344	14,491	3.09 %
7050 FLEET CHARGEBACK CHARGES	0	3,308	0	0	0	0.00 %
EXPENSE TOTAL	3,597,525	3,972,936	4,422,485	4,531,339	108,854	2.46 %
REVENUE						
0414 PARKS PERMITS	6,723	6,132	7,800	7,800	0	0.00 %
0456 SALE OF SCRAP METALS	2,816	1,595	0	0	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	348,632	357,577	8,945	2.57 %
0470 TSF FROM RESERVE FUND	0	0	0	15,000	15,000	100.00 %
0472 REIMB - CUPE BENEFITS	688	486	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	2,223	1,676	0	0	0	0.00 %
0480 SUNDRY REVENUE	60,355	54,740	58,000	58,000	0	0.00 %
0484 TICKET SURCHARGE	53,568	44,368	59,400	59,400	0	0.00 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Community Services*

Division(s): *PARKS - OPERATIONS*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
0532 YES PROGRAM	1,960	0	0	0	0	0.00 %
0842 FACILITY RENTALS	192,581	160,051	188,500	193,500	5,000	2.65 %
0849 OTHER PROPERTY RENTALS	1,639	1,680	1,545	1,590	45	2.91 %
0919 VENDING MACHINE SALES	1,775	1,651	500	500	0	0.00 %
0975 SIGN ADVERTISING	10,000	10,000	10,000	10,000	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	34,449	34,837	34,837	35,602	765	2.20 %
REVENUE TOTAL	368,777	317,216	709,214	738,969	29,755	4.20 %
GRAND TOTAL:	3,228,748	3,655,720	3,713,271	3,792,370	79,099	2.13 %

Activity Summary Overview – 2019 Budget

Recreation & Leisure Services

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

Positions:

Administration Positions	2018 FTE	2019 FTE
Senior Manager of Parks/Recreation & Leisure	0.40	0.40
Manager of Sports and Events	0.40	0.40
Community Development Facilitator	1.00	1.00
Community Events Facilitator	1.00	1.00
Admin Assistant	1.44	1.44
Totals	4.24	4.24

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 session and events.

Sport Tourism - Department staff work with local champions hospitality representatives, Tourism North Bay and are responsible for marketing and attracting sporting events and conventions to the City of North Bay.

Downtown Improvement Area – Department staff sits ex-officio on the DIA board beautification committee.

Trails and Active Transportation - Work with other municipal department representatives of the Trails and Active Transportation Municipal Committee. 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. Member of Discovery Routes Trails organization. Apply for funding applications to support projects.

Sports Field and Park Bookings - The administrative booking of 72 parks, 20 sports fields and 38 buildings. Revenues collected for bookings are shown in the parks building and infrastructure 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 contribution (Canada Day, Santa Parade, Families First).

Other events that 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 are not necessarily municipally driven. For example: Sport North Bay, Youth Week initiatives, Partners in Hockey, Creative Industries. Also, 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.

Registration Services - The customer service centre on behalf of the recreation department provides registration services to local sports groups. A nominal fee of \$2.00 is charged per registration for this service. 2009 was the first year of this service and has been actively promoted to local sports groups.

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

2018 Incident Statistic Summary

PUBLIC RELATIONS	WATER FRONT	COVE	OLMSTED	TOTAL
Boats	57	335	891	1283
Dock Incidents		326	150	476
Dog on Beach/off leash	172	79	93	344
Inflatable Equipment	101	303	501	905
Outside Buoy-lines	182	298	158	638
Swim Wear	7	33	11	51
Lending Equipment	0	537	686	1223
Bikes	114	119	48	281
<i>INCIDENT/RESCUE</i>				
<i>Glass Cut</i>				0
<i>Scrape/Tear/Cut</i>	11	10		21
<i>Panicky Swimmer</i>		15		15
<i>Tired Swimmer</i>		17		17
<i>Missing Person</i>	1			1
<i>Bee Sting</i>		1		1
<i>Paddle Board Rescue</i>			1	1
<i>Heat related</i>				0
<i>Weather Warning (lightning)</i>	7	39	8	54
<i>Other</i>		5	4	9
Total Number of Swimmers per beach in 2018 (including beach area and water combined):	30,886	21,950	14,298	67134
<i>MAINTENANCE (MINUTES)</i>				
<i>Clean Washrooms</i>	90	485	446	1021
<i>Clean Lifeguard building</i>	81	455	320	856
<i>Garbage Pickup</i>	946	1247	1624	3817

* Minimum of 35 EMS calls avoided-lifeguard assistance

Recreation Program Positions	2018 FTE	2019 FTE
Youth Centres (school year)*	0.20	0.20
Youth Centres (summer)*	0.16	0.16
After School Program Supervisor *	0.84	0.84
After School Programmers*	1.14	1.14
Summer in the Park Student*	0.34	0.00
Recreation Programmer	0.34	0.34
Beach Director	0.27	0.27
Beach Staff	3.08	3.08
Totals	6.37	6.03

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

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Community Services

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

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	269,328	280,189	280,385	289,054	8,669	3.09 %
1002 TEMPORARY SALARIES	173,155	181,293	220,489	225,854	5,365	2.43 %
1003 SHIFT PREMIUM	33	0	0	0	0	0.00 %
1101 OVERTIME FULLTIME	362	0	0	0	0	0.00 %
1102 OVERTIME PART TIME	0	473	0	0	0	0.00 %
1201 VACATION other	0	47	0	0	0	0.00 %
1202 VACATION	15,607	12,070	7,499	7,954	455	6.07 %
1204 STATUTORY HOLIDAYS	6,307	6,108	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	81,770	86,256	84,252	86,429	2,177	2.58 %
1802 FRINGE BENEFITS-PARTTIME	24,929	25,624	26,322	26,484	162	0.62 %
PERSONNEL TOTAL	571,491	592,060	618,947	635,775	16,828	2.72 %
GOODS & SERVICES						
2401 GAS FUEL	140	179	600	169	(431)	-71.83 %
2525 FOOD PURCHASES	147	0	0	0	0	0.00 %
2601 OFFICE SUPPLIES	4,566	5,433	7,300	7,300	0	0.00 %
2645 RECREATIONAL SUPPLIES	10,658	9,490	8,900	8,900	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	0	174	0	0	0	0.00 %
2672 EVENTS	0	0	50,000	0	(50,000)	-100.00 %
2699 MISC GENERAL SUPPLIES	91,570	29,838	11,600	11,600	0	0.00 %
3001 POSTAGE	1,128	968	3,500	3,000	(500)	-14.29 %
3010 TELEPHONE	4,384	3,806	5,800	5,800	0	0.00 %
3035 MILEAGE	2,476	2,175	2,750	2,750	0	0.00 %
3040 ACCOMODATIONS	0	38	0	0	0	0.00 %
3045 CONFERENCE & SEMINARS	3,056	1,923	5,000	5,000	0	0.00 %
3055 MEETING COSTS	1,146	1,249	1,400	1,400	0	0.00 %
3056 PERMITS	200	0	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	4,791	3,231	3,700	3,700	0	0.00 %
3075 TRAINING COURSES	0	6,818	12,500	12,500	0	0.00 %
3080 ADVERTISING & PROMOTION	29,897	33,221	32,500	33,000	500	1.54 %
3085 OUTSIDE PRINTING	19,638	20,523	28,000	28,000	0	0.00 %
3099 MISC ADMIN EXPENSES	4,102	1,780	5,000	5,000	0	0.00 %
3130 CONSULTANT FEES	35,553	5,289	5,000	5,000	0	0.00 %
3205 VEHICLE LEASE/RENTAL	2,258	2,561	3,800	3,800	0	0.00 %
3229 PORTABLE TOILETS	2,157	193	0	0	0	0.00 %
3492 EVENT CONTRIBUTIONS	5,450	2,000	10,000	10,000	0	0.00 %
3499 MISC CONTRACTS	137,199	0	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	3,996	8,100	4,196	8,100	3,904	93.04 %
3930 COMMUNITY PROGRAMS	4,000	6,000	8,000	98,000	90,000	1,125.00 %
3965 BALANCE CARRIED FORWARD	(49,344)	(335)	0	0	0	0.00 %

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Community Services*

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

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
3999 MISC SERVICES & RENTS	20,890	13,785	600	600	0	0.00 %
GOODS & SERVICES TOTAL	340,058	158,439	210,146	253,619	43,473	20.69 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	0	(20)	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	0	(20)	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	250	0	1,000	1,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	250	0	1,000	1,000	0	0.00 %
SERVICE PARTNERS						
6066 HUMANE SOCIETY	0	362,543	362,543	366,169	3,626	1.00 %
SERVICE PARTNERS TOTAL	0	362,543	362,543	366,169	3,626	1.00 %
INTERNAL TRANSFERS						
7080 SUMMER IN THE PARK CONTRIBUTION	80,000	80,000	80,000	0	(80,000)	-100.00 %
EXPENSE TOTAL	991,799	1,193,022	1,272,636	1,256,563	(16,073)	-1.26 %
REVENUE						
0435 SPONSORSHIP	57,750	9,100	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	72,593	70,000	90,000	0	(90,000)	-100.00 %
0479 REIMBURSEMENTS	1,000	447	0	0	0	0.00 %
0480 SUNDRY REVENUE	5,147	5,654	6,700	6,700	0	0.00 %
0506 MINISTRY OF HEALTH	74,258	53,945	67,717	67,757	40	0.06 %
0599 MISC. PROVINCIAL GRANTS	0	6,750	0	0	0	0.00 %
0620 CANADA DAY GRANT	6,500	8,000	0	0	0	0.00 %
0820 REGISTRATION FEES	104,327	3,471	3,800	3,800	0	0.00 %
0940 PARK VENDOR REVENUE	156	555	4,100	4,100	0	0.00 %
0950 CONCESSION FEES / VENDOR	2,180	604	0	0	0	0.00 %
0974 CO-OP ADVERTISING	16,093	17,476	24,000	24,000	0	0.00 %
REVENUE TOTAL	340,004	176,002	196,317	106,357	(89,960)	-45.82 %
GRAND TOTAL:	651,795	1,017,020	1,076,319	1,150,206	73,887	6.86 %

Activity Summary Overview - 2019 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, keeping records and the related City of North Bay By-Laws.

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

Positions:

	2018 FTE	2019 FTE
Manager, Planning & Building Services	0.00	0.40
Chief Building Official	1.00	0.00
Chief Plan Examiner	1.00	0.00
Chief Building Official/Chief Plan Examiner	0.00	1.00
Plan Examiner	0.00	1.00
Building Inspectors	4.00	4.00
Administrative Assistant - Building	1.00	1.00
Junior Plan Examiner	1.00	1.00
Totals	8.00	8.40

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Community Services*

Division(s): *BUILDING*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	454,676	435,228	528,694	567,712	39,018	7.38 %
1010 MODIFIED/ACCOMMODATED	3,095	0	0	0	0	0.00 %
1202 VACATION	(5,405)	(16,955)	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	136,599	136,146	164,987	176,891	11,904	7.22 %
PERSONNEL TOTAL	588,965	554,419	693,681	744,603	50,922	7.34 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	1,934	1,820	2,200	2,200	0	0.00 %
2650 CLOTHING / UNIFORM	1,202	1,202	1,335	1,777	442	33.11 %
2655 SAFETY SUPPLIES	38	81	0	0	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	825	740	1,230	1,290	60	4.88 %
3001 POSTAGE	610	968	550	550	0	0.00 %
3010 TELEPHONE	1,742	3,093	4,000	4,000	0	0.00 %
3035 MILEAGE	13,741	13,252	19,620	19,620	0	0.00 %
3045 CONFERENCE & SEMINARS	6,545	7,639	8,175	8,175	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,346	3,249	2,552	2,552	0	0.00 %
3080 ADVERTISING & PROMOTION	584	29	700	700	0	0.00 %
GOODS & SERVICES TOTAL	29,567	32,073	40,362	40,864	502	1.24 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	(54)	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	(54)	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	51	181	500	500	0	0.00 %
5115 TRANSFER TO RESERVE FUND	134,001	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	134,052	181	500	500	0	0.00 %
INTERNAL TRANSFERS						
7010 ADMINISTRATON & OVERHEAD	255,501	255,501	255,501	255,501	0	0.00 %
EXPENSE TOTAL	1,008,031	842,174	990,044	1,041,468	51,424	5.19 %
REVENUE						
0409 OTHER LICENCE FEES	3,240	2,460	3,000	3,000	0	0.00 %
0411 BUILDING PERMIT FEES	915,382	672,081	730,000	730,000	0	0.00 %
0413 PROPERTY STANDARDS	100	200	600	600	0	0.00 %
0470 TSF FROM RESERVE FUND	0	80,764	159,700	205,898	46,198	28.93 %
0851 INQUIRY FEES	32,020	29,328	28,000	28,000	0	0.00 %
REVENUE TOTAL	950,742	784,833	921,300	967,498	46,198	5.01 %
GRAND TOTAL:	57,289	57,341	68,744	73,970	5,226	7.60 %

Activity Summary Overview – 2019 Budget

Community Services Administration

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 the CS Business Unit. This unit is transforming into Community Development and Growth to focus on growing our community.

The Director of Community Development & Growth provides overall leadership and direction for the department and ensures departmental alignment with City's strategies, priorities and policies.

The Community Services Department 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
- Social well-being and a vibrant community
- Economic prosperity
- Sustainable efficient municipal operations

Positions:

	2018 FTE	2019 FTE
Managing Director of Community Services Business Unit	1.00	0.00
Director – Community Development & Growth	0.00	1.00
Totals	1.00	1.00



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Community Services

Division(s): COMMUNITY SERVICES ADMIN

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	167,565	170,733	170,080	156,841	(13,239)	-7.78 %
1202 VACATION	40,696	2,923	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	38,272	39,429	39,386	40,429	1,043	2.65 %
PERSONNEL TOTAL	246,533	213,085	209,466	197,270	(12,196)	-5.82 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	51	61	0	0	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	153	0	0	0	0	0.00 %
3010 TELEPHONE	428	770	1,000	1,000	0	0.00 %
3030 TRAVEL	597	1,268	1,500	1,500	0	0.00 %
3035 MILEAGE	533	566	750	750	0	0.00 %
3075 TRAINING COURSES	6,386	3,595	17,500	16,500	(1,000)	-5.71 %
3499 MISC CONTRACTS	22,038	22,132	28,500	25,000	(3,500)	-12.28 %
GOODS & SERVICES TOTAL	30,186	28,392	49,250	44,750	(4,500)	-9.14 %
EXPENSE TOTAL	276,719	241,477	258,716	242,020	(16,696)	-6.45 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	29,625	30,218	30,218	30,822	604	2.00 %
7910 INTERNAL OVERHEAD REVENUE	22,995	22,995	22,995	22,995	0	0.00 %
REVENUE TOTAL	52,620	53,213	53,213	53,817	604	1.14 %
GRAND TOTAL:	224,099	188,264	205,503	188,203	(17,300)	-8.42 %

Activity Summary Overview – 2019 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 and financial structuring assistance;
- Business retention and expansion assistance;
- Film/TV attraction and administration;
- Support for company export initiatives;
- Market analysis; and
- Liaise with Provincial and Federal governments to support business and facilitate market development and trade opportunities.

The department supports the administration and delivery of the Invest North Bay Development Corporation's mandate.

Positions:

	2018 FTE	2019 FTE
Manager Economic Development	1.00	1.00
Economic Development Officer	1.00	1.00
Economic Development Officer Business Retention	0.00	1.00
Business Development Officer	1.00	1.00
Business Development Officer	1.00	1.00
Admin Assistant	1.00	1.00
Totals	5.00	6.00

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Community Services

Division(s): ECONOMIC DEVELOPMENT

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	317,568	332,158	411,684	499,984	88,300	21.45 %
1002 TEMPORARY SALARIES	594	14,161	0	0	0	0.00 %
1202 VACATION	4,444	7,400	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	0	695	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	92,207	100,429	122,156	152,766	30,610	25.06 %
1802 FRINGE BENEFITS-PARTTIME	0	1,668	0	0	0	0.00 %
PERSONNEL TOTAL	414,813	456,511	533,840	652,750	118,910	22.27 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	4,185	6,017	4,000	4,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	186	132	100	0	(100)	-100.00 %
2660 SAFETY BOOT ALLOWANCE	0	114	0	0	0	0.00 %
2682 PROMOTIONAL SUPPLIES	3,638	4,961	4,000	4,000	0	0.00 %
3001 POSTAGE	139	173	350	250	(100)	-28.57 %
3003 LICENSING FEES	3,689	4,075	5,000	0	(5,000)	-100.00 %
3010 TELEPHONE	2,933	2,886	5,500	5,000	(500)	-9.09 %
3030 TRAVEL	20,897	10,899	20,000	22,000	2,000	10.00 %
3035 MILEAGE	2,890	2,540	4,000	4,000	0	0.00 %
3045 CONFERENCE & SEMINARS	4,933	2,598	4,000	6,000	2,000	50.00 %
3050 RECEPTIONS	7,519	3,322	3,500	3,500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	10,967	2,049	2,500	2,500	0	0.00 %
3070 TRAINING COURSES	4,019	486	6,500	8,500	2,000	30.77 %
3080 ADVERTISING & PROMOTION	149,212	155,341	154,000	154,000	0	0.00 %
3130 CONSULTANT FEES	0	3,663	5,000	5,000	0	0.00 %
GOODS & SERVICES TOTAL	215,207	199,256	218,450	218,750	300	0.14 %
CAPITAL/RESERVE TRANSACTIONS						
5125 TRANSFER TO OTHER CAPITAL	4,065	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	4,065	0	0	0	0	0.00 %
EXPENSE TOTAL	634,085	655,767	752,290	871,500	119,210	15.85 %
REVENUE						
0479 REIMBURSEMENTS	0	2,606	0	0	0	0.00 %
0515 NOHFC	0	13,249	0	0	0	0.00 %
REVENUE TOTAL	0	15,855	0	0	0	0.00 %
GRAND TOTAL:	634,085	639,912	752,290	871,500	119,210	15.85 %

Activity Summary Overview – 2019 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:

	2018 FTE	2019 FTE
Manager of Planning Services	1.00	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	6.31	5.91

*Note: To assist with the completion of various planning projects, Planning Services has applied for funding from NOHFC for a one year internship in 2019/2020 to partially offset the cost of this position; the remainder will be funded out of the capital budget.

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Community Services

Division(s): PLANNING DEPARTMENT

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	396,038	393,618	423,933	381,954	(41,979)	-9.90 %
1002 TEMPORARY SALARIES	5,746	7,056	8,931	8,931	0	0.00 %
1004 OTHER/STANDBY	0	100	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	47,493	51,228	3,735	7.86 %
1202 VACATION	843	4,388	2,257	2,406	149	6.60 %
1204 STATUTORY HOLIDAYS	100	200	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	113,469	117,331	130,597	119,167	(11,430)	-8.75 %
1802 FRINGE BENEFITS-PARTTIME	690	884	784	1,004	220	28.06 %
PERSONNEL TOTAL	516,886	523,577	613,995	564,690	(49,305)	-8.03 %
GOODS & SERVICES						
2036 SIGNS	584	251	700	700	0	0.00 %
2601 OFFICE SUPPLIES	2,765	2,224	3,000	3,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	129	0	100	100	0	0.00 %
2699 MISC GENERAL SUPPLIES	1,795	1,314	2,500	2,500	0	0.00 %
3001 POSTAGE	4,271	2,679	5,000	5,000	0	0.00 %
3010 TELEPHONE	1,016	1,405	1,000	1,500	500	50.00 %
3030 TRAVEL	797	1,878	2,000	2,000	0	0.00 %
3035 MILEAGE	150	193	1,300	1,300	0	0.00 %
3045 CONFERENCE & SEMINARS	3,616	4,414	5,000	5,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,847	2,480	3,200	3,200	0	0.00 %
3080 ADVERTISING & PROMOTION	508	116	900	900	0	0.00 %
3130 CONSULTANT FEES	660	16,713	2,500	2,500	0	0.00 %
3145 REGISTRY OFFICE FEES	3,061	1,575	3,000	3,000	0	0.00 %
3930 COMMUNITY PROGRAMS	86,449	146,538	65,000	80,000	15,000	23.08 %
GOODS & SERVICES TOTAL	108,648	181,780	95,200	110,700	15,500	16.28 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	0	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	0	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	1,365	580	2,000	2,000	0	0.00 %
5115 TRANSFER TO RESERVE FUND	0	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,365	580	2,000	2,000	0	0.00 %
EXPENSE TOTAL	626,899	705,937	711,195	677,390	(33,805)	-4.75 %
REVENUE						
0409 OTHER LICENCE FEES	3,240	2,460	3,000	3,000	0	0.00 %
0419 OTHER PERMIT/ENCROACHMENT	33,953	30,875	28,000	28,000	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	55,101	55,101	0	0.00 %
0470 TSF FROM RESERVE FUND	93,949	154,038	72,500	87,500	15,000	20.69 %
0472 REIMB - CUPE BENEFITS	0	79	0	0	0	0.00 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Community Services

Division(s): PLANNING DEPARTMENT

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
0476 REIMBURSEMENT-CUPE WAGES	0	193	0	0	0	0.00 %
0479 REIMBURSEMENTS	0	8,825	0	0	0	0.00 %
0480 SUNDRY REVENUE	406	500	0	0	0	0.00 %
0533 EXPERIENCE PROGRAM	2,979	3,658	0	0	0	0.00 %
0812 RADIO COMM TOWER REVENUE	0	0	1,400	0	(1,400)	-100.00 %
0851 INQUIRY FEES	81,201	56,339	95,500	88,000	(7,500)	-7.85 %
0869 OTHER ADMINISTRATION FEES	230	300	100	100	0	0.00 %
0976 SIGNAGE LEASING	32,628	40,182	32,000	32,000	0	0.00 %
0977 LANE CLOSINGS	0	900	1,920	2,000	80	4.17 %
0994 DEEMING BY-LAWS	825	418	825	825	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	17,374	17,374	17,374	17,374	0	0.00 %
REVENUE TOTAL	266,785	316,141	307,720	313,900	6,180	2.01 %
GRAND TOTAL:	360,114	389,796	403,475	363,490	(39,985)	-9.91 %

Activity Summary Overview – 2019 Budget

Transit

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

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:

	2018 FTE	2019 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
Facilities Coordinator	0.05	0.00
Transit Bus Wash Operators	2.36	2.36
Spare Board Operators	5.31	5.31
Crossing Guards	3.20	3.20
Totals	39.92	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.

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Community Services

Division(s): TRANSIT

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,907,449	1,898,874	2,073,591	2,101,985	28,394	1.37 %
1002 TEMPORARY SALARIES	76,304	99,731	93,038	93,038	0	0.00 %
1003 SHIFT PREMIUM	38,844	40,788	44,090	44,850	760	1.72 %
1010 MODIFIED/ACCOMMODATED	43,795	128,618	0	0	0	0.00 %
1101 OVERTIME FULLTIME	121,690	87,434	62,834	83,445	20,611	32.80 %
1110 OVERTIME MODIFIED/ACCOMMODATED	475	1,276	0	0	0	0.00 %
1202 VACATION	193,726	189,963	167,606	169,958	2,352	1.40 %
1203 COMPASSIONATE LEAVE	5,269	4,306	4,000	4,000	0	0.00 %
1204 STATUTORY HOLIDAYS	84,951	92,770	33,885	40,773	6,888	20.33 %
1207 SICK LEAVE	91,331	117,363	65,000	65,974	974	1.50 %
1299 OTHER LABOUR COSTS	168,218	194,729	173,123	173,123	0	0.00 %
1301 WSIB LEAVE	(2,104)	(2,319)	0	0	0	0.00 %
1401 TRAINING & SAFETY	24,696	11,689	16,000	16,000	0	0.00 %
1410 DRY CLEANING ALLOWANCE	313	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	849,047	883,225	899,348	870,923	(28,425)	-3.16 %
1802 FRINGE BENEFITS-PARTTIME	6,962	10,166	11,006	11,030	24	0.22 %
PERSONNEL TOTAL	3,610,966	3,758,613	3,643,521	3,675,099	31,578	0.87 %
GOODS & SERVICES						
2099 MISC. MATERIALS	1,420	1,029	2,250	2,250	0	0.00 %
2401 GAS FUEL	989	1,106	750	1,198	448	59.73 %
2405 DIESEL FUEL	754,315	885,896	704,165	876,082	171,917	24.41 %
2415 LUBRICANTS	12,706	0	0	0	0	0.00 %
2420 TIRES	51,781	0	0	0	0	0.00 %
2425 REPAIR PARTS	516,711	37,364	57,500	43,660	(13,840)	-24.07 %
2450 LICENSES	1,646	0	0	0	0	0.00 %
2495 SHOP LABOUR	505,500	0	0	0	0	0.00 %
2499 MISC FLEET SUPPLIES	23,069	8,241	2,500	2,500	0	0.00 %
2601 OFFICE SUPPLIES	1,724	1,893	2,400	2,400	0	0.00 %
2650 CLOTHING / UNIFORM	27,903	0	0	30,000	30,000	100.00 %
2655 SAFETY SUPPLIES	173	521	500	500	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	5,020	6,127	8,610	6,815	(1,795)	-20.85 %
2699 MISC GENERAL SUPPLIES	689	884	1,000	1,000	0	0.00 %
2701 HYDRO	17,330	17,721	21,775	18,168	(3,607)	-16.56 %
2705 NATURAL GAS	8,799	8,031	9,385	9,887	502	5.35 %
2715 WATER	19,215	22,194	19,888	20,629	741	3.73 %
2720 MUNICIPAL TAXES	42,008	41,134	42,848	42,779	(69)	-0.16 %
2935 FARE HANDLING SUPPLIES	18,073	10,099	20,000	20,000	0	0.00 %
3001 POSTAGE	390	406	400	400	0	0.00 %
3010 TELEPHONE	10,729	11,094	11,025	11,025	0	0.00 %

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Community Services*

Division(s): *TRANSIT*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
3035 MILEAGE	146	168	300	300	0	0.00 %
3045 CONFERENCE & SEMINARS	3,544	1,867	3,000	3,000	0	0.00 %
3055 MEETING COSTS	25	90	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	6,385	8,821	7,400	9,700	2,300	31.08 %
3070 TRAINING COURSES	3,381	1,087	5,000	5,000	0	0.00 %
3071 TRAINING	31	0	750	750	0	0.00 %
3080 ADVERTISING & PROMOTION	2,437	6,107	7,500	7,500	0	0.00 %
3105 LEGAL FEES	0	52	0	0	0	0.00 %
3132 CONSULTANT EXPENSES	44	0	0	0	0	0.00 %
3305 BUILDING MAINTENANCE	18,105	13,269	16,000	16,000	0	0.00 %
3315 VEHICLE MAINTENANCE	63,815	63,865	0	59,754	59,754	100.00 %
3340 SOFTWARE MAINTENANCE	0	0	0	13,680	13,680	100.00 %
3402 OPERATING CONTRACT	0	187,240	0	515,060	515,060	100.00 %
3460 BRINKS COURIER	1,208	1,175	1,300	1,100	(200)	-15.38 %
3476 TAXI CONTRACTS	1,726	23,875	2,000	56,000	54,000	2,700.00 %
3480 CLEANING CONTRACT	78,038	53,787	70,100	55,369	(14,731)	-21.01 %
3485 PHARA CONTRACT	498,565	279,077	525,000	0	(525,000)	-100.00 %
3601 INSURANCE PREMIUMS	206,392	13,632	15,207	13,251	(1,956)	-12.86 %
GOODS & SERVICES TOTAL	2,904,032	1,707,852	1,558,553	1,845,757	287,204	18.43 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	(2)	(2)	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	(2)	(2)	0	0	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	63,140	2,334,928	2,342,328	2,586,445	244,117	10.42 %
7010 ADMINISTRATON & OVERHEAD	110,704	111,979	111,979	111,309	(670)	-0.60 %
7015 BUILDING MAINTENANCE OPER	34,449	34,837	34,837	35,602	765	2.20 %
7035 WASH BAY MAINTENANCE	0	43,197	7,419	50,000	42,581	573.95 %
7050 FLEET CHARGEBACK CHARGES	0	1,500	0	0	0	0.00 %
EXPENSE TOTAL	6,723,289	7,992,904	7,698,637	8,304,212	605,575	7.87 %
REVENUE						
0470 TSF FROM RESERVE FUND	510,000	510,000	510,000	510,000	0	0.00 %
0472 REIMB - CUPE BENEFITS	116	122	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	79	387	0	0	0	0.00 %
0480 SUNDRY REVENUE	276	286	0	0	0	0.00 %
0494 WARRANTY REVENUE	1,589	153	0	0	0	0.00 %
0801 CASH FARES	762,247	754,931	805,533	756,522	(49,011)	-6.08 %
0802 ADULT PASSES	261,461	294,232	310,292	310,292	0	0.00 %
0803 STUDENT PASSES	105,709	84,819	121,959	95,484	(26,475)	-21.71 %
0804 REDUCED PASSES	248,277	259,401	253,918	260,384	6,466	2.55 %
0805 DAY PASSES	9,991	10,162	10,391	10,605	214	2.06 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Community Services

Division(s): TRANSIT

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
0806 MULTIPLE FARE CARDS	345,356	368,371	349,215	363,609	14,394	4.12 %
0807 CONTRACTED SERVICES	1,000,832	1,087,147	1,096,416	1,146,861	50,445	4.60 %
0808 TRANSIT CHARTERS	4,465	7,809	5,175	5,700	525	10.14 %
0809 STUDENT TERM PASS	7,307	61,786	2,463	61,218	58,755	2,385.51 %
0810 SINGLE TRIP PASS	69,789	78,678	72,843	76,163	3,320	4.56 %
0811 AGREEMENTS	15,013	15,769	15,576	15,960	384	2.47 %
0819 TRANSIT PASS PHOTO	7,932	11,150	7,908	11,573	3,665	46.35 %
0890 ATM REVENUE	1,840	2,122	1,759	2,100	341	19.39 %
0919 VENDING MACHINE SALES	4,168	6,788	2,400	5,880	3,480	145.00 %
0975 SIGN ADVERTISING	51,000	39,409	51,000	30,000	(21,000)	-41.18 %
REVENUE TOTAL	3,407,447	3,593,522	3,616,848	3,662,351	45,503	1.26 %
GRAND TOTAL:	3,315,842	4,399,382	4,081,789	4,641,861	560,072	13.72 %



CORPORATE SERVICES

2019 OPERATING BUDGET



Business Unit Summary

Budget Year: 2019

YTD End Date: December 2018

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
Corporate Services						
COUNCIL SECRETARIAT	82,860	100,839	131,476	242,274	110,798	84.27 %
CUSTOMER SERVICE CENTRE	335,221	323,658	337,739	347,905	10,166	3.01 %
FINANCIAL SERVICES	1,493,707	1,441,435	1,460,561	1,457,095	(3,466)	-0.24 %
HUMAN RESOURCES	985,111	958,947	962,038	1,028,981	66,943	6.96 %
INFORMATION SYSTEMS	1,194,741	1,190,111	1,302,684	1,334,845	32,161	2.47 %
LEGAL DEPARTMENT - GENERAL	298,161	246,769	364,435	355,372	(9,063)	-2.49 %
LEGAL DEPARTMENT - POA	25,445	(110,548)	(174,424)	(172,505)	1,919	1.10 %
Total:	4,415,246	4,151,211	4,384,509	4,593,967	209,458	4.78 %
Grand Total:	4,415,246	4,151,211	4,384,509	4,593,967	209,458	4.78 %

Activity Summary Overview – 2019 Budget

Council Secretariat

Clerk's Department

The City Clerk's Office is responsible for Council Secretariat, Lottery Licensing, Residential Rental Housing Licensing, 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:

<u>Administrative Positions</u>	2018 FTE	2019 FTE
City Clerk	1.00	1.00
Deputy Clerk	0.00	1.00
Administrative Staff	3.00*	3.00
Totals	4.00	5.00

*Note: Deputy Clerk position approved by Council on December 10th 2018. The number of staff is increased during an Election year by one FTE for a six-month period. This position is paid for from the Election Account. The next Municipal Election will be in October 2022.

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.

Election Reserve (99526R)

Balance, January 1, 2018	\$229,496
2018 Transfer to reserve	\$ 55,000
2018 Election expenses (estimate)	<u>(\$195,335)</u>
Balance, December 31, 2018 (estimate)	\$89,161

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Corporate Services

Division(s): COUNCIL SECRETARIAT

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	269,676	302,283	269,699	358,244	88,545	32.83 %
1002 TEMPORARY SALARIES	0	31,680	0	0	0	0.00 %
1101 OVERTIME FULLTIME	956	6,986	2,500	2,500	0	0.00 %
1202 VACATION	5,675	10,891	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	84,360	96,013	84,772	110,462	25,690	30.30 %
PERSONNEL TOTAL	360,667	447,853	356,971	471,206	114,235	32.00 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	1,984	29,210	4,000	4,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	715	598	800	800	0	0.00 %
2665 MARRIAGE LICENSES	14,400	14,400	16,800	14,400	(2,400)	-14.29 %
3001 POSTAGE	1,845	35,131	3,000	3,000	0	0.00 %
3005 COURIER & DELIVERY	0	0	250	250	0	0.00 %
3035 MILEAGE	150	327	250	250	0	0.00 %
3045 CONFERENCE & SEMINARS	1,783	1,172	3,000	3,000	0	0.00 %
3060 MEALS	4,264	5,198	4,000	4,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	0	396	800	800	0	0.00 %
3080 ADVERTISING & PROMOTION	9,083	15,205	15,000	10,000	(5,000)	-33.33 %
3099 MISC ADMIN EXPENSES	2,188	5,847	750	0	(750)	-100.00 %
3207 EQUIPMENT LEASE	0	41,658	0	0	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	50	280	350	350	0	0.00 %
3499 MISC CONTRACTS	0	336	1,500	1,000	(500)	-33.33 %
GOODS & SERVICES TOTAL	36,462	149,758	50,500	41,850	(8,650)	-17.13 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	0	2	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	0	2	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	3,469	598	500	500	0	0.00 %
5115 TRANSFER TO RESERVE FUND	55,000	55,000	55,000	65,000	10,000	18.18 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	58,469	55,598	55,500	65,500	10,000	18.02 %
EXPENSE TOTAL	455,598	653,211	462,971	578,556	115,585	24.97 %
REVENUE						
0403 MARRIAGE LICENSE	48,948	50,220	50,000	50,000	0	0.00 %
0404 LOTTERY LICENSE	228,930	228,505	200,000	200,000	0	0.00 %
0409 OTHER LICENCE FEES	3,490	2,460	3,000	3,000	0	0.00 %
0418 BURIAL PERMITS	33,100	28,320	29,000	26,000	(3,000)	-10.34 %
0470 TSF FROM RESERVE FUND	0	194,957	0	0	0	0.00 %
0479 REIMBURSEMENTS	0	117	0	0	0	0.00 %
0480 SUNDRY REVENUE	16	38	0	0	0	0.00 %
0825 NOISE BY-LAW EXEMPTIONS	0	765	0	0	0	0.00 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Corporate Services

Division(s): COUNCIL SECRETARIAT

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
0842 FACILITY RENTALS	500	0	0	0	0	0.00 %
0850 ADMIN FEES	2,874	2,344	4,000	4,000	0	0.00 %
0977 LANE CLOSINGS	1,949	650	1,500	1,500	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	52,930	43,995	43,995	51,782	7,787	17.70 %
REVENUE TOTAL	372,737	552,371	331,495	336,282	4,787	1.44 %
GRAND TOTAL:	82,861	100,840	131,476	242,274	110,798	84.27 %

Activity Summary Overview – 2019 Budget

Customer Service Centre

The Customer Service Centre (CSC) provides a “One Stop Experience” for residents, visitors and community partners through phone calls, email and in-person requests for most City services. Customers pay for, inquire about, apply for, and/or register for City programs and services. 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.

The Customer Service Centre provides a focal point for numerous services such as:

- Tax & Water Payments
- Parking Ticket Payments
- Parking Ticket Review Forms
- Parking Lot Rental Sales (issuing and tracking passes for 14 Parking lots in the downtown core)
- Dog and Cat Licensing
- Special Event Registrations (such as: Softball and Baseball; Summer in the Park; etc.)
- Business Licensing
- Burn Permits
- Bus Passes
- Blue Boxes and the Waste Line
- Condolences Book through the Mayor’s Office
- Daily Mail (Incoming sorting and Outgoing processing)
- General Information (phone, counter and email)
- City forms (Job applications, Citizen Traffic Request Form, etc.)
- Flag Raising requests and Municipal Election support services

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

Positions:

	2018 FTE	2019 FTE
Deputy City Clerk/Supervisor of the Customer Service Centre	1.00	0.00
Supervisor of the Customer Service Centre	0.00	1.00
Customer Service Clerk	5.00	5.00
Totals	6.00	6.00

Activities:

Effective September 1, 2018 the Centre had responded to approximately **56,825** requests for service in person, online and by phone as recorded in Infor Public Sector and Naviline.

Below is a breakdown of 2017 annual data by service type. Additionally, a comparison of 2017 and 2018 for the January 1 – August 31 time period is provided:

Service Type	Number of Transactions		
	2017 12 months	2017 Jan 1 – Aug 31	2018 Jan 1 – Aug 31
Information Only (By phone, in-person or by email)	37,329 ⁱ	26,506 ⁱⁱ	25,479 ⁱⁱⁱ
Parking Ticket Payments	10,726	7,035	6,212
Water Payments	23,825	16,814	13,466
Tax Payments	7,165	6,453	6,278
Parking Pass/Film Permits/Meter Stall Rentals	1,989	1,344	1,665
Pre-Authorized Tax & Water (Setups)	198	136	134
Dog & Cat Licenses	208	186	135
Special Event Registrations			
➤ <i>Baseball and Softball registrations</i>	148	148	363
➤ <i>Summer In The Park/Midway</i>	413	413	--
Accounts Receivable	2,428	1,579	1,463
Business Licenses	275	137	137
Bus Passes	598	233	299
Other ^{iv}	1,295	1,187	1,194

2017-2018 Average Comparison for the January 1 – August 31 Time Period:

Period	2017	2018	2017	2018
	Monthly	Monthly	Daily	Daily
Customer Service Centre	5,177	4,735	259	237
Per Staff	1,035	947	52	47

2017 Annual Data: Effective December 31, 2017, the Centre had responded to approximately **86,597** requests for service in person, online and by phone.

Period	2017	2017
	Monthly	Daily
Customer Service Centre	7,216	361
Per Staff	1,443	72

ⁱ This includes Information requests for 2017 by phone (30,726), in-person at the counter (4,670) and by email (1,933)

ⁱⁱ This includes Information requests for Jan 1-Aug 31, 2017 by phone (22,166), in-person at the counter (2,961) and by email (1,379)

ⁱⁱⁱ This includes Information requests for Jan. 1 – Aug. 31, 2018 by phone (19,776), in-person at the counter (4,611) and by email (1092)

^{iv} Burn Permits, Online Payments, Blue Boxes, parking ticket/meter review forms and other miscellaneous inquiries.

The CSC Team processed 14,008 pieces of incoming mail and 181,303 pieces of outgoing mail between January 1 and August 31, 2018.



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Corporate Services

Division(s): CUSTOMER SERVICE CENTRE

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	313,335	329,901	332,971	341,004	8,033	2.41 %
1101 OVERTIME FULLTIME	218	0	0	0	0	0.00 %
1202 VACATION	(3,178)	(2,161)	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	50	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	101,595	106,753	108,194	110,122	1,928	1.78 %
PERSONNEL TOTAL	411,970	434,543	441,165	451,126	9,961	2.26 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	2,372	2,763	3,000	3,000	0	0.00 %
2607 POSTAGE MACHINE SUPPLIES	4,968	2,307	5,000	5,000	0	0.00 %
2699 MISC GENERAL SUPPLIES	0	97	0	0	0	0.00 %
3001 POSTAGE	581	326	1,000	500	(500)	-50.00 %
3005 COURIER & DELIVERY	354	361	1,500	750	(750)	-50.00 %
3045 CONFERENCE & SEMINARS	1,816	139	500	500	0	0.00 %
3075 TRAINING COURSES	160	0	0	0	0	0.00 %
3080 ADVERTISING & PROMOTION	269	342	800	800	0	0.00 %
3210 OFFICE EQUIPMENT LEASE	1,254	797	0	0	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	0	0	2,500	2,500	0	0.00 %
GOODS & SERVICES TOTAL	11,774	7,132	14,300	13,050	(1,250)	-8.74 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	1,326	1,066	1,500	1,500	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,326	1,066	1,500	1,500	0	0.00 %
EXPENSE TOTAL	425,070	442,741	456,965	465,676	8,711	1.91 %
REVENUE						
0401 BUSINESS LICENSE	31,120	24,855	25,000	25,000	0	0.00 %
0472 REIMB - CUPE BENEFITS	44	0	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	211	0	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	58,474	94,226	94,226	92,771	(1,455)	-1.54 %
REVENUE TOTAL	89,849	119,081	119,226	117,771	(1,455)	-1.22 %
GRAND TOTAL:	335,221	323,660	337,739	347,905	10,166	3.01 %

Activity Summary Overview – 2019 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.
- Leadership role in Corporate Financial Planning.

Positions:

	2018 FTE	2019 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 **	0.00	1.00
Stores *	2.00	0.00
Totals	24.00	23.00

*Reallocation to Fleet, ** Funded partially and/or entirely from the capital budget.



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Corporate Services

Division(s): FINANCIAL SERVICES

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,508,454	1,518,731	1,589,988	1,515,794	(74,194)	-4.67 %
1002 TEMPORARY SALARIES	6,833	0	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATED	0	23,638	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	72,456	186,816	114,360	157.83 %
1101 OVERTIME FULLTIME	8,672	7,914	6,000	8,000	2,000	33.33 %
1202 VACATION	14,859	32,196	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	208	0	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	382	140	400	400	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	461,132	484,695	517,268	524,467	7,199	1.39 %
1802 FRINGE BENEFITS-PARTTIME	1,600	0	0	0	0	0.00 %
PERSONNEL TOTAL	2,002,140	2,067,314	2,186,112	2,235,477	49,365	2.26 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	15,660	17,837	19,300	19,300	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	515	1,519	500	500	0	0.00 %
2650 CLOTHING / UNIFORM	801	801	900	900	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	112	327	200	200	0	0.00 %
3001 POSTAGE	42,101	39,989	48,697	48,697	0	0.00 %
3005 COURIER & DELIVERY	0	0	300	300	0	0.00 %
3010 TELEPHONE	1,081	1,575	2,000	2,000	0	0.00 %
3030 TRAVEL	3,699	4,151	3,250	3,900	650	20.00 %
3035 MILEAGE	122	481	300	500	200	66.67 %
3045 CONFERENCE & SEMINARS	4,021	5,746	5,000	6,200	1,200	24.00 %
3055 MEETING COSTS	0	416	0	0	0	0.00 %
3060 MEALS	1,119	1,181	500	700	200	40.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	8,723	11,329	11,925	12,500	575	4.82 %
3070 TRAINING COURSES	1,798	605	11,183	11,183	0	0.00 %
3080 ADVERTISING & PROMOTION	3,206	959	4,100	4,100	0	0.00 %
3101 AUDIT & ACCOUNTING FEES	34,680	39,178	35,000	35,000	0	0.00 %
3130 CONSULTANT FEES	10,313	17,521	9,500	9,500	0	0.00 %
3199 MISC PROFESSIONAL FEES	3,088	2,376	500	500	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	346	36	200	200	0	0.00 %
3460 BRINKS COURIER	7,538	7,539	7,500	7,500	0	0.00 %
GOODS & SERVICES TOTAL	138,923	153,566	160,855	163,680	2,825	1.76 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	4,647	1,434	4,000	4,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	4,647	1,434	4,000	4,000	0	0.00 %
EXPENSE TOTAL	2,145,710	2,222,314	2,350,967	2,403,157	52,190	2.22 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	30,695	31,309	126,935	273,967	147,032	115.83 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Corporate Services

Division(s): FINANCIAL SERVICES

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
0472 REIMB - CUPE BENEFITS	0	387	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	0	777	0	0	0	0.00 %
0480 SUNDRY REVENUE	148	0	0	0	0	0.00 %
0850 ADMIN FEES	13,962	16,775	18,017	18,296	279	1.55 %
0853 TAX CERTIFICATE FEES	40,159	42,251	40,000	33,500	(6,500)	-16.25 %
0854 TAX REGISTRATION FEES	864	1,068	0	0	0	0.00 %
0856 RETURN CHEQUE CHARGE	17,317	16,328	22,964	22,964	0	0.00 %
0860 ACCOUNT ADJ./METER READS	54	216	100	200	100	100.00 %
0861 OFFICIAL RECEIPTS	301	349	600	400	(200)	-33.33 %
0862 WATER TO TAX TRANSFER	121,456	134,971	120,000	76,200	(43,800)	-36.50 %
0868 SEWER PUMPOUT FEES	135	45	350	350	0	0.00 %
0883 ADMIN FEES LIBRARY	11,932	12,159	12,159	12,427	268	2.20 %
0885 ADMIN FEES DNSSAB	30,523	5,124	30,163	0	(30,163)	-100.00 %
0886 ADMIN FEES POLICE	71,009	78,693	78,693	86,378	7,685	9.77 %
7910 INTERNAL OVERHEAD REVENUE	313,449	440,425	440,425	421,380	(19,045)	-4.32 %
REVENUE TOTAL	652,004	780,877	890,406	946,062	55,656	6.25 %
GRAND TOTAL:	1,493,706	1,441,437	1,460,561	1,457,095	(3,466)	-0.24 %

Activity Summary Overview – 2019 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

Positions:

	2018 FTE	2019 FTE
Managing Director Corporate Services	1.00	0.00
Chief Human Resources & Information Officer	0.00	1.00
Employee Services Advisor	1.00	1.00
Risk Management Advisor	1.00	1.00
Employment Coordinator	1.00	1.00
Benefits & Pension	1.00	1.00
HR Assistant	0.80	1.00
Totals	5.80	6.00

EFAP

The City provides a corporately supported employee and family assistance program for all full-time employees and their families.

	2018 Actuals*	2019 Budget
EFAP Program based on 416 Employees	\$28,999	\$29,209
Offsetting Revenues from Union & Employees (25%)	(\$7,191)	(\$7,302)
Net Cost of Program	\$21,808	\$21,907

* Estimated



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Corporate Services

Division(s): HUMAN RESOURCES

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	602,534	610,004	552,314	574,079	21,765	3.94 %
1202 VACATION	3,871	2,437	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	252	255	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	348,771	369,654	384,905	401,745	16,840	4.38 %
PERSONNEL TOTAL	955,428	982,350	937,219	975,824	38,605	4.12 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	2,205	1,819	1,900	1,900	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	465	428	400	400	0	0.00 %
2655 SAFETY SUPPLIES	250	1,305	2,500	2,500	0	0.00 %
2672 EVENTS	10,158	14,921	10,000	10,000	0	0.00 %
2682 PROMOTIONAL SUPPLIES	0	1,769	6,500	6,500	0	0.00 %
2925 QUARTER CENTURY CLUB	106	0	500	500	0	0.00 %
2930 LONG SERVICE PINS/AWARDS	4,322	3,702	5,000	5,000	0	0.00 %
3001 POSTAGE	573	539	600	600	0	0.00 %
3010 TELEPHONE	520	517	1,300	1,300	0	0.00 %
3027 INTERVIEW EXPENSES	32,127	0	1,000	1,000	0	0.00 %
3028 RECRUITMENT	4,442	5,585	0	0	0	0.00 %
3035 MILEAGE	101	91	300	300	0	0.00 %
3045 CONFERENCE & SEMINARS	4,567	2,110	7,500	7,500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,565	2,561	2,650	2,650	0	0.00 %
3070 TRAINING COURSES	53,367	33,047	59,900	59,900	0	0.00 %
3080 ADVERTISING & PROMOTION	12,994	6,843	7,500	7,500	0	0.00 %
3110 ARBITRATION FEES	81,636	115,293	51,000	75,000	24,000	47.06 %
3130 CONSULTANT FEES	0	18,317	10,000	20,000	10,000	100.00 %
3199 MISC PROFESSIONAL FEES	517	25,377	51,000	51,000	0	0.00 %
3475 EFAP	24,588	28,999	27,251	29,209	1,958	7.19 %
GOODS & SERVICES TOTAL	235,503	263,223	246,801	282,759	35,958	14.57 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	679	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	120,000	120,679	121,000	121,000	0	0.00 %
EXPENSE TOTAL	1,310,931	1,366,252	1,305,020	1,379,583	74,563	5.71 %
REVENUE						
0416 PAYROLL CONTRIBUTIONS	6,924	7,191	6,813	7,302	489	7.18 %
0470 TSF FROM RESERVE FUND	105,768	124,843	60,900	60,900	0	0.00 %
0883 ADMIN FEES LIBRARY	12,186	1,361	1,361	1,391	30	2.20 %
0886 ADMIN FEES POLICE	2,664	2,952	2,952	3,240	288	9.76 %
0901 TICKET SALES	3,175	0	0	0	0	0.00 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Corporate Services

Division(s): HUMAN RESOURCES

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
7910 INTERNAL OVERHEAD REVENUE	195,099	270,957	270,957	277,769	6,812	2.51 %
REVENUE TOTAL	325,816	407,304	342,983	350,602	7,619	2.22 %
GRAND TOTAL:	985,115	958,948	962,037	1,028,981	66,944	6.96 %

Activity Summary Overview – 2019 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
- 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
- North Bay Hydro
- 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 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

Positions:

	2018 FTE	2019 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



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Corporate Services

Division(s): INFORMATION SYSTEMS

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,006,987	1,021,496	1,039,712	1,033,539	(6,173)	-0.59 %
1002 TEMPORARY SALARIES	51,650	0	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	65,782	66,703	921	1.40 %
1101 OVERTIME FULLTIME	0	434	3,000	3,000	0	0.00 %
1102 OVERTIME PART TIME	135	0	0	0	0	0.00 %
1202 VACATION	3,739	22,594	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	2,235	269	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	300,662	308,957	333,202	332,787	(415)	-0.12 %
1802 FRINGE BENEFITS-PARTTIME	6,945	0	0	0	0	0.00 %
PERSONNEL TOTAL	1,372,353	1,353,750	1,441,696	1,436,029	(5,667)	-0.39 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	14,800	12,880	17,000	16,000	(1,000)	-5.88 %
2699 MISC GENERAL SUPPLIES	4,356	5,975	6,500	6,500	0	0.00 %
3005 COURIER & DELIVERY	82	0	0	0	0	0.00 %
3010 TELEPHONE	93,559	113,488	110,000	110,000	0	0.00 %
3020 COMPUTER COMMUNICATIONS	5,956	5,921	7,500	7,500	0	0.00 %
3035 MILEAGE	1,111	2,035	3,500	3,500	0	0.00 %
3045 CONFERENCE & SEMINARS	7,566	15,322	17,500	17,500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	454	1,326	1,800	1,800	0	0.00 %
3210 OFFICE EQUIPMENT LEASE	54,540	57,964	65,000	65,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	1,917	862	2,500	2,500	0	0.00 %
3340 SOFTWARE MAINTENANCE	281,472	325,125	355,000	400,000	45,000	12.68 %
3412 INTERNET FEES	14,867	36,424	40,000	40,000	0	0.00 %
3430 MAINTENANCE CONTRACT	42,562	46,205	50,000	50,000	0	0.00 %
GOODS & SERVICES TOTAL	523,242	623,527	676,300	720,300	44,000	6.51 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	794	1,000	1,000	0	0.00 %
5030 COMPUTER H/WARE & S/WARE	0	28,743	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	29,537	1,000	1,000	0	0.00 %
EXPENSE TOTAL	1,895,595	2,006,814	2,118,996	2,157,329	38,333	1.81 %
REVENUE						
0428 ADVERTISING REVENUE	1,630	1,043	2,000	0	(2,000)	-100.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	65,782	66,703	921	1.40 %
0472 REIMB - CUPE BENEFITS	133	30	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	380	97	0	0	0	0.00 %
0479 REIMBURSEMENTS	0	27,890	0	0	0	0.00 %
0480 SUNDRY REVENUE	66	0	0	0	0	0.00 %
0515 NOHFC	25,507	0	0	0	0	0.00 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Corporate Services

Division(s): INFORMATION SYSTEMS

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
0880 ADMIN FEES NB HYDRO	102,521	104,459	104,309	105,983	1,674	1.60 %
0882 ADMIN FEES CASSELLHOLME	29,623	29,713	20,000	20,440	440	2.20 %
0883 ADMIN FEES LIBRARY	50,484	51,443	51,443	52,575	1,132	2.20 %
0884 ADMIN FEES CA	4,000	4,000	4,000	4,088	88	2.20 %
0885 ADMIN FEES DNSSAB	164,009	165,786	150,000	150,000	0	0.00 %
0886 ADMIN FEES POLICE	9,564	10,600	10,598	11,635	1,037	9.78 %
0887 ADMIN FEES BATTALION	29,459	20,107	8,000	8,176	176	2.20 %
0888 ADMIN FEES - AIRPORT	3,701	4,057	2,700	2,759	59	2.19 %
7910 INTERNAL OVERHEAD REVENUE	279,777	397,479	397,479	400,126	2,647	0.67 %
REVENUE TOTAL	700,854	816,704	816,311	822,485	6,174	0.76 %
GRAND TOTAL:	1,194,741	1,190,110	1,302,685	1,334,844	32,159	2.47 %

Activity Summary Overview – 2019 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 NBPS charges.

Positions:

	2018 FTE	2019 FTE
City Solicitor	1.00	1.00
Law Clerk	1.00	1.00
By-Law Enforcement Coordinator	1.00	1.00
Totals	3.00	3.00

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - GENERAL

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	280,729	307,574	306,536	313,965	7,429	2.42 %
1202 VACATION	(1,640)	2,398	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	79,072	87,830	88,003	89,753	1,750	1.99 %
PERSONNEL TOTAL	358,161	397,802	394,539	403,718	9,179	2.33 %
GOODS & SERVICES						
2401 GAS FUEL	4,413	4,627	4,543	4,723	180	3.96 %
2425 REPAIR PARTS	1,074	0	0	0	0	0.00 %
2495 SHOP LABOUR	2,500	0	0	0	0	0.00 %
2601 OFFICE SUPPLIES	6,369	3,674	5,700	5,700	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	17,281	19,591	11,000	15,000	4,000	36.36 %
2645 RECREATIONAL SUPPLIES	219	0	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	197	601	700	700	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	102	0	0	0	0	0.00 %
3001 POSTAGE	6,200	8,688	6,800	8,300	1,500	22.06 %
3005 COURIER & DELIVERY	0	11	50	50	0	0.00 %
3010 TELEPHONE	1,668	2,232	4,200	4,200	0	0.00 %
3030 TRAVEL	0	500	500	500	0	0.00 %
3035 MILEAGE	641	0	600	600	0	0.00 %
3045 CONFERENCE & SEMINARS	1,984	4,941	4,600	4,600	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,854	3,019	3,200	3,200	0	0.00 %
3080 ADVERTISING & PROMOTION	775	5,669	400	400	0	0.00 %
3145 REGISTRY OFFICE FEES	22,021	42,032	40,000	43,500	3,500	8.75 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	0	51	500	500	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	335	0	400	400	0	0.00 %
3315 VEHICLE MAINTENANCE	3,534	0	0	0	0	0.00 %
3450 COMMISSIONAIRES	105,291	112,832	122,000	123,830	1,830	1.50 %
3498 SUB-CONTRACTS	155	0	0	0	0	0.00 %
3499 MISC CONTRACTS	1,476	509	0	0	0	0.00 %
3602 RISK MANAGEMENT	367,380	367,380	367,380	367,380	0	0.00 %
GOODS & SERVICES TOTAL	546,469	576,357	572,573	583,583	11,010	1.92 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	285	0	1,000	1,000	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	623	0	1,000	1,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	908	0	2,000	2,000	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	0	14,837	14,837	15,153	316	2.13 %
EXPENSE TOTAL	905,538	988,996	983,949	1,004,454	20,505	2.08 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - GENERAL

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
REVENUE						
0409 OTHER LICENCE FEES	3,240	2,460	2,000	2,000	0	0.00 %
0419 OTHER PERMIT/ENCROACHMENT	950	630	5,000	2,500	(2,500)	-50.00 %
0420 COURT FINES	108,113	103,760	80,000	85,000	5,000	6.25 %
0421 PARKING FINES	307,816	259,508	240,000	250,000	10,000	4.17 %
0470 TSF FROM RESERVE FUND	40,000	40,000	40,000	40,000	0	0.00 %
0479 REIMBURSEMENTS	2,901	1,169	0	0	0	0.00 %
0487 SURCHARGE	400	877	0	0	0	0.00 %
0850 ADMIN FEES	(1,500)	0	3,500	2,000	(1,500)	-42.86 %
0854 TAX REGISTRATION FEES	17,781	140,077	45,000	75,000	30,000	66.67 %
0883 ADMIN FEES LIBRARY	709	722	722	738	16	2.22 %
0885 ADMIN FEES DNSSAB	3,021	0	0	0	0	0.00 %
0886 ADMIN FEES POLICE	6,978	7,733	7,733	8,488	755	9.76 %
0894 FEES - OTHER MUNICIPALITIES	0	0	10,000	0	(10,000)	-100.00 %
0896 FEES - DNSSAB MORTGAGES	2,916	(267)	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	114,048	185,559	185,559	183,356	(2,203)	-1.19 %
REVENUE TOTAL	607,373	742,228	619,514	649,082	29,568	4.77 %
GRAND TOTAL:	298,165	246,768	364,435	355,372	(9,063)	-2.49 %

Activity Summary Overview – 2019 Budget

POA

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:

	2018 FTE	2019 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

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 = \$1,341,882 (est.)

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - POA

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	465,893	438,317	485,700	492,966	7,266	1.50 %
1101 OVERTIME FULLTIME	301	449	0	0	0	0.00 %
1202 VACATION	6,560	2,548	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	120	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	144,465	142,714	152,550	154,503	1,953	1.28 %
PERSONNEL TOTAL	617,339	584,028	638,250	647,469	9,219	1.44 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	4,209	4,341	5,500	5,000	(500)	-9.09 %
2630 SUBSCRIPTIONS/PERIODICALS	4,941	4,200	3,900	3,900	0	0.00 %
2636 POA FORM SUPPLIES	2,346	4,111	5,500	5,500	0	0.00 %
3001 POSTAGE	2,414	1,434	4,000	3,000	(1,000)	-25.00 %
3010 TELEPHONE	1,365	1,154	1,250	1,250	0	0.00 %
3025 PHOTOCOPY EXPENSES	0	0	2,000	2,000	0	0.00 %
3030 TRAVEL	1,974	1,485	3,000	2,500	(500)	-16.67 %
3035 MILEAGE	617	396	1,000	1,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,509	5,702	3,000	3,000	0	0.00 %
3070 TRAINING COURSES	1,203	2,053	3,500	3,500	0	0.00 %
3099 MISC ADMIN EXPENSES	171	0	100	100	0	0.00 %
3157 COURT REPORTER	1,314	52	500	500	0	0.00 %
3159 COURT HOUSE SECURITY	38,300	0	0	0	0	0.00 %
3160 WITNESS FEES	1,397	2,790	3,500	3,500	0	0.00 %
3161 PART III PROSECUTIONS	169,855	154,120	180,000	175,000	(5,000)	-2.78 %
3163 PART TIME PROSECUTOR	24,578	24,403	23,000	23,000	0	0.00 %
3168 COLLECTION AGENCY FEES	34,909	24,591	32,000	32,000	0	0.00 %
3170 LEGAL SEARCHES	397	425	1,000	1,000	0	0.00 %
3199 MISC PROFESSIONAL FEES	4,846	4,285	5,000	4,000	(1,000)	-20.00 %
3215 PROPERTY & BUILDING LEASE	1,628	3,256	1,800	1,800	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	3,600	3,600	4,000	4,000	0	0.00 %
3450 COMMISSIONAIRES	3,153	3,718	3,400	3,400	0	0.00 %
3499 MISC CONTRACTS	6,446	6,401	6,000	6,000	0	0.00 %
3601 INSURANCE PREMIUMS	1,674	1,674	1,674	1,674	0	0.00 %
3940 POA SHARED REVENUE	60,551	105,708	142,855	141,352	(1,503)	-1.05 %
3942 POA ICON CHARGES	23,408	21,629	24,000	24,000	0	0.00 %
GOODS & SERVICES TOTAL	398,805	381,528	461,479	451,976	(9,503)	-2.06 %
FINANCIAL EXPENSES						
4101 BANK CHARGES	17,748	17,488	16,000	16,000	0	0.00 %
4110 CASH OVER / SHORT	7	180	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	17,755	17,668	16,000	16,000	0	0.00 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - POA

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
INTERNAL TRANSFERS						
7010 ADMINISTRATON & OVERHEAD	293,747	299,847	299,847	307,050	7,203	2.40 %
EXPENSE TOTAL	1,327,646	1,283,071	1,415,576	1,422,495	6,919	0.49 %
REVENUE						
0420 COURT FINES	1,052,165	1,214,561	1,275,000	1,280,000	5,000	0.39 %
0423 DEVOLVED COURT FINES	47,088	(13,204)	0	0	0	0.00 %
0425 FINES - COLLECTION AGENCY	304,796	212,860	315,000	315,000	0	0.00 %
0462 POA YE RECEIVABLES	(101,849)	(20,597)	0	0	0	0.00 %
REVENUE TOTAL	1,302,200	1,393,620	1,590,000	1,595,000	5,000	0.31 %
GRAND TOTAL:	25,446	(110,549)	(174,424)	(172,505)	1,919	1.10 %



ENGINEERING, ENVIRONMENTAL SERVICES & WORKS

2019 OPERATING BUDGET



Business Unit Summary

Budget Year: 2019

YTD End Date: December 2018

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
Engineering, Environmental Services & Works						
ENGINEERING SERVICES	624,157	817,545	837,487	890,788	53,301	6.36 %
ENVIRONMENTAL SERVICES	555,725	718,885	809,767	723,705	(86,062)	-10.63 %
FLEET MANAGEMENT	0	0	0	0	0	0.00 %
ROADS DEPARTMENT	7,291,210	8,144,390	8,205,699	8,445,423	239,724	2.92 %
STORM SEWERS	730,830	644,077	565,960	573,342	7,382	1.30 %
WORKS DEPT ADMINISTRATION	774,517	829,036	778,651	814,430	35,779	4.59 %
Total:	9,976,439	11,153,933	11,197,564	11,447,688	250,124	2.23 %
Grand Total:	9,976,439	11,153,933	11,197,564	11,447,688	250,124	2.23 %

Activity Summary Overview - 2019 Budget

Engineering Services

Positions:

	2018 FTE	2019 FTE
Managing Director, EESW	0.30	0.00
City Engineer	0.00	0.30
Senior Capital Program Engineer ^A	1.00	1.00
Capital Works Engineer ^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	2.00	3.00
Administrative Assistant, EESW	0.50	0.50
Manager, Asset Management Planning ^C	1.00	0.00
Engineering Students	0.60	0.60
Totals	16.40	16.40

Note

- A \$375,000 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.
- C Manager, Asset Management Planning funded entirely from the capital budget. Moved to Financial Services for the 2019 budget.

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 to install infrastructure in the City road allowance. The Engineering Department also oversees the operation of the water and wastewater facilities. These costs are recovered within the Water and Wastewater Budget. The major categories of activities are Infrastructure, Capital Works, Engineering Technical Services, Development, and Traffic.

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 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 regard 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 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 for water, sanitary, and storm connection (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 is one of the City Departments that 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 and parking requests (stop signs, traffic signals, pedestrian crossings, and speed concerns).

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Engineering, Environmental Services & Works

Division(s): ENGINEERING SERVICES

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	486,016	614,267	558,945	595,873	36,928	6.61 %
1002 TEMPORARY SALARIES	24,347	15,722	17,472	17,472	0	0.00 %
1010 MODIFIED/ACCOMMODATED	39,394	57,993	58,957	59,842	885	1.50 %
1011 SALARIES CAPITAL/Special Projects	0	0	613,241	555,915	(57,326)	-9.35 %
1101 OVERTIME FULLTIME	7,788	17,264	6,000	3,000	(3,000)	-50.00 %
1202 VACATION	14,412	9,917	699	699	0	0.00 %
1204 STATUTORY HOLIDAYS	529	366	500	400	(100)	-20.00 %
1299 OTHER LABOUR COSTS	40	126	0	0	0	0.00 %
1401 TRAINING & SAFETY	181	0	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	40	20	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	166,535	212,296	371,607	367,040	(4,567)	-1.23 %
1802 FRINGE BENEFITS-PARTTIME	2,985	1,972	2,067	2,071	4	0.19 %
PERSONNEL TOTAL	742,267	929,943	1,629,488	1,602,312	(27,176)	-1.67 %
GOODS & SERVICES						
2401 GAS FUEL	0	10,618	6,411	10,428	4,017	62.66 %
2601 OFFICE SUPPLIES	85	907	250	1,000	750	300.00 %
2610 DRAFTING SUPPLIES	8,265	4,273	6,500	6,000	(500)	-7.69 %
2612 SURVEY SUPPLIES	14,846	12,726	10,500	11,500	1,000	9.52 %
2650 CLOTHING / UNIFORM	2,805	2,920	3,000	3,000	0	0.00 %
2655 SAFETY SUPPLIES	1,224	1,945	1,500	2,000	500	33.33 %
2660 SAFETY BOOT ALLOWANCE	1,303	1,074	1,000	1,000	0	0.00 %
2999 MISCELLANEOUS SUPPLIES	0	44	0	0	0	0.00 %
3001 POSTAGE	47	20	0	0	0	0.00 %
3005 COURIER & DELIVERY	894	254	1,200	200	(1,000)	-83.33 %
3010 TELEPHONE	1,150	1,954	800	1,800	1,000	125.00 %
3035 MILEAGE	1,109	1,870	1,000	1,500	500	50.00 %
3045 CONFERENCE & SEMINARS	1,787	841	2,000	1,200	(800)	-40.00 %
3055 MEETING COSTS	2,045	654	750	750	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	4,631	5,052	4,685	3,575	(1,110)	-23.69 %
3070 TRAINING COURSES	10,439	12,874	19,000	19,000	0	0.00 %
3133 TRAFFIC COUNTS	0	2,167	0	2,000	2,000	100.00 %
3150 MEDICAL FEES	1,800	0	0	0	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	265	1,523	0	0	0	0.00 %
GOODS & SERVICES TOTAL	52,695	61,716	58,596	64,953	6,357	10.85 %
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: 2019; YTD End Date: December 2018

Department(s): *Engineering, Environmental Services & Works*

Division(s): *ENGINEERING SERVICES*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	1,213	2,453	2,000	2,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,213	2,453	2,000	2,000	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	56,135	38,920	39,854	41,550	1,696	4.26 %
EXPENSE TOTAL	852,310	1,033,032	1,729,938	1,710,815	(19,123)	-1.11 %
REVENUE						
0419 OTHER PERMIT/ENCROACHMENT	0	1,846	0	2,000	2,000	100.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	697,743	609,053	(88,690)	-12.71 %
0472 REIMB - CUPE BENEFITS	0	283	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	0	227	0	0	0	0.00 %
0827 OVERSIZED LOAD PERMITS	1,010	1,350	1,000	1,200	200	20.00 %
0835 SPECIAL EVENT FEES	6,345	9,750	4,000	8,000	4,000	100.00 %
0850 ADMIN FEES	339	453	0	0	0	0.00 %
0855 SERVICE CHARGES	8,249	9,735	10,000	9,000	(1,000)	-10.00 %
0895 ENG APPLICATION FEES	27,030	29,810	20,000	25,000	5,000	25.00 %
0965 TRAFFIC COUNT FEES	1,400	5,275	0	5,000	5,000	100.00 %
0980 SUBDIVISION INSPECTION FE	17,055	1,750	2,000	1,000	(1,000)	-50.00 %
0981 MOE CERTIFICATES	15,100	2,300	5,000	5,000	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	151,624	152,708	152,708	154,774	2,066	1.35 %
REVENUE TOTAL	228,152	215,487	892,451	820,027	(72,424)	-8.12 %
GRAND TOTAL:	624,158	817,545	837,487	890,788	53,301	6.36 %

Activity Summary Overview – 2019 Budget

Environmental Services

Summary Information

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

Below are the Full Time Equivalent (FTE) of staff who deliver environmental services.

Positions:

	2018 FTE	2019 FTE
Managing Director	0.10	0.00
City Engineer	0.00	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 2018 and approx. 4,500 households are served through the multi-residential collection service. The annual curbside household rate in 2018 was \$42.85 and will be adjusted for 2019 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 made the City will tender the garbage collection contract in 2019.

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 locked in to the lease for 10 years beginning March 2009. A lease extension is currently being negotiated as the lease will come due March 2019.

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 2018 Stewardship Ontario provided funding over 60% and the proposed 2019 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 which 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, 2018, the site will be 24 years old and have an estimated remaining life of 19 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 will remain at \$96/tonne in 2019. Tipping fees for contaminated soil is recommended to increase from \$20/tonne to \$40/tonne. 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 will be 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

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.

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Engineering, Environmental Services & Works*

Division(s): *ENVIRONMENTAL SERVICES*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	456,124	448,973	579,155	587,873	8,718	1.51 %
1002 TEMPORARY SALARIES	43,547	102,793	39,992	40,334	342	0.86 %
1003 SHIFT PREMIUM	95	0	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATED	236	0	0	0	0	0.00 %
1101 OVERTIME FULLTIME	44,229	35,302	14,500	17,500	3,000	20.69 %
1102 OVERTIME PART TIME	1,505	8,753	0	0	0	0.00 %
1202 VACATION	50,523	40,730	1,599	1,612	13	0.81 %
1203 COMPASSIONATE LEAVE	0	643	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	11,976	10,074	0	0	0	0.00 %
1207 SICK LEAVE	17,050	37,550	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	40	0	0	0	0.00 %
1401 TRAINING & SAFETY	2,144	719	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	25	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	165,320	175,667	183,705	185,792	2,087	1.14 %
1802 FRINGE BENEFITS-PARTTIME	4,582	14,771	4,128	4,843	715	17.32 %
PERSONNEL TOTAL	797,356	876,015	823,079	837,954	14,875	1.81 %
GOODS & SERVICES						
2002 SALT	0	92	0	0	0	0.00 %
2055 MATERIALS	22,503	51,299	75,000	50,000	(25,000)	-33.33 %
2099 MISC. MATERIALS	8,613	6,197	4,000	5,000	1,000	25.00 %
2401 GAS FUEL	34	2,519	2,334	2,323	(11)	-0.47 %
2405 DIESEL FUEL	1,122	0	500	500	0	0.00 %
2407 COLOURED/DYED DIESEL	0	589	1,300	136	(1,164)	-89.54 %
2435 TOOLS	78	0	0	0	0	0.00 %
2601 OFFICE SUPPLIES	0	1,447	80	1,080	1,000	1,250.00 %
2650 CLOTHING / UNIFORM	4,144	5,317	3,984	3,984	0	0.00 %
2655 SAFETY SUPPLIES	3,995	6,235	3,155	4,355	1,200	38.03 %
2660 SAFETY BOOT ALLOWANCE	1,753	1,505	825	825	0	0.00 %
2699 MISC GENERAL SUPPLIES	21,229	23,309	23,950	23,950	0	0.00 %
2701 HYDRO	71,485	95,064	131,791	103,092	(28,699)	-21.78 %
2715 WATER	0	0	2,000	2,000	0	0.00 %
2720 MUNICIPAL TAXES	4,155	5,863	2,189	6,098	3,909	178.57 %
2945 LANDFILL FILTERS	178	1,993	2,000	1,500	(500)	-25.00 %
2950 BLUE BOX / COMPOSTERS	12,178	5,395	8,000	8,000	0	0.00 %
2999 MISCELLANEOUS SUPPLIES	331	0	0	0	0	0.00 %
3010 TELEPHONE	6,166	10,457	4,700	7,600	2,900	61.70 %
3035 MILEAGE	14,224	13,044	14,200	17,500	3,300	23.24 %
3045 CONFERENCE & SEMINARS	5	5	0	0	0	0.00 %
3055 MEETING COSTS	320	96	200	200	0	0.00 %

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Engineering, Environmental Services & Works*

Division(s): *ENVIRONMENTAL SERVICES*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	0	1,001	0	0	0	0.00 %
3075 TRAINING COURSES	14,896	5,062	5,275	5,275	0	0.00 %
3080 ADVERTISING & PROMOTION	32,397	25,674	29,350	29,350	0	0.00 %
3155 MONITORING REPORTS	48,981	80,264	64,000	64,000	0	0.00 %
3202 ORGANIC CONTAINERS	23,558	33,459	25,000	25,000	0	0.00 %
3203 WASTE BIN RENTALS	47,216	48,512	37,840	40,840	3,000	7.93 %
3215 PROPERTY & BUILDING LEASE	97,162	97,162	97,400	97,400	0	0.00 %
3299 MISC LEASES & RENTS	371	0	0	0	0	0.00 %
3301 RADIO MAINTENANCE	1,068	624	1,000	1,000	0	0.00 %
3305 BUILDING MAINTENANCE	1,955	3,033	2,000	2,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	8,033	27,194	27,000	27,000	0	0.00 %
3312 ROADS MAINTENANCE	10,681	9,676	9,000	9,000	0	0.00 %
3399 MISC MAINTENANCE FEES	9,675	14,833	5,490	5,745	255	4.64 %
3401 STREET GARBAGE CONTRACT	827,492	879,127	840,000	857,073	17,073	2.03 %
3403 MULTI-RES GARBAGE	198,484	212,885	210,000	214,200	4,200	2.00 %
3405 RECYCLING COLLECTION	698,419	671,061	675,000	675,000	0	0.00 %
3409 HAZARDOUS WASTE DISPOSAL	73,412	72,791	75,000	75,000	0	0.00 %
3413 LANDFILL MAINT CONTRACT	1,157,055	1,499,849	1,092,660	1,201,926	109,266	10.00 %
3417 PEST CONTROL	920	0	1,000	1,000	0	0.00 %
3418 WATER ANALYSIS	34,342	50,322	42,650	50,650	8,000	18.76 %
3422 WOOD CHIP/TUB GRINDING	103,575	0	130,000	100,000	(30,000)	-23.08 %
3425 CONSTRUCTION CONTRACT	18,855	8	15,000	15,000	0	0.00 %
3601 INSURANCE PREMIUMS	28,687	27,282	32,243	28,739	(3,504)	-10.87 %
3975 MATTRESS RECYCLING	56,908	84,592	98,000	81,000	(17,000)	-17.35 %
3999 MISC SERVICES & RENTS	34,294	15,409	20,000	20,000	0	0.00 %
GOODS & SERVICES TOTAL	3,700,949	4,090,246	3,815,116	3,864,341	49,225	1.29 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	106	(17)	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	106	(17)	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	1,276	0	1,500	1,500	0	0.00 %
5115 TRANSFER TO RESERVE FUND	143,620	564,792	141,450	223,620	82,170	58.09 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	144,896	564,792	142,950	225,120	82,170	57.48 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	14,767	27,172	25,669	26,598	929	3.62 %
EXPENSE TOTAL	4,658,074	5,558,208	4,806,814	4,954,013	147,199	3.06 %
REVENUE						
0417 SALE OF CARDBOARD	27,427	21,301	25,000	25,000	0	0.00 %
0424 BLUE BOX ADVERTISING	4,400	3,300	0	3,000	3,000	100.00 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Engineering, Environmental Services & Works*

Division(s): *ENVIRONMENTAL SERVICES*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
0446 SALE OF ELECTRONICS	41,135	27,476	45,800	40,000	(5,800)	-12.66 %
0452 SALE OF RECYCLED GOODS	616,006	467,158	425,000	425,000	0	0.00 %
0453 SALE OF BLUE BOXES	6,645	7,240	8,000	8,000	0	0.00 %
0455 SALE OF COMPOSTERS	139	0	0	0	0	0.00 %
0456 SALE OF SCRAP METALS	43,272	51,049	35,000	35,000	0	0.00 %
0457 SALE OF ORGANIC TOPSOIL	1,820	2,248	2,000	2,000	0	0.00 %
0459 OTHER SALES	3,419	5,072	2,500	4,306	1,806	72.24 %
0470 TSF FROM RESERVE FUND	30,000	30,000	30,000	30,000	0	0.00 %
0473 METHANE SALES	200,000	200,000	200,000	200,000	0	0.00 %
0478 AGREEMENT REVENUE	440,983	406,219	487,000	462,000	(25,000)	-5.13 %
0496 AUTO STEWARDSHIP REVENUE	3,504	6,495	0	5,000	5,000	100.00 %
0701 LANDFILL USE FEES	238,815	247,414	240,000	242,000	2,000	0.83 %
0817 TIPPING FEES	2,390,690	3,278,490	2,400,000	2,667,000	267,000	11.13 %
0818 TIRE REVENUE - OTS	2,615	1,078	750	1,000	250	33.33 %
0850 ADMIN FEES	1,060	160	0	0	0	0.00 %
0997 MATTRESS RECYCLING	50,420	84,620	96,000	81,000	(15,000)	-15.63 %
REVENUE TOTAL	4,102,350	4,839,320	3,997,050	4,230,306	233,256	5.84 %
GRAND TOTAL:	555,724	718,888	809,764	723,707	(86,057)	-10.63 %

Activity Summary Overview – 2019 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 Maintenance System (FMIS) that streamlines our workflow, enhance our reporting and management of our fleet.

The last recommendations to be implemented are focused on exploring opportunities to provide services to external agencies.

Positions:

	2018 FTE	2019 FTE
Manager	1.00	1.00
Supervisor	1.00	1.00
Chargehand	4.00	3.00
Fleet Analyst	1.00	1.00
Store Clerk *	0.00	2.00
Warranty Analyst	0.00	1.00
Mechanics	14.50	14.50
Labourers	5.00	5.00
Summer Students	0.60	0.60
Totals	27.10	29.10

*- Reallocation from Financial Services

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

Fleet Transition:

2018 represented the first year of transitioning to the new fleet life cycle costing model as well as the implementation of the new FMIS system. The results of 2018 demonstrate the magnitude of the change as well as highlight the growth and process improvements achieved in 2018. For example, several new analytics are now being completed monthly as well as at time of repair to enhance life cycle management of our fleet. The Fleet team have identified key equipment that are well beyond their life cycle and incurring extraordinary annual operating costs. This review has led to a one time request to transfer unspent capital dollars into the Fleet Management Reserve to allow for additional purchases in 2019. This request will be presented with the 2018 year end capital report. The strategy is to dispose of these assets and replace them with either equivalent or same units. An upfront investment will reduce ongoing operating costs and will result in adjusted fleet rates to departments in the 2020 budget.

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Engineering, Environmental Services & Works*

Division(s): *FLEET MANAGEMENT*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,257,536	1,150,171	1,647,914	1,780,630	132,716	8.05 %
1002 TEMPORARY SALARIES	22,036	31,094	17,472	17,472	0	0.00 %
1003 SHIFT PREMIUM	15,857	15,979	20,814	20,814	0	0.00 %
1010 MODIFIED/ACCOMMODATED	1,555	14,201	0	0	0	0.00 %
1101 OVERTIME FULLTIME	78,916	65,416	76,000	76,000	0	0.00 %
1102 OVERTIME PART TIME	159	1,309	0	0	0	0.00 %
1202 VACATION	126,879	110,979	699	699	0	0.00 %
1203 COMPASSIONATE LEAVE	3,337	2,719	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	52,936	51,313	0	0	0	0.00 %
1207 SICK LEAVE	49,671	79,874	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	20	40	0	0	0	0.00 %
1301 WSIB LEAVE	(308)	(1,286)	0	0	0	0.00 %
1401 TRAINING & SAFETY	52,628	28,398	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	6,936	8,821	9,400	9,400	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	487,100	457,878	543,593	552,135	8,542	1.57 %
1802 FRINGE BENEFITS-PARTTIME	17,750	13,758	1,725	2,071	346	20.06 %
PERSONNEL TOTAL	2,173,008	2,030,664	2,317,617	2,459,221	141,604	6.11 %
GOODS & SERVICES						
2099 MISC. MATERIALS	0	101	0	0	0	0.00 %
2401 GAS FUEL	69,715	7,315	5,972	12,873	6,901	115.56 %
2405 DIESEL FUEL	350,772	4,342	0	3,540	3,540	100.00 %
2407 COLOURED/DYED DIESEL	126,664	3,457	0	9,025	9,025	100.00 %
2415 LUBRICANTS	23,871	2,394	26,000	3,000	(23,000)	-88.46 %
2420 TIRES	139,430	2,631	0	0	0	0.00 %
2425 REPAIR PARTS	1,048,604	1,153,216	950,741	1,050,741	100,000	10.52 %
2430 MECHANIC SHOP SUPPLIES	52,227	78,687	68,000	68,000	0	0.00 %
2435 TOOLS	32,140	23,441	45,000	45,000	0	0.00 %
2450 LICENSES	94,263	88,416	95,000	90,000	(5,000)	-5.26 %
2475 DEPT CONSUMABLE CHARGES	0	37,510	0	27,838	27,838	100.00 %
2494 RETURN ORDER COST	3,722	1,267	0	0	0	0.00 %
2495 SHOP LABOUR	(21,419)	0	0	0	0	0.00 %
2498 FLEET SYSTEM DEFAULT	(1,480)	0	0	0	0	0.00 %
2499 MISC FLEET SUPPLIES	1,927	5,670	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	18,173	9,471	21,420	20,000	(1,420)	-6.63 %
2655 SAFETY SUPPLIES	25,924	16,851	27,000	25,000	(2,000)	-7.41 %
2660 SAFETY BOOT ALLOWANCE	2,990	3,437	4,750	4,750	0	0.00 %
3005 COURIER & DELIVERY	4	0	0	0	0	0.00 %
3006 FREIGHT & SHIPPING	0	41,411	0	40,000	40,000	100.00 %
3010 TELEPHONE	0	454	0	4,500	4,500	100.00 %

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Engineering, Environmental Services & Works*

Division(s): *FLEET MANAGEMENT*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
3030 TRAVEL	6,787	1,205	4,849	4,849	0	0.00 %
3035 MILEAGE	2,159	1,899	2,500	2,500	0	0.00 %
3045 CONFERENCE & SEMINARS	2,195	3,143	1,500	1,500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,237	1,381	2,000	2,000	0	0.00 %
3070 TRAINING COURSES	23,081	27,186	10,000	10,000	0	0.00 %
3102 CONSULTANT FEES I.S.	0	5,314	0	0	0	0.00 %
3170 LEGAL SEARCHES	0	149	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	5,635	7,441	0	0	0	0.00 %
3205 VEHICLE LEASE/RENTAL	869	43,153	0	5,000	5,000	100.00 %
3316 OUTSIDE FLEET REPAIRS	0	1,073,287	0	200,000	200,000	100.00 %
3340 SOFTWARE MAINTENANCE	0	0	0	25,000	25,000	100.00 %
3350 DRY CLEANING/LAUNDERING	16,676	31,496	13,000	13,000	0	0.00 %
3425 CONSTRUCTION CONTRACT	275	0	0	0	0	0.00 %
3430 MAINTENANCE CONTRACT	5,330	3,415	4,000	4,000	0	0.00 %
3601 INSURANCE PREMIUMS	137,928	329,376	369,244	311,197	(58,047)	-15.72 %
3999 MISC SERVICES & RENTS	21,204	49,563	0	46,045	46,045	100.00 %
GOODS & SERVICES TOTAL	2,191,903	3,058,079	1,650,976	2,029,358	378,382	22.92 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	59,429	42,648	45,000	45,000	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	2,484	5,289	0	0	0	0.00 %
5115 TRANSFER TO RESERVE FUND	128,522	1,925,000	2,531,626	2,460,891	(70,735)	-2.79 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	190,435	1,972,937	2,576,626	2,505,891	(70,735)	-2.75 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	38,664	41,412	25,017	46,228	21,211	84.79 %
EXPENSE TOTAL	4,594,010	7,103,092	6,570,236	7,040,698	470,462	7.16 %
REVENUE						
0450 DISPOSAL OF EQUIPMENT	75,659	113,492	0	0	0	0.00 %
0456 SALE OF SCRAP METALS	6,946	5,671	2,000	2,000	0	0.00 %
0470 TSF FROM RESERVE FUND	0	0	771	0	(771)	-100.00 %
0472 REIMB - CUPE BENEFITS	4,817	5,509	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	15,005	16,577	0	0	0	0.00 %
0480 SUNDRY REVENUE	9,993	5,988	4,500	4,500	0	0.00 %
0481 INSURANCE REVENUE	17,841	218,692	0	0	0	0.00 %
0493 FUEL SURCHARGE	75,951	89,008	60,000	70,000	10,000	16.67 %
0494 WARRANTY REVENUE	474	23,290	0	0	0	0.00 %
0893 OUTSIDE FIRE DEPT REVENUE	18,075	9,708	5,000	5,000	0	0.00 %
7901 FLEET USAGE	4,369,250	6,516,159	6,497,965	6,835,493	337,528	5.19 %
7902 FLEET CHARGEBACK REVENUE	0	55,798	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	0	0	0	73,706	73,706	100.00 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Engineering, Environmental Services & Works*

Division(s): *FLEET MANAGEMENT*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
7935 BUS WASH OPERATIONS	0	43,197	0	50,000	50,000	100.00 %
REVENUE TOTAL	4,594,011	7,103,089	6,570,236	7,040,699	470,463	7.16 %
GRAND TOTAL:	(1)	3	0	(1)	(1)	100.00 %

Activity Summary Overview – 2019 Budget

Roads

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 2019 budget for winter control is based on the 7 year adjusted average of \$3,099,037.

Supervision Roads

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

Total Roads Department Positions:

	2018 FTE	2019 FTE
Backhoe (1- 6/6 Winter Control)	2.00	2.00
Grader/ Utility Loader	2.00	2.00
Truck Driver/Tandem	16.00	17.00
Roads Labourer	1.00	0.00
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

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Engineering, Environmental Services & Works*

Division(s): *ROADS DEPARTMENT*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,628,869	1,578,132	2,366,107	2,401,337	35,230	1.49 %
1002 TEMPORARY SALARIES	80,161	108,855	94,330	115,380	21,050	22.32 %
1003 SHIFT PREMIUM	6,750	8,005	6,330	6,450	120	1.90 %
1004 OTHER/STANDBY	30,125	31,003	32,720	33,400	680	2.08 %
1010 MODIFIED/ACCOMMODATED	24,129	108,890	0	0	0	0.00 %
1101 OVERTIME FULLTIME	187,624	203,396	247,000	228,000	(19,000)	-7.69 %
1102 OVERTIME PART TIME	460	1,526	0	0	0	0.00 %
1202 VACATION	192,193	196,139	1,747	1,747	0	0.00 %
1203 COMPASSIONATE LEAVE	2,045	3,738	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	85,575	95,978	0	0	0	0.00 %
1207 SICK LEAVE	127,273	200,260	0	0	0	0.00 %
1210 GREIVANCE SETTLEMENT	0	3,663	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	200	0	0	0	0.00 %
1301 WSIB LEAVE	(40,888)	(74,846)	0	0	0	0.00 %
1401 TRAINING & SAFETY	44,455	38,743	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	340	30,860	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	702,927	716,537	761,893	769,576	7,683	1.01 %
1802 FRINGE BENEFITS-PARTTIME	5,985	25,776	21,540	28,839	7,299	33.89 %
PERSONNEL TOTAL	3,078,023	3,276,855	3,531,667	3,584,729	53,062	1.50 %
GOODS & SERVICES						
2001 SAND	116,041	132,070	189,160	133,700	(55,460)	-29.32 %
2002 SALT	313,605	242,650	221,483	225,200	3,717	1.68 %
2003 BRINE	51,119	53,877	60,000	49,922	(10,078)	-16.80 %
2006 ASPHALT - COLD MIX	12,458	32,591	40,100	20,000	(20,100)	-50.12 %
2010 TRAFFIC SUPPLIES	49,173	73,966	69,300	63,700	(5,600)	-8.08 %
2020 SEWER/WATER PIPE & PARTS	13,370	112	0	0	0	0.00 %
2022 CULVERTS	7,261	22,069	28,000	40,000	12,000	42.86 %
2030 GRAVEL	15,123	28,441	29,500	30,000	500	1.69 %
2034 CONCRETE	0	13,144	12,620	13,000	380	3.01 %
2036 SIGNS	5,197	718	12,500	12,500	0	0.00 %
2099 MISC. MATERIALS	66,158	23,027	0	0	0	0.00 %
2401 GAS FUEL	0	11,635	9,300	9,944	644	6.92 %
2405 DIESEL FUEL	0	245,379	192,358	235,163	42,805	22.25 %
2407 COLOURED/DYED DIESEL	0	82,922	29,443	103,923	74,480	252.96 %
2435 TOOLS	7,225	11,096	8,800	9,000	200	2.27 %
2601 OFFICE SUPPLIES	4,445	0	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	14,143	18,145	17,000	17,575	575	3.38 %
2655 SAFETY SUPPLIES	25,243	24,133	22,000	22,000	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	6,032	8,274	11,600	11,600	0	0.00 %

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Engineering, Environmental Services & Works

Division(s): ROADS DEPARTMENT

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
2701 HYDRO	923,685	876,857	854,612	919,872	65,260	7.64 %
3005 COURIER & DELIVERY	0	8	0	0	0	0.00 %
3010 TELEPHONE	0	1,206	0	9,500	9,500	100.00 %
3030 TRAVEL	0	73	0	0	0	0.00 %
3035 MILEAGE	2,345	2,951	4,000	4,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	122	0	500	500	0	0.00 %
3070 TRAINING COURSES	21,938	42,841	29,600	32,500	2,900	9.80 %
3080 ADVERTISING & PROMOTION	387	0	0	0	0	0.00 %
3130 CONSULTANT FEES	4,277	214	0	0	0	0.00 %
3170 LEGAL SEARCHES	0	314	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	0	3,130	0	0	0	0.00 %
3205 VEHICLE LEASE/RENTAL	193,825	209,508	174,000	127,000	(47,000)	-27.01 %
3305 BUILDING MAINTENANCE	193	198	0	0	0	0.00 %
3425 CONSTRUCTION CONTRACT	319,694	346,185	295,800	304,400	8,600	2.91 %
3426 PATCHING	295,723	327,228	271,320	273,100	1,780	0.66 %
3427 HYDROSEEDING	22,570	27,279	20,540	26,200	5,660	27.56 %
3428 CONCRETE RESTORATION	17,510	0	0	15,000	15,000	100.00 %
3499 MISC CONTRACTS	22,038	22,132	20,600	23,000	2,400	11.65 %
3601 INSURANCE PREMIUMS	80,551	66,466	74,143	64,606	(9,537)	-12.86 %
GOODS & SERVICES TOTAL	2,611,451	2,950,839	2,698,279	2,796,905	98,626	3.66 %
CAPITAL/RESERVE TRANSACTIONS						
5115 TRANSFER TO RESERVE FUND	146,552	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	146,552	0	0	0	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	1,592,344	2,131,938	2,048,753	2,167,288	118,535	5.79 %
7050 FLEET CHARGEBACK CHARGES	0	30,563	0	0	0	0.00 %
EXPENSE TOTAL	7,428,370	8,390,195	8,278,699	8,548,922	270,223	3.26 %
REVENUE						
0456 SALE OF SCRAP METALS	2,416	13,459	0	5,000	5,000	100.00 %
0459 OTHER SALES	2,785	2,089	7,000	5,000	(2,000)	-28.57 %
0470 TSF FROM RESERVE FUND	0	114,479	0	0	0	0.00 %
0472 REIMB - CUPE BENEFITS	3,963	4,357	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	12,524	14,263	0	0	0	0.00 %
0479 REIMBURSEMENTS	798	0	0	0	0	0.00 %
0835 SPECIAL EVENT FEES	2,336	1,766	2,500	4,500	2,000	80.00 %
0871 STREET WORK PERMITS	4,498	8,757	3,500	9,000	5,500	157.14 %
0872 ENTRANCE CULVERT & CURBS	51,744	18,813	40,000	40,000	0	0.00 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Engineering, Environmental Services & Works*

Division(s): *ROADS DEPARTMENT*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
0899 OTHER SERVICE CHARGES	56,097	67,826	20,000	40,000	20,000	100.00 %
REVENUE TOTAL	137,161	245,809	73,000	103,500	30,500	41.78 %
GRAND TOTAL:	7,291,209	8,144,386	8,205,699	8,445,422	239,723	2.92 %

Activity Summary Overview – 2019 Budget

Storm Sewer

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:

	2018 FTE	2019 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

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Engineering, Environmental Services & Works

Division(s): STORM SEWERS

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	253,664	244,551	234,192	238,432	4,240	1.81 %
1002 TEMPORARY SALARIES	11,596	5,418	0	0	0	0.00 %
1003 SHIFT PREMIUM	330	294	0	350	350	100.00 %
1004 OTHER/STANDBY	1,751	1,354	7,650	7,650	0	0.00 %
1010 MODIFIED/ACCOMMODATED	2,938	0	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	49,835	50,568	733	1.47 %
1101 OVERTIME FULLTIME	5,059	10,072	10,230	10,230	0	0.00 %
1102 OVERTIME PART TIME	20	20	0	0	0	0.00 %
1202 VACATION	1,238	1,770	0	0	0	0.00 %
1401 TRAINING & SAFETY	61	133	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	83,293	78,509	91,070	91,609	539	0.59 %
PERSONNEL TOTAL	359,950	342,121	392,977	398,839	5,862	1.49 %
GOODS & SERVICES						
2006 ASPHALT - COLD MIX	1,382	1,614	5,000	2,500	(2,500)	-50.00 %
2008 CEMENT	2,023	577	4,500	2,500	(2,000)	-44.44 %
2020 SEWER/WATER PIPE & PARTS	17,144	49,641	30,000	34,500	4,500	15.00 %
2030 GRAVEL	2,900	12,638	11,350	11,350	0	0.00 %
2055 MATERIALS	0	1,133	0	0	0	0.00 %
2099 MISC. MATERIALS	16,548	(570)	600	0	(600)	-100.00 %
2401 GAS FUEL	0	3,083	0	3,021	3,021	100.00 %
2405 DIESEL FUEL	0	11,929	8,544	12,160	3,616	42.32 %
2407 COLOURED/DYED DIESEL	0	3,354	0	3,640	3,640	100.00 %
2435 TOOLS	625	204	3,508	3,508	0	0.00 %
2650 CLOTHING / UNIFORM	1,363	1,378	1,820	1,820	0	0.00 %
2655 SAFETY SUPPLIES	1,242	0	3,665	3,665	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	580	741	1,221	1,221	0	0.00 %
2715 WATER	714	963	0	0	0	0.00 %
3005 COURIER & DELIVERY	0	2	0	0	0	0.00 %
3007 ONTARIO 1 CALL CENTER	576	528	0	0	0	0.00 %
3010 TELEPHONE	1,075	1,169	1,584	1,584	0	0.00 %
3035 MILEAGE	0	0	100	0	(100)	-100.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	639	345	0	0	0	0.00 %
3070 TRAINING COURSES	3,361	3,426	4,000	4,000	0	0.00 %
3102 CONSULTANT FEES I.S.	0	0	4,499	4,723	224	4.98 %
3205 VEHICLE LEASE/RENTAL	1,380	2,953	1,750	1,750	0	0.00 %
3305 BUILDING MAINTENANCE	6	0	0	0	0	0.00 %
3350 DRY CLEANING/LAUNDERING	68	81	0	0	0	0.00 %
3425 CONSTRUCTION CONTRACT	27,937	12,590	5,150	5,150	0	0.00 %
3426 PATCHING	119,158	110,191	69,360	66,360	(3,000)	-4.33 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Engineering, Environmental Services & Works*

Division(s): *STORM SEWERS*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
3427 HYDROSEEDING	2,934	9,487	6,579	6,579	0	0.00 %
3428 CONCRETE RESTORATION	7,721	5,059	0	5,000	5,000	100.00 %
GOODS & SERVICES TOTAL	209,376	232,516	163,230	175,031	11,801	7.23 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	165,150	71,454	75,743	70,417	(5,326)	-7.03 %
7050 FLEET CHARGEBACK CHARGES	0	2,000	0	0	0	0.00 %
EXPENSE TOTAL	734,476	648,091	631,950	644,287	12,337	1.95 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	0	0	65,990	66,945	955	1.45 %
0875 STORM SEWER CONNECTIONS	3,646	3,528	0	4,000	4,000	100.00 %
0899 OTHER SERVICE CHARGES	0	486	0	0	0	0.00 %
REVENUE TOTAL	3,646	4,014	65,990	70,945	4,955	7.51 %
GRAND TOTAL:	730,830	644,077	565,960	573,342	7,382	1.30 %

Activity Summary Overview – 2019 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:

	2018 FTE	2019 FTE
Managing Director	0.20	0.00
City Engineer	0.00	0.20
Director of Public Works	0.50	0.50
Dispatcher	3.00	3.00
Administrative Supervisor Public Works	0.50	0.50
Engineering Clerk	0.50	0.50
Part-time Dispatchers	0.56	0.56
Signal Technician	0.40	0.40
Totals	5.66	5.66

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Engineering, Environmental Services & Works*

Division(s): *WORKS DEPT ADMINISTRATION*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	343,512	377,523	368,438	374,120	5,682	1.54 %
1002 TEMPORARY SALARIES	49,029	57,108	32,114	45,884	13,770	42.88 %
1003 SHIFT PREMIUM	4,873	4,693	4,642	4,711	69	1.49 %
1004 OTHER/STANDBY	0	292	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATED	921	2,341	0	0	0	0.00 %
1101 OVERTIME FULLTIME	10,816	7,637	7,344	7,432	88	1.20 %
1102 OVERTIME PART TIME	258	762	0	0	0	0.00 %
1202 VACATION	18,725	4,454	1,285	1,304	19	1.48 %
1204 STATUTORY HOLIDAYS	2,365	4,563	0	0	0	0.00 %
1207 SICK LEAVE	3,476	268	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	65	0	0	0	0.00 %
1401 TRAINING & SAFETY	2,171	931	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	0	100	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	98,844	114,283	110,256	106,915	(3,341)	-3.03 %
1802 FRINGE BENEFITS-PARTTIME	11,463	12,558	6,332	6,483	151	2.38 %
PERSONNEL TOTAL	546,453	587,578	530,411	546,849	16,438	3.10 %
GOODS & SERVICES						
2010 TRAFFIC SUPPLIES	0	46	0	0	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	0	9	0	0	0	0.00 %
2099 MISC. MATERIALS	5,083	170	4,750	500	(4,250)	-89.47 %
2601 OFFICE SUPPLIES	13,874	16,059	16,500	16,500	0	0.00 %
2615 JANITORIAL SUPPLIES	163	60	1,000	100	(900)	-90.00 %
2630 SUBSCRIPTIONS/PERIODICALS	217	0	500	500	0	0.00 %
2701 HYDRO	108,289	104,597	111,713	104,076	(7,637)	-6.84 %
2705 NATURAL GAS	67,921	84,193	70,075	89,965	19,890	28.38 %
2715 WATER	7,504	11,583	9,100	10,362	1,262	13.87 %
3001 POSTAGE	1,331	950	1,300	1,300	0	0.00 %
3005 COURIER & DELIVERY	1,603	2,215	1,500	2,000	500	33.33 %
3010 TELEPHONE	35,536	37,788	39,000	25,000	(14,000)	-35.90 %
3015 FAX	705	728	670	670	0	0.00 %
3030 TRAVEL	3,896	2,914	4,000	4,000	0	0.00 %
3035 MILEAGE	3,128	3,181	6,000	4,800	(1,200)	-20.00 %
3045 CONFERENCE & SEMINARS	1,728	303	4,000	3,500	(500)	-12.50 %
3055 MEETING COSTS	135	298	500	500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,475	3,665	5,000	3,500	(1,500)	-30.00 %
3070 TRAINING COURSES	0	3,623	3,500	3,500	0	0.00 %
3080 ADVERTISING & PROMOTION	413	945	500	750	250	50.00 %
3210 OFFICE EQUIPMENT LEASE	0	0	6,000	0	(6,000)	-100.00 %
3301 RADIO MAINTENANCE	5,765	8,126	12,500	8,000	(4,500)	-36.00 %

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Engineering, Environmental Services & Works*

Division(s): *WORKS DEPT ADMINISTRATION*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
3305 BUILDING MAINTENANCE	141,548	131,260	135,000	135,000	0	0.00 %
3401 STREET GARBAGE CONTRACT	5,073	4,881	4,200	4,200	0	0.00 %
3425 CONSTRUCTION CONTRACT	1,013	295	6,000	1,000	(5,000)	-83.33 %
3430 MAINTENANCE CONTRACT	3,800	3,691	750	4,500	3,750	500.00 %
3480 CLEANING CONTRACT	39,369	54,699	38,550	56,390	17,840	46.28 %
GOODS & SERVICES TOTAL	450,569	476,279	482,608	480,613	(1,995)	-0.41 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	56	0	0	0	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	2,253	1,751	2,200	2,200	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	2,309	1,751	2,200	2,200	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	8,782	0	0	0	0	0.00 %
EXPENSE TOTAL	1,008,113	1,065,608	1,015,219	1,029,662	14,443	1.42 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	35,471	36,180	36,180	36,904	724	2.00 %
7910 INTERNAL OVERHEAD REVENUE	198,126	200,387	200,387	178,329	(22,058)	-11.01 %
REVENUE TOTAL	233,597	236,567	236,567	215,233	(21,334)	-9.02 %
GRAND TOTAL:	774,516	829,041	778,652	814,429	35,777	4.59 %



FIRE SERVICES

2019 OPERATING BUDGET



Business Unit Summary

Budget Year: 2019

YTD End Date: December 2018

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
Fire Department						
FIRE DEPARTMENT	12,208,660	13,111,556	13,543,230	13,772,804	229,574	1.70 %
Total:	12,208,660	13,111,556	13,543,230	13,772,804	229,574	1.70 %
Grand Total:	12,208,660	13,111,556	13,543,230	13,772,804	229,574	1.70 %

Activity Summary Overview – 2019 Budget

Fire and Emergency Services

North Bay Fire and Emergency Services (NBFES) provides an “all hazards” protection to 54,000 permanent residents and a full 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. That being said, 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; increasing the number of areas of responsibility for municipal fire services. To name a few, we are required 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	2018 FTE	2019 FTE
Chief	1.00	1.00
Deputy Chief	2.00	2.00
Platoon Chiefs	4.00	4.00
Division Chief (Training)	1.00	1.00
Captains	12.00	12.00
Firefighters	56.00	56.00
Captain Fire Prevention Division	1.00	1.00
Fire Prevention Officer/ Public Educator	2.00	2.00
Admin Assistant	1.00	1.00
Totals	80.00	80.00

Fire Administration

The management team of the Fire Chief, and the two Deputy Chiefs, 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 2017 we responded to 1512 request 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 Fire and Emergency Services 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 CAN\$7.6 billion.

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): *Fire Department*

Division(s): *FIRE DEPARTMENT*

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	8,727,978	8,539,105	8,903,709	9,007,796	104,087	1.17 %
1002 TEMPORARY SALARIES	1,679	820	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATED	69,292	212,557	0	0	0	0.00 %
1101 OVERTIME FULLTIME	142,153	314,997	132,000	153,000	21,000	15.91 %
1202 VACATION	11,642	19,416	22,000	22,000	0	0.00 %
1203 COMPASSIONATE LEAVE	51,952	48,449	40,000	45,000	5,000	12.50 %
1204 STATUTORY HOLIDAYS	207,656	218,335	310,000	250,000	(60,000)	-19.35 %
1207 SICK LEAVE	299,094	293,680	100,000	135,000	35,000	35.00 %
1208 LIEU DAYS	247,303	224,443	272,000	272,000	0	0.00 %
1209 ACTING PAY	3,873	0	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	17,261	5,265	7,000	7,000	0	0.00 %
1301 WSIB LEAVE	(488,393)	(293,761)	(60,000)	(60,000)	0	0.00 %
1401 TRAINING & SAFETY	47,883	18,858	20,000	40,000	20,000	100.00 %
1407 ACTING RANK PAY	74,116	61,520	58,000	62,000	4,000	6.90 %
1415 FIRE ON CALL PAYOUT	2,650	2,343	2,600	2,600	0	0.00 %
1416 FIRE- SERVICE PAY	396	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	2,315,502	2,370,448	2,563,863	2,641,550	77,687	3.03 %
1802 FRINGE BENEFITS-PARTTIME	203	0	0	0	0	0.00 %
PERSONNEL TOTAL	11,732,240	12,036,475	12,371,172	12,577,946	206,774	1.67 %
GOODS & SERVICES						
2401 GAS FUEL	11,595	12,549	12,000	11,734	(266)	-2.22 %
2405 DIESEL FUEL	24,330	30,860	24,486	29,955	5,469	22.34 %
2407 COLOURED/DYED DIESEL	124	0	0	0	0	0.00 %
2415 LUBRICANTS	1,473	0	0	0	0	0.00 %
2420 TIRES	10,268	0	0	0	0	0.00 %
2425 REPAIR PARTS	80,531	34	0	0	0	0.00 %
2495 SHOP LABOUR	98,933	0	0	0	0	0.00 %
2498 FLEET SYSTEM DEFAULT	1,172	0	0	0	0	0.00 %
2499 MISC FLEET SUPPLIES	0	28	0	0	0	0.00 %
2601 OFFICE SUPPLIES	8,464	11,797	10,000	10,000	0	0.00 %
2615 JANITORIAL SUPPLIES	8,905	9,879	10,000	10,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	69	0	400	0	(400)	-100.00 %
2640 TRAINING SUPPLIES	569	1,923	5,000	3,000	(2,000)	-40.00 %
2650 CLOTHING / UNIFORM	24,360	19,448	35,000	35,000	0	0.00 %
2699 MISC GENERAL SUPPLIES	0	752	5,000	0	(5,000)	-100.00 %
2701 HYDRO	51,186	44,108	62,218	43,214	(19,004)	-30.54 %
2705 NATURAL GAS	23,089	25,848	20,858	29,193	8,335	39.96 %
2715 WATER	12,271	15,664	14,075	14,804	729	5.18 %
2901 FIREFIGHTING SUPPLIES	60,442	63,278	65,000	65,000	0	0.00 %

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Fire Department

Division(s): FIRE DEPARTMENT

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
2903 FIRE FOAM	10,532	10,899	5,000	5,000	0	0.00 %
2905 FIRE INVESTIGATION SUPPLI	3,669	2,458	3,500	3,500	0	0.00 %
2930 LONG SERVICE PINS/AWARDS	910	1,293	800	800	0	0.00 %
3001 POSTAGE	479	219	500	500	0	0.00 %
3005 COURIER & DELIVERY	305	1	500	500	0	0.00 %
3010 TELEPHONE	12,271	8,054	13,500	8,000	(5,500)	-40.74 %
3035 MILEAGE	1,136	2,042	900	2,500	1,600	177.78 %
3045 CONFERENCE & SEMINARS	12,238	13,794	11,500	12,500	1,000	8.70 %
3060 MEALS	560	4,665	1,250	2,750	1,500	120.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICA TIONS	7,157	2,155	2,100	2,100	0	0.00 %
3075 TRAINING COURSES	25,667	34,364	56,000	83,000	27,000	48.21 %
3080 ADVERTISING & PROMOTION	18,270	17,792	18,000	18,000	0	0.00 %
3085 OUTSIDE PRINTING	651	473	3,000	1,000	(2,000)	-66.67 %
3150 MEDICAL FEES	6,445	322	2,500	2,500	0	0.00 %
3301 RADIO MAINTENANCE	29,280	27,227	29,000	29,000	0	0.00 %
3305 BUILDING MAINTENANCE	25,703	47,766	57,000	59,000	2,000	3.51 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	15,250	16,788	11,000	20,000	9,000	81.82 %
3315 VEHICLE MAINTENANCE	2,849	0	0	0	0	0.00 %
3350 DRY CLEANING/LAUNDERING	1,856	2,056	2,500	2,500	0	0.00 %
3496 POLICE - 3RD PARTY PYMTS	0	175,000	175,000	175,000	0	0.00 %
3499 MISC CONTRACTS	12,647	36,695	25,700	30,000	4,300	16.73 %
3601 INSURANCE PREMIUMS	67,558	23,324	26,017	22,671	(3,346)	-12.86 %
GOODS & SERVICES TOTAL	673,214	663,555	709,304	732,721	23,417	3.30 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	5,681	1,154	5,000	5,000	0	0.00 %
5115 TRANSFER TO RESERVE FUND	16,753	27,023	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	22,434	28,177	5,000	5,000	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	0	591,428	591,428	623,456	32,028	5.42 %
EXPENSE TOTAL	12,427,888	13,319,635	13,676,904	13,939,123	262,219	1.92 %
REVENUE						
0409 OTHER LICENCE FEES	3,240	2,460	2,500	2,500	0	0.00 %
0450 DISPOSAL OF EQUIPMENT	0	3,500	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	0	0	0	27,000	27,000	100.00 %
0479 REIMBURSEMENTS	2,023	0	0	0	0	0.00 %
0497 CONTRACTED REVENUE	41,120	36,691	34,112	24,000	(10,112)	-29.64 %
0599 MISC. PROVINCIAL GRANTS	0	500	0	0	0	0.00 %
0863 FIRE PERMITS/INSPECTIONS	16,312	13,530	12,000	12,000	0	0.00 %
0864 FIRE EMERGENCY RESPONSE	105,133	103,607	40,243	52,000	11,757	29.22 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Fire Department

Division(s): FIRE DEPARTMENT

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
0865 FIRE BURNING PERMITS	32,672	32,497	25,000	32,000	7,000	28.00 %
0866 FIRE PREVENTION/EDUCATION	3,911	470	5,000	2,000	(3,000)	-60.00 %
7910 INTERNAL OVERHEAD REVENUE	14,819	14,819	14,819	14,819	0	0.00 %
REVENUE TOTAL	219,230	208,074	133,674	166,319	32,645	24.42 %
GRAND TOTAL:	12,208,658	13,111,561	13,543,230	13,772,804	229,574	1.70 %



GENERAL GOVERNMENT

2019 OPERATING BUDGET



Business Unit Summary

Budget Year: 2019

YTD End Date: December 2018

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
General Government Activities						
FINANCIAL EXPENSES	15,878,925	15,013,992	15,037,527	16,998,007	1,960,480	13.04 %
GENERAL REVENUES	(92,143,394)	(95,138,792)	(11,885,224)	(11,960,334)	(75,110)	-0.63 %
MAYOR & COUNCIL	393,406	370,145	418,058	623,666	205,608	49.18 %
OFFICE OF THE CAO	678,658	677,741	184,694	305,403	120,709	65.36 %
Total:	(75,192,405)	(79,076,914)	3,755,055	5,966,742	2,211,687	58.90 %
Grand Total:	(75,192,405)	(79,076,914)	3,755,055	5,966,742	2,211,687	58.90 %

Activity Summary Overview – 2019 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:

	2018 FTE	2019 FTE
Jr. Assessment & Real Estate Specialist	1.00	1.00
Totals	1.00	1.00

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): General Government Activities

Division(s): FINANCIAL EXPENSES

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	81,128	82,664	82,346	83,581	1,235	1.50 %
1202 VACATION	(234)	(1,970)	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	876,815	645,562	28,303	25,803	(2,500)	-8.83 %
PERSONNEL TOTAL	957,709	726,256	110,649	109,384	(1,265)	-1.14 %
GOODS & SERVICES						
3005 COURIER & DELIVERY	11,144	0	0	0	0	0.00 %
3030 TRAVEL	0	0	0	1,000	1,000	100.00 %
3055 MEETING COSTS	0	0	0	500	500	100.00 %
3075 TRAINING COURSES	0	1,031	2,000	2,000	0	0.00 %
3105 LEGAL FEES	0	5,393	0	0	0	0.00 %
3130 CONSULTANT FEES	54,520	72,027	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	0	0	21,018	0	(21,018)	-100.00 %
3499 MISC CONTRACTS	18,673	25,287	27,400	27,400	0	0.00 %
3710 MEMBERSHIPS	0	0	0	1,000	1,000	100.00 %
3930 COMMUNITY PROGRAMS	0	0	0	10,000	10,000	100.00 %
GOODS & SERVICES TOTAL	84,337	103,738	50,418	41,900	(8,518)	-16.89 %
FINANCIAL EXPENSES						
4005 INTERNAL INTEREST CHARGES	248,690	606,284	180,000	200,000	20,000	11.11 %
4015 DEBENTURE PRINCIPAL	7,127,005	7,061,680	7,523,250	7,010,912	(512,338)	-6.81 %
4020 DEBENTURE INTEREST	1,102,617	983,943	1,201,144	934,968	(266,176)	-22.16 %
4101 BANK CHARGES	56,429	60,859	42,500	42,500	0	0.00 %
4110 CASH OVER / SHORT	28	(1)	0	0	0	0.00 %
4125 PENNY PHASE OUT	1	1	0	0	0	0.00 %
4201 COURT OF REVISION (442)	23,641	51,240	120,000	120,000	0	0.00 %
4202 ANA WRITEOFFS	9,349	579	10,000	10,000	0	0.00 %
4204 P.R.A.N.	10,020	27,444	20,000	20,000	0	0.00 %
4205 ARB/OMB/COURT DECISIONS	230,144	565,266	120,000	120,000	0	0.00 %
4206 MINUTES OF SETTLEMENT	81,536	66,730	80,000	80,000	0	0.00 %
4210 UNCOLLECTIBLE TAXES - 495	17,479	18,021	5,000	5,000	0	0.00 %
4222 PROPERTY TAX REDUCTIONS	413,484	460,108	336,562	386,562	50,000	14.86 %
4235 GEN ACCOUNT WRITE-OFF	0	0	35,000	35,000	0	0.00 %
4250 CIP/TIFF INCENTIVES	28,734	22,985	85,000	85,000	0	0.00 %
4252 VACANCY REBATES	197,064	170,927	120,000	120,000	0	0.00 %
4253 CHARITY REBATES	72,542	69,531	85,000	85,000	0	0.00 %
4254 PILS	0	17,638	0	0	0	0.00 %
4310 A/R WRITE-OFFS	0	6,787	0	0	0	0.00 %
4320 INVENTORY SHORT/(OVER)	(18,747)	(24,825)	0	0	0	0.00 %
4401 CONTINGENCY	0	0	206,502	206,502	0	0.00 %
FINANCIAL EXPENSES TOTAL	9,600,016	10,165,197	10,169,958	9,461,444	(708,514)	-6.97 %

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): General Government Activities

Division(s): FINANCIAL EXPENSES

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	12,105	0	0	0	0.00 %
5101 CAPITAL LEVY	8,021,475	7,017,520	7,017,520	10,245,279	3,227,759	46.00 %
5115 TRANSFER TO RESERVE FUND	7,697,548	7,541,052	0	0	0	0.00 %
5125 TRANSFER TO OTHER CAPITAL	4,000,000	4,000,000	0	0	0	0.00 %
5150 AGREEMENTS	175,000	0	0	50,000	50,000	100.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	19,894,023	18,570,677	7,017,520	10,295,279	3,277,759	46.71 %
EXPENSE TOTAL	30,536,085	29,565,868	17,348,545	19,908,007	2,559,462	14.75 %
REVENUE						
0430 PENALTIES/CURRENT TAXES	757,417	805,941	650,000	650,000	0	0.00 %
0433 PENALTIES A/R	(18,323)	4,287	15,000	15,000	0	0.00 %
0437 DIVIDENDS	2,950,875	1,371,008	725,000	725,000	0	0.00 %
0440 INTEREST/CURRENT BANK	540,738	984,542	400,000	500,000	100,000	25.00 %
0441 INTEREST ON INVESTMENTS	634,208	740,585	350,000	430,000	80,000	22.86 %
0445 OTHER INTEREST	207,484	0	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	4,104,680	4,075,000	96,018	515,000	418,982	436.36 %
0473 METHANE SALES	97,523	2,286	75,000	75,000	0	0.00 %
0479 REIMBURSEMENTS	0	35,600	0	0	0	0.00 %
0508 MIN OF TRANSPORTATION	0	494,893	0	0	0	0.00 %
0512 PROVINCIAL GAS TAX	884,795	869,051	0	0	0	0.00 %
0539 ONT COMMUNITY INFR OCIF	1,180,761	1,672,672	0	0	0	0.00 %
0541 AMO	0	75,195	0	0	0	0.00 %
0608 FEDERAL GAS TAX	3,320,077	3,417,671	0	0	0	0.00 %
0885 ADMIN FEES DNSSAB	(3,077)	3,077	0	0	0	0.00 %
0919 VENDING MACHINE SALES	0	68	0	0	0	0.00 %
REVENUE TOTAL	14,657,158	14,551,876	2,311,018	2,910,000	598,982	25.92 %
GRAND TOTAL:	15,878,927	15,013,992	15,037,527	16,998,007	1,960,480	13.04 %

Activity Summary Overview – 2019 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 2019 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:

	2018 FTE	2019 FTE
Financial Reports Coordinator – MAT	0.00	1.00
Totals	0.00	1.00

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): General Government Activities

Division(s): GENERAL REVENUES

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	0	0	0	66,202	66,202	100.00 %
1101 OVERTIME FULLTIME	0	0	0	500	500	100.00 %
1801 FRINGE BENEFITS-FULLTIME	0	0	0	21,853	21,853	100.00 %
PERSONNEL TOTAL	0	0	0	88,555	88,555	100.00 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	0	0	0	500	500	100.00 %
2720 MUNICIPAL TAXES	2,383	2,351	2,465	2,445	(20)	-0.81 %
3001 POSTAGE	0	0	0	500	500	100.00 %
3030 TRAVEL	0	0	0	600	600	100.00 %
3045 CONFERENCE & SEMINARS	0	0	0	650	650	100.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	0	0	0	1,050	1,050	100.00 %
3075 TRAINING COURSES	0	0	0	1,000	1,000	100.00 %
GOODS & SERVICES TOTAL	2,383	2,351	2,465	6,745	4,280	173.63 %
CAPITAL/RESERVE TRANSACTIONS						
5115 TRANSFER TO RESERVE FUND	429,717	0	0	318,858	318,858	100.00 %
5150 AGREEMENTS	0	0	0	478,287	478,287	100.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	429,717	0	0	797,145	797,145	100.00 %
EXPENSE TOTAL	432,100	2,351	2,465	892,445	889,980	36,104.67 %
REVENUE						
0105 TAXATION	80,112,850	81,363,561	0	0	0	0.00 %
0110 SUPPLEMENTARY TAXES	573,973	277,313	400,000	400,000	0	0.00 %
0140 MUNICIPAL ACCOMMODATION TAX	0	0	0	890,000	890,000	100.00 %
0185 EDUCATION TAXES RETAINED	59,309	58,977	70,000	60,000	(10,000)	-14.29 %
0201 FEDERAL PROPERTIES	765,100	762,043	0	0	0	0.00 %
0211 C B C	1,995	2,013	0	0	0	0.00 %
0231 GOVERNMENT SERVICES	1,359,395	1,423,398	0	0	0	0.00 %
0250 NORTH BAY GENERAL HOSPITAL	30,300	30,300	30,300	30,300	0	0.00 %
0252 NORTH BAY JAIL	6,000	7,500	6,000	7,500	1,500	25.00 %
0253 NIPSSING UNIVERSITY	240,675	236,175	240,675	236,175	(4,500)	-1.87 %
0254 CANADORE COLLEGE	165,000	173,475	165,000	173,475	8,475	5.14 %
0260 MMAH-EFECTO DE ONDAS	791	888	0	0	0	0.00 %
0272 LIQUOR CONTROL BOARD	58,633	60,288	0	0	0	0.00 %
0274 ONTARIO NORTHLAND	489,747	497,454	0	0	0	0.00 %
0281 CITY OF NORTH BAY	254,355	255,605	0	0	0	0.00 %
0282 TOWNSHIP OF NORTH HIMSWOR	3,593	3,557	0	0	0	0.00 %
0283 LINEAR PROPERTY ACREAGE	21,866	23,983	18,890	28,350	9,460	50.08 %
0285 EDUCATION TAXES RETAINED - PIL	400,770	377,549	435,000	405,000	(30,000)	-6.90 %
0305 UNCONDITIONAL GRANTS	7,615,100	9,171,100	9,171,100	9,319,400	148,300	1.62 %
0470 TSF FROM RESERVE FUND	0	0	950,000	871,000	(79,000)	-8.32 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): General Government Activities

Division(s): GENERAL REVENUES

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
0480 SUNDRY REVENUE	17,184	7,535	15,000	15,000	0	0.00 %
0841 PROPERTY RENTALS	311,157	318,912	296,207	325,199	28,992	9.79 %
0869 OTHER ADMINISTRATION FEES	15,000	15,000	15,000	15,000	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	72,700	74,517	74,517	76,380	1,863	2.50 %
REVENUE TOTAL	92,575,493	95,141,143	11,887,689	12,852,779	965,090	8.12 %
GRAND TOTAL:	(92,143,393)	(95,138,792)	(11,885,224)	(11,960,334)	(75,110)	-0.63 %

Activity Summary Overview – 2019 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:	2018 Elected Officials	2019 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.

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): General Government Activities

Division(s): MAYOR

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1002 TEMPORARY SALARIES	0	67,324	66,934	68,670	1,736	2.59 %
1801 FRINGE BENEFITS-FULLTIME	0	0	0	0	0	0.00 %
1802 FRINGE BENEFITS-PARTTIME	0	8,723	9,130	10,070	940	10.30 %
PERSONNEL TOTAL	0	76,047	76,064	78,740	2,676	3.52 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	0	1,362	1,500	1,500	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	0	339	300	300	0	0.00 %
2680 SOUVENIR SUPPLIES	0	302	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	0	1,052	3,000	1,000	(2,000)	-66.67 %
3001 POSTAGE	0	310	500	500	0	0.00 %
3010 TELEPHONE	0	715	1,500	1,500	0	0.00 %
3035 MILEAGE	0	1,159	1,250	1,250	0	0.00 %
3045 CONFERENCE & SEMINARS	0	7,014	11,000	8,000	(3,000)	-27.27 %
3050 RECEPTIONS	0	1,069	4,000	4,000	0	0.00 %
3060 MEALS	0	440	0	2,000	2,000	100.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	0	21	7,000	2,000	(5,000)	-71.43 %
3105 LEGAL FEES	0	0	0	150,000	150,000	100.00 %
3601 INSURANCE PREMIUMS	0	4,076	4,547	3,962	(585)	-12.87 %
3930 COMMUNITY PROGRAMS	0	115	2,000	10,000	8,000	400.00 %
3970 CORPORATE INITIATIVES	0	0	2,000	10,000	8,000	400.00 %
GOODS & SERVICES TOTAL	0	17,974	38,597	196,012	157,415	407.84 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	1,000	1,000	1,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	1,000	1,000	1,000	0	0.00 %
EXPENSE TOTAL	0	95,021	115,661	275,752	160,091	138.41 %
GRAND TOTAL:	0	95,021	115,661	275,752	160,091	138.41 %

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s):

General Government Activities

Division(s):

COUNCIL

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1002 TEMPORARY SALARIES	317,551	255,969	266,531	273,374	6,843	2.57 %
1802 FRINGE BENEFITS-PARTTIME	17,899	9,547	11,616	16,291	4,675	40.25 %
PERSONNEL TOTAL	335,450	265,516	278,147	289,665	11,518	4.14 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	1,188	0	500	500	0	0.00 %
2680 SOUVENIR SUPPLIES	100	0	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	1,719	341	2,500	2,500	0	0.00 %
3001 POSTAGE	497	3	0	0	0	0.00 %
3010 TELEPHONE	986	67	0	0	0	0.00 %
3035 MILEAGE	1,355	0	1,250	1,250	0	0.00 %
3045 CONFERENCE & SEMINARS	13,859	4,304	16,000	50,000	34,000	212.50 %
3050 RECEPTIONS	3,261	0	0	0	0	0.00 %
3060 MEALS	2,609	4,033	4,000	4,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	27,153	0	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	4,447	859	0	0	0	0.00 %
3930 COMMUNITY PROGRAMS	1,044	0	0	0	0	0.00 %
3970 CORPORATE INITIATIVES	560	0	0	0	0	0.00 %
GOODS & SERVICES TOTAL	58,778	9,607	24,250	58,250	34,000	140.21 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	460	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	460	0	0	0	0	0.00 %
EXPENSE TOTAL	394,688	275,123	302,397	347,915	45,518	15.05 %
REVENUE						
0479 REIMBURSEMENTS	1,284	0	0	0	0	0.00 %
REVENUE TOTAL	1,284	0	0	0	0	0.00 %
GRAND TOTAL:	393,404	275,123	302,397	347,915	45,518	15.05 %

Activity Summary Overview – 2019 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.

Positions:

	2018 FTE	2019 FTE
CAO	1.00	1.00
Executive Assistant	1.00	1.00
Administrative Assistant	0.96	1.00
Totals	2.96	3.00

Communications and Strategic Development

In 2016, the position of Communications and Strategic Development Officer was established, but was removed from the 2018 budget. On December 10, 2018 Council approved the position for the 2019 budget.

This position:

- 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:

	2018 FTE	2019 FTE
Communications and Strategic Development Officer	0.00	1.00

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s):

General Government Activities

Division(s):

OFFICE OF THE CAO

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	556,733	561,086	341,798	405,796	63,998	18.72 %
1202 VACATION	(5,352)	41,615	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	146,659	130,924	94,251	118,621	24,370	25.86 %
PERSONNEL TOTAL	698,040	733,625	436,049	524,417	88,368	20.27 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	845	300	500	500	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	0	36	100	100	0	0.00 %
2672 EVENTS	0	7,973	8,500	8,500	0	0.00 %
2682 PROMOTIONAL SUPPLIES	6,034	0	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	53	0	400	400	0	0.00 %
3001 POSTAGE	40	10	0	0	0	0.00 %
3010 TELEPHONE	754	397	1,000	1,000	0	0.00 %
3030 TRAVEL	3,078	5,264	3,200	3,200	0	0.00 %
3035 MILEAGE	1,157	550	1,000	1,000	0	0.00 %
3045 CONFERENCE & SEMINARS	4,423	3,760	2,000	2,000	0	0.00 %
3060 MEALS	804	539	1,500	1,500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,345	19,603	20,500	20,500	0	0.00 %
3071 TRAINING	0	150	92	150	58	63.04 %
3080 ADVERTISING & PROMOTION	0	307	550	550	0	0.00 %
3130 CONSULTANT FEES	0	0	3,500	3,500	0	0.00 %
3400 CONTRACTS	0	0	(200,000)	(200,000)	0	0.00 %
3999 MISC SERVICES & RENTS	0	173	0	0	0	0.00 %
GOODS & SERVICES TOTAL	18,533	39,062	(157,158)	(157,100)	58	0.04 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	747	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	747	0	0	0	0	0.00 %
EXPENSE TOTAL	717,320	772,687	278,891	367,317	88,426	31.71 %
REVENUE						
0470 TSF FROM RESERVE FUND	0	5,373	5,900	5,400	(500)	-8.47 %
0482 LAND SALE/RENTAL	1,275	1,275	0	0	0	0.00 %
0901 TICKET SALES	0	2,600	2,600	3,100	500	19.23 %
7910 INTERNAL OVERHEAD REVENUE	37,386	85,697	85,697	53,414	(32,283)	-37.67 %
REVENUE TOTAL	38,661	94,945	94,197	61,914	(32,283)	-34.27 %
GRAND TOTAL:	678,659	677,742	184,694	305,403	120,709	65.36 %



SERVICE PARTNERS

2019 OPERATING BUDGET



Business Unit Summary

Budget Year: 2019

YTD End Date: December 2018

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
Service Partners						
INVEST NORTH BAY DEVELOPMENT CORPORATION	140,000	140,000	140,000	390,000	250,000	178.57 %
SERVICE PARTNERS	37,738,246	38,360,477	38,597,464	39,702,679	1,105,215	2.86 %
Total:	37,878,246	38,500,477	38,737,464	40,092,679	1,355,215	3.50 %
Grand Total:	37,878,246	38,500,477	38,737,464	40,092,679	1,355,215	3.50 %

Activity Summary Overview – 2019 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 2.2% increase has been included for those Service Partners, where 2019 Operating Budgets have yet to be received. There is risk that realized numbers may vary.



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Service Partners

Division(s): SERVICE PARTNERS

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
SERVICE PARTNERS						
6051 NORTH BAY POLICE FORCE	17,986,598	18,639,288	18,639,288	19,616,120	976,832	5.24 %
6055 DSSAB	11,586,990	11,723,977	11,967,941	12,028,715	60,774	0.51 %
6058 DISTRICT HEALTH UNIT	1,641,799	1,641,799	1,641,795	1,630,616	(11,179)	-0.68 %
6059 CASSELLHOLME	2,538,397	2,580,685	2,570,127	2,580,685	10,558	0.41 %
6065 PUBLIC LIBRARY	2,253,662	2,298,540	2,298,540	2,365,444	66,904	2.91 %
6066 HUMANE SOCIETY	358,954	0	0	0	0	0.00 %
6067 CONSERVATION AUTHORITY	343,533	409,934	412,121	418,543	6,422	1.56 %
6068 CAPITOL CENTRE	372,610	409,872	380,062	409,872	29,810	7.84 %
6070 GOLDEN AGE CLUB	19,155	19,155	19,155	19,155	0	0.00 %
6080 ONT.PROPERTY ASSESSMENT	636,548	637,227	668,435	633,530	(34,905)	-5.22 %
6083 DIA	131,140	135,124	0	0	0	0.00 %
SERVICE PARTNERS TOTAL	37,869,386	38,495,601	38,597,464	39,702,680	1,105,216	2.86 %
EXPENSE TOTAL	37,869,386	38,495,601	38,597,464	39,702,680	1,105,216	2.86 %
REVENUE						
0105 TAXATION	131,140	135,124	0	0	0	0.00 %
REVENUE TOTAL	131,140	135,124	0	0	0	0.00 %
GRAND TOTAL:	37,738,246	38,360,477	38,597,464	39,702,680	1,105,216	2.86 %

Activity Summary Overview – 2019 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 2019 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: 2019; YTD End Date: December 2018

Department(s): Service Partners

Division(s): INVEST NORTH BAY DEVELOPMENT CORPORATION

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
CAPITAL/RESERVE TRANSACTIONS						
5150 AGREEMENTS	0	155,910	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	155,910	0	0	0	0.00 %
SERVICE PARTNERS						
6075 INVEST NORTH BAY	140,000	140,000	140,000	1,140,000	1,000,000	714.29 %
SERVICE PARTNERS TOTAL	140,000	140,000	140,000	1,140,000	1,000,000	714.29 %
EXPENSE TOTAL	140,000	295,910	140,000	1,140,000	1,000,000	714.29 %
REVENUE						
0470 TSF FROM RESERVE FUND	0	155,910	0	750,000	750,000	100.00 %
REVENUE TOTAL	0	155,910	0	750,000	750,000	100.00 %
GRAND TOTAL:	140,000	140,000	140,000	390,000	250,000	178.57 %