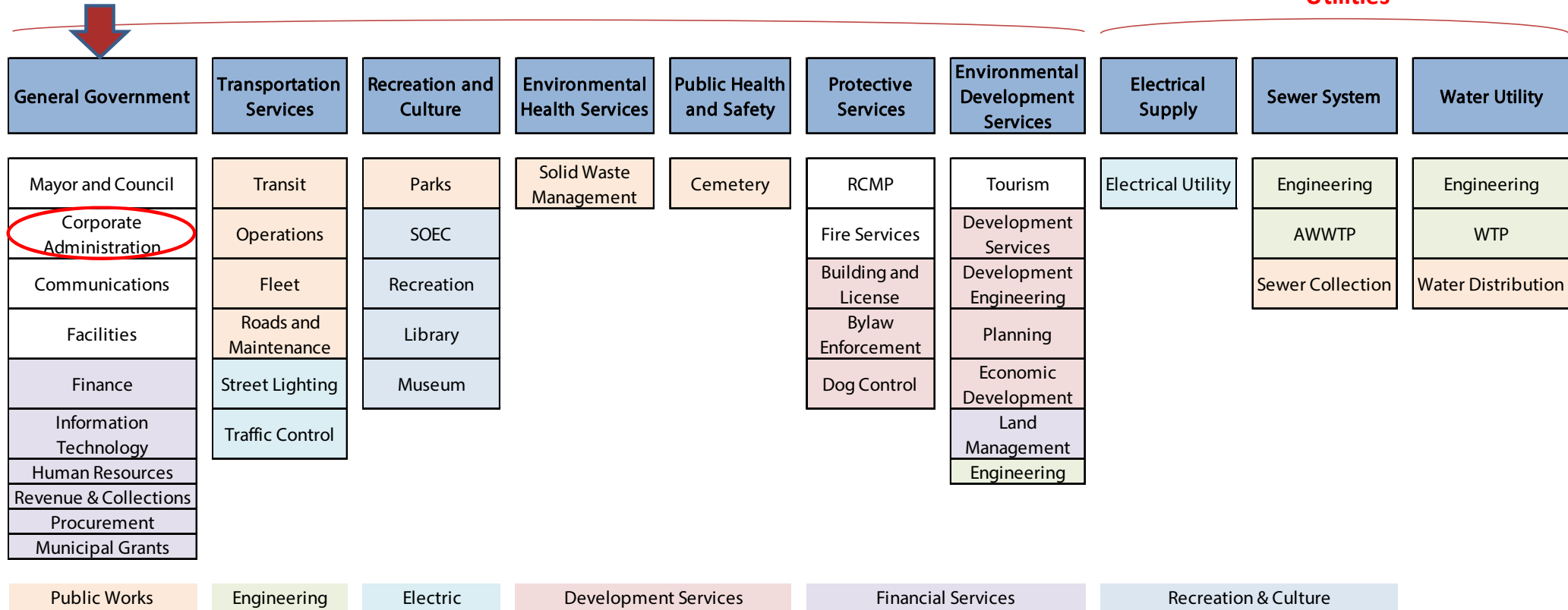


City of Penticton: Financial Plan Reporting Structure

General

Utilities



Corporate Administration



Overview

General Government Corporate Services

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.

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



2017 Accomplishments

- Continued with Records Management implementation by providing training to over 200 members of City staff and migrating records created since 2013 into the official city directory – at the 3 month mark, 850 gigabytes of data have been moved into the city records structure, removing 67 unnecessary folders from the directory, cancelling the offsite record storage and housing all records on city property;
- Continued to review City policies in accordance with best practices;
- Conducted a Council committee review;
- Streamlined the internal agenda preparation and Council report process;
- At the end of the 3rd quarter of 2017 we have already surpassed the number of bylaws written annually in each of the previous 6 years.



2018 Initiatives

- Our key initiatives are as follows:
 - 2018 General Election – increasing voter opportunity, options, and experience;
 - Council Orientation materials and process – updating and improving orientation for elected members;
 - Committee Orientation materials and process – all new materials and process for new committees post-election;
 - Preparation of new staff orientation materials – easing transition to the city and new to local government staff, including instruction in local government procedures;
 - Corporate Records – Business Process Improvement: building on the advancement of records management made in 2017 and prepare the organization for electronic records management;
 - SILGA and UBCM – organizing travel, resolutions for debate, organizing and preparing for Minister meetings and briefing notes;
 - Review, repeal, and amend outdated bylaws, ie: Fire and Life Safety Bylaw, Business Licence Bylaw, Non-Profit Registration Bylaw;
 - Enhance the 2017 Annual Report.



Staffing

<u>2017</u>	<u>2018</u>
6.5	6.2

- 1 FTE is the Community Services Manager
- .5 is the Records Management Administrator union position in 2017, .2 in 2018



Highlights

General Government Corporate Services

	2018 Budget	% change	Trend
Total Revenue	-100		→
Operational Expense	951,676		→
Total Internal Allocation In	16,388		→
Total Internal Allocation Out	<u>-95,000</u>		↓
Net Operating Expense	872,964	1.88%	→
Total Capital	0		→
Cost per Capita	25.86		↑
% of Property Tax	2.72%		↑



2018 Budget

General Government Corporate Services

Expenses	2017 Budget	2017 Forecast	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Goods and Services	54,830	51,792	70,679	58,595	59,016	59,393	59,544
Legal	176,500	166,500	176,500	176,500	176,500	176,500	176,500
Salaries and Benefits	663,506	722,731	704,497	767,497	767,497	767,497	767,497
Internal Allocation In	16,249	16,411	16,388	16,462	16,537	16,539	16,589
Internal Allocation Out	-95,000	-100,000	-95,000	-95,000	-95,000	-95,000	-95,000
Recoveries – FOIPPA	-100	-550	-100	-100	-100	-100	-100
Net Operating Cost	815,985	856,884	872,964	923,954	924,450	924,829	925,031



Key Changes

- Increase due to additional election expenses for laptop rentals for additional election staff, referendum ballots and associated advertising (\$15,000).
- Increase due to a .2 of an FTE focused on delivering continued records management training, onboarding and future planning as per our records bylaw (\$15,000).
- Remaining difference between 2017 and 2018 is restructure of the department.



Summary

*General Government
Corporate Services*

- Continued advancement of records management program in the City.
- Effective support for Mayor and Council
- Effective orientation program for any new Council members and Committee members



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Questions

