

City of Penticton: Financial Plan Reporting Structure



General

Utilities

General Government	Transportation Services	Recreation and Culture	Environmental Health Services	Public Health and Safety	Protective Services	Environmental Development Services	Electrical Supply	Sewer System	Water Utility
Mayor and Council	Transit	Parks	Solid Waste Management	Cemetery	RCMP	Tourism	Electrical Utility	Engineering	Engineering
Corporate Administration	Operations	SOEC			Fire Services	Development Services		AWWTP	WTP
Communications	Fleet	Recreation			Building and License	Development Engineering		Sewer Collection	Water Distribution
Facilities	Roads and Maintenance	Library			Bylaw Enforcement	Planning			
Finance	Street Lighting	Museum			Dog Control	Economic Development			
Information Technology	Traffic Control					Land Management			
Human Resources						Engineering			
Revenue & Collections									
Procurement									
Municipal Grants									

Public Works

Engineering

Electric

Development Services

Financial Services

Recreation & Culture



penticton.ca

Overview

- The goal of Human Resources is to be an employer of choice. Department responsibilities include:
 - Attraction (recruitment) and Retention (on-boarding, healthy work environment, compensation and benefits, training)
 - Employee Relations and Engagement (wellness)
 - Safety & Compliance
 - Training & Development
 - Performance Management
 - Payroll

2017 to date:

- Approx. 214 General Resumes submitted
- 1416 applications submitted to internal and external postings
- 50 Internal postings, 54 internal applications
- 33 External postings, 1362 applications
- 49 positions filled (28 internal, 21 external)



2017 Accomplishments

- Fully embedded the 'Grapevine' intranet
- Introduced a new Employee & Family Assistance Provider
- Continued to evolve standardized recruitment and hiring practices (electronic posting/application management)
- Held MPP Pension Workshops and a variety of webinars
- Partnered with IT to develop a City-Wide Performance Management tool to be implemented in 2018
- Hired new Human Resources Manager, Occupational Health & Safety Advisor and Human Resources Advisor



2018 Initiatives

- 'Process Improvement' in Key Areas
 - Samples include the reintroduction of the City's Code of Business Conduct, Claims Management, on-boarding and Exit Interviews
- Rigorous and Supportive Claims Management
 - (WorkSafeBC, Return to work, Short & Long Term Disability)
- Collective Agreement and Interviewing Skills training for leaders
- Comprehensive Solutions-Based Succession Planning
- City-Wide Performance Management tool to be fully implemented
- Preparing for Collective Bargaining (CUPE and IBEW)
- "Working with Human Resources"



Occupational Health & Safety

Completed in 2017:

- Sharps training (Bylaw, Library, Museum, Recreation)
- Bylaw Risk Assessment
- Fall Protection
- Working Alone
- Ergonomic Assessments
- Joined BC Municipal Safety Association (BCMSA) & BC Waste Water Association (BCWWA)

Pending for 2018:

- Focused on *consistency* across the City
 - Safety Training Programs (First Aid, WHMIS, Driver training, Working Alone)
 - Fire Safety Planning
 - Incident Reporting
 - Personal Protective Equipment



Training

- Maintaining legislated training and certifications and engaging in professional development will continue to be a focus in 2018
 - Position-specific training planned for Land Management, Finance, Building, I.T., Public Works, Bylaw, Fire, Fleet, Recreation, Waste Water and Roads & Maintenance



Staffing

*General Government
Human Resources*

2017 2018

6

5.2



penticton.ca

Highlights

General Government Human Resources

	2018 Budget	% change	Trend
Total Revenue	0		→
Operational Expense	685,090		→
Total Internal Allocation In	47,538		→
Total Internal Allocation Out	0		→
Net Operating Expense	732,629	-1.14%	→
Total Capital	0		→
Cost per Capita	21.70		↓
% of Property Tax	2.28%		↓



2018 Budget

General Government Human Resources

Expenses	2017 Budget	2017 Forecast	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Goods and Services	162,620	140,545	160,480	162,879	166,325	168,321	170,865
Salaries and Benefits	533,676	533,676	509,610	509,610	509,610	509,610	509,610
Legal	10,000	17,500	15,000	15,000	15,000	15,000	15,000
Internal Allocation In	48,235	49,386	47,538	48,371	49,220	50,086	50,970
Internal Allocation Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Operating Expense	754,531	741,107	732,629	735,860	740,156	743,017	746,445



Summary

General Government Human Resources

- A year of “reset” for the Human Resources Department
 - Training for our People Managers
 - Updated processes
- Preparing for Collective Bargaining
- No capital expense planned



Questions

