



CITY OF NORTH BAY

2018

FINAL

OPERATING BUDGET

**CITY OF NORTH BAY
2018
OPERATING BUDGET INDEX**

	From	-	To
2018 Administration Operating Budget Report to Council	5	-	10
Preliminary Annual General Levy Summary	11	-	12
General Government Committee Reports	13	-	16
Approved Annual General Levy Summary	17		
Community Services Business Unit	18		
Business Unit Summary	19		
Aquatic Centre	20	-	21
Arenas	22	-	26
City Hall Facilities	27	-	29
King's Landing	30	-	31
Marina	32	-	34
Parking Operations	35	-	37
Parks Operations	38	-	44
Recreation & Leisure	45	-	50
Building	51	-	52
Community Services – Administration	53	-	54
Economic Development	55	-	56
Planning Department	57	-	59
Transit	60	-	63

	From	-	To
Corporate Services	64		
Business Unit Summary	65		
Council Secretariat	66	-	68
Customer Service	69	-	71
Financial Services	72	-	74
Human Resources	75	-	77
Information Services	78	-	81
Legal Services	82	-	84
POA	85	-	87
Engineering, Environmental & Works	88		
Business Unit Summary	89		
Engineering Services	90	-	94
Environmental Services	95	-	99
Fleet Management	100	-	102
Roads Department	103	-	106
Storm Sewers	107	-	109
Works Department Administration	110	-	112
Fire	113		
Business Unit Summary	114		
Fire Department	115	-	120

	From	-	To
General Government	121		
Business Unit Summary	122		
Financial Expenses	123	-	125
General Revenues	126	-	127
Mayor and Council	128	-	129
Office of the CAO	130	-	131
Service Partners	132		
Business Unit Summary	133		
Service Partners	134	-	135
Invest North Bay Development Corporation	136	-	137

City of North Bay

Report to Council

Report No: CORP 2017 – 92

Date: October 23, 2017

Originator: Laura Boissonneault

Subject: 2018 Administration Operating Budget

Recommendation:

That the 2018 Administration Operating Budget be received and referred to the General Government Committee.

Background:

The 2018 Budget timelines, through Report to Council No. 2017-68, were established based on the overall objective of having the budget process completed and approved by Council prior to the end of December 2017.

To date, the budget process has included a Special Committee Meeting of the Whole on September 7th and public consultation on October 18th, which provided Council with the opportunity to establish preliminary budget targets based on a review and discussion of the following information:

- Budget Policy
- Budget opportunities and challenges anticipated for 2018
- Multi-year forecast of levy increases based on a cost driver methodology at current service levels
- Community input

Based on the forecasting model presented at the September 7th meeting, the 2018 levy increase was projected to be 3.98% before growth at current service levels. In concluding the meeting, it was discussed that an overall levy increase within the range of 0% to 2% would likely be acceptable.

Subsequently, detailed budget estimates have been established for 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 2018 Preliminary Operating Budget submissions. The resulting 2018 Administration Recommended Operating Budget is attached as Appendix A.

Budget Overview:

The levy increase included in the proposed 2018 Operating Budget is 2.74% or \$2,274,286. Once the net assessment base real growth for 2017, currently projected to be approximately \$195,934 or 0.24% has been applied, the impact of the levy increase will be reduced from 2.74% to 2.5%. The net assessment base real growth for 2017 will be updated during the budget process as new information becomes available.

The tax levy represents the total revenue required to cover operating costs less revenues received from non-tax sources. The associated Tax Rates and Ratios are not calculated within this report as they will be determined at a later date as part of the Tax Policy and Rate process.

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

- **Business Units** require an additional \$867,190 or 2.15% from the 2017 budget resulting from: Estimated wage & benefit increases, higher utilities; partially offset with reduced fuel, and vehicle/equipment repair costs, lower insurance, and higher internal and other revenues.
- **General Government Activities** require an additional \$669,909 or 14.34% from the 2017 budget resulting from: Increased capital levy, lower revenues and transfers from reserves; partially offset with lower principal and interest payments, goods and services and agreements.
- **Service Partners** are estimated to require an additional \$737,187 or 1.94% from the 2017 budget.

Gross operating expenditures in the 2018 Operating Budget at the date of this report have increased by 1.71% or \$2,088,459 from 2017. The following is a breakdown of changes in expenditures by type:

	2017 Budget *	2018 Budget	2018 Change	% Increase (Decrease)
Personnel	39,449,097	40,616,487	1,167,390	2.96%
Goods & Services*	18,030,211	17,354,341	(675,870)	(3.75%)
Financial Expenses	10,349,815	10,320,958	(28,857)	(0.28%)
Capital/Reserve Transactions*	9,488,740	10,369,586	880,846	9.28%
Service Partners	38,042,982	38,780,169	737,187	1.94%
Internal Transfers	6,524,763	6,532,526	7,763	0.12%
Total	\$121,885,608	\$123,974,067	\$2,088,459	1.71%

* Adjusted for implementation of new fleet mythology

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, etc. The following is a breakdown of changes in revenue by source:

	2017 Budget*	2018 Budget	2018 Change	% Increase (Decrease)
Other Revenues & User Fees*	31,182,863	30,997,036	(185,827)	(0.59%)
OMPF	7,615,100	7,615,100	0	0%
Levy	83,087,645	85,361,931	2,274,286	2.74%
Total	\$121,885,608	\$123,974,067	\$2,088,459	1.71%

* Adjusted for implementation of new fleet mythology

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

Budget Methodology and Assumptions:

The 2018 Operating Budget was prepared based on the following:

New Fleet Methodology: The 2018 budget includes the impact of the adjustments to transition the new fleet life cycle costing model. For comparative purposes, the 2017 budget has been adjusted to account for the transition with the net impact reported in the Fleet Management Department. The effects of the adjustments increased the year over year change in the Engineering, Environmental Services and Works Business Unit from 0.93% to 4.86%. The 2017 adjustments have no net impact on the tax levy.

Service Levels: The preliminary budget was prepared with Management's projections and cost estimates to deliver existing services to the taxpayers. This may include alternative service delivery methods that will assist to offset the general pressures of rising costs. The Operating Budget presented in Appendix A includes any applicable changes with details outlined within the summaries entitled 'Notable Adjustments'. Suggestions that provide Council with options to change the current level of service have been included in the Service Level section of Appendix A.

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 2018 budget with sound philosophies and estimates.

User Fees: Proposed changes to user fee rates were provided to Council on October 17th, 2017 through Report to Council No. CORP 2017-78 and a Public Meeting is scheduled on November 13th, which complies 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 2018 Budget is based on a conservative estimate that the City's allocation for 2018 will remain the same as the 2017 allocation being \$7,615,100. Typically, the final announcement to confirm the City's allocation for the upcoming fiscal year is made in mid-November of each year. Any changes announced will be updated during the Committee of the Whole meetings.

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, etc.)
- Expected future operational requirements and needs

Staff Complement: Any changes to staff complements are outlined in the 'Activity Summary Overview' and 'Notable Adjustments' documents within Appendix A. All staffing

costs and Full Time Equivalents (FTE) (including positions directly related to Grants and Capital) are reported in the operating salary, wages, and benefit costs, with associated offsetting revenues being recorded accordingly.

Fringe Benefits: Staff benefit costs have been calculated and 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. To date, no changes to the Employment Insurance or Canada Pension plan have been included in the presented budget.

Insurance: The City realized insurance savings in 2017 of approximately 10%. Insurance rates are estimated to increase by an average of 5% on actuals incurred. The City's insurance period is from May to April. Therefore, the first 4 months of 2018 is known and the increase is then applied for the remaining 8 months. Overall the 2018 budget includes corporate wide savings over the 2017 budget.

Utility Costs: Finance obtains rate estimates from utility experts when available. Projections take into consideration the prior year's actuals, as well as prior and 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 attached budget assumes projected actual costs plus an increase of 2% for hydro and 6.4% for gas. It is estimated that in 2017 the City will realize Hydro savings equivalent to the anticipated increase, therefore the overall 2018 hydro budget will remain consistent with 2017 for existing departments.

Capital Levy: In accordance with the 2018 Capital Budget Report to Council No. 2017-83, the capital levy increase of \$551,296 includes a 0.5% operating levy increase from 2017. Furthermore, the Capital Levy includes a base reduction of \$1,555,251 as a result of the elimination of vehicle replacement costs from the Capital Budget. Replacement of City vehicles will now be funded through the fleet reserve as part of the new fleet life cycle costing model.

Service Partners: In October, all Service Partners received a letter from the City's CFO outlining budget timelines. The documents requested each Service Partner to communicate its budget target to the Chief Financial Officer no later than November 13th, 2017. The enclosed Administrative Recommended Budget has assumed an average increase of 2% for Service Partners whose 2018 budget requirements have not yet been communicated. Service Partners' budgets are not traditionally completed prior to December 31st. The City is holding the risk should our estimates be off or there are shifts in the apportionments.

Budget Risks:

As with any budget, there are risks associated with forecasting expenditures and revenues. A contingency account 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 account of ½ percent of the gross operating budget, or approximately \$620,000, would be better able 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. Year-end projections forecast requiring the full amount of the reserve to help offset a portion of the estimated \$800,000 surcharge. Due to the expected ongoing surcharge position for the next several years and the anticipated depletion of the NEER reserve, it is prudent for the City to consider a provision for NEER expenses in the 2018 Operating Budget. A Service Level Change regarding the NEER is included in Appendix A for Council's consideration.

The passing of Bill 148, Fair Workplaces, Better Jobs Act will introduce a number of significant changes to the *Employment Standards Act, 2000* (ESA) and *Labour Relations Act, 1995* (LRA). One of the proposed changes is an increase in minimum wage which is reflected in this budget. Additional changes that may affect costs include but are not limited to changes to minimum pay for "on call", scheduling changes and paid emergency leave. The full impact of the changes will not be known until the passing of the Bill.

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): \$2,766,194
- Operating Budget Contingency (99557R): \$1,208,860

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

The Tax Stabilization Reserve has a target level of 3% to 5% of the municipal tax levy or \$2.6 million to \$4.3 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 City's reserves have grown over the last 10 years and are in a position to absorb nominal deficits. The City's reserves are not strong enough to sustain several years of deficits.

Next Steps:

The Standing Committees are scheduled to meet November 6th to 9th.

The Operating Budget Committee Meeting of a Whole is scheduled for November 15th with additional dates of November 16th and 20th to 22nd as necessary.

The final Operating Budget is tentatively scheduled to be adopted at Council on December 12th, 2017.

Recommendation:

That the 2018 Operating Budget be received and referred to the General Government Committee.

Respectfully submitted,

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

We concur in this report and recommendation.

David Euler, P.Eng., PMP
Managing Director
Engineering, Environmental, & Works

John Severino
Managing Director Community Services

Jason Whiteley
Fire Chief

Margaret Karpenko, CPA, CMA
Chief Financial Officer/Treasurer

Lea Janisse
Managing Director Corporate Services

A. Keith Robicheau
Chief Administrative Officer

Annual General Levy Summary



Budget Year: 2018

YTD End Date: December 2017

Execution Date: October 24, 2017

	2016 Actuals	2017 Actuals YTD *	2017 Budget	2018 Council Review	Variance Increase/ (Decrease)	Change %
Community Services						
AQUATIC CENTRE	307,324	231,956	330,239	344,003	13,764	4.17 %
ARENA SERVICES	1,629,125	1,458,455	1,728,784	1,794,013	65,229	3.77 %
BUILDING	55,403	185,183	67,434	68,744	1,310	1.94 %
CITY HALL FACILITIES	504,202	370,013	573,539	563,810	(9,729)	-1.70 %
COMMUNITY SERVICES ADMIN	184,369	135,028	202,445	205,473	3,028	1.50 %
ECONOMIC DEVELOPMENT	711,738	464,795	752,833	752,145	(688)	-0.09 %
KINGS LANDING	(4,365)	(6,059)	3,452	855	(2,597)	-75.23 %
MARINA	0	7,500	0	0	0	0.00 %
PARKING OPERATIONS	(313,065)	(364,241)	(235,338)	(253,990)	(18,652)	-7.93 %
PARKS - OPERATIONS	3,022,992	2,679,244	3,691,923	3,647,296	(44,627)	-1.21 %
PLANNING DEPARTMENT	374,666	377,090	414,559	403,307	(11,252)	-2.71 %
REC, LEISURE, & CULTURAL SERVICES	530,834	501,962	668,183	713,591	45,408	6.80 %
TRANSIT	3,153,468	2,807,628	4,012,997	4,096,828	83,831	2.09 %
Total Community Services:	10,156,691	8,848,554	12,211,050	12,336,075	125,025	1.02 %
Corporate Services						
COUNCIL SECRETARIAT	77,245	92,572	76,233	130,368	54,135	71.01 %
CUSTOMER SERVICE CENTRE	385,528	284,528	370,236	339,106	(31,130)	-8.41 %
FINANCIAL SERVICES	1,597,455	1,194,307	1,529,325	1,459,918	(69,407)	-4.54 %
HUMAN RESOURCES	1,016,557	842,944	934,744	911,859	(22,885)	-2.45 %
INFORMATION SYSTEMS	1,237,245	1,096,208	1,277,021	1,304,993	27,972	2.19 %
LEGAL DEPARTMENT - GENERAL	282,078	35,199	430,983	373,342	(57,641)	-13.37 %
LEGAL DEPARTMENT - POA	(306,539)	(193,392)	(202,724)	(174,600)	28,124	13.87 %
Total Corporate Services:	4,289,569	3,352,366	4,415,818	4,344,986	(70,832)	-1.60 %
Engineering, Environmental Services & Works						
ENGINEERING SERVICES	598,954	826,520	826,234	837,028	10,794	1.31 %
ENVIRONMENTAL SERVICES	465,113	130,996	878,264	807,524	(70,740)	-8.05 %
FLEET MANAGEMENT	0	330,460	(415,522)	0	415,522	-100.00 %
ROADS DEPARTMENT	7,120,513	5,265,558	8,043,300	8,204,459	161,159	2.00 %
STORM SEWERS	691,184	456,600	552,614	565,823	13,209	2.39 %
WORKS DEPT ADMINISTRATION	597,700	572,151	789,561	778,481	(11,080)	-1.40 %
Total Engineering, Environmental Services & Works:	9,473,464	7,582,285	10,674,451	11,193,315	518,864	4.86 %
Total Fire Department:	12,466,684	10,000,940	13,071,641	13,365,774	294,133	2.25 %
General Government Activities						
FINANCIAL EXPENSES	16,983,117	9,807,125	14,524,225	15,034,663	510,438	3.51 %
GENERAL REVENUES	(91,451,627)	(90,159,736)	(10,638,299)	(10,429,224)	209,075	1.97 %
MAYOR & COUNCIL	378,937	334,929	430,226	438,058	7,832	1.82 %

Annual General Levy Summary



Budget Year: 2018

YTD End Date: December 2017

Execution Date: October 24, 2017

	2016 Actuals	2017 Actuals YTD *	2017 Budget	2018 Council Review	Variance Increase/ (Decrease)	Change %
OFFICE OF THE CAO	704,053	574,803	355,551	298,115	(57,436)	-16.15 %
Total General Government Activities:	(73,385,520)	(79,442,879)	4,671,703	5,341,612	669,909	14.34 %
Service Partners						
INVEST NORTH BAY DEVELOPMENT CORPORATION	140,000	140,000	140,000	140,000	0	0.00 %
SERVICE PARTNERS	36,859,112	35,034,595	37,902,982	38,640,169	737,187	1.94 %
Total Service Partners:	36,999,112	35,174,595	38,042,982	38,780,169	737,187	1.94 %
Levy Grand Total:	0	(14,484,139)	83,087,645	85,361,931	2,274,286	2.74 %
Real Growth:				(195,934)		
Levy Change After Growth:	0	(14,484,139)	83,087,645	85,165,997	2,078,352	2.50 %

* Actuals subject to year-end adjustments and accrual

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

***The 2018 Budget includes the impact of the adjustments to transition the new fleet life cycle costing model. For comparative purposes, the 2017 Budget has been adjusted to account for the transition with the net impact reported in the Fleet Management Department. The 2017 adjustments have no impact on the tax levy.

General Government Committee Report No. 2017-15

December 14, 2017

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

Your Worship and Councillors:

The General Government Committee presents Report No. 2017-15 and recommends:

That:

1. The 2018 Gross Operating Expenses included in the Operating Budget in the amount of \$93,366,707 (save and except the District of Nipissing Social Services Administration Board levy of \$11,967,941; the North Bay Police Services Board Budget of \$18,639,288; the Aquatic Centre Budget of \$354,007; the Marina Budget of \$263,331 and the King’s Landing Budget of \$18,615) be approved.
2. The 2018 Tax levy of \$84,368,809 as summarized on the attached Schedule A, be approved.
3. The Chief Financial Officer be authorized to process all transfers to and from reserve funds included in the 2018 Operating Budget.
4. The Chief Financial Officer be authorized to transfer \$7,017,520 from the Operating Fund to the Capital Fund to finance approved capital projects that would otherwise require debenture issuance to fund (Net Capital Levy in Operating Budget). This is often referred to as the “Pay As You Go” funding for capital projects.

All of which is respectfully submitted.

	Assents	Dissents
Forgette (Chairman)	_____	_____
Shogren	_____	_____
Bain	_____	_____
Maroosis	_____	_____
Mayor McDonald	_____	_____

General Government Committee Report No. 2017-16

December 14, 2017

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

Your Worship and Councillors:

The General Government Committee presents Report No. 2017-16 and recommends:

1. That the City of North Bay's share of the District of Nipissing Social Services Administration Board's (DNSSAB) 2018 Operating Budget in the amount of \$11,967,941 be approved.

All of which is respectfully submitted.

	Assents	Dissents
Forgette (Chairman)	_____	_____
Shogren	_____	_____
Bain	_____	_____
Maroosis	_____	_____
Mayor McDonald	_____	_____

General Government Committee Report No. 2017-18

December 14, 2017

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

Your Worship and Councillors:

The General Government Committee presents Report No. 2017-18 and recommends:

1. That the 2018 Operating Budget in the amount of \$354,007 for the Aquatic Centre be approved.
2. That the 2018 Operating Budget in the amount of \$263,331 for the Marina be approved.
3. That the 2018 Operating Budget in the amount of \$18,615 for the King's Landing be approved.

All of which is respectfully submitted.

	Assents	Dissents
Forgette (Chairman)	_____	_____
Shogren	_____	_____
Bain	_____	_____
Maroosis	_____	_____
Mayor McDonald	_____	_____

General Government Committee Report No. 2017-17

December 14, 2017

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

Your Worship and Councillors:

The General Government Committee presents Report No. 2017-17 and recommends:

1. That the 2018 Operating Budget in the amount of \$18,639,288 for the North Bay Police Services Board be approved.

All of which is respectfully submitted.

	Assents	Dissents
Forgette (Chairman)	_____	_____
Shogren	_____	_____
Bain	_____	_____
Maroosis	_____	_____
Mayor McDonald	_____	_____

Schedule A

Annual General Levy Summary



Budget Year: 2018
YTD End Date: November 2017
Execution Date: November 29, 2017

	2016 Actuals	2017 Actuals YTD *	2017 Budget	2018 Council Review	Variance Increase / (Decrease)	Change %
Community Services						
AQUATIC CENTRE	307,324	266,512	330,239	344,007	13,768	4.17%
ARENA SERVICES	1,629,125	1,534,275	1,728,784	1,794,685	65,901	3.81%
BUILDING	55,403	31,266	67,434	68,744	1,310	1.94%
CITY HALL FACILITIES	504,202	398,695	573,539	563,936	(9,603)	-1.67%
COMMUNITY SERVICES ADMIN	184,369	148,699	202,445	205,503	3,058	1.51%
ECONOMIC DEVELOPMENT	711,738	543,123	752,833	752,290	(543)	-0.07%
KINGS LANDING	(4,365)	(4,875)	3,452	855	(2,597)	-75.23%
MARINA	0	36,217	0	0	0	0.00%
PARKING OPERATIONS	(313,065)	(367,135)	(235,338)	(253,888)	(18,550)	-7.88%
PARKS - OPERATIONS	3,022,992	2,954,611	3,691,923	3,713,273	21,350	0.58%
PLANNING DEPARTMENT	374,666	394,135	414,559	403,475	(11,084)	-2.67%
REC, LEISURE, & CULTURAL SERVICES	530,834	547,191	668,183	713,776	45,593	6.82%
TRANSIT	3,153,468	2,667,501	4,012,997	4,081,788	68,791	1.71%
Total Community Services:	10,156,691	9,150,215	12,211,050	12,388,444	177,394	1.45%
Corporate Services						
COUNCIL SECRETARIAT	77,245	62,134	76,233	129,976	53,743	70.50%
CUSTOMER SERVICE CENTRE	385,528	309,789	370,236	339,239	(30,997)	-8.37%
FINANCIAL SERVICES	1,597,455	1,319,770	1,529,325	1,460,561	(68,764)	-4.50%
HUMAN RESOURCES	1,016,557	904,736	934,744	962,038	27,294	2.92%
INFORMATION SYSTEMS	1,237,245	1,207,384	1,277,021	1,302,684	25,663	2.01%
LEGAL DEPARTMENT - GENERAL	282,078	28,772	421,983	364,435	(57,548)	-13.64%
LEGAL DEPARTMENT - POA	(306,539)	(160,807)	(202,724)	(174,424)	28,300	13.96%
Total Corporate Services:	4,289,569	3,671,778	4,406,818	4,384,509	(22,309)	-0.51%
Engineering, Environmental Services & Works						
ENGINEERING SERVICES	598,954	725,155	826,234	837,487	11,253	1.36%
ENVIRONMENTAL SERVICES	465,113	85,830	878,264	809,767	(68,497)	-7.80%
FLEET MANAGEMENT	0	402,244	(406,522)	0	406,522	-100.00%
ROADS DEPARTMENT	7,120,513	5,783,194	8,043,300	8,205,699	162,399	2.02%
STORM SEWERS	691,184	599,508	552,614	565,960	13,346	2.42%
WORKS DEPT ADMINISTRATION	597,700	625,880	789,561	778,651	(10,910)	-1.38%
Total Engineering, Environmental Services & Works:	9,473,464	8,221,811	10,683,451	11,197,564	514,113	4.81%
Total Fire Department:	12,466,684	10,790,805	13,071,641	13,543,230	471,589	3.61%
General Government Activities						
FINANCIAL EXPENSES	16,983,117	9,704,650	14,524,225	15,037,527	513,302	3.53%
GENERAL REVENUES	(91,451,627)	(92,293,947)	(10,638,299)	(11,885,224)	(1,246,925)	-11.72%
MAYOR & COUNCIL	378,937	365,515	430,226	438,058	7,832	1.82%
OFFICE OF THE CAO	704,053	626,182	355,551	164,694	(190,857)	-53.68%
Total General Government Activities:	(73,385,520)	(81,597,600)	4,671,703	3,755,055	(916,648)	-19.62%
Service Partners						
INVEST NORTH BAY DEVELOPMENT CORPORATION	140,000	140,000	140,000	140,000	0	0.00%
SERVICE PARTNERS	36,859,112	36,384,373	37,902,982	38,960,007	1,057,025	2.79%
Total Service Partners:	36,999,112	36,524,373	38,042,982	39,100,007	1,057,025	2.78%
Levy Grand Total:	0	(13,238,618)	83,087,645	84,368,809	1,281,164	1.54%
Real Growth:				(195,934)		
Levy Change After Growth:	0	(13,238,618)	83,087,645	84,172,875	1,085,230	1.31%

* Actuals subject to year-end

** Totals may vary slightly from



COMMUNITY SERVICES

2018 OPERATING BUDGET



Business Unit Summary

Budget Year: 2018

YTD End Date: December 2017

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
Community Services						
AQUATIC CENTRE	307,324	291,878	330,239	344,007	13,768	4.17 %
ARENA SERVICES	1,629,125	1,609,722	1,728,784	1,794,685	65,901	3.81 %
BUILDING	55,403	(81,077)	67,434	68,744	1,310	1.94 %
CITY HALL FACILITIES	504,202	434,124	573,539	563,936	(9,603)	-1.67 %
COMMUNITY SERVICES ADMIN	184,369	162,631	202,445	205,503	3,058	1.51 %
ECONOMIC DEVELOPMENT	711,738	621,427	752,833	752,290	(543)	-0.07 %
KINGS LANDING	(4,365)	(4,976)	3,452	855	(2,597)	-75.23 %
MARINA	0	36,402	0	0	0	0.00 %
PARKING OPERATIONS	(313,065)	(455,372)	(235,338)	(253,888)	(18,550)	-7.88 %
PARKS - OPERATIONS	3,022,992	3,104,801	3,691,923	3,713,273	21,350	0.58 %
PLANNING DEPARTMENT	374,666	354,573	414,559	403,475	(11,084)	-2.67 %
REC, LEISURE, & CULTURAL SERVICES	530,834	603,599	668,183	713,777	45,594	6.82 %
TRANSIT	3,153,468	3,015,789	4,012,997	4,081,788	68,791	1.71 %
Total:	10,156,691	9,693,521	12,211,050	12,388,445	177,395	1.45 %
Grand Total:	10,156,691	9,693,521	12,211,050	12,388,445	177,395	1.45 %

Activity Summary Overview - 2018 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 and 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:

	2017 FTE	2018 FTE
Supervisor, Facilities & Parking	0.10	0.10
Totals	0.10	0.10

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Community Services

Division(s): AQUATIC CENTRE

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	8,028	15,355	8,113	8,235	122	1.50 %
1101 OVERTIME FULLTIME	22	0	0	0	0	0.00 %
1202 VACATION	42	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	2,363	4,412	2,469	2,547	78	3.16 %
PERSONNEL TOTAL	10,455	19,767	10,582	10,782	200	1.89 %
GOODS & SERVICES						
2625 BUILDING MAINT SUPPLIES	7,661	1,367	10,000	9,000	(1,000)	-10.00 %
2701 HYDRO	131,594	120,965	135,456	135,456	0	0.00 %
2705 NATURAL GAS	80,159	81,651	86,523	102,625	16,102	18.61 %
2715 WATER	28,733	28,043	28,327	29,539	1,212	4.28 %
3305 BUILDING MAINTENANCE	6,613	7,761	10,000	9,000	(1,000)	-10.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	16,039	8,547	12,000	12,000	0	0.00 %
3430 MAINTENANCE CONTRACT	26,159	23,333	33,000	33,000	0	0.00 %
3601 INSURANCE PREMIUMS	9,413	8,045	9,351	7,605	(1,746)	-18.67 %
GOODS & SERVICES TOTAL	306,371	279,712	324,657	338,225	13,568	4.18 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	499	2,401	5,000	5,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	499	2,401	5,000	5,000	0	0.00 %
EXPENSE TOTAL	317,325	301,880	340,239	354,007	13,768	4.05 %
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:	307,325	291,880	330,239	344,007	13,768	4.17 %

Activity Summary Overview - 2018 Budget

Arenas

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

Positions:

Full Time Staff	2017 FTE	2018 FTE
Senior Manager, Parks, Recreation & Leisure Services	0.20	0.20
Manager, Facilities	0.60	0.60
Manager, Sports & Events	0.60	0.60
Supervisor, Fac. & Parking	0.10	0.00
Clerk Cashier	2.00	2.00
Supervisor, Arenas	1.75	2.00
Arena Maintenance Person	12.50	12.50
Total Full Time	17.75	17.90
Part Time Staff		
Arena Maintenance Person, PT	1.60	1.60
Clerk Cashier, 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	26.32	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:

2016/2017 Season

- 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

2017/2018 Season

- 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 \$1M in total sales
- 4% season ticket revenue exceeding \$1M 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 (2 years).

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): *Community Services*

Division(s): *ARENA SERVICES*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	894,245	874,946	1,047,151	1,063,934	16,783	1.60 %
1002 TEMPORARY SALARIES	237,933	259,386	260,500	296,201	35,701	13.70 %
1003 SHIFT PREMIUM	15,464	14,021	15,345	15,377	32	0.21 %
1010 MODIFIED/ACCOMMODATED	9,851	0	0	0	0	0.00 %
1101 OVERTIME FULLTIME	47,333	52,134	34,147	34,147	0	0.00 %
1102 OVERTIME PART TIME	3,141	3,656	0	0	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	55,574	56,306	6,350	11,847	5,497	86.57 %
1203 COMPASSIONATE LEAVE	1,471	2,775	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	35,727	27,540	0	0	0	0.00 %
1207 SICK LEAVE	35,521	18,690	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	10	0	0	0	0.00 %
1301 WSIB LEAVE	0	(340)	0	0	0	0.00 %
1401 TRAINING & SAFETY	2,066	8,631	0	2,500	2,500	100.00 %
1499 OTHER EMP ALLOWANCES	20	20	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	317,274	311,691	331,512	330,212	(1,300)	-0.39 %
1802 FRINGE BENEFITS-PARTTIME	35,957	43,404	45,631	49,798	4,167	9.13 %
PERSONNEL TOTAL	1,691,577	1,672,870	1,740,636	1,804,016	63,380	3.64 %
GOODS & SERVICES						
2099 MISC. MATERIALS	159	0	0	0	0	0.00 %
2401 GAS FUEL	0	0	529	529	0	0.00 %
2601 OFFICE SUPPLIES	4,268	2,460	5,500	5,500	0	0.00 %
2615 JANITORIAL SUPPLIES	23,331	24,904	29,610	29,410	(200)	-0.68 %
2625 BUILDING MAINT SUPPLIES	0	208	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	4,363	4,195	9,250	9,250	0	0.00 %
2655 SAFETY SUPPLIES	98	0	0	0	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	3,662	2,650	3,515	3,515	0	0.00 %
2701 HYDRO	582,004	438,262	591,102	591,102	0	0.00 %
2705 NATURAL GAS	115,072	140,440	126,452	157,036	30,584	24.19 %
2715 WATER	43,979	53,063	67,426	59,885	(7,541)	-11.18 %
2720 MUNICIPAL TAXES	3,047	3,263	3,077	3,328	251	8.16 %
2999 MISCELLANEOUS SUPPLIES	331	277	0	0	0	0.00 %
3001 POSTAGE	124	122	600	600	0	0.00 %
3010 TELEPHONE	13,591	12,576	16,850	16,900	50	0.30 %
3035 MILEAGE	4,569	4,325	4,900	4,900	0	0.00 %
3045 CONFERENCE & SEMINARS	67	53	1,600	1,600	0	0.00 %
3070 TRAINING COURSES - OUTSID	4,989	8,538	5,000	5,000	0	0.00 %
3071 TRAINING	0	4,637	1,038	2,500	1,462	140.85 %
3099 MISC ADMIN EXPENSES	7,534	2,074	1,200	1,200	0	0.00 %

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): *Community Services*

Division(s): *ARENA SERVICES*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
3210 OFFICE EQUIPMENT LEASE	0	0	5,500	0	(5,500)	-100.00 %
3305 BUILDING MAINTENANCE	88,988	161,878	91,500	92,500	1,000	1.09 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	56,410	46,962	60,045	61,045	1,000	1.67 %
3315 VEHICLE MAINTENANCE	72,622	81,507	19,847	19,847	0	0.00 %
3317 ICE PLANT MAINTENANCE	67,846	59,244	44,550	46,550	2,000	4.49 %
3399 MISC MAINTENANCE FEES	304	108	3,500	2,000	(1,500)	-42.86 %
3401 STREET GARBAGE CONTRACT	12,330	8,988	16,870	16,400	(470)	-2.79 %
3445 SNOW REMOVAL CONTRACT	93,786	73,378	89,000	89,000	0	0.00 %
3460 BRINKS COURIER	1,814	1,538	1,500	1,500	0	0.00 %
3499 MISC CONTRACTS	19,399	11,490	20,000	17,225	(2,775)	-13.88 %
3601 INSURANCE PREMIUMS	107,946	92,308	110,594	85,636	(24,958)	-22.57 %
GOODS & SERVICES TOTAL	1,332,633	1,239,448	1,330,555	1,323,958	(6,597)	-0.50 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	141,028	115,036	0	135,000	135,000	100.00 %
4110 CASH OVER / SHORT	1	16	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	141,029	115,052	0	135,000	135,000	100.00 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	53,883	14,867	55,000	55,000	0	0.00 %
5115 TRANSFER TO RESERVE FUND	306,691	196,706	279,500	245,960	(33,540)	-12.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	360,574	211,573	334,500	300,960	(33,540)	-10.03 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	8,842	6,935	63,332	63,332	0	0.00 %
EXPENSE TOTAL	3,534,655	3,245,878	3,469,023	3,627,266	158,243	4.56 %
REVENUE						
0470 TSF FROM RESERVE FUND	141,028	115,036	0	135,000	135,000	100.00 %
0472 REIMB - CUPE BENEFITS	1,785	1,540	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	5,775	5,884	0	0	0	0.00 %
0479 REIMBURSEMENTS	39,740	21,744	26,000	30,400	4,400	16.92 %
0480 SUNDRY REVENUE	6,566	56,337	10,000	10,000	0	0.00 %
0484 TICKET SURCHARGE	306,691	196,706	279,500	245,960	(33,540)	-12.00 %
0490 CORPORATE BOX	39,978	35,723	34,000	37,340	3,340	9.82 %
0848 GAME FEES	0	0	0	0	0	0.00 %
0890 ATM REVENUE	0	4,645	1,000	3,400	2,400	240.00 %
0901 TICKET SALES	63,433	54,834	52,000	39,830	(12,170)	-23.40 %
0908 CONCESSION SALES	0	0	0	400	400	100.00 %
0919 VENDING MACHINE SALES	4,825	5,072	4,700	4,500	(200)	-4.26 %
0931 PUBLIC SKATING	11,512	12,201	13,700	13,700	0	0.00 %
0932 ARENA BUILDING RENTALS	44,163	49,695	38,000	38,300	300	0.79 %
0933 ARENA ICE RENTALS	1,100,109	972,127	1,170,540	1,154,000	(16,540)	-1.41 %
0939 ARENA MISC. REVENUES	114,119	88,146	85,300	93,400	8,100	9.50 %



Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): *Community Services*

Division(s): *ARENA SERVICES*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
0974 CO-OP ADVERTISING	5,361	5,752	10,000	5,750	(4,250)	-42.50 %
0975 SIGN ADVERTISING	20,441	10,704	15,500	20,600	5,100	32.90 %
REVENUE TOTAL	1,905,526	1,636,146	1,740,240	1,832,580	92,340	5.31 %
GRAND TOTAL:	1,629,129	1,609,732	1,728,783	1,794,686	65,903	3.81 %

Activity Summary Overview - 2018 Budget

City Hall Facilities

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

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

Positions:

	2017 FTE	2018 FTE
Maintenance Supervisor	1.00	0.00
Supervisor, Facilities & Parking	0.00	0.35
Facilities Coordinator	0.00	0.40
Building Maintenance Person	1.00	2.00
Custodian	2.00	2.00
Totals	4.00	4.75

Supervisor, Facilities & Parking has been reallocated away from Parks to complete facility and parking related projects. Offsetting reduction appears in the Park's Activity Report.

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

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Community Services

Division(s): CITY HALL FACILITIES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	158,916	174,880	224,510	233,918	9,408	4.19 %
1003 SHIFT PREMIUM	4,721	4,019	5,187	5,187	0	0.00 %
1010 MODIFIED/ACCOMMODATED	16,737	0	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	0	38,250	38,250	100.00 %
1101 OVERTIME FULLTIME	5,874	3,320	3,500	3,500	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	4,399	0	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	0	100	0	(100)	-100.00 %
1301 WSIB LEAVE	0	(70)	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	60,365	58,847	73,757	90,331	16,574	22.47 %
1802 FRINGE BENEFITS-PARTTIME	0	0	0	0	0	0.00 %
PERSONNEL TOTAL	251,012	240,996	307,054	371,186	64,132	20.89 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	846	1,219	500	950	450	90.00 %
2615 JANITORIAL SUPPLIES	13,083	10,516	12,000	12,000	0	0.00 %
2650 CLOTHING / UNIFORM	1,403	1,002	1,335	1,350	15	1.12 %
2660 SAFETY BOOT ALLOWANCE	382	313	740	820	80	10.81 %
2701 HYDRO	217,041	184,327	215,694	215,694	0	0.00 %
2705 NATURAL GAS	21,512	18,710	24,778	27,073	2,295	9.26 %
2715 WATER	10,704	10,118	9,626	10,805	1,179	12.25 %
3010 TELEPHONE	1,247	333	1,680	1,680	0	0.00 %
3035 MILEAGE	269	285	815	750	(65)	-7.98 %
3071 TRAINING	391	173	1,250	1,250	0	0.00 %
3305 BUILDING MAINTENANCE	31,283	34,130	30,000	30,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	42,485	50,101	43,500	43,500	0	0.00 %
3450 COMMISSIONAIRES	9,435	5,600	19,200	10,500	(8,700)	-45.31 %
3480 CLEANING CONTRACT	32,666	25,091	39,140	40,300	1,160	2.96 %
3601 INSURANCE PREMIUMS	123,003	104,989	125,106	97,737	(27,369)	-21.88 %
GOODS & SERVICES TOTAL	505,750	446,907	525,364	494,409	(30,955)	-5.89 %
CAPITAL/RESERVE TRANSACTIONS						
5005 BUILDINGS	20,526	16,724	25,000	26,000	1,000	4.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	20,526	16,724	25,000	26,000	1,000	4.00 %
EXPENSE TOTAL	777,288	704,627	857,418	891,595	34,177	3.99 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	0	0	0	38,250	38,250	100.00 %
0969 RECOVERY OF UTILITY COSTS	70,116	65,161	77,143	78,609	1,466	1.90 %
0970 REC OF MAINTENANCE COSTS	12,199	10,608	12,000	12,000	0	0.00 %



Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): *Community Services*

Division(s): *CITY HALL FACILITIES*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
7910 INTERNAL OVERHEAD REVENUE	190,771	194,736	194,736	198,800	4,064	2.09 %
REVENUE TOTAL	273,086	270,505	283,879	327,659	43,780	15.42 %
GRAND TOTAL:	504,202	434,122	573,539	563,936	(9,603)	-1.67 %

Activity Summary Overview – 2018 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 dollars. 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. The report identified load restrictions that were implemented. The report also provides 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 has directed staff to complete cost estimates for:

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

These options are expected to be presented to Council in late 2017 or early 2018.

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



Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Community Services

Division(s): KINGS LANDING

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
GOODS & SERVICES						
2099 MISC. MATERIALS	59	589	3,900	3,900	0	0.00 %
2701 HYDRO	7,327	6,584	8,961	8,961	0	0.00 %
2715 WATER	3,376	2,711	5,634	3,163	(2,471)	-43.86 %
2720 MUNICIPAL TAXES	2,690	2,540	2,717	2,591	(126)	-4.64 %
GOODS & SERVICES TOTAL	13,452	12,424	21,212	18,615	(2,597)	-12.24 %
EXPENSE TOTAL	13,452	12,424	21,212	18,615	(2,597)	-12.24 %
REVENUE						
0840 BOAT HOUSE RENTALS	2,081	2,093	2,060	2,060	0	0.00 %
0841 PROPERTY RENTALS	15,736	15,307	15,700	15,700	0	0.00 %
REVENUE TOTAL	17,817	17,400	17,760	17,760	0	0.00 %
GRAND TOTAL:	(4,365)	(4,976)	3,452	855	(2,597)	-75.23 %

Activity Summary Overview – 2018 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 overnight security services.

Activities include:

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

Positions:

	2017 FTE	2018 FTE
Supervisor, Arenas	0.25	0.00
Facilities Coordinator	0.00	0.55
Assistant Marina Coordinator	0.42	0.42
Marina Attendants	1.85	1.85
Totals	2.52	2.82

Notes:

Operating budget includes an expense of \$21,000 paid to the Corp. of Commissioners for Marina security services.

Future direction by Council with regard to the Waterfront Tourism Commercial Attraction Feasibility Study and Downtown-Waterfront Master Plan could have an impact on Marina Operations in the future.

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): *Community Services*

Division(s): *MARINA*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	20,471	32,833	20,282	39,851	19,569	96.48 %
1002 TEMPORARY SALARIES	51,010	50,413	55,745	48,845	(6,900)	-12.38 %
1101 OVERTIME FULLTIME	1,015	0	0	0	0	0.00 %
1102 OVERTIME PART TIME	656	795	0	0	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	2,713	2,108	2,230	2,647	417	18.70 %
1204 STATUTORY HOLIDAYS	2,230	1,140	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	5,318	8,800	10,340	12,760	2,420	23.40 %
1802 FRINGE BENEFITS-PARTTIME	6,213	5,942	1,700	7,830	6,130	360.59 %
PERSONNEL TOTAL	89,626	102,031	90,297	111,933	21,636	23.96 %
GOODS & SERVICES						
2401 GAS FUEL	63,117	54,277	60,000	60,000	0	0.00 %
2501 CONCESSION SUPPLIES	2,292	2,465	3,300	3,300	0	0.00 %
2601 OFFICE SUPPLIES	834	1,589	1,000	1,000	0	0.00 %
2625 BUILDING MAINT SUPPLIES	7,428	6,181	7,000	7,000	0	0.00 %
2650 CLOTHING / UNIFORM	734	408	650	650	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	0	153	0	0	0	0.00 %
2701 HYDRO	2,007	1,795	2,288	2,288	0	0.00 %
2705 NATURAL GAS	239	279	267	329	62	23.22 %
2715 WATER	10,072	11,131	7,761	9,569	1,808	23.30 %
3001 POSTAGE	0	50	80	50	(30)	-37.50 %
3010 TELEPHONE	1,655	1,546	1,600	1,660	60	3.75 %
3035 MILEAGE	0	440	440	0	(440)	-100.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	799	200	760	760	0	0.00 %
3080 ADVERTISING & PROMOTION	422	0	400	400	0	0.00 %
3215 PROPERTY & BUILDING LEASE	23,208	20,825	26,000	24,000	(2,000)	-7.69 %
3455 SECURITY SERVICES	20,741	20,904	21,000	21,000	0	0.00 %
3491 WEED HARVESTING	8,525	0	8,600	8,600	0	0.00 %
3601 INSURANCE PREMIUMS	4,699	4,376	4,772	4,292	(480)	-10.06 %
GOODS & SERVICES TOTAL	146,772	126,619	145,918	144,898	(1,020)	-0.70 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	2	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	2	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	4,857	789	10,000	6,500	(3,500)	-35.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	4,857	789	10,000	6,500	(3,500)	-35.00 %
EXPENSE TOTAL	241,257	229,439	246,215	263,331	17,116	6.95 %
REVENUE						
0470 TSF FROM RESERVE FUND	21,277	0	20,838	43,581	22,743	109.14 %



Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Community Services

Division(s): MARINA

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
0823 LAUNCH RAMP FEES	8,683	6,870	8,000	8,000	0	0.00 %
0841 PROPERTY RENTALS	1,334	1,374	1,827	1,350	(477)	-26.11 %
0844 SLIP RENTALS	107,163	97,257	111,000	106,000	(5,000)	-4.50 %
0908 CONCESSION SALES	5,293	5,292	6,500	6,000	(500)	-7.69 %
0909 FUEL SALES	74,114	62,980	75,000	75,000	0	0.00 %
0910 MARINA PRODUCT SALES	4	4	50	0	(50)	-100.00 %
0911 MARINA SERVICES	23,389	19,229	23,000	23,400	400	1.74 %
0922 REPLACEMENT KEY CHARGE	0	30	0	0	0	0.00 %
REVENUE TOTAL	241,257	193,036	246,215	263,331	17,116	6.95 %
GRAND TOTAL:	0	36,403	0	0	0	0.00 %

Activity Summary Overview – 2018 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:

	2017 FTE	2018 FTE
Manager, Facilities	0.10	0.10
Supervisor, Facilities & Parking	0.40	0.45
Central City Coordinator	0.50	0.50
Parking Meter Service Persons	2.00	2.00
Summer Students	0.62	0.62
Totals	3.62	3.67

Supervisor, Facilities & Parking has been reallocated away from Parks to complete Facility and Parking related projects. Offsetting reduction appears in the Park's Activity Report.

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): *Community Services*

Division(s): *PARKING OPERATIONS*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	180,430	178,612	183,401	192,539	9,138	4.98 %
1002 TEMPORARY SALARIES	13,500	12,905	14,701	18,054	3,353	22.81 %
1003 SHIFT PREMIUM	535	520	200	534	334	167.00 %
1101 OVERTIME FULLTIME	4,260	3,679	3,170	3,170	0	0.00 %
1202 VACATION	8,208	4,508	588	722	134	22.79 %
1203 COMPASSIONATE LEAVE	0	363	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	1,667	1,324	0	0	0	0.00 %
1207 SICK LEAVE	770	1,708	0	0	0	0.00 %
1301 WSIB LEAVE	0	(630)	0	0	0	0.00 %
1401 TRAINING & SAFETY	35	45	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	58,901	60,011	58,590	62,180	3,590	6.13 %
1802 FRINGE BENEFITS-PARTTIME	1,689	1,587	1,842	2,136	294	15.96 %
PERSONNEL TOTAL	269,995	264,632	262,492	279,335	16,843	6.42 %
GOODS & SERVICES						
2036 SIGNS	1,027	1,679	1,550	1,580	30	1.94 %
2401 GAS FUEL	46	0	2,289	2,289	0	0.00 %
2435 TOOLS	1,057	1,029	1,030	1,030	0	0.00 %
2601 OFFICE SUPPLIES	6,452	7,784	8,100	8,262	162	2.00 %
2650 CLOTHING / UNIFORM	1,181	1,181	1,365	1,335	(30)	-2.20 %
2660 SAFETY BOOT ALLOWANCE	483	173	975	1,025	50	5.13 %
2701 HYDRO	25,496	17,463	26,725	26,725	0	0.00 %
2720 MUNICIPAL TAXES	92,783	98,823	118,500	118,500	0	0.00 %
2999 MISCELLANEOUS SUPPLIES	0	11	0	0	0	0.00 %
3001 POSTAGE	608	584	720	735	15	2.08 %
3010 TELEPHONE	2,149	649	2,028	2,028	0	0.00 %
3035 MILEAGE	185	84	700	700	0	0.00 %
3045 CONFERENCE & SEMINARS	0	2,097	2,800	2,000	(800)	-28.57 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	733	733	800	825	25	3.13 %
3070 TRAINING COURSES - OUTSID	461	534	1,000	1,000	0	0.00 %
3071 TRAINING	0	0	137	137	0	0.00 %
3080 ADVERTISING & PROMOTION	8,197	8,596	12,000	10,000	(2,000)	-16.67 %
3299 MISC LEASES & RENTS	74,020	83,604	70,327	92,768	22,441	31.91 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	46,958	46,911	53,444	53,444	0	0.00 %
3315 VEHICLE MAINTENANCE	6,230	3,439	9,000	9,000	0	0.00 %
3320 PARKING EQUIPMENT MAINTENANCE	6,718	7,192	10,300	10,500	200	1.94 %
3330 GROUNDS MAINTENANCE	11,079	21,093	30,000	30,000	0	0.00 %
3445 SNOW REMOVAL CONTRACT	81,129	58,320	58,000	58,000	0	0.00 %
3450 COMMISSIONAIRES	16,652	0	0	0	0	0.00 %

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): *Community Services*

Division(s): *PARKING OPERATIONS*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
3601 INSURANCE PREMIUMS	78	70	81	66	(15)	-18.52 %
GOODS & SERVICES TOTAL	383,722	362,049	411,871	431,949	20,078	4.87 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	(20)	1	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	(20)	1	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	726	128	1,030	1,030	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	726	128	1,030	1,030	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	7	0	47,129	47,129	0	0.00 %
EXPENSE TOTAL	654,430	626,810	722,522	759,443	36,921	5.11 %
REVENUE						
0479 REIMBURSEMENTS	(1,430)	0	0	0	0	0.00 %
0815 PARKING METER REVENUE	497,046	522,535	477,561	509,218	31,657	6.63 %
0841 PROPERTY RENTALS	471,881	559,648	480,301	504,114	23,813	4.96 %
REVENUE TOTAL	967,497	1,082,183	957,862	1,013,332	55,470	5.79 %
GRAND TOTAL:	(313,067)	(455,373)	(235,340)	(253,889)	(18,549)	-7.88 %

Activity Summary Overview - 2018 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 and other park amenities including 9 ball fields, 6 sports fields, 3 tennis courts, 22 playgrounds, 12 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
- Algonquin Hill 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.

There have been initial discussions with Heritage North Bay about another contract 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 Summer in the Park.

Summer Capital Projects

This 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

Tourist Information Centre and Dionne Home

The Chamber of Commerce ended the agreement to operate the Tourist Information Centre at the end of 2015. The building will continue to be monitored and maintained until a sale is finalized.

Waterfront Maintenance

To maintain the following waterfront areas:

- ACT, Rotary and Lee picnic shelters
- Amelia, Golden and Marathon beaches
- Amelia and Veterans sports fields
- Amelia, Lee, Marathon and Veterans washroom buildings
- Lee and Waterfront turf, trees, shrubs and flower beds

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:

	2017 FTE	2018 FTE
Parks Operations		
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 *	0.40	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	2.00	1.00
Licensed Mechanic **	0.00	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	4.34
Outdoor Rink Attendants	1.00	1.00
Total Parks Operations Staff	37.17	36.37
Sports Complex		
Turf Operator	0.58	0.58
Utility Tractor Operator	1.08	1.08
Summer Students	0.93	0.93
Total Sports Complex Staff	2.59	2.59
Grand Total	39.76	38.96

*The Supervisor of Parking and Facilities position has been reallocated to Parking to complete parking and facilities related projects. The offsetting increase appears in Parking.

**One of the two Parks Light Equipment Maintenance Person positions (1.00 FTE) has been replaced with a Parks and Fleet 6 & 6 Licensed Mechanic Position (Parks 0.50, Fleet 0.50). This provides improved support and vehicle and equipment repairs during the Parks Department's busy summer season and during the Fleet Department's demanding winter control season.

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Community Services

Division(s): PARKS - OPERATIONS

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,197,990	1,261,341	1,732,060	1,713,798	(18,262)	-1.05 %
1002 TEMPORARY SALARIES	177,133	146,516	154,785	189,649	34,864	22.52 %
1003 SHIFT PREMIUM	3,830	4,296	3,800	3,800	0	0.00 %
1010 MODIFIED/ACCOMMODATED	25,837	12,109	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	240,246	244,036	3,790	1.58 %
1101 OVERTIME FULLTIME	31,853	35,655	28,852	31,742	2,890	10.02 %
1102 OVERTIME PART TIME	0	39	0	0	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	129,818	146,498	5,933	7,585	1,652	27.84 %
1203 COMPASSIONATE LEAVE	2,064	1,480	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	62,219	53,366	0	0	0	0.00 %
1207 SICK LEAVE	59,991	62,849	0	0	0	0.00 %
1301 WSIB LEAVE	(11,738)	(662)	0	0	0	0.00 %
1401 TRAINING & SAFETY	6,385	5,757	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	518,643	546,893	630,076	631,772	1,696	0.27 %
1802 FRINGE BENEFITS-PARTTIME	20,747	18,587	19,090	22,439	3,349	17.54 %
PERSONNEL TOTAL	2,224,772	2,294,724	2,814,842	2,844,821	29,979	1.07 %
GOODS & SERVICES						
2001 SAND	1,661	1,717	2,500	2,000	(500)	-20.00 %
2002 SALT	171	622	2,500	2,000	(500)	-20.00 %
2006 ASPHALT - COLD MIX	0	149	0	0	0	0.00 %
2030 GRAVEL	0	25	0	0	0	0.00 %
2036 SIGNS	4,701	12,525	8,600	8,600	0	0.00 %
2099 MISC. MATERIALS	146,055	164,596	175,490	173,990	(1,500)	-0.85 %
2401 GAS FUEL	11,590	12,021	65,556	67,556	2,000	3.05 %
2601 OFFICE SUPPLIES	2,272	1,558	3,500	3,500	0	0.00 %
2650 CLOTHING / UNIFORM	9,451	10,154	11,230	11,405	175	1.56 %
2655 SAFETY SUPPLIES	12,275	12,129	10,900	11,900	1,000	9.17 %
2660 SAFETY BOOT ALLOWANCE	6,284	4,777	6,130	8,600	2,470	40.29 %
2699 MISC GENERAL SUPPLIES	458	0	0	0	0	0.00 %
2701 HYDRO	149,564	116,645	142,276	142,276	0	0.00 %
2705 NATURAL GAS	18,926	17,210	18,977	21,882	2,905	15.31 %
2710 HEATING OIL	4,484	4,636	6,320	6,636	316	5.00 %
2715 WATER	68,405	78,019	109,807	99,921	(9,886)	-9.00 %
2720 MUNICIPAL TAXES	(2,465)	0	0	0	0	0.00 %
3001 POSTAGE	37	4	0	0	0	0.00 %
3010 TELEPHONE	13,411	11,306	13,700	15,070	1,370	10.00 %
3020 COMPUTER COMMUNICATIONS	32	0	1,800	0	(1,800)	-100.00 %
3030 TRAVEL	0	158	0	0	0	0.00 %

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): *Community Services*

Division(s): *PARKS - OPERATIONS*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
3035 MILEAGE	3,371	1,918	4,600	4,000	(600)	-13.04 %
3045 CONFERENCE & SEMINARS	1,229	0	1,500	2,000	500	33.33 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	968	883	750	850	100	13.33 %
3070 TRAINING COURSES - OUTSID	16,967	5,890	16,400	18,200	1,800	10.98 %
3071 TRAINING	0	1,090	1,098	1,098	0	0.00 %
3203 WASTE BIN RENTALS	331	494	0	500	500	100.00 %
3205 VEHICLE LEASE/RENTAL	1,111	81	0	0	0	0.00 %
3215 PROPERTY & BUILDING LEASE	11,808	11,808	13,500	13,905	405	3.00 %
3299 MISC LEASES & RENTS	149	48	0	0	0	0.00 %
3301 RADIO MAINTENANCE	2,636	1,988	2,700	2,700	0	0.00 %
3305 BUILDING MAINTENANCE	12,839	5,897	9,100	9,350	250	2.75 %
3318 ELECTRICAL MAINTENANCE	8,094	7,933	13,000	11,000	(2,000)	-15.38 %
3319 PLUMBING MAINTENANCE	6,659	4,907	10,000	12,000	2,000	20.00 %
3330 GROUNDS MAINTENANCE	99,500	99,282	100,000	100,000	0	0.00 %
3401 STREET GARBAGE CONTRACT	8,441	10,944	11,000	9,000	(2,000)	-18.18 %
3402 OPERATING CONTRACT	0	0	0	65,000	65,000	100.00 %
3425 CONSTRUCTION CONTRACT	263	0	0	0	0	0.00 %
3435 TREE SERVICE CONTRACT	15,417	14,145	6,100	10,100	4,000	65.57 %
3441 IRRIGATION SYSTEM CONTRAC	20,458	14,489	10,900	10,900	0	0.00 %
3442 SEPTIC CONTRACT	11,061	11,233	15,000	14,000	(1,000)	-6.67 %
3480 CLEANING CONTRACT	2,360	0	0	0	0	0.00 %
3499 MISC CONTRACTS	6,207	18,693	10,000	10,000	0	0.00 %
3601 INSURANCE PREMIUMS	90,634	76,547	91,691	70,772	(20,919)	-22.81 %
3999 MISC SERVICES & RENTS	67,680	73,450	73,700	74,800	1,100	1.49 %
GOODS & SERVICES TOTAL	835,495	809,971	970,325	1,015,511	45,186	4.66 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	31,797	29,439	33,900	33,900	0	0.00 %
5115 TRANSFER TO RESERVE FUND	55,919	53,568	59,400	59,400	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	87,716	83,007	93,300	93,300	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	267,258	286,268	468,853	468,853	0	0.00 %
EXPENSE TOTAL	3,415,241	3,473,970	4,347,320	4,422,485	75,165	1.73 %
REVENUE						
0414 PARKS PERMITS	4,437	7,181	7,620	7,800	180	2.36 %
0456 SALE OF SCRAP METALS	877	2,816	0	0	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	302,085	348,632	46,547	15.41 %
0472 REIMB - CUPE BENEFITS	5,315	676	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	17,147	2,170	0	0	0	0.00 %
0480 SUNDRY REVENUE	70,070	60,355	58,000	58,000	0	0.00 %
0484 TICKET SURCHARGE	55,919	53,568	59,400	59,400	0	0.00 %



Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Community Services

Division(s): PARKS - OPERATIONS

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
0532 YES PROGRAM	0	1,960	0	0	0	0.00 %
0841 PROPERTY RENTALS	74	0	0	0	0	0.00 %
0842 FACILITY RENTALS	191,214	192,581	181,800	188,500	6,700	3.69 %
0849 OTHER PROPERTY RENTALS	1,591	1,639	1,545	1,545	0	0.00 %
0919 VENDING MACHINE SALES	1,746	1,775	500	500	0	0.00 %
0975 SIGN ADVERTISING	10,000	10,000	10,000	10,000	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	33,857	34,449	34,449	34,837	388	1.13 %
REVENUE TOTAL	392,247	369,170	655,399	709,214	53,815	8.21 %
GRAND TOTAL:	3,022,994	3,104,800	3,691,921	3,713,271	21,350	0.58 %

Activity Summary Overview – 2018 Budget

Recreation & Leisure Services

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

Positions:

Administration Positions	2017 FTE	2018 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
Clerk Steno	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 artsVest funding program.

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

Sponsorship - Facilitated by Parks and Recreation staff, actively approaching corporate businesses and local business as sponsors for indoor and outdoor municipal facilities.

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

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)

Summer in the Park staff support a committee made up of municipal staff, Chamber of Commerce, City Councillors and community representatives to plan and coordinate this major community event.

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

2017 Incident Statistic Summary

PUBLIC RELATIONS	WATER FRONT	COVE	OLMSTED	TOTAL
Boats	39	275	70	384
Dock Incidents	3	226	56	285
Dog on Beach/off leash	204	72	89	365
Inflatable Equipment	89	224	20	333
Outside Buoy-lines	372	208	57	637
Swim Wear	9	12	3	24
Lending Equipment	19	438	253	710
Bikes	61	71	68	200
<i>INCIDENT/RESCUE</i>				
<i>Glass Cut</i>	0	4	0	4
<i>Scrape/Tear/Cut</i>	9	4	4	17
<i>Panicky Swimmer</i>	1	5	4	10
<i>Tired Swimmer</i>	0	4	1	5
<i>Missing Person</i>	0	0	0	0
<i>Bee Sting</i>	0	0	0	0
<i>Paddle Board Rescue</i>	1	0	2	3
<i>Heat related</i>	0	0	0	0
<i>Weather Warning (lightning)</i>	22	46	17	85
<i>Other</i>	3	15	2	20
Total Number of Swimmers per beach in 2017 (including beach area and water combined):	25,093	17,413	13,322	55,828
<i>MAINTENANCE (MINUTES)</i>				
<i>Clean Washrooms</i>	90	515	320	925
<i>Clean Lifeguard building</i>	513	740	330	1583
<i>Garbage Pickup</i>	1,380	1,555	600	3535

* Minimum of 35 EMS calls avoided-lifeguard assistance

Recreation Program Positions	2017 FTE	2018 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**	0.20	1.14
Summer in the Park Student**	0.34	0.34
Recreation Programmer *	0.34	0.34
Beach Director	0.27	0.27
Beach Staff	3.08	3.08
Totals	5.43	6.37

*staff transferred from Parks student complement

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



Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Community Services

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

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	223,492	264,099	270,135	280,385	10,250	3.79 %
1002 TEMPORARY SALARIES	168,512	179,827	127,161	220,489	93,328	73.39 %
1003 SHIFT PREMIUM	0	33	0	0	0	0.00 %
1101 OVERTIME FULLTIME	0	362	0	0	0	0.00 %
1102 OVERTIME PART TIME	391	75	0	0	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	9,584	8,947	314	7,499	7,185	2,288.22 %
1204 STATUTORY HOLIDAYS	5,773	5,790	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	70,119	81,770	83,113	84,252	1,139	1.37 %
1802 FRINGE BENEFITS-PARTTIME	24,315	25,917	20,797	26,322	5,525	26.57 %
PERSONNEL TOTAL	502,186	566,820	501,520	618,947	117,427	23.41 %
GOODS & SERVICES						
2401 GAS FUEL	185	140	600	600	0	0.00 %
2525 FOOD PURCHASES	0	147	0	0	0	0.00 %
2601 OFFICE SUPPLIES	16,807	4,175	7,300	7,300	0	0.00 %
2645 RECREATIONAL SUPPLIES	9,583	9,048	8,900	8,900	0	0.00 %
2672 EVENTS	0	0	0	50,000	50,000	100.00 %
2699 MISC GENERAL SUPPLIES	14,516	89,534	11,563	11,600	37	0.32 %
2999 MISCELLANEOUS SUPPLIES	66	0	0	0	0	0.00 %
3001 POSTAGE	1,427	1,088	3,500	3,500	0	0.00 %
3005 COURIER & DELIVERY	339	0	0	0	0	0.00 %
3010 TELEPHONE	5,726	4,384	4,600	5,800	1,200	26.09 %
3035 MILEAGE	3,091	2,404	2,799	2,750	(49)	-1.75 %
3045 CONFERENCE & SEMINARS	2,739	2,017	5,000	5,000	0	0.00 %
3055 MEETING COSTS	1,388	1,003	1,400	1,400	0	0.00 %
3056 PERMITS	0	200	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	6,303	4,791	4,500	3,700	(800)	-17.78 %
3075 TRAINING COURSES - IN HOU	450	0	12,500	12,500	0	0.00 %
3080 ADVERTISING & PROMOTION	21,429	28,889	35,500	32,500	(3,000)	-8.45 %
3082 MARKETING	0	0	5,000	5,000	0	0.00 %
3085 OUTSIDE PRINTING	19,638	19,638	28,000	28,000	0	0.00 %
3099 MISC ADMIN EXPENSES	0	0	5,000	5,000	0	0.00 %
3130 CONSULTANT FEES	16,418	2,900	50,000	0	(50,000)	-100.00 %
3205 VEHICLE LEASE/RENTAL	2,479	808	3,800	3,800	0	0.00 %
3229 PORTABLE TOILETS	1,353	2,157	0	0	0	0.00 %
3492 EVENT CONTRIBUTIONS	7,450	5,450	10,000	10,000	0	0.00 %
3499 MISC CONTRACTS	0	137,199	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	3,780	3,996	6,000	4,196	(1,804)	-30.07 %
3930 COMMUNITY PROGRAMS	6,000	4,000	8,000	8,000	0	0.00 %

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Community Services

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

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
3965 BALANCE CARRIED FORWARD	(61,553)	(71,106)	0	0	0	0.00 %
3999 MISC SERVICES & RENTS	6,454	20,795	600	600	0	0.00 %
GOODS & SERVICES TOTAL	86,068	273,657	214,562	210,146	(4,416)	-2.06 %
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	716	250	1,000	1,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	716	250	1,000	1,000	0	0.00 %
INTERNAL TRANSFERS						
7080 SUMMER IN THE PARK CONTRIBUTION	80,000	80,000	80,000	80,000	0	0.00 %
EXPENSE TOTAL	668,970	920,727	797,082	910,093	113,011	14.18 %
REVENUE						
0435 SPONSORSHIP	6,223	56,250	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	40,000	40,000	90,000	90,000	0	0.00 %
0479 REIMBURSEMENTS	0	1,000	0	0	0	0.00 %
0480 SUNDRY REVENUE	2,639	5,147	6,700	6,700	0	0.00 %
0506 MINISTRY OF HEALTH	51,047	85,476	0	67,717	67,717	100.00 %
0599 MISC. PROVINCIAL GRANTS	7,790	0	0	0	0	0.00 %
0620 CANADA DAY GRANT	6,500	6,500	0	0	0	0.00 %
0820 REGISTRATION FEES	3,752	104,327	3,700	3,800	100	2.70 %
0940 PARK VENDOR REVENUE	4,955	156	4,500	4,100	(400)	-8.89 %
0950 CONCESSION FEES / VENDOR	611	2,180	0	0	0	0.00 %
0974 CO-OP ADVERTISING	14,620	16,093	24,000	24,000	0	0.00 %
REVENUE TOTAL	138,137	317,129	128,900	196,317	67,417	52.30 %
GRAND TOTAL:	530,833	603,598	668,182	713,776	45,594	6.82 %

Activity Summary Overview - 2018 Budget

Building

Facilitate development through the issuance of building permits.

Administer and enforce the Building Code Act on behalf of City Council by issuing permits, building inspections, plumbing inspections, keeping records and the related City of North Bay By-Laws.

Responsible for the administration and enforcement of the Tenant Protection Act through Property Standards By-Law, Yard Clean-up and Heat By-Law.

Positions:

	2017 FTE	2018 FTE
Chief Building Official	1.00	1.00
Chief Plans Examiner	1.00	1.00
Building Inspectors	4.00	4.00
Clerk Stenographer	1.00	1.00
Junior Plan Examiner	1.00	1.00
Totals	8.00	8.00

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): *Community Services*

Division(s): *BUILDING*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	402,842	445,729	524,504	528,694	4,190	0.80 %
1010 MODIFIED/ACCOMMODATED	0	3,095	0	0	0	0.00 %
1202 VACATION	7,754	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	117,955	136,599	155,710	164,987	9,277	5.96 %
PERSONNEL TOTAL	528,551	585,423	680,214	693,681	13,467	1.98 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	1,810	1,787	2,200	2,200	0	0.00 %
2650 CLOTHING / UNIFORM	1,202	1,202	1,188	1,335	147	12.37 %
2655 SAFETY SUPPLIES	0	38	0	0	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	799	825	1,502	1,230	(272)	-18.11 %
3001 POSTAGE	574	574	550	550	0	0.00 %
3005 COURIER & DELIVERY	6	0	0	0	0	0.00 %
3010 TELEPHONE	3,326	1,742	5,500	4,000	(1,500)	-27.27 %
3035 MILEAGE	12,851	13,151	19,800	19,620	(180)	-0.91 %
3045 CONFERENCE & SEMINARS	4,070	6,545	8,250	8,175	(75)	-0.91 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,110	2,237	2,571	2,552	(19)	-0.74 %
3080 ADVERTISING & PROMOTION	0	584	770	700	(70)	-9.09 %
GOODS & SERVICES TOTAL	25,748	28,685	42,331	40,362	(1,969)	-4.65 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	0	(54)	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	0	(54)	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	51	550	500	(50)	-9.09 %
5115 TRANSFER TO RESERVE FUND	61,072	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	61,072	51	550	500	(50)	-9.09 %
INTERNAL TRANSFERS						
7010 ADMINISTRATON & OVERHEAD	255,501	255,501	255,501	255,501	0	0.00 %
EXPENSE TOTAL	870,872	869,606	978,596	990,044	11,448	1.17 %
REVENUE						
0409 OTHER LICENCE FEES	2,340	3,180	3,000	3,000	0	0.00 %
0411 BUILDING PERMIT FEES	784,082	915,382	730,000	730,000	0	0.00 %
0413 PROPERTY STANDARDS	(300)	100	600	600	0	0.00 %
0470 TSF FROM RESERVE FUND	0	0	152,762	159,700	6,938	4.54 %
0850 ADMIN FEES	57	0	0	0	0	0.00 %
0851 INQUIRY FEES	29,290	32,021	24,800	28,000	3,200	12.90 %
REVENUE TOTAL	815,469	950,683	911,162	921,300	10,138	1.11 %
GRAND TOTAL:	55,403	(81,077)	67,434	68,744	1,310	1.94 %

Activity Summary Overview – 2018 Budget

Community Services Administration

Managing Director

The Community Services Business Unit 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 transportation, economic, and building services are key objectives of the CS Business Unit.

Managing Director of the Community Services Business Unit 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:

	2017 FTE	2018 FTE
Managing Director of Community Services Business Unit	1.00	1.00
Totals	1.00	1.00



Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Community Services

Division(s): COMMUNITY SERVICES ADMIN

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	164,931	164,343	167,566	170,080	2,514	1.50 %
1202 VACATION	4,591	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	37,441	38,272	38,399	39,386	987	2.57 %
PERSONNEL TOTAL	206,963	202,615	205,965	209,466	3,501	1.70 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	0	51	0	0	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	158	0	0	0	0	0.00 %
3010 TELEPHONE	644	428	1,000	1,000	0	0.00 %
3030 TRAVEL	1,799	597	1,500	1,500	0	0.00 %
3035 MILEAGE	901	446	600	750	150	25.00 %
3070 TRAINING COURSES - OUTSID	117	142	2,500	2,500	0	0.00 %
3075 TRAINING COURSES - IN HOU	4,200	0	15,000	15,000	0	0.00 %
3499 MISC CONTRACTS	21,541	10,972	28,500	28,500	0	0.00 %
GOODS & SERVICES TOTAL	29,360	12,636	49,100	49,250	150	0.31 %
EXPENSE TOTAL	236,323	215,251	255,065	258,716	3,651	1.43 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	29,044	29,625	29,625	30,218	593	2.00 %
7910 INTERNAL OVERHEAD REVENUE	22,911	22,995	22,995	22,995	0	0.00 %
REVENUE TOTAL	51,955	52,620	52,620	53,213	593	1.13 %
GRAND TOTAL:	184,368	162,631	202,445	205,503	3,058	1.51 %

Activity Summary Overview – 2018 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 focuses on business retention and expansion while supporting the newly formed Invest North Bay Development Corporation and their mandate.

Positions:

	2017 FTE	2018 FTE
Manager Economic Development	1.00	1.00
Economic Development Officer	1.00	1.00
Business Development Officer	1.00	1.00
Business Development Officer	1.00	1.00
Clerk Steno II	1.00	1.00
Totals	5.00	5.00

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): *Community Services*

Division(s): *ECONOMIC DEVELOPMENT*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	340,679	311,329	404,973	411,684	6,711	1.66 %
1002 TEMPORARY SALARIES	18,237	594	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATED	36,325	0	0	0	0	0.00 %
1202 VACATION	5,275	0	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	773	0	0	0	0	0.00 %
1301 WSIB LEAVE	(12,174)	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	118,284	92,207	118,360	122,156	3,796	3.21 %
1802 FRINGE BENEFITS-PARTTIME	2,540	0	0	0	0	0.00 %
PERSONNEL TOTAL	509,939	404,130	523,333	533,840	10,507	2.01 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	4,193	3,943	4,000	4,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	0	186	0	100	100	100.00 %
2660 SAFETY BOOT ALLOWANCE	357	0	0	0	0	0.00 %
2682 PROMOTIONAL SUPPLIES	3,166	3,638	4,000	4,000	0	0.00 %
3001 POSTAGE	379	133	500	350	(150)	-30.00 %
3003 LICENSING FEES	0	3,689	8,000	5,000	(3,000)	-37.50 %
3010 TELEPHONE	2,934	2,933	5,500	5,500	0	0.00 %
3030 TRAVEL	16,929	20,437	20,000	20,000	0	0.00 %
3035 MILEAGE	3,498	2,785	4,000	4,000	0	0.00 %
3045 CONFERENCE & SEMINARS	3,735	4,933	4,000	4,000	0	0.00 %
3050 RECEPTIONS	2,466	7,519	3,000	3,500	500	16.67 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	10,132	10,836	11,000	2,500	(8,500)	-77.27 %
3070 TRAINING COURSES - OUTSID	2,853	4,019	6,500	6,500	0	0.00 %
3080 ADVERTISING & PROMOTION	115,313	148,182	154,000	154,000	0	0.00 %
3130 CONSULTANT FEES	0	0	5,000	5,000	0	0.00 %
GOODS & SERVICES TOTAL	165,955	213,233	229,500	218,450	(11,050)	-4.81 %
CAPITAL/RESERVE TRANSACTIONS						
5125 TRANSFER TO OTHER CAPITAL	61,866	4,065	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	61,866	4,065	0	0	0	0.00 %
EXPENSE TOTAL	737,760	621,428	752,833	752,290	(543)	-0.07 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	22,366	0	0	0	0	0.00 %
0472 REIMB - CUPE BENEFITS	212	0	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	468	0	0	0	0	0.00 %
0479 REIMBURSEMENTS	3,008	0	0	0	0	0.00 %
0699 MISC FEDERAL GRANTS	(34)	0	0	0	0	0.00 %
REVENUE TOTAL	26,020	0	0	0	0	0.00 %
GRAND TOTAL:	711,740	621,428	752,833	752,290	(543)	-0.07 %

Activity Summary Overview – 2018 Budget

Planning Services

To provide for the operation of complete 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:

	2017 FTE	2018 FTE
Manager of Planning Services	1.00	1.00
Senior Planner - Current Operations	1.00	1.00
Zoning Administrator	1.00	1.00
Policy and Business Development Planner	1.00	1.00
Clerk Stenographer	1.00	1.00
Intern/Contract*	1.00	1.00
Summer Student	0.31	0.31
Totals	6.31	6.31

*Note: To assist with the completion of various planning projects, Planning Services has received funding from NOHFC for a one year internship in 2017/2018 to partially offset the cost of this position; the remainder will be funded out of the capital budget.

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): *Community Services*

Division(s): *PLANNING DEPARTMENT*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	423,579	388,006	429,815	423,933	(5,882)	-1.37 %
1002 TEMPORARY SALARIES	1,499	5,746	8,612	8,931	319	3.70 %
1011 SALARIES CAPITAL/Special Projects	0	0	46,792	47,493	701	1.50 %
1202 VACATION	(4,036)	4,080	344	2,257	1,913	556.10 %
1204 STATUTORY HOLIDAYS	0	100	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	120,095	113,469	131,120	130,597	(523)	-0.40 %
1802 FRINGE BENEFITS-PARTTIME	0	690	263	784	521	198.10 %
PERSONNEL TOTAL	541,137	512,091	616,946	613,995	(2,951)	-0.48 %
GOODS & SERVICES						
2036 SIGNS	208	584	700	700	0	0.00 %
2601 OFFICE SUPPLIES	1,469	2,731	3,000	3,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	0	129	100	100	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	71	0	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	1,708	1,773	2,500	2,500	0	0.00 %
3001 POSTAGE	5,984	3,840	5,000	5,000	0	0.00 %
3010 TELEPHONE	623	1,016	1,000	1,000	0	0.00 %
3030 TRAVEL	576	797	2,000	2,000	0	0.00 %
3035 MILEAGE	345	150	1,300	1,300	0	0.00 %
3045 CONFERENCE & SEMINARS	2,358	3,616	5,000	5,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,525	2,847	3,200	3,200	0	0.00 %
3071 TRAINING	0	0	92	0	(92)	-100.00 %
3080 ADVERTISING & PROMOTION	679	458	900	900	0	0.00 %
3130 CONSULTANT FEES	2,320	660	2,500	2,500	0	0.00 %
3145 REGISTRY OFFICE FEES	2,146	3,061	3,000	3,000	0	0.00 %
3930 COMMUNITY PROGRAMS	29,212	71,015	40,000	65,000	25,000	62.50 %
GOODS & SERVICES TOTAL	50,224	92,677	70,292	95,200	24,908	35.44 %
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	1,417	1,365	2,000	2,000	0	0.00 %
5115 TRANSFER TO RESERVE FUND	0	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,417	1,365	2,000	2,000	0	0.00 %
EXPENSE TOTAL	592,778	606,133	689,238	711,195	21,957	3.19 %
REVENUE						
0409 OTHER LICENCE FEES	2,340	3,180	3,000	3,000	0	0.00 %
0419 OTHER PERMIT/ENCROACHMENT	26,775	34,090	28,000	28,000	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	51,560	55,101	3,541	6.87 %
0470 TSF FROM RESERVE FUND	36,712	78,515	47,500	72,500	25,000	52.63 %



Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Community Services

Division(s): PLANNING DEPARTMENT

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
0480 SUNDRY REVENUE	1,021	406	0	0	0	0.00 %
0533 EXPERIENCE PROGRAM	0	2,979	0	0	0	0.00 %
0812 RADIO COMM TOWER REVENUE	1,370	0	1,400	1,400	0	0.00 %
0851 INQUIRY FEES	99,831	81,331	94,000	95,500	1,500	1.60 %
0869 OTHER ADMINISTRATION FEES	60	230	100	100	0	0.00 %
0976 SIGNAGE LEASING	30,177	32,628	29,000	32,000	3,000	10.34 %
0977 LANE CLOSINGS	870	0	1,920	1,920	0	0.00 %
0994 DEEMING BY-LAWS	1,650	825	825	825	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	17,304	17,374	17,374	17,374	0	0.00 %
REVENUE TOTAL	218,110	251,558	274,679	307,720	33,041	12.03 %
GRAND TOTAL:	374,668	354,575	414,559	403,475	(11,084)	-2.67 %

Activity Summary Overview – 2018 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:

	2017 FTE	2018 FTE
Transit Manager	1.00	1.00
Administrative Assistants	1.00	1.00
Transit Supervisor	2.00	2.00
Transit Operators	25.00	25.00
Facilities Coordinator	0.00	0.05
Transit Bus Wash Operators	2.36	2.36
Spare Board Operators	5.31	5.31
Crossing Guards	3.38	3.20
Totals	40.05	39.92

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: 2018; YTD End Date: December 2017

Department(s): *Community Services*

Division(s): *TRANSIT*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,792,264	1,845,658	2,039,421	2,073,591	34,170	1.68 %
1002 TEMPORARY SALARIES	82,033	74,258	80,537	93,038	12,501	15.52 %
1003 SHIFT PREMIUM	36,106	37,274	41,423	44,090	2,667	6.44 %
1010 MODIFIED/ACCOMMODATED	126,223	42,805	0	0	0	0.00 %
1101 OVERTIME FULLTIME	173,541	113,590	53,500	62,834	9,334	17.45 %
1110 OVERTIME MODIFIED/ACCOMMODATED	1,532	475	0	0	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	172,819	180,240	157,258	167,606	10,348	6.58 %
1203 COMPASSIONATE LEAVE	4,754	5,269	4,000	4,000	0	0.00 %
1204 STATUTORY HOLIDAYS	95,710	69,957	53,787	33,885	(19,902)	-37.00 %
1207 SICK LEAVE	94,063	88,816	75,000	65,000	(10,000)	-13.33 %
1299 OTHER LABOUR COSTS	171,995	160,410	173,123	173,123	0	0.00 %
1301 WSIB LEAVE	(2,183)	(2,104)	0	0	0	0.00 %
1401 TRAINING & SAFETY	18,919	24,696	16,000	16,000	0	0.00 %
1410 DRY CLEANING ALLOWANCE	6,713	313	8,190	0	(8,190)	-100.00 %
1801 FRINGE BENEFITS-FULLTIME	817,141	850,121	845,347	899,348	54,001	6.39 %
1802 FRINGE BENEFITS-PARTTIME	7,219	6,962	9,612	11,006	1,394	14.50 %
PERSONNEL TOTAL	3,598,849	3,498,740	3,557,198	3,643,521	86,323	2.43 %
GOODS & SERVICES						
2099 MISC. MATERIALS	1,320	1,386	2,500	2,250	(250)	-10.00 %
2401 GAS FUEL	687	989	600	750	150	25.00 %
2405 DIESEL FUEL	642,522	729,558	771,946	704,165	(67,781)	-8.78 %
2415 LUBRICANTS	13,042	12,706	0	0	0	0.00 %
2420 TIRES	28,789	51,715	0	0	0	0.00 %
2425 REPAIR PARTS	654,637	489,624	65,029	57,500	(7,529)	-11.58 %
2450 LICENSES	1,646	1,646	0	0	0	0.00 %
2495 SHOP LABOUR	486,855	404,145	0	0	0	0.00 %
2499 MISC FLEET SUPPLIES	31,764	22,981	2,500	2,500	0	0.00 %
2601 OFFICE SUPPLIES	2,251	1,613	2,400	2,400	0	0.00 %
2650 CLOTHING / UNIFORM	9,060	24,906	26,500	0	(26,500)	-100.00 %
2655 SAFETY SUPPLIES	498	173	500	500	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	5,322	4,830	7,770	8,610	840	10.81 %
2699 MISC GENERAL SUPPLIES	590	684	1,000	1,000	0	0.00 %
2701 HYDRO	21,845	15,161	21,775	21,775	0	0.00 %
2705 NATURAL GAS	6,385	6,297	6,849	9,385	2,536	37.03 %
2715 WATER	18,396	19,215	23,409	19,888	(3,521)	-15.04 %
2720 MUNICIPAL TAXES	44,924	42,008	45,373	42,848	(2,525)	-5.56 %
2935 FARE HANDLING SUPPLIES	14,552	18,073	22,000	20,000	(2,000)	-9.09 %
3001 POSTAGE	393	317	400	400	0	0.00 %

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Community Services

Division(s): TRANSIT

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
3005 COURIER & DELIVERY	3	0	0	0	0	0.00 %
3010 TELEPHONE	8,008	10,537	16,200	11,025	(5,175)	-31.94 %
3035 MILEAGE	255	146	300	300	0	0.00 %
3045 CONFERENCE & SEMINARS	2,620	3,544	3,000	3,000	0	0.00 %
3055 MEETING COSTS	0	25	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	6,147	6,385	6,250	7,400	1,150	18.40 %
3070 TRAINING COURSES - OUTSID	1,760	2,389	5,000	5,000	0	0.00 %
3071 TRAINING	259	31	1,000	750	(250)	-25.00 %
3080 ADVERTISING & PROMOTION	3,416	2,437	7,500	7,500	0	0.00 %
3132 CONSULTANT EXPENSES	0	44	0	0	0	0.00 %
3305 BUILDING MAINTENANCE	11,609	14,511	16,000	16,000	0	0.00 %
3315 VEHICLE MAINTENANCE	23,517	50,332	6,242	0	(6,242)	-100.00 %
3460 BRINKS COURIER	1,199	1,124	1,500	1,300	(200)	-13.33 %
3476 TAXI CONTRACTS	2,177	1,726	3,000	2,000	(1,000)	-33.33 %
3480 CLEANING CONTRACT	51,195	68,099	68,323	70,100	1,777	2.60 %
3485 PHARA CONTRACT	493,535	403,711	525,000	525,000	0	0.00 %
3601 INSURANCE PREMIUMS	210,840	206,392	19,382	15,207	(4,175)	-21.54 %
GOODS & SERVICES TOTAL	2,802,018	2,619,460	1,679,248	1,558,553	(120,695)	-7.19 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	0	(2)	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	0	(2)	0	0	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	51,161	45,419	2,349,747	2,349,747	0	0.00 %
7010 ADMINISTRATON & OVERHEAD	108,839	110,704	110,704	111,979	1,275	1.15 %
7015 BUILDING MAINTENANCE OPER	33,857	34,449	34,449	34,837	388	1.13 %
EXPENSE TOTAL	6,594,724	6,308,770	7,731,346	7,698,637	(32,709)	-0.42 %
REVENUE						
0470 TSF FROM RESERVE FUND	510,000	510,000	510,000	510,000	0	0.00 %
0472 REIMB - CUPE BENEFITS	745	0	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	2,224	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	287	271	0	0	0	0.00 %
0494 WARRANTY REVENUE	2,655	1,589	0	0	0	0.00 %
0801 CASH FARES	802,614	663,537	850,430	805,533	(44,897)	-5.28 %
0802 ADULT PASSES	251,245	256,574	345,817	310,292	(35,525)	-10.27 %
0803 STUDENT PASSES	79,324	105,169	96,998	121,959	24,961	25.73 %
0804 REDUCED PASSES	251,404	243,011	268,797	253,918	(14,879)	-5.54 %
0805 DAY PASSES	7,170	9,943	7,897	10,391	2,494	31.58 %
0806 MULTIPLE FARE CARDS	345,757	341,533	415,500	349,215	(66,285)	-15.95 %
0807 CONTRACTED SERVICES	1,009,775	1,005,745	1,048,956	1,096,416	47,460	4.52 %
0808 TRANSIT CHARTERS	5,470	4,465	6,500	5,175	(1,325)	-20.38 %



Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Community Services

Division(s): TRANSIT

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
0809 STUDENT TERM PASS	32,821	1,847	37,500	2,463	(35,037)	-93.43 %
0810 SINGLE TRIP PASS	61,871	69,570	53,233	72,843	19,610	36.84 %
0811 AGREEMENTS	14,298	15,013	14,470	15,576	1,106	7.64 %
0819 TRANSIT PASS PHOTO	7,225	7,852	7,750	7,908	158	2.04 %
0890 ATM REVENUE	2,060	1,696	1,500	1,759	259	17.27 %
0919 VENDING MACHINE SALES	4,314	4,168	3,000	2,400	(600)	-20.00 %
0975 SIGN ADVERTISING	50,000	51,000	50,000	51,000	1,000	2.00 %
REVENUE TOTAL	3,441,259	3,292,983	3,718,348	3,616,848	(101,500)	-2.73 %
GRAND TOTAL:	3,153,465	3,015,787	4,012,998	4,081,789	68,791	1.71 %



CORPORATE SERVICES

2018 OPERATING BUDGET



Business Unit Summary

Budget Year: 2018

YTD End Date: December 2017

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
Corporate Services						
COUNCIL SECRETARIAT	77,245	77,393	76,233	129,976	53,743	70.50 %
CUSTOMER SERVICE CENTRE	385,528	332,105	370,236	339,239	(30,997)	-8.37 %
FINANCIAL SERVICES	1,597,455	1,449,015	1,529,324	1,460,561	(68,763)	-4.50 %
HUMAN RESOURCES	1,016,557	968,617	934,744	962,038	27,294	2.92 %
INFORMATION SYSTEMS	1,237,245	1,307,601	1,277,021	1,302,684	25,663	2.01 %
LEGAL DEPARTMENT - GENERAL	282,078	119,739	421,983	364,435	(57,548)	-13.64 %
LEGAL DEPARTMENT - POA	(306,539)	(166,850)	(202,724)	(174,424)	28,300	13.96 %
Total:	4,289,569	4,087,620	4,406,817	4,384,509	(22,308)	-0.51 %
Grand Total:	4,289,569	4,087,620	4,406,817	4,384,509	(22,308)	-0.51 %

Activity Summary Overview – 2018 Budget

Council Secretariat

Clerk's Department

The City Clerk's Office is comprised of two areas of responsibility: the Corporate Services (which includes Council Secretariat, Lottery Licensing, Residential Rental Housing Licensing, Vital Statistics and Records Services) and the Customer Service Centre.

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>	2017 FTE	2018 FTE
City Clerk	1.00	1.00
Administrative Staff	3.00	3.00*
Totals	4.00	4.00

*Note: 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 2018.

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, 2017	\$174,496
2017 Transfer to reserve	<u>\$ 55,000</u>
Balance, December 31, 2017 (estimate)	\$229,496

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Corporate Services

Division(s): COUNCIL SECRETARIAT

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	288,076	263,082	256,592	269,699	13,107	5.11 %
1101 OVERTIME FULLTIME	3,903	956	2,500	2,500	0	0.00 %
1202 VACATION	(3,669)	411	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	91,811	84,360	80,322	84,772	4,450	5.54 %
PERSONNEL TOTAL	380,121	348,809	339,414	356,971	17,557	5.17 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	2,824	1,820	4,500	4,000	(500)	-11.11 %
2630 SUBSCRIPTIONS/PERIODICALS	415	438	800	800	0	0.00 %
2665 MARRIAGE LICENSES	14,400	14,400	16,800	16,800	0	0.00 %
3001 POSTAGE	1,643	1,738	3,000	3,000	0	0.00 %
3005 COURIER & DELIVERY	6	0	500	250	(250)	-50.00 %
3035 MILEAGE	149	150	250	250	0	0.00 %
3045 CONFERENCE & SEMINARS	2,566	1,783	1,500	1,500	0	0.00 %
3050 RECEPTIONS	332	0	0	0	0	0.00 %
3060 MEALS	3,972	4,264	4,000	4,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,238	0	800	800	0	0.00 %
3080 ADVERTISING & PROMOTION	12,889	8,288	15,000	15,000	0	0.00 %
3099 MISC ADMIN EXPENSES	2,188	2,188	750	750	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	0	50	350	350	0	0.00 %
3499 MISC CONTRACTS	0	0	1,500	1,500	0	0.00 %
GOODS & SERVICES TOTAL	42,622	35,119	49,750	49,000	(750)	-1.51 %
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	0	3,469	500	500	0	0.00 %
5115 TRANSFER TO RESERVE FUND	55,000	55,000	55,000	55,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	55,000	58,469	55,500	55,500	0	0.00 %
EXPENSE TOTAL	477,743	442,397	444,664	461,471	16,807	3.78 %
REVENUE						
0403 MARRIAGE LICENSE	51,600	47,898	53,000	50,000	(3,000)	-5.66 %
0404 LOTTERY LICENSE	250,412	224,785	225,000	200,000	(25,000)	-11.11 %
0409 OTHER LICENCE FEES	2,340	3,430	3,000	3,000	0	0.00 %
0418 BURIAL PERMITS	32,260	30,650	29,000	29,000	0	0.00 %
0480 SUNDRY REVENUE	17	16	0	0	0	0.00 %
0842 FACILITY RENTALS	0	500	0	0	0	0.00 %
0850 ADMIN FEES	3,105	2,845	4,000	4,000	0	0.00 %
0977 LANE CLOSINGS	1,277	1,949	1,500	1,500	0	0.00 %



Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Corporate Services

Division(s): COUNCIL SECRETARIAT

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
7910 INTERNAL OVERHEAD REVENUE	59,488	52,930	52,930	43,995	(8,935)	-16.88 %
REVENUE TOTAL	400,499	365,003	368,430	331,495	(36,935)	-10.02 %
GRAND TOTAL:	77,244	77,394	76,234	129,976	53,742	70.50 %

Activity Summary Overview – 2018 Budget

Customer Service Centre

The Customer Service Centre (CSC) continues to provide 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 are knowledgeable and work to resolve most inquiries rather than spending time re-directing customers who accidentally arrive at the wrong counter or telephone extension.

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; the 2018 World Curling Championships; Summer in the Park; Midway all day passes)
- 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)

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:

	2017 FTE	2018 FTE
Customer Service Supervisor	1.00	1.00
Customer Service Clerk	5.00	5.00
Totals	6.00	6.00

Activities:

Effective September 1, 2017 the Centre had responded to approximately **63,351** requests for service in person, online and by phone as recorded in Infor Public Sector and Naviline.

Below is a breakdown of 2016 annual data by service type, in addition to a transaction comparison of 2016 and 2017 for the January 1 – August 31 time period:

Service Type	Number of Transactions		
	2016 12 months	2016 Jan 1 – Aug 31	2017 Jan 1 – Aug 31
Information Only (By phone, in-person or by email)	49,829	33,838	26,506 ⁱ
Parking Ticket Payments	8,368	5,141	7,035
Water Payments	28,223	20,219	16,814
Tax Payments	7,257	6,591	6,453
<i>Parking Pass/Film Permits/Meter Stall Rentals</i>	n/a	n/a	2,524
Pre-Authorized Tax & Water (Setups)	339	271	136
Dog & Cat Licenses	234	205	186
Special Event Registrations ⁱⁱ			
➤ <i>Baseball and softball registrations</i>	116	116	148
➤ <i>Ford World Women's Curling Pre-sales (completed in 2016)</i>	312	312	--
➤ <i>Summer In The Park/Midway</i>	*	*	413
Accounts Receivable	N/A	N/A	1,579
Business Licenses	286	143	137
Bus Passes	457	377	233
Other ⁱⁱⁱ	2,212	2,110	1,187

2016-2017 Average Comparison for the January 1 – August 31 Time Period:

Period	2016	2017	2016	2017
	Monthly	Monthly	Daily	Daily
Customer Service Centre	8,665	7,919	433	396
Per Staff	1,733	1,584	87	79

2016 Annual Data: Effective December 31, 2016, the Centre had responded to approximately **97,633** requests for service in person, online and by phone.

Period	2016	2016
	Monthly	Daily
Customer Service Centre	8,136	407
Per Staff	1,627	81

W:\CLERK\CATHY\BUDGET\2018 Budget\Activity Summary - 2017 Budget (CSC) final.docx

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

ⁱⁱ Special Event Registration data was not reported as a separate item in 2016

ⁱⁱⁱ The data in this category includes Burn Permits, Online Payments, Blue Boxes and other miscellaneous inquiries. Processing mail is not reported as a regular item however it is important to note that the CSC team processed 302,258 pieces of mail in 2016 compared with 228,297 pieces of mail in 2015.

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Corporate Services

Division(s): CUSTOMER SERVICE CENTRE

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	285,192	307,057	323,479	332,971	9,492	2.93 %
1002 TEMPORARY SALARIES	1,639	0	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATED	19,247	0	0	0	0	0.00 %
1101 OVERTIME FULLTIME	410	218	0	0	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	(11,455)	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	98,968	101,595	106,931	108,194	1,263	1.18 %
1802 FRINGE BENEFITS-PARTTIME	0	0	0	0	0	0.00 %
PERSONNEL TOTAL	394,001	408,870	430,410	441,165	10,755	2.50 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	3,738	2,034	3,000	3,000	0	0.00 %
2607 POSTAGE MACHINE SUPPLIES	5,271	4,968	6,000	5,000	(1,000)	-16.67 %
3001 POSTAGE	638	523	1,000	1,000	0	0.00 %
3005 COURIER & DELIVERY	3,779	354	4,500	1,500	(3,000)	-66.67 %
3045 CONFERENCE & SEMINARS	481	1,816	2,000	2,000	0	0.00 %
3075 TRAINING COURSES - IN HOU	0	160	0	0	0	0.00 %
3080 ADVERTISING & PROMOTION	283	269	300	800	500	166.67 %
3210 OFFICE EQUIPMENT LEASE	5,870	1,254	2,500	0	(2,500)	-100.00 %
3310 OFFICE EQUIPMENT MAINTEN	0	0	2,500	2,500	0	0.00 %
GOODS & SERVICES TOTAL	20,060	11,378	21,800	15,800	(6,000)	-27.52 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	1,806	1,155	1,500	1,500	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,806	1,155	1,500	1,500	0	0.00 %
EXPENSE TOTAL	415,867	421,403	453,710	458,465	4,755	1.05 %
REVENUE						
0401 BUSINESS LICENSE	27,570	30,570	25,000	25,000	0	0.00 %
0472 REIMB - CUPE BENEFITS	88	44	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	182	211	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	2,500	58,474	58,474	94,226	35,752	61.14 %
REVENUE TOTAL	30,340	89,299	83,474	119,226	35,752	42.83 %
GRAND TOTAL:	385,527	332,104	370,236	339,239	(30,997)	-8.37 %

Activity Summary Overview – 2018 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 all 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:

	2017 FTE	2018 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
Stores	2.00	2.00
Totals	24.00	24.00

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Corporate Services

Division(s): FINANCIAL SERVICES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,599,850	1,480,489	1,615,516	1,589,988	(25,528)	-1.58 %
1002 TEMPORARY SALARIES	0	6,833	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	68,637	72,456	3,819	5.56 %
1101 OVERTIME FULLTIME	6,066	7,709	6,000	6,000	0	0.00 %
1202 VACATION	5,439	6,211	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	0	208	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	573	382	200	400	200	100.00 %
1499 OTHER EMP ALLOWANCES	80	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	475,276	461,132	512,172	517,268	5,096	0.99 %
1802 FRINGE BENEFITS-PARTTIME	0	1,600	0	0	0	0.00 %
PERSONNEL TOTAL	2,087,284	1,964,564	2,202,525	2,186,112	(16,413)	-0.75 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	12,679	13,484	19,300	19,300	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	941	515	500	500	0	0.00 %
2650 CLOTHING / UNIFORM	801	801	900	900	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	265	0	200	200	0	0.00 %
2699 MISC GENERAL SUPPLIES	86	0	0	0	0	0.00 %
3001 POSTAGE	48,260	34,360	48,697	48,697	0	0.00 %
3005 COURIER & DELIVERY	435	0	300	300	0	0.00 %
3010 TELEPHONE	1,942	1,081	2,000	2,000	0	0.00 %
3030 TRAVEL	1,429	3,699	2,000	3,250	1,250	62.50 %
3035 MILEAGE	265	56	300	300	0	0.00 %
3045 CONFERENCE & SEMINARS	9,701	4,021	5,000	5,000	0	0.00 %
3055 MEETING COSTS	601	0	0	0	0	0.00 %
3060 MEALS	1,308	1,080	0	500	500	100.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	10,828	8,723	12,225	11,925	(300)	-2.45 %
3070 TRAINING COURSES - OUTSID	526	950	0	0	0	0.00 %
3071 TRAINING	66	0	0	0	0	0.00 %
3075 TRAINING COURSES - IN HOU	3,487	848	7,683	11,183	3,500	45.56 %
3080 ADVERTISING & PROMOTION	3,972	3,206	4,100	4,100	0	0.00 %
3101 AUDIT & ACCOUNTING FEES	33,899	40,073	35,000	35,000	0	0.00 %
3130 CONSULTANT FEES	7,595	9,422	9,500	9,500	0	0.00 %
3199 MISC PROFESSIONAL FEES	2,224	901	500	500	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	330	346	200	200	0	0.00 %
3460 BRINKS COURIER	7,539	6,909	7,500	7,500	0	0.00 %
GOODS & SERVICES TOTAL	149,179	130,475	155,905	160,855	4,950	3.18 %



Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Corporate Services

Division(s): FINANCIAL SERVICES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	488	3,378	4,000	4,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	488	3,378	4,000	4,000	0	0.00 %
EXPENSE TOTAL	2,236,951	2,098,417	2,362,430	2,350,967	(11,463)	-0.49 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	30,093	30,695	121,059	126,935	5,876	4.85 %
0472 REIMB - CUPE BENEFITS	267	0	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	578	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	250	148	0	0	0	0.00 %
0850 ADMIN FEES	18,482	13,962	18,017	18,017	0	0.00 %
0853 TAX CERTIFICATE FEES	37,117	40,159	40,000	40,000	0	0.00 %
0854 TAX REGISTRATION FEES	323	864	0	0	0	0.00 %
0856 RETURN CHEQUE CHARGE	21,273	17,317	22,964	22,964	0	0.00 %
0860 ACCOUNT ADJ./METER READS	31	54	100	100	0	0.00 %
0861 OFFICIAL RECEIPTS	574	263	600	600	0	0.00 %
0862 WATER TO TAX TRANSFER	131,579	121,456	120,000	120,000	0	0.00 %
0868 SEWER PUMPOUT FEES	355	135	500	350	(150)	-30.00 %
0883 ADMIN FEES LIBRARY	11,709	11,932	11,932	12,159	227	1.90 %
0885 ADMIN FEES DNSSAB	29,561	27,961	29,601	30,163	562	1.90 %
0886 ADMIN FEES POLICE	65,167	71,009	71,009	78,693	7,684	10.82 %
7910 INTERNAL OVERHEAD REVENUE	292,138	313,449	397,324	440,425	43,101	10.85 %
REVENUE TOTAL	639,497	649,404	833,106	890,406	57,300	6.88 %
GRAND TOTAL:	1,597,454	1,449,013	1,529,324	1,460,561	(68,763)	-4.50 %

Activity Summary Overview – 2018 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 safety, quality and productivity, empowerment, goal attainment, and the recruitment and ongoing development of a superior 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
- 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:

	2017 FTE	2018 FTE
Managing Director Corporate Services	1.00	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
Administrative Assistant	0.80	0.80
Totals	5.80	5.80

EFAP

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

	2017 Actuals*	2018 Budget
EFAP Program based on 416 Employees	\$26,267	\$27,251
Offsetting Revenues from Union & Employees (25%)	(\$6,798)	(\$6,813)
Net Cost of Program	\$19,469	\$20,438

* *Estimated*

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Corporate Services

Division(s): HUMAN RESOURCES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	720,839	591,063	542,581	552,314	9,733	1.79 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	6,206	0	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	1,160	252	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	338,374	348,771	371,463	384,905	13,442	3.62 %
1802 FRINGE BENEFITS-PARTTIME	0	0	0	0	0	0.00 %
1805 FRINGE BENEFITS-PENSIONS	0	0	0	0	0	0.00 %
PERSONNEL TOTAL	1,066,579	940,086	914,044	937,219	23,175	2.54 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	1,326	2,328	1,900	1,900	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	454	403	305	400	95	31.15 %
2655 SAFETY SUPPLIES	341	250	2,500	2,500	0	0.00 %
2672 EVENTS	14,394	10,113	10,000	10,000	0	0.00 %
2682 PROMOTIONAL SUPPLIES	0	0	0	15,000	15,000	100.00 %
2925 QUARTER CENTURY CLUB	138	106	500	500	0	0.00 %
2930 LONG SERVICE PINS/AWARDS	3,155	4,322	5,000	5,000	0	0.00 %
3001 POSTAGE	478	520	600	600	0	0.00 %
3005 COURIER & DELIVERY	6	0	0	0	0	0.00 %
3010 TELEPHONE	1,174	520	1,300	1,300	0	0.00 %
3027 INTERVIEW EXPENSES	18	32,127	1,000	1,000	0	0.00 %
3028 RECRUITMENT	29,791	4,442	0	0	0	0.00 %
3035 MILEAGE	138	43	300	300	0	0.00 %
3045 CONFERENCE & SEMINARS	5,378	4,567	7,500	7,500	0	0.00 %
3055 MEETING COSTS	79	0	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,494	2,565	2,650	2,650	0	0.00 %
3070 TRAINING COURSES - OUTSID	35,973	43,508	49,900	49,900	0	0.00 %
3075 TRAINING COURSES - IN HOU	0	9,859	10,000	10,000	0	0.00 %
3080 ADVERTISING & PROMOTION	6,629	12,994	17,500	17,500	0	0.00 %
3110 ARBITRATION FEES	51,537	69,872	51,000	51,000	0	0.00 %
3199 MISC PROFESSIONAL FEES	1,412	64	1,000	51,000	50,000	5,000.00 %
3475 EFAP	30,078	24,588	26,458	27,251	793	3.00 %
GOODS & SERVICES TOTAL	184,993	223,191	189,413	255,301	65,888	34.79 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	0	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	120,000	121,000	121,000	0	0.00 %
EXPENSE TOTAL	1,371,572	1,283,277	1,224,457	1,313,520	89,063	7.27 %
REVENUE						
0416 PAYROLL CONTRIBUTIONS	6,777	6,924	6,615	6,813	198	2.99 %



Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Corporate Services

Division(s): HUMAN RESOURCES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
0470 TSF FROM RESERVE FUND	239,080	94,608	51,400	66,800	15,400	29.96 %
0883 ADMIN FEES LIBRARY	1,311	12,186	1,336	1,361	25	1.87 %
0886 ADMIN FEES POLICE	2,775	2,664	2,664	2,952	288	10.81 %
0901 TICKET SALES	2,280	3,175	2,600	2,600	0	0.00 %
0956 SOCIAL TICKETS	377	0	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	102,414	195,099	225,099	270,957	45,858	20.37 %
REVENUE TOTAL	355,014	314,656	289,714	351,483	61,769	21.32 %
GRAND TOTAL:	1,016,558	968,621	934,743	962,037	27,294	2.92 %

Activity Summary Overview – 2018 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 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.

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 and 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
- 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
- Wastewater 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:

	2017 FTE	2018 FTE
Director of Information Systems	1.00	1.00
Manager Current Operations	1.00	1.00
Database Specialist	4.00	4.00
Network Specialist	2.00	2.00
Desk Top Publisher/Clerk	1.00	1.00
Technical/Help Desk Support	2.00	2.00
GIS Specialist	2.00	2.00
Totals	13.00	13.00



Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Corporate Services

Division(s): INFORMATION SYSTEMS

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	964,677	987,114	1,016,999	1,039,712	22,713	2.23 %
1002 TEMPORARY SALARIES	34,721	50,573	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	64,501	65,782	1,281	1.99 %
1101 OVERTIME FULLTIME	2,569	0	3,000	3,000	0	0.00 %
1102 OVERTIME PART TIME	269	135	0	0	0	0.00 %
1202 VACATION	(3,531)	2,259	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	1,531	1,966	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	287,907	300,662	321,327	333,202	11,875	3.70 %
1802 FRINGE BENEFITS-PARTTIME	4,110	6,945	0	0	0	0.00 %
PERSONNEL TOTAL	1,292,253	1,349,654	1,405,827	1,441,696	35,869	2.55 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	17,401	12,355	17,000	17,000	0	0.00 %
2699 MISC GENERAL SUPPLIES	6,134	2,797	6,500	6,500	0	0.00 %
3001 POSTAGE	4	0	0	0	0	0.00 %
3005 COURIER & DELIVERY	6	82	0	0	0	0.00 %
3010 TELEPHONE	110,849	88,077	105,000	110,000	5,000	4.76 %
3020 COMPUTER COMMUNICATIONS	5,268	5,956	7,500	7,500	0	0.00 %
3035 MILEAGE	2,066	827	3,500	3,500	0	0.00 %
3045 CONFERENCE & SEMINARS	11,949	7,476	17,500	17,500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,241	454	1,800	1,800	0	0.00 %
3075 TRAINING COURSES - IN HOU	0	0	92	0	(92)	-100.00 %
3210 OFFICE EQUIPMENT LEASE	58,314	54,540	65,000	65,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	1,359	1,917	2,000	2,500	500	25.00 %
3340 SOFTWARE MAINTENANCE	297,365	262,222	315,000	355,000	40,000	12.70 %
3412 INTERNET FEES	17,818	13,430	40,000	40,000	0	0.00 %
3430 MAINTENANCE CONTRACT	39,135	42,562	45,000	50,000	5,000	11.11 %
GOODS & SERVICES TOTAL	568,909	492,695	625,892	676,300	50,408	8.05 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	0	1,000	1,000	0	0.00 %
5030 COMPUTER H/WARE & S/WARE	0	30,315	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	30,315	1,000	1,000	0	0.00 %
EXPENSE TOTAL	1,861,162	1,872,664	2,032,719	2,118,996	86,277	4.24 %
REVENUE						
0428 ADVERTISING REVENUE	1,470	1,630	2,000	2,000	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	64,486	65,782	1,296	2.01 %
0472 REIMB - CUPE BENEFITS	41	133	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	187	380	0	0	0	0.00 %
0480 SUNDRY REVENUE	0	0	0	0	0	0.00 %



Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Corporate Services

Division(s): INFORMATION SYSTEMS

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
0515 NOHFC	5,993	10,778	0	0	0	0.00 %
0880 ADMIN FEES NB HYDRO	104,062	0	102,387	104,309	1,922	1.88 %
0882 ADMIN FEES CASSELLHOLME	32,173	57	20,000	20,000	0	0.00 %
0883 ADMIN FEES LIBRARY	49,543	50,484	50,484	51,443	959	1.90 %
0884 ADMIN FEES CA	8,043	0	4,000	4,000	0	0.00 %
0885 ADMIN FEES DNSSAB	205,862	183,097	140,000	150,000	10,000	7.14 %
0886 ADMIN FEES POLICE	5,258	9,564	9,564	10,598	1,034	10.81 %
0887 ADMIN FEES BATTALION	8,809	25,459	8,000	8,000	0	0.00 %
0888 ADMIN FEES - AIRPORT	4,499	3,701	0	2,700	2,700	100.00 %
7910 INTERNAL OVERHEAD REVENUE	197,977	279,777	354,777	397,479	42,702	12.04 %
REVENUE TOTAL	623,917	565,060	755,698	816,311	60,613	8.02 %
GRAND TOTAL:	1,237,245	1,307,604	1,277,021	1,302,685	25,664	2.01 %

Activity Summary Overview – 2018 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
- North Bay Hydro Holdings
- North Bay Parry Sound District Health Unit
- 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:

	2017 FTE	2018 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: 2018; YTD End Date: December 2017

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - BY-LAW ENFORCEMENT, LEGAL DEPARTMENT - GENERAL

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	301,403	274,937	304,754	306,536	1,782	0.58 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	6,177	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	83,751	79,072	85,937	88,003	2,066	2.40 %
1802 FRINGE BENEFITS-PARTTIME	0	0	0	0	0	0.00 %
PERSONNEL TOTAL	391,331	354,009	390,691	394,539	3,848	0.98 %
GOODS & SERVICES						
2401 GAS FUEL	3,853	4,344	4,543	4,543	0	0.00 %
2425 REPAIR PARTS	948	1,074	0	0	0	0.00 %
2495 SHOP LABOUR	1,019	2,080	0	0	0	0.00 %
2601 OFFICE SUPPLIES	10,438	6,316	5,700	5,700	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	16,456	15,047	11,000	11,000	0	0.00 %
2650 CLOTHING / UNIFORM	844	197	700	700	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	0	102	0	0	0	0.00 %
3001 POSTAGE	4,585	5,750	6,800	6,800	0	0.00 %
3005 COURIER & DELIVERY	4	0	50	50	0	0.00 %
3010 TELEPHONE	2,996	1,668	4,200	4,200	0	0.00 %
3030 TRAVEL	0	0	500	500	0	0.00 %
3035 MILEAGE	1,361	641	600	600	0	0.00 %
3045 CONFERENCE & SEMINARS	4,936	1,478	4,600	4,600	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,731	2,854	3,200	3,200	0	0.00 %
3071 TRAINING	0	0	92	0	(92)	-100.00 %
3080 ADVERTISING & PROMOTION	547	447	400	400	0	0.00 %
3105 LEGAL FEES	717	0	11,500	0	(11,500)	-100.00 %
3145 REGISTRY OFFICE FEES	43,356	21,382	40,000	40,000	0	0.00 %
3199 MISC PROFESSIONAL FEES	0	0	3,000	0	(3,000)	-100.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	0	0	500	500	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	0	335	400	400	0	0.00 %
3315 VEHICLE MAINTENANCE	2,344	3,055	0	0	0	0.00 %
3450 COMMISSIONAIRES	105,055	100,077	120,830	122,000	1,170	0.97 %
3498 SUB-CONTRACTS	0	155	0	0	0	0.00 %
3499 MISC CONTRACTS	426	1,476	0	0	0	0.00 %
3602 RISK MANAGEMENT	370,303	193,450	367,380	367,380	0	0.00 %
GOODS & SERVICES TOTAL	572,919	361,928	585,995	572,573	(13,422)	-2.29 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	509	285	1,000	1,000	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	594	623	1,000	1,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,103	908	2,000	2,000	0	0.00 %

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - BY-LAW ENFORCEMENT, LEGAL DEPARTMENT - GENERAL

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	0	0	14,837	14,837	0	0.00 %
EXPENSE TOTAL	965,353	716,845	993,523	983,949	(9,574)	-0.96 %
REVENUE						
0409 OTHER LICENCE FEES	2,340	3,180	5,000	2,000	(3,000)	-60.00 %
0419 OTHER PERMIT/ENCROACHMENT	3,990	950	5,000	5,000	0	0.00 %
0420 COURT FINES	96,142	99,603	76,000	80,000	4,000	5.26 %
0421 PARKING FINES	297,002	306,116	235,000	240,000	5,000	2.13 %
0439 OTHER PENALTY	250	0	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	40,000	40,000	40,000	40,000	0	0.00 %
0477 LAND LEASE	(15,173)	0	0	0	0	0.00 %
0479 REIMBURSEMENTS	5,194	2,901	0	0	0	0.00 %
0487 SURCHARGE	(51)	400	0	0	0	0.00 %
0850 ADMIN FEES	5,358	(1,500)	3,500	3,500	0	0.00 %
0854 TAX REGISTRATION FEES	97,003	17,781	45,000	45,000	0	0.00 %
0883 ADMIN FEES LIBRARY	696	709	709	722	13	1.83 %
0884 ADMIN FEES CA	1,500	0	0	0	0	0.00 %
0885 ADMIN FEES DNSSAB	7,094	3,021	7,306	0	(7,306)	-100.00 %
0886 ADMIN FEES POLICE	7,252	6,978	6,978	7,733	755	10.82 %
0894 FEES - OTHER MUNICIPALITIES	0	0	0	10,000	10,000	100.00 %
0896 FEES - DNSSAB MORTGAGES	16,967	2,916	13,000	0	(13,000)	-100.00 %
7910 INTERNAL OVERHEAD REVENUE	117,710	114,048	134,048	185,559	51,511	38.43 %
REVENUE TOTAL	683,274	597,103	571,541	619,514	47,973	8.39 %
GRAND TOTAL:	282,079	119,742	421,982	364,435	(57,547)	-13.64 %

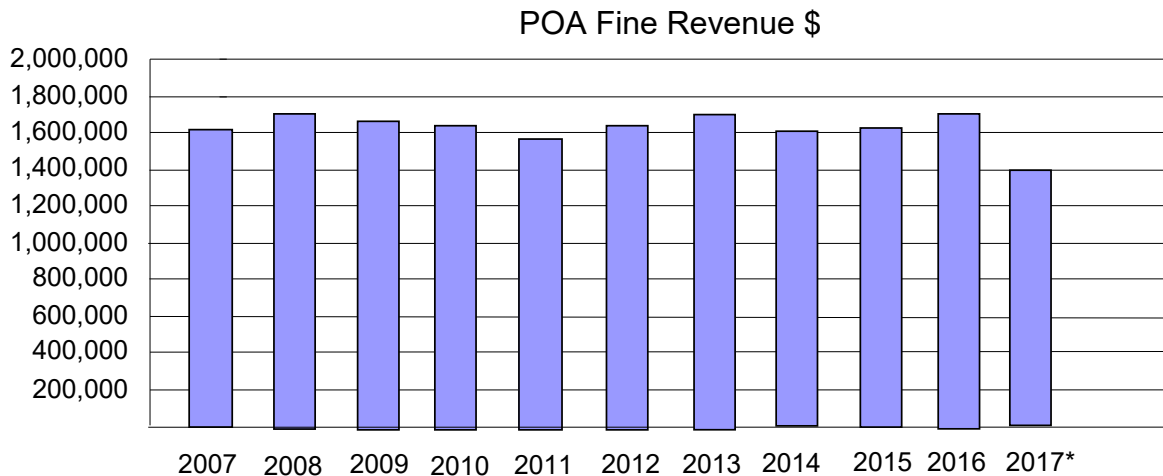
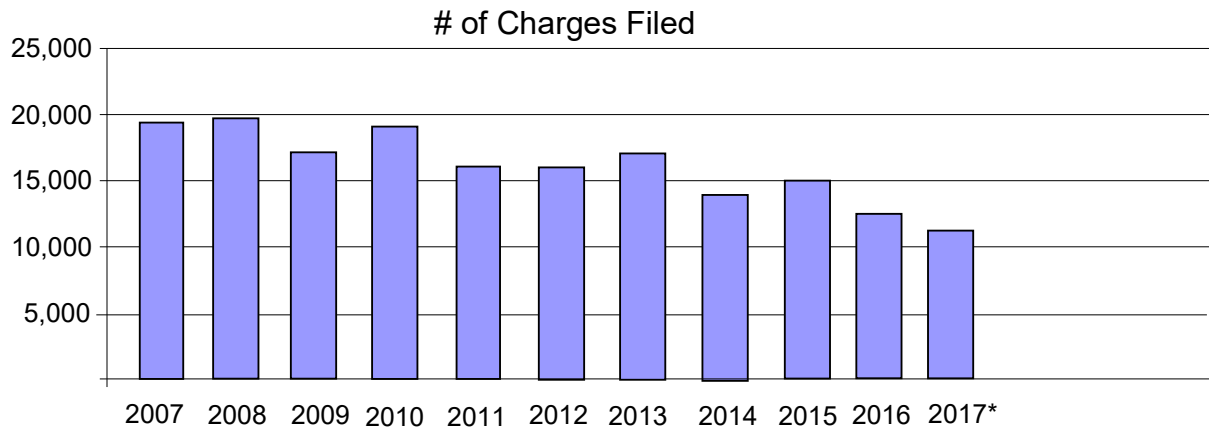
Activity Summary Overview – 2018 Budget

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:

	2017 FTE	2018 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



*Estimated

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - POA

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	472,803	456,546	478,504	485,700	7,196	1.50 %
1101 OVERTIME FULLTIME	271	301	0	0	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	(5,797)	0	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	0	120	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	143,816	144,465	147,973	152,550	4,577	3.09 %
1802 FRINGE BENEFITS-PARTTIME	0	0	0	0	0	0.00 %
PERSONNEL TOTAL	611,093	601,432	626,477	638,250	11,773	1.88 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	5,175	4,200	5,500	5,500	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	3,777	4,607	3,900	3,900	0	0.00 %
2636 POA FORM SUPPLIES	5,780	2,346	5,000	5,500	500	10.00 %
3001 POSTAGE	4,456	2,339	4,200	4,000	(200)	-4.76 %
3010 TELEPHONE	1,237	1,306	1,250	1,250	0	0.00 %
3025 PHOTOCOPY EXPENSES	0	0	2,000	2,000	0	0.00 %
3030 TRAVEL	1,576	1,974	3,000	3,000	0	0.00 %
3035 MILEAGE	621	617	1,000	1,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,169	3,509	3,270	3,000	(270)	-8.26 %
3070 TRAINING COURSES - OUTSID	3,400	1,203	3,500	3,500	0	0.00 %
3099 MISC ADMIN EXPENSES	157	171	100	100	0	0.00 %
3157 COURT REPORTER	761	1,314	500	500	0	0.00 %
3159 COURT HOUSE SECURITY	39,759	34,000	38,300	0	(38,300)	-100.00 %
3160 WITNESS FEES	3,541	1,045	4,500	3,500	(1,000)	-22.22 %
3161 PART III PROSECUTIONS	185,182	129,738	180,000	180,000	0	0.00 %
3163 PART TIME PROSECUTER	30,286	24,578	23,000	23,000	0	0.00 %
3168 COLLECTION AGENCY FEES	31,344	34,240	30,500	32,000	1,500	4.92 %
3170 LEGAL SEARCHES	1,016	397	1,000	1,000	0	0.00 %
3199 MISC PROFESSIONAL FEES	6,011	4,846	5,000	5,000	0	0.00 %
3215 PROPERTY & BUILDING LEASE	1,832	1,628	2,700	1,800	(900)	-33.33 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	4,007	3,600	4,100	4,000	(100)	-2.44 %
3450 COMMISSIONAIRES	3,126	3,004	3,400	3,400	0	0.00 %
3499 MISC CONTRACTS	6,617	5,850	6,500	6,000	(500)	-7.69 %
3601 INSURANCE PREMIUMS	1,890	1,674	1,966	1,674	(292)	-14.85 %
3940 POA SHARED REVENUE	149,641	0	165,866	142,855	(23,011)	-13.87 %
3942 POA ICON CHARGES	24,863	17,679	27,000	24,000	(3,000)	-11.11 %
GOODS & SERVICES TOTAL	519,224	285,865	527,052	461,479	(65,573)	-12.44 %
FINANCIAL EXPENSES						
4101 BANK CHARGES	20,648	15,795	19,000	16,000	(3,000)	-15.79 %

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - POA

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
4110 CASH OVER / SHORT	(15)	3	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	20,633	15,798	19,000	16,000	(3,000)	-15.79 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	0	1,000	0	(1,000)	-100.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	0	1,000	0	(1,000)	-100.00 %
INTERNAL TRANSFERS						
7010 ADMINISTRATON & OVERHEAD	283,518	293,747	293,747	299,847	6,100	2.08 %
EXPENSE TOTAL	1,434,468	1,196,842	1,467,276	1,415,576	(51,700)	-3.52 %
REVENUE						
0420 COURT FINES	1,316,805	1,070,168	1,375,000	1,275,000	(100,000)	-7.27 %
0423 DEVOLVED COURT FINES	36,741	(5,554)	0	0	0	0.00 %
0425 FINES - COLLECTION AGENCY	269,741	299,076	295,000	315,000	20,000	6.78 %
0462 POA YE RECEIVABLES	117,721	0	0	0	0	0.00 %
REVENUE TOTAL	1,741,008	1,363,690	1,670,000	1,590,000	(80,000)	-4.79 %
GRAND TOTAL:	(306,540)	(166,848)	(202,724)	(174,424)	28,300	13.96 %



ENGINEERING, ENVIRONMENTAL SERVICES & WORKS

2018 OPERATING BUDGET



Business Unit Summary

Budget Year: 2018

YTD End Date: December 2017

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
Engineering, Environmental Services & Works						
ENGINEERING SERVICES	598,954	818,342	826,234	837,487	11,253	1.36 %
ENVIRONMENTAL SERVICES	465,113	305,935	878,264	809,767	(68,497)	-7.80 %
FLEET MANAGEMENT	0	343,420	(406,522)	0	406,522	-100.00 %
ROADS DEPARTMENT	7,120,513	6,627,848	8,043,300	8,205,699	162,399	2.02 %
STORM SEWERS	691,184	650,414	552,614	565,960	13,346	2.42 %
WORKS DEPT ADMINISTRATION	597,700	684,215	789,561	778,651	(10,910)	-1.38 %
Total:	9,473,464	9,430,174	10,683,451	11,197,564	514,113	4.81 %
Grand Total:	9,473,464	9,430,174	10,683,451	11,197,564	514,113	4.81 %

Activity Summary Overview - 2018 Budget

Engineering Services

Positions:

	2017 FTE	2018 FTE
Managing Director, EESW	0.30	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
Development Engineer ^A	1.00	0.00
Engineer in Training ^A	0.00	1.00
Field Tech I ^{A,B}	5.00	5.00
Field Tech II ^A	2.00	2.00
Supervisor, Engineering Services ^A	1.00	0.00
Chief Draftsperson ^A	0.00	1.00
Engineering Technician I & II ^A	2.00	2.00
Administrative Assistant, EESW	0.50	0.50
Engineering Students	0.60	0.60
Totals	15.40	15.40

***Note**

- A \$335,000 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 staff are directly related to Capital projects and are therefore recovered from the applicable projects. These activities include project management, surveying, design, contract administration, and inspection.

Summary Information

The major activities of the Engineering Department include project management of design and construction of municipal infrastructure (roads, bridges, water, sanitary and storm sewers) 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; Construction Services; 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 (road, streetscaping, watermain, 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

The Engineering Department also provides planning, 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.

Construction Services

The construction services division performs construction contract administration & inspection for most of the City's capital works projects. This division is also responsible for pre-engineering surveys, traffic counts, property bar locates, and collection and maintenance of as-built construction information. These services are needed by various departments.

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

Development

Engineering is one of the City Departments that assists the Planning Department with reviews of new developments. Engineering will review and provide recommendations related to the storm water management plan, traffic control, grading, erosion and sedimentation control, and water and sewer servicing. The various types of activities include review and advice with regard to: Subdivision Development (Draft Plan Approvals, Subdivision Plans, Subdivision Pre-servicing Agreements, Subdivision Agreements and

Subdivision Inspection). Other development activities include: Site Plan Control Agreement Applications, Major Property Development, General Property Development, Committee of Adjustment Applications, Minor Variance Applications and Consent Applications.

Traffic

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



Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Engineering, Environmental Services & Works

Division(s): ENGINEERING SERVICES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	604,455	616,978	610,223	617,902	7,679	1.26 %
1002 TEMPORARY SALARIES	24,811	24,347	16,848	17,472	624	3.70 %
1010 MODIFIED/ACCOMMODATED	0	38,185	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	500,606	513,241	12,635	2.52 %
1101 OVERTIME FULLTIME	15,971	23,278	6,000	6,000	0	0.00 %
1202 VACATION	26,471	995	674	699	25	3.71 %
1204 STATUTORY HOLIDAYS	442	529	500	500	0	0.00 %
1207 SICK LEAVE	50	0	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	40	0	0	0	0.00 %
1401 TRAINING & SAFETY	764	181	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	0	40	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	186,343	210,032	328,757	339,607	10,850	3.30 %
1802 FRINGE BENEFITS-PARTTIME	2,879	2,985	2,014	2,067	53	2.63 %
PERSONNEL TOTAL	862,186	917,590	1,465,622	1,497,488	31,866	2.17 %
GOODS & SERVICES						
2401 GAS FUEL	0	0	6,411	6,411	0	0.00 %
2601 OFFICE SUPPLIES	131	85	750	250	(500)	-66.67 %
2610 DRAFTING SUPPLIES	6,600	8,394	5,000	6,500	1,500	30.00 %
2612 SURVEY SUPPLIES	11,169	13,795	18,000	10,500	(7,500)	-41.67 %
2650 CLOTHING / UNIFORM	2,404	2,805	3,000	3,000	0	0.00 %
2655 SAFETY SUPPLIES	1,114	1,224	1,500	1,500	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	1,647	1,167	1,000	1,000	0	0.00 %
3001 POSTAGE	0	47	0	0	0	0.00 %
3005 COURIER & DELIVERY	1,612	894	1,200	1,200	0	0.00 %
3010 TELEPHONE	70	376	0	800	800	100.00 %
3035 MILEAGE	1,385	1,100	1,000	1,000	0	0.00 %
3045 CONFERENCE & SEMINARS	1,033	1,787	2,000	2,000	0	0.00 %
3055 MEETING COSTS	862	2,045	750	750	0	0.00 %
3065 MEMBERSHIPS/LICENCES/CERTIFICATIONS	1,638	4,631	2,000	4,685	2,685	134.25 %
3070 TRAINING COURSES - OUTSID	18,867	10,025	19,000	19,000	0	0.00 %
3075 TRAINING COURSES - IN HOU	1,050	0	0	0	0	0.00 %
3150 MEDICAL FEES	46	1,800	0	0	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	0	265	0	0	0	0.00 %
GOODS & SERVICES TOTAL	49,628	50,440	61,611	58,596	(3,015)	-4.89 %
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: 2018; YTD End Date: December 2017

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

Division(s): *ENGINEERING SERVICES*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	738	1,213	2,000	2,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	738	1,213	2,000	2,000	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	58,308	60,421	39,854	39,854	0	0.00 %
EXPENSE TOTAL	970,860	1,029,664	1,569,087	1,597,938	28,851	1.84 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	0	0	551,229	565,743	14,514	2.63 %
0472 REIMB - CUPE BENEFITS	80	0	0	0	0	0.00 %
0827 OVERSIZED LOAD PERMITS	1,575	1,010	1,000	1,000	0	0.00 %
0835 SPECIAL EVENT FEES	2,997	6,345	3,000	4,000	1,000	33.33 %
0850 ADMIN FEES	233	339	0	0	0	0.00 %
0855 SERVICE CHARGES	11,930	8,249	10,000	10,000	0	0.00 %
0895 ENG APPLICATION FEES	25,032	26,255	20,000	20,000	0	0.00 %
0965 TRAFFIC COUNT FEES	0	1,400	0	0	0	0.00 %
0972 TENDER DEPOSITS	75	0	0	0	0	0.00 %
0980 SUBDIVISION INSPECTION FE	24,578	1,000	4,000	2,000	(2,000)	-50.00 %
0981 MOE CERTIFICATES	1,100	15,100	2,000	5,000	3,000	150.00 %
7910 INTERNAL OVERHEAD REVENUE	304,305	151,624	151,624	152,708	1,084	0.71 %
REVENUE TOTAL	371,905	211,322	742,853	760,451	17,598	2.37 %
GRAND TOTAL:	598,955	818,342	826,234	837,487	11,253	1.36 %

Activity Summary Overview – 2018 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 is the Full Time Equivalent (FTE) of staff who deliver environmental services.

Positions:

	2017 FTE	2018 FTE
Managing Director	0.10	0.10
Senior Engineer	0.50	0.50
Landfill Operations Coordinator	1.00	1.00
Waste Management Coordinator	1.00	1.00
Hazardous Waste Attendant	2.00	2.00
Organic Depot - Students	0.60	0.60
Landfill Attendant	2.00	2.00
Landfill Operator	1.00	1.00
Weigh Scale Attendants	1.00	1.44
Totals	9.20	9.64

Garbage Collection

Solid waste collection is contracted to Miller Waste Systems for 10 years with provisions for an extension. The 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 approximately 4,500 households are served through the multi-residential collection service. The annual curbside household rate in 2017 was \$42.03 and will be adjusted for 2018 using CPI and fuel inflation/deflation clauses.

Blue Box Program

Blue Box Program includes collection, processing, sales of goods and advertising. The City leases the Facility and is locked in to the lease for 10 years beginning March 2009.

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.

The 2017 Stewardship Ontario provided funding over 60% and the proposed 2018 budget assumes that the funding from Stewardship Ontario is at this level once again.

Merrick

A new landfill operations contract began January 1, 2016 which will extend to 2020. A 2% increase over projected 2017 actuals was assumed for the 2018 budget. Landfill management, weigh scales and recycling facilities are maintained and operated by City staff. As of January 1, 2018 the site will be 23.5 years old and have an estimated remaining life of 19.8 years based on Engineer's report.

Tipping fees are collected on commercial/industrial waste deposited at the landfill site. In 2017 tipping fees increased from \$90 to \$93 / tonne and will increase to \$96 / tonne effective January 1, 2018. This increase has been reflected in the tipping fee revenue line item.

Mattress recycling began May 1, 2017 which introduced a \$20 disposal fee per mattress at the landfill site. Approximately 350 mattresses per month have been diverted from the Merrick Landfill Site. This equates to over 4,000 mattresses per year. The total cost to handle and recycle the mattresses is approximately \$20 per mattress therefore the City is recovering their costs with the user fee.

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 annually electricity to power 1000 to 1300 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, is currently being commissioned. Estimated cost associated with annual operation of the facility is projected at \$250,000 and are included in the 2018 budget. These costs will be partially offset by increased tipping fees.

Marsh Landfill

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

Organic Depot

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

Executive Report

Budget Year: 2018; YTD End Date: December 2017

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

Division(s): *ENVIRONMENTAL SERVICES*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	479,299	444,153	561,273	579,155	17,882	3.19 %
1002 TEMPORARY SALARIES	21,641	41,800	16,848	39,992	23,144	137.37 %
1003 SHIFT PREMIUM	0	95	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATED	232	236	0	0	0	0.00 %
1101 OVERTIME FULLTIME	34,186	40,358	16,500	14,500	(2,000)	-12.12 %
1102 OVERTIME PART TIME	0	1,318	0	0	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	31,984	29,740	674	1,599	925	137.24 %
1204 STATUTORY HOLIDAYS	10,298	10,444	0	0	0	0.00 %
1207 SICK LEAVE	4,768	14,755	0	0	0	0.00 %
1401 TRAINING & SAFETY	392	2,144	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	0	25	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	162,430	165,392	177,659	183,705	6,046	3.40 %
1802 FRINGE BENEFITS-PARTTIME	1,894	4,582	515	4,128	3,613	701.55 %
PERSONNEL TOTAL	747,124	755,042	773,469	823,079	49,610	6.41 %
GOODS & SERVICES						
2055 MATERIALS	0	15,469	75,000	75,000	0	0.00 %
2099 MISC. MATERIALS	2,045	7,208	2,000	4,000	2,000	100.00 %
2401 GAS FUEL	0	0	3,634	3,634	0	0.00 %
2405 DIESEL FUEL	0	1,122	500	500	0	0.00 %
2435 TOOLS	0	0	1,000	0	(1,000)	-100.00 %
2601 OFFICE SUPPLIES	20	0	80	80	0	0.00 %
2650 CLOTHING / UNIFORM	3,560	3,966	3,492	3,984	492	14.09 %
2655 SAFETY SUPPLIES	1,686	2,252	3,155	3,155	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	1,176	1,636	825	825	0	0.00 %
2699 MISC GENERAL SUPPLIES	17,407	20,117	23,950	23,950	0	0.00 %
2701 HYDRO	59,005	53,179	116,791	131,791	15,000	12.84 %
2715 WATER	0	0	0	2,000	2,000	100.00 %
2720 MUNICIPAL TAXES	2,146	4,155	2,189	2,189	0	0.00 %
2945 LANDFILL FILTERS	999	0	2,000	2,000	0	0.00 %
2950 BLUE BOX / COMPOSTERS	9,782	12,178	8,000	8,000	0	0.00 %
2999 MISCELLANEOUS SUPPLIES	142	331	0	0	0	0.00 %
3010 TELEPHONE	4,262	5,888	4,700	4,700	0	0.00 %
3035 MILEAGE	13,560	13,143	14,200	14,200	0	0.00 %
3045 CONFERENCE & SEMINARS	127	5	0	0	0	0.00 %
3055 MEETING COSTS	276	320	200	200	0	0.00 %
3070 TRAINING COURSES - OUTSID	2,783	10,783	2,000	3,000	1,000	50.00 %
3075 TRAINING COURSES - IN HOU	492	3,274	2,275	2,275	0	0.00 %
3080 ADVERTISING & PROMOTION	29,261	31,644	29,350	29,350	0	0.00 %

Executive Report

Budget Year: 2018; YTD End Date: December 2017

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

Division(s): *ENVIRONMENTAL SERVICES*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
3155 MONITORING REPORTS	45,460	39,743	74,000	64,000	(10,000)	-13.51 %
3202 ORGANIC CONTAINERS	30,549	23,558	25,000	25,000	0	0.00 %
3203 WASTE BIN RENTALS	42,181	44,519	30,840	37,840	7,000	22.70 %
3204 METAL CONTAINERS	427	0	0	0	0	0.00 %
3215 PROPERTY & BUILDING LEASE	97,162	97,162	95,481	97,400	1,919	2.01 %
3299 MISC LEASES & RENTS	0	371	0	0	0	0.00 %
3301 RADIO MAINTENANCE	0	1,068	250	1,000	750	300.00 %
3305 BUILDING MAINTENANCE	1,533	1,955	2,000	2,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	25,210	7,289	27,000	27,000	0	0.00 %
3312 ROADS MAINTENANCE	6,116	10,681	9,000	9,000	0	0.00 %
3399 MISC MAINTENANCE FEES	7,219	9,092	5,490	5,490	0	0.00 %
3401 STREET GARBAGE CONTRACT	809,890	758,534	865,066	840,000	(25,066)	-2.90 %
3403 MULTI-RES GARBAGE	192,931	181,855	224,779	210,000	(14,779)	-6.57 %
3405 RECYCLING COLLECTION	644,022	652,802	725,000	675,000	(50,000)	-6.90 %
3409 HAZARDOUS WASTE DISPOSAL	71,861	60,324	80,000	75,000	(5,000)	-6.25 %
3413 LANDFILL MAINT CONTRACT	1,109,703	1,074,884	1,060,000	1,092,660	32,660	3.08 %
3417 PEST CONTROL	0	920	1,000	1,000	0	0.00 %
3418 WATER ANALYSIS	38,069	24,767	44,650	42,650	(2,000)	-4.48 %
3422 WOOD CHIP/TUB GRINDING	95,456	103,575	100,000	130,000	30,000	30.00 %
3425 CONSTRUCTION CONTRACT	0	11,795	15,000	15,000	0	0.00 %
3455 SECURITY SERVICES	0	0	1,000	0	(1,000)	-100.00 %
3601 INSURANCE PREMIUMS	32,175	28,687	33,094	32,243	(851)	-2.57 %
3975 MATTRESS RECYCLING	0	51,122	95,000	98,000	3,000	3.16 %
3999 MISC SERVICES & RENTS	24,205	34,080	20,000	20,000	0	0.00 %
GOODS & SERVICES TOTAL	3,422,898	3,405,453	3,828,991	3,815,116	(13,875)	-0.36 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	61	106	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	61	106	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	0	1,276	0	1,500	1,500	100.00 %
5115 TRANSFER TO RESERVE FUND	182,707	0	141,450	141,450	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	182,707	1,276	141,450	142,950	1,500	1.06 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	9,595	6,858	25,669	25,669	0	0.00 %
EXPENSE TOTAL	4,362,385	4,168,735	4,769,579	4,806,814	37,235	0.78 %
REVENUE						
0417 SALE OF CARDBOARD	27,552	25,178	25,000	25,000	0	0.00 %
0424 BLUE BOX ADVERTISING	3,000	4,400	0	0	0	0.00 %
0446 SALE OF ELECTRONICS	41,747	39,536	54,000	45,800	(8,200)	-15.19 %
0452 SALE OF RECYCLED GOODS	390,659	571,640	400,000	425,000	25,000	6.25 %



Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Engineering, Environmental Services & Works

Division(s): ENVIRONMENTAL SERVICES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
0453 SALE OF BLUE BOXES	7,191	6,630	8,000	8,000	0	0.00 %
0455 SALE OF COMPOSTERS	85	139	0	0	0	0.00 %
0456 SALE OF SCRAP METALS	36,509	43,272	30,000	35,000	5,000	16.67 %
0457 SALE OF ORGANIC TOPSOIL	1,991	1,820	2,000	2,000	0	0.00 %
0459 OTHER SALES	3,715	3,419	500	2,500	2,000	400.00 %
0470 TSF FROM RESERVE FUND	30,000	30,000	30,000	30,000	0	0.00 %
0473 METHANE SALES	200,000	178,353	200,000	200,000	0	0.00 %
0478 AGREEMENT REVENUE	582,089	277,112	487,000	487,000	0	0.00 %
0496 AUTO STEWARDSHIP REVENUE	0	2,382	0	0	0	0.00 %
0599 MISC. PROVINCIAL GRANTS	245	0	0	0	0	0.00 %
0701 LANDFILL USE FEES	207,012	238,815	205,815	240,000	34,185	16.61 %
0817 TIPPING FEES	2,362,399	2,390,868	2,350,000	2,400,000	50,000	2.13 %
0818 TIRE REVENUE - OTS	228	2,615	750	750	0	0.00 %
0850 ADMIN FEES	905	1,060	0	0	0	0.00 %
0891 SEPTIC SYSTEM MONITORING	1,950	0	3,250	0	(3,250)	-100.00 %
0997 MATTRESS RECYCLING	0	45,560	95,000	96,000	1,000	1.05 %
REVENUE TOTAL	3,897,277	3,862,799	3,891,315	3,997,050	105,735	2.72 %
GRAND TOTAL:	465,108	305,936	878,264	809,764	(68,500)	-7.80 %

Activity Summary Overview – 2018 Budget

Fleet Management

The fleet division represents vehicle costs for Wastewater, Water, Roads, Traffic, Survey, Parks and Landfill divisions. Vehicles and costs associated to the Fire and Transit Departments are posted directly to the appropriate cost centers.

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. Currently we are implementing a new Fleet Management Maintenance System (FMIS) that will streamline our workflow and the current outdated paper system.

The Department continues to explore opportunities to provide services to external agencies.

Positions:

	2017 FTE	2018 FTE
Manager	1.00	1.00
Supervisor	1.00	1.00
Chargehand	4.00	4.00
Clerk Steno	1.00	1.00
Mechanics	14.00	14.50
Labourers	5.00	5.00
Summer Students	0.60	0.60
Totals	26.60	27.10

Life Cycle Management:

Fleet is mandated to operate with a 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

Transition to the Life Management Approach:

2018 represents the first year of transitioning to the new fleet life cycle costing model. As a result, future vehicle replacement costs are now included in the vehicle usage rates charged to operational departments. A reduction of approximately \$1.5 million was made to the Capital levy in order to increase the vehicle costs within each department. For comparative purposes, the 2017 budget has been adjusted to account for the transition with the net impact reported in the Fleet Management Department. The 2017 adjustments have no impact on the tax levy. Prior to the adjustments, the Engineering, Environmental Services and Works Business unit reported a year over year net increase of 0.93%. The fleet adjustments have increased the year over year change from 0.93% to 4.86%.

Executive Report

Budget Year: 2018; YTD End Date: December 2017

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

Division(s): *FLEET MANAGEMENT*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,165,072	1,226,811	1,580,467	1,647,914	67,447	4.27 %
1002 TEMPORARY SALARIES	11,521	20,525	14,227	17,472	3,245	22.81 %
1003 SHIFT PREMIUM	16,359	15,377	19,869	20,814	945	4.76 %
1004 OTHER/STANDBY	1,651	0	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATED	11,807	1,555	0	0	0	0.00 %
1101 OVERTIME FULLTIME	118,664	72,147	76,000	76,000	0	0.00 %
1102 OVERTIME PART TIME	0	159	0	0	0	0.00 %
1202 VACATION	124,277	140,495	569	699	130	22.85 %
1203 COMPASSIONATE LEAVE	4,149	3,337	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	49,013	41,839	0	0	0	0.00 %
1207 SICK LEAVE	47,610	47,470	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	20	0	0	0	0.00 %
1301 WSIB LEAVE	0	(308)	0	0	0	0.00 %
1401 TRAINING & SAFETY	22,744	50,266	5,000	0	(5,000)	-100.00 %
1499 OTHER EMP ALLOWANCES	8,367	6,936	9,000	9,400	400	4.44 %
1801 FRINGE BENEFITS-FULLTIME	457,091	489,829	516,157	543,593	27,436	5.32 %
1802 FRINGE BENEFITS-PARTTIME	10,319	17,750	434	1,725	1,291	297.47 %
PERSONNEL TOTAL	2,048,644	2,134,208	2,221,723	2,317,617	95,894	4.32 %
GOODS & SERVICES						
2099 MISC. MATERIALS	8	0	0	0	0	0.00 %
2401 GAS FUEL	58,062	68,197	5,972	5,972	0	0.00 %
2405 DIESEL FUEL	292,015	340,694	0	0	0	0.00 %
2407 COLOURED/DYED DIESEL	107,219	122,290	0	0	0	0.00 %
2415 LUBRICANTS	20,732	23,861	26,000	26,000	0	0.00 %
2420 TIRES	55,428	134,024	56,000	56,000	0	0.00 %
2425 REPAIR PARTS	895,320	1,011,540	1,110,262	894,741	(215,521)	-19.41 %
2430 MECHANIC SHOP SUPPLIES	67,021	51,931	68,000	68,000	0	0.00 %
2435 TOOLS	15,491	32,140	45,000	45,000	0	0.00 %
2450 LICENSES	85,989	94,050	85,940	95,000	9,060	10.54 %
2494 RETURN ORDER COST	5,110	3,813	0	0	0	0.00 %
2495 SHOP LABOUR	(2,660)	(10,710)	0	0	0	0.00 %
2498 FLEET SYSTEM DEFAULT	0	7,102	0	0	0	0.00 %
2499 MISC FLEET SUPPLIES	8,763	1,922	0	0	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	31	0	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	21,063	18,173	21,420	21,420	0	0.00 %
2655 SAFETY SUPPLIES	15,717	25,814	27,000	27,000	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	3,120	2,990	4,750	4,750	0	0.00 %
3005 COURIER & DELIVERY	35	4	0	0	0	0.00 %
3030 TRAVEL	988	4,554	4,849	4,849	0	0.00 %

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Engineering, Environmental Services & Works

Division(s): FLEET MANAGEMENT

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
3035 MILEAGE	2,012	2,086	2,500	2,500	0	0.00 %
3045 CONFERENCE & SEMINARS	700	1,489	1,500	1,500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,343	2,237	2,000	2,000	0	0.00 %
3070 TRAINING COURSES - OUTSID	4,136	22,815	10,000	10,000	0	0.00 %
3105 LEGAL FEES	107	0	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	0	5,635	0	0	0	0.00 %
3205 VEHICLE LEASE/RENTAL	9,230	626	0	0	0	0.00 %
3350 DRY CLEANING/LAUNDERING	9,044	16,384	13,000	13,000	0	0.00 %
3425 CONSTRUCTION CONTRACT	0	275	0	0	0	0.00 %
3430 MAINTENANCE CONTRACT	3,611	5,330	4,000	4,000	0	0.00 %
3601 INSURANCE PREMIUMS	136,732	137,928	384,324	369,244	(15,080)	-3.92 %
3999 MISC SERVICES & RENTS	0	21,204	0	0	0	0.00 %
GOODS & SERVICES TOTAL	1,816,367	2,148,398	1,872,517	1,650,976	(221,541)	-11.83 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	0	59,429	45,000	45,000	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	0	2,484	0	0	0	0.00 %
5115 TRANSFER TO RESERVE FUND	412,614	0	1,990,686	2,531,626	540,940	27.17 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	412,614	61,913	2,035,686	2,576,626	540,940	26.57 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	21,803	17,919	25,017	25,017	0	0.00 %
EXPENSE TOTAL	4,299,428	4,362,438	6,154,943	6,570,236	415,293	6.75 %
REVENUE						
0450 DISPOSAL OF EQUIPMENT	68,472	75,659	0	0	0	0.00 %
0456 SALE OF SCRAP METALS	1,983	6,946	0	2,000	2,000	100.00 %
0470 TSF FROM RESERVE FUND	0	0	0	771	771	100.00 %
0472 REIMB - CUPE BENEFITS	279	4,147	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	827	13,120	0	0	0	0.00 %
0480 SUNDRY REVENUE	4,332	9,993	3,500	4,500	1,000	28.57 %
0481 INSURANCE REVENUE	0	17,841	0	0	0	0.00 %
0493 FUEL SURCHARGE	64,173	74,116	60,000	60,000	0	0.00 %
0494 WARRANTY REVENUE	0	474	0	0	0	0.00 %
0893 OUTSIDE FIRE DEPT REVENUE	1,321	14,887	0	5,000	5,000	100.00 %
0998 TIRE REBATE	826	0	0	0	0	0.00 %
7901 FLEET USAGE	4,157,219	3,801,838	6,497,965	6,497,965	0	0.00 %
REVENUE TOTAL	4,299,432	4,019,021	6,561,465	6,570,236	8,771	0.13 %
GRAND TOTAL:	(4)	343,417	(406,522)	0	406,522	-100.00 %

Activity Summary Overview – 2018 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 783 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 Minimum Maintenance Standards. The Roads Department documents all winter control activities and reviews practices to ensure efficiencies and cost effectiveness.

The 2018 budget for winter control is \$3,105,000 which includes a fuel adjustment in the amount of \$130,000. This fuel reallocation from fleet is due to the new corporate fleet methodology. As a baseline comparative, the 7 year adjusted average is \$2,983,000. The variance between the 2018 budget and the 7 year average stems from the new corporate vehicle charge rates that incorporate full cost recovery of assets.

Supervision Roads

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

Total Roads Department Positions:

	2017 FTE	2018 FTE
Backhoe (1- 6/6 Winter Control)	2.00	2.00
Grader	2.00	2.00
Truck Driver/Tandem	16.00	16.00
Loader	1.00	1.00
Chargehand	6.00	6.00
UTL (4-6/6 UTL Winter Control)	3.00	3.00
Road Labourer	1.00	1.00
Traffic Labourer	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: 2018; YTD End Date: December 2017

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

Division(s): *ROADS DEPARTMENT*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,618,054	1,569,903	2,320,805	2,366,107	45,302	1.95 %
1002 TEMPORARY SALARIES	62,026	71,511	80,468	94,330	13,862	17.23 %
1003 SHIFT PREMIUM	7,396	6,230	6,233	6,330	97	1.56 %
1004 OTHER/STANDBY	30,179	27,771	32,250	32,720	470	1.46 %
1010 MODIFIED/ACCOMMODATED	12,731	24,129	0	0	0	0.00 %
1101 OVERTIME FULLTIME	214,793	168,186	262,000	247,000	(15,000)	-5.73 %
1102 OVERTIME PART TIME	499	403	0	0	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	171,158	155,469	1,423	1,747	324	22.77 %
1203 COMPASSIONATE LEAVE	4,553	1,586	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	93,800	69,263	0	0	0	0.00 %
1207 SICK LEAVE	124,499	124,517	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	100	0	0	0	0	0.00 %
1301 WSIB LEAVE	(22,851)	(41,655)	0	0	0	0.00 %
1401 TRAINING & SAFETY	31,918	44,455	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	285	340	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	684,728	697,088	733,674	761,893	28,219	3.85 %
1802 FRINGE BENEFITS-PARTTIME	8,154	5,985	17,551	21,540	3,989	22.73 %
PERSONNEL TOTAL	3,042,022	2,925,181	3,454,404	3,531,667	77,263	2.24 %
GOODS & SERVICES						
2001 SAND	140,892	111,947	183,650	189,160	5,510	3.00 %
2002 SALT	154,360	304,088	215,033	221,483	6,450	3.00 %
2003 BRINE	43,965	40,528	60,000	60,000	0	0.00 %
2006 ASPHALT - COLD MIX	24,641	12,927	40,100	40,100	0	0.00 %
2010 TRAFFIC SUPPLIES	30,823	23,490	35,450	69,300	33,850	95.49 %
2020 SEWER/WATER PIPE & PARTS	0	13,370	23,000	28,000	5,000	21.74 %
2022 CULVERTS	0	7,261	0	0	0	0.00 %
2030 GRAVEL	25,485	15,123	29,500	29,500	0	0.00 %
2034 CONCRETE	0	0	0	12,620	12,620	100.00 %
2036 SIGNS	15,307	5,197	7,200	12,500	5,300	73.61 %
2099 MISC. MATERIALS	97,928	63,399	54,250	0	(54,250)	-100.00 %
2401 GAS FUEL	0	0	231,101	231,101	0	0.00 %
2435 TOOLS	7,548	7,225	8,800	8,800	0	0.00 %
2499 MISC FLEET SUPPLIES	309	0	0	0	0	0.00 %
2601 OFFICE SUPPLIES	262	4,445	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	13,759	14,143	19,760	17,000	(2,760)	-13.97 %
2655 SAFETY SUPPLIES	20,961	25,227	22,000	22,000	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	8,140	5,736	8,890	11,600	2,710	30.48 %
2701 HYDRO	837,097	746,664	854,612	854,612	0	0.00 %

Executive Report

Budget Year: 2018; YTD End Date: December 2017

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

Division(s): *ROADS DEPARTMENT*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
3035 MILEAGE	1,289	2,113	4,500	4,000	(500)	-11.11 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	0	122	0	500	500	100.00 %
3070 TRAINING COURSES - OUTSID	26,908	21,259	21,000	29,600	8,600	40.95 %
3071 TRAINING	863	0	0	0	0	0.00 %
3075 TRAINING COURSES - IN HOU	832	448	0	0	0	0.00 %
3080 ADVERTISING & PROMOTION	0	387	0	0	0	0.00 %
3099 MISC ADMIN EXPENSES	223	0	0	0	0	0.00 %
3105 LEGAL FEES	52	0	0	0	0	0.00 %
3130 CONSULTANT FEES	0	4,277	0	0	0	0.00 %
3205 VEHICLE LEASE/RENTAL	146,310	179,587	160,600	174,000	13,400	8.34 %
3299 MISC LEASES & RENTS	78	0	0	0	0	0.00 %
3425 CONSTRUCTION CONTRACT	405,607	282,440	274,000	295,800	21,800	7.96 %
3426 PATCHING	313,867	295,723	265,900	271,320	5,420	2.04 %
3427 HYDROSEEDING	8,848	20,803	20,000	20,540	540	2.70 %
3428 CONCRETE RESTORATION	0	17,510	0	0	0	0.00 %
3499 MISC CONTRACTS	21,541	10,972	20,600	20,600	0	0.00 %
3601 INSURANCE PREMIUMS	96,526	80,551	97,698	74,143	(23,555)	-24.11 %
GOODS & SERVICES TOTAL	2,444,421	2,316,962	2,657,644	2,698,279	40,635	1.53 %
CAPITAL/RESERVE TRANSACTIONS						
5115 TRANSFER TO RESERVE FUND	176,160	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	176,160	0	0	0	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	1,557,782	1,505,511	2,048,753	2,048,753	0	0.00 %
EXPENSE TOTAL	7,220,385	6,747,654	8,160,801	8,278,699	117,898	1.44 %
REVENUE						
0456 SALE OF SCRAP METALS	1,112	2,416	0	0	0	0.00 %
0459 OTHER SALES	(14,303)	10,299	44,000	7,000	(37,000)	-84.09 %
0472 REIMB - CUPE BENEFITS	62	3,329	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	283	10,683	0	0	0	0.00 %
0479 REIMBURSEMENTS	0	798	0	0	0	0.00 %
0835 SPECIAL EVENT FEES	3,697	2,336	0	2,500	2,500	100.00 %
0855 SERVICE CHARGES	1,730	0	0	0	0	0.00 %
0871 STREET WORK PERMITS	4,580	4,498	3,500	3,500	0	0.00 %
0872 ENTRANCE CULVERT & CURBS	72,241	52,067	40,000	40,000	0	0.00 %
0899 OTHER SERVICE CHARGES	30,469	33,383	30,000	20,000	(10,000)	-33.33 %
REVENUE TOTAL	99,871	119,809	117,500	73,000	(44,500)	-37.87 %
GRAND TOTAL:	7,120,514	6,627,845	8,043,301	8,205,699	162,398	2.02 %

Activity Summary Overview – 2018 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:

	2017 FTE	2018 FTE
Director of Public Works	0.05	0.05
Operations Manager, Water & Sewer	0.10	0.10
Administrative Supervisor, Public Works	0.00	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	4.40	4.45

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Engineering, Environmental Services & Works

Division(s): STORM SEWERS

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	270,041	236,994	226,693	234,192	7,499	3.31 %
1002 TEMPORARY SALARIES	9,462	11,596	0	0	0	0.00 %
1003 SHIFT PREMIUM	430	323	0	0	0	0.00 %
1004 OTHER/STANDBY	1,801	509	7,498	7,650	152	2.03 %
1010 MODIFIED/ACCOMMODATED	421	2,938	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	48,691	49,835	1,144	2.35 %
1101 OVERTIME FULLTIME	7,159	5,059	10,230	10,230	0	0.00 %
1102 OVERTIME PART TIME	0	20	0	0	0	0.00 %
1202 VACATION	980	38	0	0	0	0.00 %
1401 TRAINING & SAFETY	222	61	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	86,502	75,041	87,068	91,070	4,002	4.60 %
PERSONNEL TOTAL	377,018	332,579	380,180	392,977	12,797	3.37 %
GOODS & SERVICES						
2006 ASPHALT - COLD MIX	1,115	1,382	5,000	5,000	0	0.00 %
2008 CEMENT	4,379	1,982	4,500	4,500	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	36,928	17,144	30,000	30,000	0	0.00 %
2030 GRAVEL	6,388	2,900	11,350	11,350	0	0.00 %
2099 MISC. MATERIALS	11,538	16,548	600	600	0	0.00 %
2401 GAS FUEL	0	0	8,544	8,544	0	0.00 %
2435 TOOLS	1,349	625	3,508	3,508	0	0.00 %
2601 OFFICE SUPPLIES	1,187	0	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	1,363	1,363	1,816	1,820	4	0.22 %
2655 SAFETY SUPPLIES	2,640	1,242	3,665	3,665	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	276	271	1,000	1,221	221	22.10 %
2715 WATER	649	494	0	0	0	0.00 %
3007 ONTARIO 1 CALL CENTER	0	307	0	0	0	0.00 %
3010 TELEPHONE	1,199	707	1,584	1,584	0	0.00 %
3035 MILEAGE	96	0	100	100	0	0.00 %
3065 MEMBERSHIPS/LICENCES/CERTIFICATIONS	339	534	0	0	0	0.00 %
3070 TRAINING COURSES - OUTSID	71	123	0	0	0	0.00 %
3075 TRAINING COURSES - IN HOU	1,817	1,086	4,000	4,000	0	0.00 %
3102 CONSULTANT FEES I.S.	0	0	3,081	4,499	1,418	46.02 %
3205 VEHICLE LEASE/RENTAL	0	892	1,000	1,750	750	75.00 %
3305 BUILDING MAINTENANCE	32	6	0	0	0	0.00 %
3350 DRY CLEANING/LAUNDERING	72	51	0	0	0	0.00 %
3425 CONSTRUCTION CONTRACT	9,859	23,089	5,150	5,150	0	0.00 %
3426 PATCHING	80,746	98,833	69,360	69,360	0	0.00 %
3427 HYDROSEEDING	2,385	1,143	6,579	6,579	0	0.00 %



Executive Report

Budget Year: 2018; YTD End Date: December 2017

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

Division(s): *STORM SEWERS*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
3428 CONCRETE RESTORATION	0	6,937	0	0	0	0.00 %
GOODS & SERVICES TOTAL	164,428	177,659	160,837	163,230	2,393	1.49 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	162,864	140,177	75,743	75,743	0	0.00 %
EXPENSE TOTAL	704,310	650,415	616,760	631,950	15,190	2.46 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	0	0	64,147	65,990	1,843	2.87 %
0479 REIMBURSEMENTS	0	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	0	0	0	0	0	0.00 %
0875 STORM SEWER CONNECTIONS	6,566	0	0	0	0	0.00 %
0899 OTHER SERVICE CHARGES	6,561	0	0	0	0	0.00 %
REVENUE TOTAL	13,127	0	64,147	65,990	1,843	2.87 %
GRAND TOTAL:	691,183	650,415	552,613	565,960	13,347	2.42 %

Activity Summary Overview – 2018 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:

	2017 FTE	2018 FTE
Managing Director	0.20	0.20
Director of Public Works	0.50	0.50
Dispatcher	3.00	3.00
Public Works Administrative Coordinator	1.00	0.00
Administrative Supervisor Public Works	0.00	0.50
Engineering Clerk	0.50	0.50
Part-time Dispatchers	0.56	0.56
Signal Technician	0.40	0.40
Totals	6.16	5.66

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Engineering, Environmental Services & Works

Division(s): WORKS DEPT ADMINISTRATION

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	316,283	336,543	379,085	368,438	(10,647)	-2.81 %
1002 TEMPORARY SALARIES	42,381	45,862	31,638	32,114	476	1.50 %
1003 SHIFT PREMIUM	4,846	4,643	4,432	4,642	210	4.74 %
1010 MODIFIED/ACCOMMODATED	15	921	0	0	0	0.00 %
1101 OVERTIME FULLTIME	8,967	9,340	5,758	7,344	1,586	27.54 %
1102 OVERTIME PART TIME	0	258	0	0	0	0.00 %
1202 VACATION	6,525	2,617	1,200	1,285	85	7.08 %
1204 STATUTORY HOLIDAYS	2,100	1,966	0	0	0	0.00 %
1207 SICK LEAVE	0	3,476	0	0	0	0.00 %
1401 TRAINING & SAFETY	225	2,171	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	20	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	91,807	97,842	113,626	110,256	(3,370)	-2.97 %
1802 FRINGE BENEFITS-PARTTIME	10,487	11,463	8,924	6,332	(2,592)	-29.05 %
PERSONNEL TOTAL	483,656	517,102	544,663	530,411	(14,252)	-2.62 %
GOODS & SERVICES						
2010 TRAFFIC SUPPLIES	82	0	0	0	0	0.00 %
2099 MISC. MATERIALS	5,879	4,978	4,750	4,750	0	0.00 %
2499 MISC FLEET SUPPLIES	1,933	0	0	0	0	0.00 %
2601 OFFICE SUPPLIES	16,773	13,132	16,500	16,500	0	0.00 %
2615 JANITORIAL SUPPLIES	818	163	0	1,000	1,000	100.00 %
2625 BUILDING MAINT SUPPLIES	(17)	0	0	0	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	84	217	200	500	300	150.00 %
2699 MISC GENERAL SUPPLIES	1,708	0	0	0	0	0.00 %
2701 HYDRO	110,060	86,006	111,713	111,713	0	0.00 %
2705 NATURAL GAS	50,293	50,502	60,262	70,075	9,813	16.28 %
2715 WATER	11,765	7,504	17,666	9,100	(8,566)	-48.49 %
3001 POSTAGE	1,870	1,166	1,000	1,300	300	30.00 %
3005 COURIER & DELIVERY	302	1,430	1,900	1,500	(400)	-21.05 %
3010 TELEPHONE	38,230	33,310	36,135	39,000	2,865	7.93 %
3015 FAX	691	646	670	670	0	0.00 %
3030 TRAVEL	2,672	3,868	4,000	4,000	0	0.00 %
3035 MILEAGE	3,007	2,988	7,000	6,000	(1,000)	-14.29 %
3045 CONFERENCE & SEMINARS	793	1,650	5,000	4,000	(1,000)	-20.00 %
3055 MEETING COSTS	209	115	0	500	500	100.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	4,948	1,814	5,000	5,000	0	0.00 %
3070 TRAINING COURSES - OUTSID	989	0	8,500	3,500	(5,000)	-58.82 %
3075 TRAINING COURSES - IN HOU	2,764	0	3,000	0	(3,000)	-100.00 %
3080 ADVERTISING & PROMOTION	254	413	1,200	500	(700)	-58.33 %
3210 OFFICE EQUIPMENT LEASE	0	0	6,000	6,000	0	0.00 %



Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s):

Engineering, Environmental Services & Works

Division(s):

WORKS DEPT ADMINISTRATION

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
3301 RADIO MAINTENANCE	8,368	5,765	12,500	12,500	0	0.00 %
3305 BUILDING MAINTENANCE	115,476	130,124	130,000	135,000	5,000	3.85 %
3401 STREET GARBAGE CONTRACT	4,463	4,708	4,200	4,200	0	0.00 %
3425 CONSTRUCTION CONTRACT	19,355	1,013	0	6,000	6,000	100.00 %
3430 MAINTENANCE CONTRACT	42,114	43,024	39,300	39,300	0	0.00 %
GOODS & SERVICES TOTAL	445,883	394,536	476,496	482,608	6,112	1.28 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	0	56	0	0	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	1,073	2,253	2,000	2,200	200	10.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,073	2,309	2,000	2,200	200	10.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	3,971	3,869	0	0	0	0.00 %
EXPENSE TOTAL	934,583	917,816	1,023,159	1,015,219	(7,940)	-0.78 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	34,775	35,471	35,471	36,180	709	2.00 %
0480 SUNDRY REVENUE	2,013	0	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	300,095	198,126	198,126	200,387	2,261	1.14 %
REVENUE TOTAL	336,883	233,597	233,597	236,567	2,970	1.27 %
GRAND TOTAL:	597,700	684,219	789,562	778,652	(10,910)	-1.38 %



FIRE SERVICES

2018 OPERATING BUDGET



Business Unit Summary

Budget Year: 2018

YTD End Date: December 2017

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
Fire Department						
FIRE DEPARTMENT	12,466,684	11,745,645	13,071,641	13,543,230	471,589	3.61 %
Total:	12,466,684	11,745,645	13,071,641	13,543,230	471,589	3.61 %
Grand Total:	12,466,684	11,745,645	13,071,641	13,543,230	471,589	3.61 %

Activity Summary Overview – 2018 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	2017 FTE	2018 FTE
Chief	1.0	1.0
Deputy Chief	2.0	2.0
Platoon Chiefs	4.0	4.0
Division Chief (Training)	1.0	1.0
Captains	12.0	12.0
Firefighters	56.0	56.0
Captain Fire Prevention Division	1.0	1.0
Fire Prevention Officer/ Public Educator	2.0	2.0
Clerk/Steno	1.0	1.0
Totals	80.0	80.0

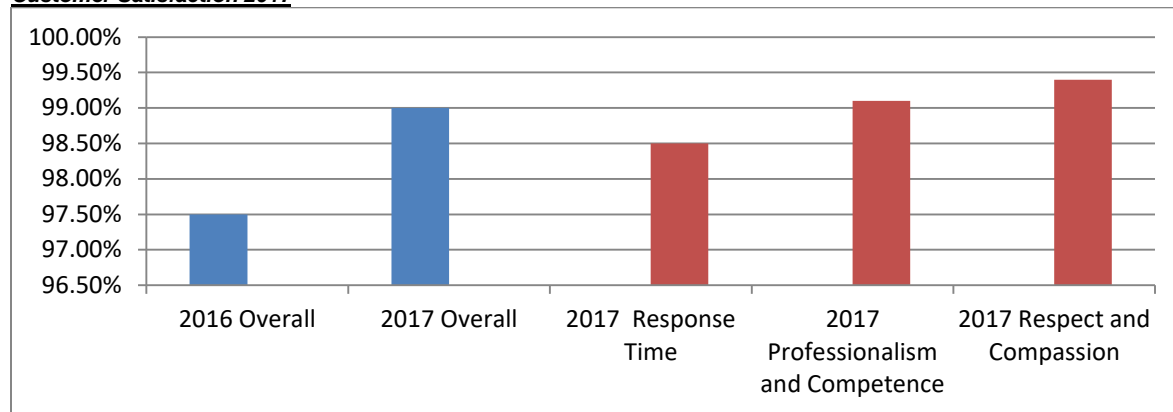
Fire Administration

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.

Anytime a member of NBFES has an interaction with any one of our citizens; that is our opportunity to make an impact on a customer's life. Customer service is a high priority with the Fire Management team. In the spring of 2016 we began an initiative to receive feedback from the customers that we serve. Customers were questioned on the timeliness of the response, competence and professionalism of the crew, respect and compassion of the crew and the overall service.

Customer Satisfaction 2017



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 2016 we responded to 1594 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).

Activities Done to Provide This Service

How Much Did We Do?

	2015	2016
Fire Related Emergency Calls	177	250
Perceived Emergencies	94	101
Fire Alarm Activations and Non Fire Calls	252	230
Medical Calls	376	396
Carbon Monoxide Calls	177	188
Public Hazards	83	67
Motor Vehicle Collisions	213	203
Other Rescue	17	33
Other Responses	134	126
Total:	1523	1594 +4.7% increase

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.

Activities Done to Provide This Service

How Much Did We Do?

	2015	2016
Total Inspections	580	585
Total Investigations	15	11
Total Fire Safety Plan Reviews	50	56
Total Vulnerable Occupancies	23	23
Total Burning Permits	266	1100
Total Public Education Sessions	n/a	43

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Fire Department

Division(s): FIRE DEPARTMENT

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	8,834,961	8,546,241	8,645,644	8,903,710	258,066	2.98 %
1002 TEMPORARY SALARIES	0	1,679	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATED	230,333	65,224	0	0	0	0.00 %
1101 OVERTIME FULLTIME	138,795	180,493	132,000	132,000	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	32,425	10,919	22,000	22,000	0	0.00 %
1203 COMPASSIONATE LEAVE	21,984	41,199	40,000	40,000	0	0.00 %
1204 STATUTORY HOLIDAYS	245,415	175,081	310,000	310,000	0	0.00 %
1207 SICK LEAVE	104,949	259,925	100,000	100,000	0	0.00 %
1208 LIEU DAYS	231,207	121,343	272,000	272,000	0	0.00 %
1209 ACTING PAY	0	3,873	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	1,321	15,691	7,000	7,000	0	0.00 %
1301 WSIB LEAVE	(215,024)	(483,556)	(60,000)	(60,000)	0	0.00 %
1401 TRAINING & SAFETY	0	41,970	0	20,000	20,000	100.00 %
1407 ACTING RANK PAY	64,350	71,455	58,000	58,000	0	0.00 %
1415 FIRE ON CALL PAYOUT	2,326	2,550	3,000	2,600	(400)	-13.33 %
1416 FIRE- SERVICE PAY	0	396	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	2,279,498	2,283,119	2,468,812	2,563,863	95,051	3.85 %
1802 FRINGE BENEFITS-PARTTIME	0	203	0	0	0	0.00 %
PERSONNEL TOTAL	11,972,540	11,337,805	11,998,456	12,371,173	372,717	3.11 %
GOODS & SERVICES						
2401 GAS FUEL	13,058	11,222	12,000	12,000	0	0.00 %
2405 DIESEL FUEL	21,678	23,802	27,232	24,486	(2,746)	-10.08 %
2407 COLOURED/DYED DIESEL	320	124	0	0	0	0.00 %
2415 LUBRICANTS	1,254	1,473	0	0	0	0.00 %
2420 TIRES	2,778	8,248	0	0	0	0.00 %
2425 REPAIR PARTS	76,655	78,987	0	0	0	0.00 %
2495 SHOP LABOUR	129,464	96,020	0	0	0	0.00 %
2498 FLEET SYSTEM DEFAULT	(4,751)	(4,099)	0	0	0	0.00 %
2499 MISC FLEET SUPPLIES	574	0	0	0	0	0.00 %
2601 OFFICE SUPPLIES	6,373	7,450	12,000	10,000	(2,000)	-16.67 %
2615 JANITORIAL SUPPLIES	8,362	8,528	10,000	10,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	686	69	400	400	0	0.00 %
2640 TRAINING SUPPLIES	759	569	5,000	5,000	0	0.00 %
2650 CLOTHING / UNIFORM	25,976	23,966	38,000	35,000	(3,000)	-7.89 %
2699 MISC GENERAL SUPPLIES	0	0	5,000	5,000	0	0.00 %
2701 HYDRO	62,704	44,415	62,218	62,218	0	0.00 %
2705 NATURAL GAS	18,348	17,547	17,125	20,858	3,733	21.80 %
2715 WATER	15,560	12,271	15,161	14,075	(1,086)	-7.16 %

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Fire Department

Division(s): FIRE DEPARTMENT

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
2901 FIREFIGHTING SUPPLIES	56,116	53,061	65,000	65,000	0	0.00 %
2903 FIRE FOAM	0	5,953	7,000	5,000	(2,000)	-28.57 %
2905 FIRE INVESTIGATION SUPPLI	5,718	3,466	3,500	3,500	0	0.00 %
2930 LONG SERVICE PINS/AWARDS	204	142	800	800	0	0.00 %
3001 POSTAGE	324	468	500	500	0	0.00 %
3005 COURIER & DELIVERY	31	305	500	500	0	0.00 %
3010 TELEPHONE	12,039	12,006	13,500	13,500	0	0.00 %
3035 MILEAGE	1,000	1,071	900	900	0	0.00 %
3045 CONFERENCE & SEMINARS	7,110	11,186	11,500	11,500	0	0.00 %
3060 MEALS	899	522	1,250	1,250	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICA TIONS	1,989	7,072	2,100	2,100	0	0.00 %
3070 TRAINING COURSES - OUTSID	27,213	21,907	28,000	28,000	0	0.00 %
3075 TRAINING COURSES - IN HOU	13,078	3,031	48,000	28,000	(20,000)	-41.67 %
3080 ADVERTISING & PROMOTION	19,754	11,233	18,000	18,000	0	0.00 %
3085 OUTSIDE PRINTING	1,487	651	3,000	3,000	0	0.00 %
3150 MEDICAL FEES	3,097	6,445	2,500	2,500	0	0.00 %
3199 MISC PROFESSIONAL FEES	3,455	0	0	0	0	0.00 %
3301 RADIO MAINTENANCE	26,289	28,936	29,000	29,000	0	0.00 %
3305 BUILDING MAINTENANCE	52,110	17,498	57,000	57,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	8,578	8,648	21,000	11,000	(10,000)	-47.62 %
3315 VEHICLE MAINTENANCE	10,324	2,849	0	0	0	0.00 %
3350 DRY CLEANING/LAUNDERING	1,311	1,856	2,500	2,500	0	0.00 %
3499 MISC CONTRACTS	6,358	12,647	21,500	25,700	4,200	19.53 %
3601 INSURANCE PREMIUMS	73,640	67,558	32,244	26,017	(6,227)	-19.31 %
3656 POLICE-3RD PARTY PYMTS	0	0	0	175,000	175,000	100.00 %
GOODS & SERVICES TOTAL	711,922	609,103	573,430	709,304	135,874	23.69 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	23	0	15,000	5,000	(10,000)	-66.67 %
5115 TRANSFER TO RESERVE FUND	17,324	16,753	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	17,347	16,753	15,000	5,000	(10,000)	-66.67 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	0	0	591,428	591,428	0	0.00 %
EXPENSE TOTAL	12,701,809	11,963,661	13,178,314	13,676,905	498,591	3.78 %
REVENUE						
0409 OTHER LICENCE FEES	2,340	3,180	2,500	2,500	0	0.00 %
0479 REIMBURSEMENTS	1,200	2,023	0	0	0	0.00 %
0494 WARRANTY REVENUE	236	0	0	0	0	0.00 %
0497 CONTRACTED REVENUE	75,503	41,120	34,112	34,112	0	0.00 %
0857 FIRE SERVICE CHARGES	(2,560)	0	0	0	0	0.00 %



Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Fire Department

Division(s): FIRE DEPARTMENT

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
0863 FIRE PERMITS/INSPECTIONS	16,445	15,745	12,000	12,000	0	0.00 %
0864 FIRE EMERGENCY RESPONSE	94,564	104,673	18,243	40,243	22,000	120.59 %
0865 FIRE BURNING PERMITS	29,171	32,547	20,000	25,000	5,000	25.00 %
0866 FIRE PREVENTION/EDUCATION	3,434	3,911	5,000	5,000	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	14,790	14,819	14,819	14,819	0	0.00 %
REVENUE TOTAL	235,123	218,018	106,674	133,674	27,000	25.31 %
GRAND TOTAL:	12,466,686	11,745,643	13,071,640	13,543,231	471,591	3.61 %



GENERAL GOVERNMENT

2018 OPERATING BUDGET



Business Unit Summary

Budget Year: 2018

YTD End Date: December 2017

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
General Government Activities						
FINANCIAL EXPENSES	16,983,117	15,111,701	14,524,225	15,037,527	513,302	3.53 %
GENERAL REVENUES	(91,451,627)	(92,587,735)	(93,725,943)	(96,254,034)	(2,528,091)	-2.70 %
MAYOR & COUNCIL	378,937	393,945	430,226	438,058	7,832	1.82 %
OFFICE OF THE CAO	704,053	675,071	355,551	164,694	(190,857)	-53.68 %
Total:	(73,385,520)	(76,407,018)	(78,415,941)	(80,613,755)	(2,197,814)	-2.80 %
Grand Total:	(73,385,520)	(76,407,018)	(78,415,941)	(80,613,755)	(2,197,814)	-2.80 %

Activity Summary Overview – 2018 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.

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:

	2017 FTE	2018 FTE
Jr. Assessment & Real Estate Specialist	1.00	1.00
Totals	1.00	1.00

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): General Government Activities

Division(s): FINANCIAL EXPENSES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	76,915	79,568	81,129	182,346	101,217	124.76 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	928	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	671,188	1,436,320	24,687	60,303	35,616	144.27 %
1802 FRINGE BENEFITS-PARTTIME	0	0	0	0	0	0.00 %
PERSONNEL TOTAL	749,031	1,515,888	105,816	242,649	136,833	129.31 %
GOODS & SERVICES						
3005 COURIER & DELIVERY	16,489	11,144	0	0	0	0.00 %
3035 MILEAGE	42	0	0	0	0	0.00 %
3055 MEETING COSTS	538	0	0	0	0	0.00 %
3075 TRAINING COURSES - IN HOU	0	0	0	2,000	2,000	100.00 %
3080 ADVERTISING & PROMOTION	162	0	0	0	0	0.00 %
3130 CONSULTANT FEES	53,575	54,520	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	3,825	0	252,212	21,018	(231,194)	-91.67 %
3499 MISC CONTRACTS	22,133	16,492	27,400	27,400	0	0.00 %
GOODS & SERVICES TOTAL	96,764	82,156	279,612	50,418	(229,194)	-81.97 %
FINANCIAL EXPENSES						
4005 INTERNAL INTEREST CHARGES	158,185	201,610	200,000	180,000	(20,000)	-10.00 %
4015 DEBENTURE PRINCIPAL	7,092,817	7,127,005	7,538,575	7,523,250	(15,325)	-0.20 %
4020 DEBENTURE INTEREST	1,203,460	1,116,067	1,321,676	1,201,144	(120,532)	-9.12 %
4101 BANK CHARGES	55,794	52,009	42,500	42,500	0	0.00 %
4110 CASH OVER / SHORT	83	38	0	0	0	0.00 %
4125 PENNY PHASE OUT	0	1	0	0	0	0.00 %
4201 COURT OF REVISION (442)	50,430	23,641	120,000	120,000	0	0.00 %
4202 ANA WRITEOFFS	2,335	9,349	10,000	10,000	0	0.00 %
4204 P.R.A.N.	102,316	10,020	20,000	20,000	0	0.00 %
4205 ARB/OMB/COURT DECISIONS	517,879	228,527	120,000	120,000	0	0.00 %
4206 MINUTES OF SETTLEMENT	18,418	80,670	80,000	80,000	0	0.00 %
4210 UNCOLLECTIBLE TAXES - 495	16,207	17,479	5,000	5,000	0	0.00 %
4222 PROPERTY TAX REDUCTIONS	318,410	413,484	336,562	336,562	0	0.00 %
4235 GEN ACCOUNT WRITE-OFF	703,350	0	35,000	35,000	0	0.00 %
4250 CIP/TIFF INCENTIVES	74,722	28,734	85,000	85,000	0	0.00 %
4252 VACANCY REBATES	176,099	197,064	120,000	120,000	0	0.00 %
4253 CHARITY REBATES	72,377	69,231	85,000	85,000	0	0.00 %
4254 PILS	15,902	41,211	0	0	0	0.00 %
4320 INVENTORY SHORT/(OVER)	38,648	(16,965)	0	0	0	0.00 %
4401 CONTINGENCY	29,218	0	211,502	206,502	(5,000)	-2.36 %
FINANCIAL EXPENSES TOTAL	10,646,650	9,599,175	10,330,815	10,169,958	(160,857)	-1.56 %

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): General Government Activities

Division(s): FINANCIAL EXPENSES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
CAPITAL/RESERVE TRANSACTIONS						
5101 CAPITAL LEVY	7,439,121	8,021,475	6,466,224	7,017,520	551,296	8.53 %
5115 TRANSFER TO RESERVE FUND	6,866,995	5,698,806	0	0	0	0.00 %
5125 TRANSFER TO OTHER CAPITAL	4,000,000	4,000,000	0	0	0	0.00 %
5150 AGREEMENTS	9,694,733	350,000	175,000	0	(175,000)	-100.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	28,000,849	18,070,281	6,641,224	7,017,520	376,296	5.67 %
EXPENSE TOTAL	39,493,294	29,267,500	17,357,467	17,480,545	123,078	0.71 %
REVENUE						
0430 PENALTIES/CURRENT TAXES	694,132	369,381	650,000	650,000	0	0.00 %
0433 PENALTIES A/R	(1,890)	4,850	15,000	15,000	0	0.00 %
0437 DIVIDENDS	630,725	2,950,875	725,000	725,000	0	0.00 %
0440 INTEREST/CURRENT BANK	404,939	485,388	400,000	400,000	0	0.00 %
0441 INTEREST ON INVESTMENTS	404,274	416,339	350,000	350,000	0	0.00 %
0445 OTHER INTEREST	291,452	207,484	221,030	0	(221,030)	-100.00 %
0460 TRANSFER FRM CAPITAL FUND	70,000	0	0	132,000	132,000	100.00 %
0470 TSF FROM RESERVE FUND	13,634,733	4,401,807	347,212	96,018	(251,194)	-72.35 %
0471 PINEWOOD SS REIMBURSEMENT	0	8,852	0	0	0	0.00 %
0473 METHANE SALES	92,887	23,584	125,000	75,000	(50,000)	-40.00 %
0508 MIN OF TRANSPORTATION	1,458,864	0	0	0	0	0.00 %
0512 PROVINCIAL GAS TAX	962,181	884,795	0	0	0	0.00 %
0539 ONT COMMUNITY INFR OCIF	605,557	1,082,364	0	0	0	0.00 %
0608 FEDERAL GAS TAX	3,262,323	3,320,077	0	0	0	0.00 %
REVENUE TOTAL	22,510,177	14,155,796	2,833,242	2,443,018	(390,224)	-13.77 %
GRAND TOTAL:	16,983,117	15,111,704	14,524,225	15,037,527	513,302	3.53 %

Activity Summary Overview – 2018 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 2018 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 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.

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): General Government Activities

Division(s): GENERAL REVENUES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
GOODS & SERVICES						
2720 MUNICIPAL TAXES	2,324	2,383	2,465	2,465	0	0.00 %
GOODS & SERVICES TOTAL	2,324	2,383	2,465	2,465	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5115 TRANSFER TO RESERVE FUND	868,929	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	868,929	0	0	0	0	0.00 %
EXPENSE TOTAL	871,253	2,383	2,465	2,465	0	0.00 %
REVENUE						
0105 TAXATION	78,032,303	83,087,624	83,087,644	84,368,810	1,281,166	1.54 %
0110 SUPPLEMENTARY TAXES	1,399,281	573,973	500,000	400,000	(100,000)	-20.00 %
0185 EDUCATION TAXES RETAINED	69,343	59,309	70,000	70,000	0	0.00 %
0201 FEDERAL PROPERTIES	823,998	0	0	0	0	0.00 %
0211 C B C	1,890	0	0	0	0	0.00 %
0231 GOVERNMENT SERVICES	1,246,284	0	0	0	0	0.00 %
0250 NORTH BAY GENERAL HOSPITA	30,300	30,300	30,300	30,300	0	0.00 %
0252 NORTH BAY JAIL	8,250	6,000	8,250	6,000	(2,250)	-27.27 %
0253 NIPSSING UNIVERSITY	238,875	240,675	238,875	240,675	1,800	0.75 %
0254 CANADORE COLLEGE	173,475	165,000	173,475	165,000	(8,475)	-4.89 %
0260 MMAH-EFECTO DE ONDAS	3,852	0	0	0	0	0.00 %
0272 LIQUOR CONTROL BOARD	54,772	0	0	0	0	0.00 %
0274 ONTARIO NORTHLAND	489,507	0	0	0	0	0.00 %
0275 PIL - ONTERA (BELL CANADA)	12,712	0	0	0	0	0.00 %
0281 CITY OF NORTH BAY	254,941	0	0	0	0	0.00 %
0282 TOWNSHIP OF NORTH HIMSWOR	4,939	0	0	0	0	0.00 %
0283 LINEAR PROPERTY ACREAGE	18,890	21,866	18,890	18,890	0	0.00 %
0285 EDUCATION TAXES RETAINED - PIL	436,426	400,845	435,000	435,000	0	0.00 %
0305 UNCONDITIONAL GRANTS	7,307,700	7,615,100	7,615,100	9,171,100	1,556,000	20.43 %
0436 INTEREST-HYDRO NOTE	814,543	0	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	444,857	0	1,151,964	950,000	(201,964)	-17.53 %
0474 REFUNDS	54,386	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	11,837	16,520	15,000	15,000	0	0.00 %
0841 PROPERTY RENTALS	303,591	285,205	296,210	296,207	(3)	0.00 %
0869 OTHER ADMINISTRATION FEES	15,000	15,000	15,000	15,000	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	70,927	72,700	72,700	74,517	1,817	2.50 %
REVENUE TOTAL	92,322,879	92,590,117	93,728,408	96,256,499	2,528,091	2.70 %
GRAND TOTAL:	(91,451,626)	(92,587,734)	(93,725,943)	(96,254,034)	(2,528,091)	-2.70 %

Activity Summary Overview – 2018 Budget

Mayor and Council Administration

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:	2017 Elected Officials	2018 Elected Officials
Mayor	1.00	1.00
City Councillors	10.00	10.00
Totals	11.00	11.00

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): General Government Activities

Division(s): MAYOR & COUNCIL

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1002 TEMPORARY SALARIES	290,920	318,459	326,858	333,466	6,608	2.02 %
1801 FRINGE BENEFITS-FULLTIME	0	0	0	0	0	0.00 %
1802 FRINGE BENEFITS-PARTTIME	16,476	17,899	19,593	20,746	1,153	5.88 %
PERSONNEL TOTAL	307,396	336,358	346,451	354,212	7,761	2.24 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	1,322	1,267	2,000	2,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	0	0	300	300	0	0.00 %
2680 SOUVENIR SUPPLIES	0	100	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	1,455	1,719	5,500	5,500	0	0.00 %
3001 POSTAGE	328	492	500	500	0	0.00 %
3010 TELEPHONE	1,064	986	1,500	1,500	0	0.00 %
3030 TRAVEL	5,260	0	12,000	12,000	0	0.00 %
3035 MILEAGE	1,582	1,313	2,500	2,500	0	0.00 %
3045 CONFERENCE & SEMINARS	20,239	13,859	15,000	15,000	0	0.00 %
3050 RECEPTIONS	3,798	3,222	4,000	4,000	0	0.00 %
3060 MEALS	4,543	2,579	4,000	4,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	26,523	27,153	27,000	27,000	0	0.00 %
3601 INSURANCE PREMIUMS	4,420	4,447	4,474	4,547	73	1.63 %
3930 COMMUNITY PROGRAMS	803	1,044	2,000	2,000	0	0.00 %
3970 CORPORATE INITIATIVES	0	560	2,000	2,000	0	0.00 %
GOODS & SERVICES TOTAL	71,337	58,741	82,774	82,847	73	0.09 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	204	130	1,000	1,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	204	130	1,000	1,000	0	0.00 %
EXPENSE TOTAL	378,937	395,229	430,225	438,059	7,834	1.82 %
REVENUE						
0479 REIMBURSEMENTS	0	1,284	0	0	0	0.00 %
REVENUE TOTAL	0	1,284	0	0	0	0.00 %
GRAND TOTAL:	378,937	393,945	430,225	438,059	7,834	1.82 %

Activity Summary Overview – 2018 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:

	2017 FTE	2018 FTE
CAO	1.00	1.00
Executive Assistant	1.00	1.00
Administrative Assistant	0.96	0.96
Totals	2.96	2.96

Communications and Strategic Development

In 2016, the position of Communications and Strategic Development Officer was established but is presently vacant.

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 regard 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:

	2017 FTE	2018 FTE
Communications and Strategic Development Officer	1.00	1.00

Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s):

General Government Activities

Division(s):

OFFICE OF THE CAO

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	394,565	546,338	421,031	341,798	(79,233)	-18.82 %
1010 MODIFIED/ACCOMMODATED	9,352	0	0	0	0	0.00 %
1202 VACATION	(62,291)	3,441	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	155	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	108,756	146,659	116,815	94,251	(22,564)	-19.32 %
PERSONNEL TOTAL	450,537	696,438	537,846	436,049	(101,797)	-18.93 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	518	845	6,000	500	(5,500)	-91.67 %
2630 SUBSCRIPTIONS/PERIODICALS	49	0	750	100	(650)	-86.67 %
2682 PROMOTIONAL SUPPLIES	0	4,266	10,000	0	(10,000)	-100.00 %
2699 MISC GENERAL SUPPLIES	313	53	200	200	0	0.00 %
3001 POSTAGE	46	40	250	200	(50)	-20.00 %
3010 TELEPHONE	1,147	754	1,700	1,000	(700)	-41.18 %
3030 TRAVEL	933	2,861	3,200	3,200	0	0.00 %
3035 MILEAGE	137	1,157	1,000	1,000	0	0.00 %
3045 CONFERENCE & SEMINARS	1,287	4,423	3,500	2,000	(1,500)	-42.86 %
3060 MEALS	1,313	804	1,500	1,500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	509	1,345	1,500	500	(1,000)	-66.67 %
3071 TRAINING	0	0	92	92	0	0.00 %
3080 ADVERTISING & PROMOTION	189	0	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 %
3970 CORPORATE INITIATIVES	0	0	20,350	0	(20,350)	-100.00 %
GOODS & SERVICES TOTAL	6,441	16,548	(145,908)	(185,658)	(39,750)	-27.24 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	747	1,000	0	(1,000)	-100.00 %
5115 TRANSFER TO RESERVE FUND	250,000	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	250,000	747	1,000	0	(1,000)	-100.00 %
EXPENSE TOTAL	706,978	713,733	392,938	250,391	(142,547)	-36.28 %
REVENUE						
0482 SALE OF LAND	1,275	1,275	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	1,650	37,386	37,386	85,697	48,311	129.22 %
REVENUE TOTAL	2,925	38,661	37,386	85,697	48,311	129.22 %
GRAND TOTAL:	704,053	675,072	355,552	164,694	(190,858)	-53.68 %



SERVICE PARTNERS

2018 OPERATING BUDGET



Business Unit Summary

Budget Year: 2018

YTD End Date: December 2017

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
Service Partners						
INVEST NORTH BAY DEVELOPMENT CORPORATION	140,000	140,000	140,000	140,000	0	0.00 %
SERVICE PARTNERS	36,859,112	37,738,246	37,902,982	38,960,007	1,057,025	2.79 %
Total:	36,999,112	37,878,246	38,042,982	39,100,007	1,057,025	2.78 %
Grand Total:	36,999,112	37,878,246	38,042,982	39,100,007	1,057,025	2.78 %

Activity Summary Overview – 2018 Budget

Service Partners

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

An estimated 2% increase has been included for those Service Partners, where 2018 Operating Budgets have yet to be received. There is risk that realized numbers may vary.



Executive Report

Budget Year: 2018; YTD End Date: December 2017

Department(s): Service Partners

Division(s): SERVICE PARTNERS

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
SERVICE PARTNERS						
6051 NORTH BAY POLICE FORCE	17,354,902	17,986,598	17,986,598	18,639,288	652,690	3.63 %
6055 DSSAB	11,427,000	11,586,990	11,733,276	11,967,941	234,665	2.00 %
6058 DISTRICT HEALTH UNIT	1,641,799	1,641,799	1,641,795	1,641,795	0	0.00 %
6059 CASSELLHOLME	2,534,468	2,538,397	2,530,254	2,570,127	39,873	1.58 %
6065 PUBLIC LIBRARY	2,198,657	2,253,662	2,253,662	2,298,540	44,878	1.99 %
6066 HUMANE SOCIETY	355,400	358,954	358,954	362,543	3,589	1.00 %
6067 CONSERVATION AUTHORITY	337,175	343,533	334,782	412,121	77,339	23.10 %
6068 CAPITOL CENTRE	348,235	372,610	372,610	380,062	7,452	2.00 %
6070 GOLDEN AGE CLUB	19,155	19,155	22,616	19,155	(3,461)	-15.30 %
6080 ONT.PROPERTY ASSESSMENT	642,321	636,548	668,435	668,435	0	0.00 %
6083 DIA	123,838	131,140	0	0	0	0.00 %
SERVICE PARTNERS TOTAL	36,982,950	37,869,386	37,902,982	38,960,007	1,057,025	2.79 %
EXPENSE TOTAL	36,982,950	37,869,386	37,902,982	38,960,007	1,057,025	2.79 %
REVENUE						
0105 TAXATION	123,838	131,140	0	0	0	0.00 %
REVENUE TOTAL	123,838	131,140	0	0	0	0.00 %
GRAND TOTAL:	36,859,112	37,738,246	37,902,982	38,960,007	1,057,025	2.79 %

Activity Summary Overview – 2018 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 2018 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: 2018; YTD End Date: December 2017

Department(s): Service Partners

Division(s): INVEST NORTH BAY DEVELOPMENT CORPORATION

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Approved	Variance	Variance %
GOODS & SERVICES						
3010 TELEPHONE	64	0	0	0	0	0.00 %
3030 TRAVEL	14,744	0	0	0	0	0.00 %
3050 RECEPTIONS	2,906	0	0	0	0	0.00 %
3080 ADVERTISING & PROMOTION	867	0	0	0	0	0.00 %
3400 CONTRACTS	372	0	0	0	0	0.00 %
GOODS & SERVICES TOTAL	18,953	0	0	0	0	0.00 %
SERVICE PARTNERS						
6075 INVEST NORTH BAY	239,982	140,000	140,000	140,000	0	0.00 %
SERVICE PARTNERS TOTAL	239,982	140,000	140,000	140,000	0	0.00 %
EXPENSE TOTAL	258,935	140,000	140,000	140,000	0	0.00 %
REVENUE						
0470 TSF FROM RESERVE FUND	118,935	0	0	0	0	0.00 %
REVENUE TOTAL	118,935	0	0	0	0	0.00 %
GRAND TOTAL:	140,000	140,000	140,000	140,000	0	0.00 %