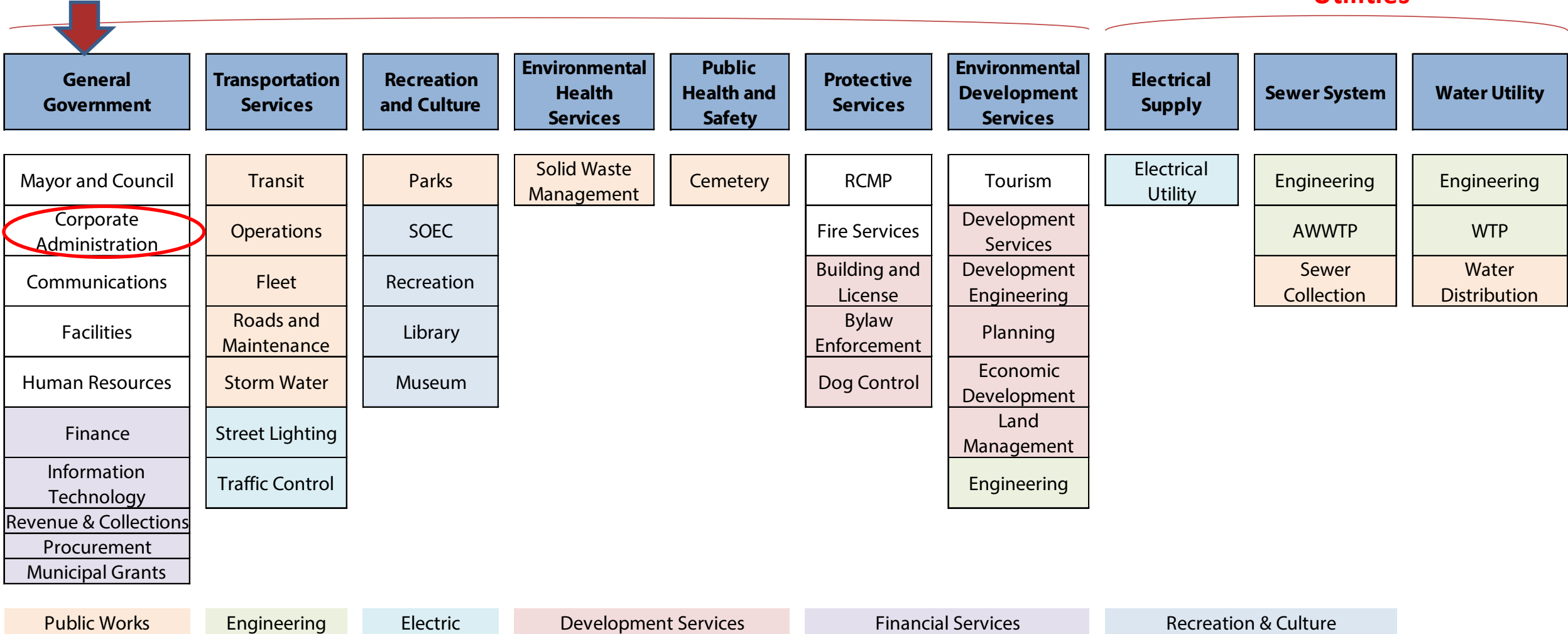


City of Penticton: Financial Plan Reporting Structure

General

Utilities



Corporate Administration



penticton.ca

Overview

The Corporate Services department is the primary link between City Council, staff and the community, responsible for providing administrative support to Mayor, Council and the committees; organizing the agendas and minutes for Council and committee meetings; maintenance and access to corporate records as well as responsible for City bylaws and local government elections.

- CAO's Office
- Statutory Duties as outlined in the *Community Charter*
- Accountable for the direction of legislative and corporate functions



2018 Accomplishments

- ✓ Carried out the 2018 General Election – increased voter opportunity, options, turnout, and experience;
- ✓ Improved Business Processes for Corporate Records;
- ✓ Enhanced 2017 Annual Report focusing on Council Priorities , organizational achievements and future goals;
- ✓ Rebuilt the Corporate Services team with the departure/transfer of staff;
- ✓ Coordinated City Events: Ikeda Sister City visit & Canada Day Drummers; Prime Minister Justin Trudeau & wife Sophie Gregoire Trudeau’s visit for BC Day (with DPA);
- ✓ Initiated planning for the Federation of Canadian Municipalities Board Meeting.

General Government Corporate Services



Challenges & Opportunities

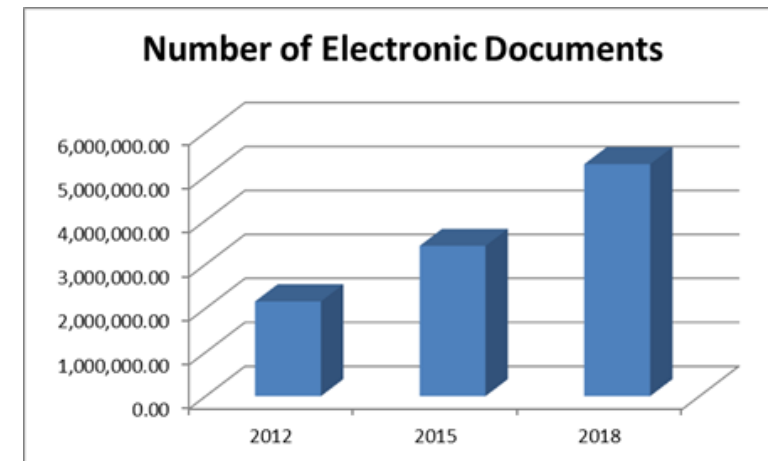
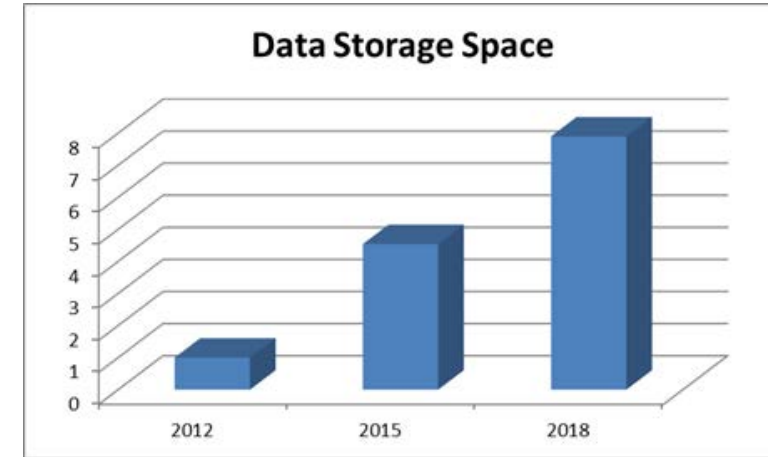
Records Management: electronic documents increase exponentially ; increase in number and complexity of Freedom of Information Requests,

New Council: A new Council is an opportunity. Want to ensure the right background materials are provided to make decisions over the next 4 years.

Bylaws and Policies – Older and possibly conflicting/missing

Events – Need coordination of Council related events

Issues Management – Need for tracking and analysis



2019 Initiatives

- **Implement Electronic Document & Records Management Plan**
- **Formalize Council 2019 deliverables and structure late spring/early fall 2020-2022 strategic plan**
- **Continue with Council Orientation & Committee Orientations**
- **Update Bylaws & Policies**
- **Implement Events Tracking Calendar incl. Council Invitations**
- **Implement an Issues Management Program**



Staffing

<u>2018</u>	<u>2019</u>
6*	7 (proposed +1)

* Includes CAO



Highlights

	2019 Budget	% change	Trend
Total Revenue	-100	-33.3%	→
Operational Expense	1,147,600	-9.3%	↓
Total Internal Allocation In	7,500		↓
Total Internal Allocation Out	<u>-165,000</u>		↑
Net Operating Expense	990,000		↓
Total Capital	0		→
Cost per Capita	29.32		↓
% of Property Tax	2.97%		↑



2019 Budget

General Government Corporate Services

Expenses	2018 Budget	2018 Forecast	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Goods and Services	141,631	131,329	90,600	44,982	45,882	46,799	47,735
Legal	176,500	276,014	240,000	244,800	249,696	254,690	259,784
Salaries and Benefits	704,497	857,388	817,000	819,800	822,656	825,569	828,541
Internal Allocation In	16,388	20,689	7,500	53,250	53,403	53,559	53,718
Internal Allocation Out	-95,000	-155,014	-165,000	-147,900	-150,858	-153,875	-156,953
Recoveries – FOIPPA	<u>-100</u>	<u>-150</u>	<u>-100</u>	<u>-100</u>	<u>-100</u>	<u>-100</u>	<u>-100</u>
Net Operating Cost	943,916	1,130,256	990,000	1,014,832	1,020,679	1,026,642	1,032,725



Highlights

*General Government
Mayor & Council*

	2019 Budget	% change	Trend
Total Revenue	0	0.0%	→
Operational Expense	289,000	10.3%	↑
Total Internal Allocation In	11,000		→
Total Internal Allocation Out	<u>0</u>		→
Net Operating Expense	300,000		↑
Total Capital	0		→
Cost per Capita	8.89		↑
% of Property Tax	0.90%		↑



2019 Budget

*General Government
Mayor & Council*

Expenses	2018 Budget	2018 Forecast	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Supplies and Memberships	34,394	39,015	34,000	34,560	35,131	35,714	36,308
Travel and Conferences	25,000	13,956	40,000	25,500	26,010	34,030	34,561
Salaries and Benefits	208,079	209,000	215,000	219,300	223,686	228,160	232,723
Internal Allocation In	11,000	11,000	11,000	11,000	11,000	11,000	11,000
Total Operating Expenses	278,473	272,971	300,000	290,360	295,827	308,904	314,592



Decision Requests

BUDGET REQUEST	BENEFIT	OPERATING BUDGET REQUEST	CAPITAL BUDGET REQUEST
Electronic Document and Records Management System and Staff Position	Enables the City to manage the security, efficient retrieval, and retention of City records, and provide a means of collaboration between departments and people. It will help satisfy Freedom of Information requests for City documents and help avoid costly legal action against the City. It also reduces costs by decreasing staff time required to search for documents.	Year 1 \$75,000 (Records Management System position for 8 months and consulting fees)	
		Year 2 \$83,000 (annual Records Management System position) \$45,600 (annual software licence cost) <i>*Information Technology staff support will be required in year 1 and year 2, and ongoing.</i>	Year 2 \$400,000 (one time software cost)

* We estimate the current cost of time wasted as staff search for documents is approximately \$372,096/year, based on 15 minutes per day by 170 staff with an average wage of \$36.48/hr over 240 working days.

If funding for a new document management system is not approved, staff will still need to find a way to clean up City records, set naming conventions and train staff to use the current systems and standards in a fashion that supports more efficient searches for records and FOI requests. This will require additional staff resources.



Questions

