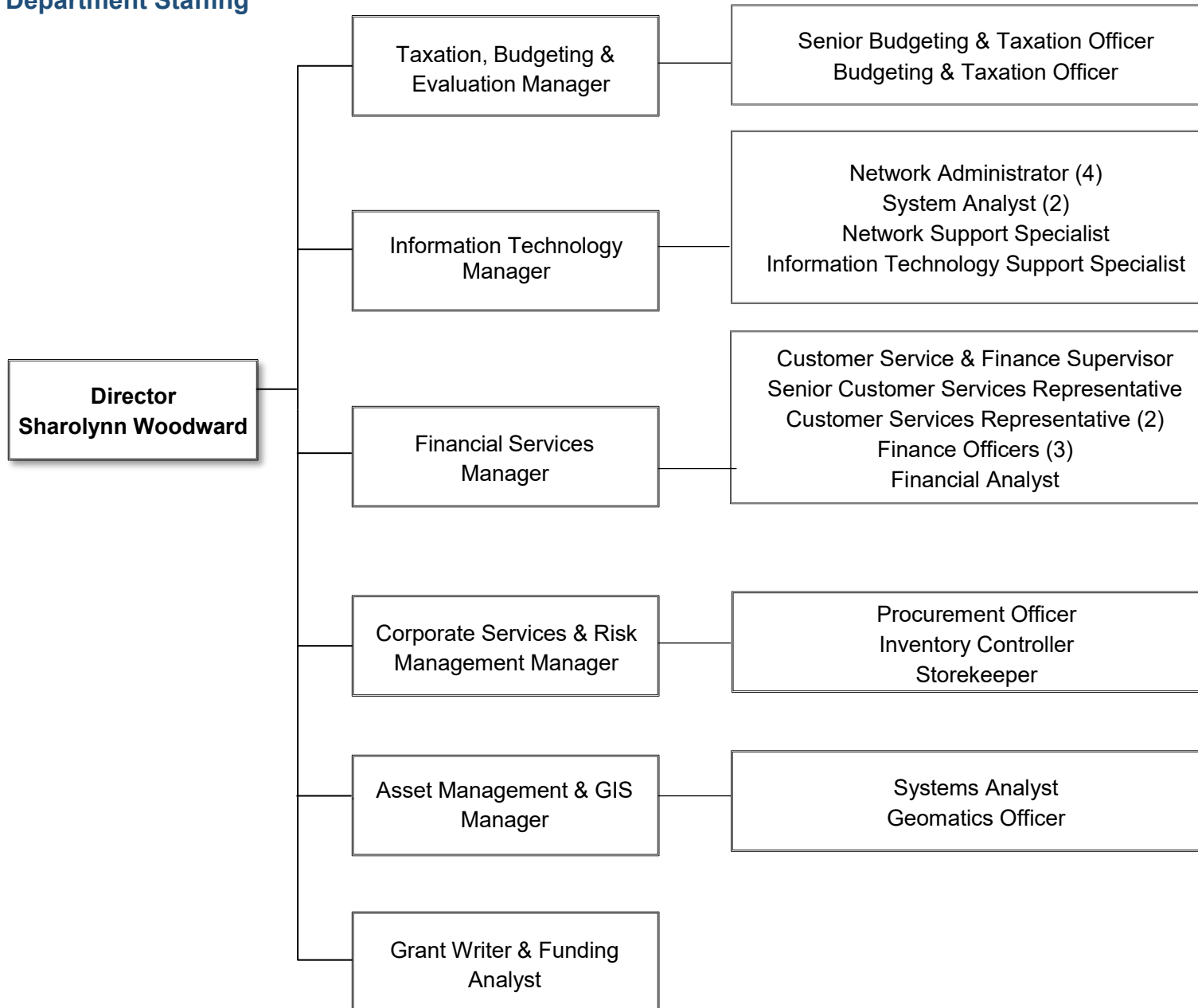


GENERAL FUND – Corporate Services

Department Staffing



GENERAL FUND – Corporate Services

Staffing Summary

Staffing Summary	2020 Actual	2021 Budget	2021 Forecast	2022 Budget	2023 Budget	2024 Budget	Note
Directorate	7.00	7.00	7.00	7.00	7.00	7.00	
Taxation & Budgeting	2.00	2.00	2.00	2.00	2.00	2.00	
Financial Services	8.40	8.41	8.41	8.41	8.41	8.41	
Corporate Services & Risk Management	3.00	3.00	3.00	3.00	3.00	3.00	
Information Technology	10.00	8.00	8.00	8.00	8.00	8.00	(1)
Asset Management & GIS	0.00	2.00	2.00	3.00	3.00	3.00	(1) & (2)
	30.40	30.41	30.41	31.41	31.41	31.41	
Permanent	29.00	29.00	29.00	29.00	29.00	29.00	
Part-time/Casual/Term	1.40	1.41	1.41	2.41	2.41	2.41	(2)
	30.40	30.41	30.41	31.41	31.41	31.41	

Note:

- (1) In 2021 the two geographic information systems positions were transferred from the Information Technology Division to the Asset Management and Geographic Information Systems Division.
- (2) A four-year term Asset Management Coordinator position is recommended beginning in mid-2022, to be funded from the Capital Fund.



GENERAL FUND – Corporate Services

CORPORATE SERVICES DEPARTMENT

The Corporate Services Department is responsible for six main service areas: Information Technology; Financial Services; Taxation, Budgeting and Evaluation; Corporate Services and Risk Management; Asset Management and GIS; and Grant Writing. The

Managers who lead each of these divisions report to the Director, who sets the course for the department and serves on the senior leadership team.

Corporate Services Budget	2020 Actuals (\$000's)	2021 Budget (\$000's)	2021 Forecast (\$000's)	2022 Budget (\$000's)	2023 Budget (\$000's)	2024 Budget (\$000's)	Note
Revenue							
Grants	125	125	221	125	125	125	
User Charges	504	575	536	675	675	675	
Total Revenue	629	700	757	800	800	800	
Expenditures (By Division)							
Directorate	1,150	1,413	1,413	1,450	1,492	1,534	
Taxation & Budgeting	474	507	515	547	554	562	
Financial Services	824	957	933	991	1,006	1,029	
Corporate Services & Risk Management	1,318	1,400	1,387	1,473	1,432	1,443	
Information Technology	2,380	2,525	2,478	2,688	2,714	2,792	
Asset Management & GIS	4	328	322	343	354	379	
Total Expenditures (By Division)	6,150	7,130	7,048	7,492	7,552	7,739	
Net Revenue (Expenditures)	(5,521)	(6,430)	(6,291)	(6,692)	(6,752)	(6,939)	
Expenditure (by Object)							
Wages & Benefits	3,756	4,120	4,116	4,265	4,364	4,479	
General Services	558	898	863	978	968	1,007	
Materials	344	388	374	515	473	481	
Maintenance	721	901	876	907	920	945	
Vehicle -O&M	3	4	7	8	8	8	
Insurance	768	819	812	819	819	819	
Total Expenditures (By Object)	6,150	7,130	7,048	7,492	7,552	7,739	

GENERAL FUND – Corporate Services

Corporate Services Directorate Budget	2020 Actuals (\$000's)	2021 Budget (\$000's)	2021 Forecast (\$000's)	2022 Budget (\$000's)	2023 Budget (\$000's)	2024 Budget (\$000's)	Note
Revenue							
Total Revenue	-	-	-	-	-	-	
Expenditures (by Activity)							
Administrative	172	212	212	217	223	229	
Funding & Reporting	115	141	142	145	150	153	
Long Term Planning & Priority Setting	344	424	424	435	448	460	
Public Inquiry & Communication	115	141	142	145	150	153	
Team Leadership	115	141	142	145	150	153	
Legislation & Governance	289	354	351	363	371	386	
Total Expenditures (By Activity)	1,150	1,413	1,413	1,450	1,492	1,534	
Net Revenue (Expenditures)	(1,150)	(1,413)	(1,413)	(1,450)	(1,492)	(1,534)	
Expenditures (By Object)							
Wages & Benefits	1,081	1,246	1,246	1,283	1,318	1,354	(1)
General Services	69	162	162	162	169	175	
Materials	-	5	5	5	5	5	
Total Expenditures (By Object)	1,150	1,413	1,413	1,450	1,492	1,534	

Note:

(1) A five-year term Asset Management Manager position was added and funded by the Capital Fund in 2020. This position is funded by the General Fund, starting in 2021.



GENERAL FUND – Corporate Services

TAXATION, BUDGETING & EVALUATION DIVISION

The Taxation, Budgeting and Evaluation Division is responsible for administering the budgeting, program evaluation, property assessment and taxation functions in accordance with established legislations and by-laws. The Division coordinates and prepares the annual and multi-year budget and long-term financial plans to help

the City ensure that, in the course of providing services to the public, Council's goals, objectives and directions are implemented and costs are controlled. It also administers the Senior and Disabled Grants and Local Improvement Charge programs.

Taxation, Budgeting & Evaluation Budget	2020 Actuals (\$000's)	2021 Budget (\$000's)	2021 Forecast (\$000's)	2022 Budget (\$000's)	2023 Budget (\$000's)	2024 Budget (\$000's)	Note
Revenue							
Grants	125	125	125	125	125	125	(1)
User Charges	59	55	63	61	61	61	
Total Revenue	184	180	188	186	186	186	
Expenditures (by Activity)							
Budgeting	96	102	104	109	111	112	
Property Assessment & Taxes	379	407	414	439	442	449	
Rounding	(1)	(2)	(3)	(1)	1	1	
Total Expenditures (By Activity)	474	507	515	547	554	562	
Net Revenue (Expenditures)	(290)	(327)	(327)	(361)	(368)	(376)	
Expenditures (By Object)							
Wages & Benefits	228	230	238	236	240	244	
General Services	233	259	259	290	292	295	(2)
Materials	-	5	5	6	6	6	
Maintenance	13	13	13	15	16	17	
Total Expenditures (By Object)	474	507	515	547	554	562	

Note:

- (1) Funds received under the City's Assessment Authority Agreement with the GNWT.
- (2) Assessment and other contracted costs.

GENERAL FUND – Corporate Services

INFORMATION TECHNOLOGY DIVISION

The Information Technology Division is responsible for all aspects of the City's information technology infrastructure. This includes:

- The secure and reliable network that connects workstations, laptops, mobile devices, printers, scanners, and copiers at sites throughout the City and provides users with access to essential software tools, integrated data sources, and the internet;
- Databases that house and protect extensive data resources across the corporation;
- Software applications that streamline processes and service delivery;
- Websites that extend electronic information access and online services to staff and citizens;
- Telephone, cellphone, and voice mail services that facilitate communication and collaboration;
- Public workstations and wireless services that expand public computing and Internet access; and
- Back end systems that support diverse services such as traffic lights, ice-making equipment, building controls, digital call logging, and security cameras.



GENERAL FUND – Corporate Services

Information Technology Budget	2020 Actuals (\$000's)	2021 Budget (\$000's)	2021 Forecast (\$000's)	2022 Budget (\$000's)	2023 Budget (\$000's)	2024 Budget (\$000's)	Note
Revenue							
User Charges	1	1	-	-	-	-	
Total Revenue	1	1	-	-	-	-	
Expenditures (by Activity)							
Installation	236	215	211	269	269	278	
Maintenance	1,428	1,569	1,540	1,614	1,629	1,675	
System Development	118	157	155	135	136	140	
Support Services	595	585	574	672	679	698	
Rounding	3	(1)	(2)	(2)	1	1	
Total Expenditures (By Activity)	2,380	2,525	2,478	2,688	2,714	2,792	
Net Revenue (Expenditures)	(2,379)	(2,524)	(2,478)	(2,688)	(2,714)	(2,792)	
Expenditures (By Object)							
Wages & Benefits	1,372	1,201	1,201	1,249	1,277	1,317	(1)
General Services	192	329	295	367	349	361	(2)
Materials	107	107	116	176	180	182	(3)
Maintenance	708	888	863	892	904	928	(4)
Vehicle O&M	1	-	3	4	4	4	
Total Expenditures (By Object)	2,380	2,525	2,478	2,688	2,714	2,792	

Note:

- (1) In 2021, the geographic information systems functions and positions were transferred from the Information Technology Division to the Asset Management and Geographic Information Systems Division.
- (2) Internet, network security, software acquisition, and renewal costs.
- (3) Hardware maintenance and repairs, emergency radio system maintenance and repairs, reference materials, and safety supplies.
- (4) Software maintenance and support contracts.

GENERAL FUND – Corporate Services

FINANCIAL SERVICES DIVISION

The Financial Services Division administers the accounting, utilities, and lottery and business licensing functions in accordance with established legislation and by-laws. The Division is responsible for all operating and capital financial transactions, treasury activities,

investment management, corporate accounting, and financial reporting. The Division also provides the Customer Service function that responds to inquiries, provides information, handles complaints and takes payments and registrations.

Financial Services Budget	2020 Actuals (\$000's)	2021 Budget (\$000's)	2021 Forecast (\$000's)	2022 Budget (\$000's)	2023 Budget (\$000's)	2024 Budget (\$000's)	Note
Revenue							
Grants	-	-	96	-	-	-	(1)
User Charges	412	406	360	501	501	501	
Total Revenue	412	406	456	501	501	501	
Expenditures (by Activity)							
Cash Management	164	211	206	219	223	227	
Customer Invoicing & Vendor Payments	288	316	308	327	332	340	
Financial Analysis & Reporting	123	142	138	150	151	154	
Licences & Permits	123	105	102	109	109	113	
Public Information/Inquiry & Customer Services	123	183	178	188	190	195	
Rounding	3	-	1	(2)	1	-	
Total Expenditures (By Activity)	824	957	933	991	1,006	1,029	
Net Revenue (Expenditures)	(412)	(551)	(477)	(490)	(505)	(528)	
Expenditures (By Object)							
Wages & Benefits	735	839	814	864	881	900	
General Services	17	24	25	29	26	27	
Materials	72	94	94	98	99	102	(2)
Total Expenditures (By Object)	824	957	933	991	1,006	1,029	

Note:

(1) The portion of 2021 COVID Safe Restart Funding allocated for business license relief.

(2) Postage and printed forms.



GENERAL FUND – Corporate Services

CORPORATE SERVICES & RISK MANAGEMENT DIVISION

The Corporate Services and Risk Management Division is responsible for purchasing, insurance claims and coverage, and the operation of City Stores. Purchasing tasks include coordinating the procurement of goods and services for City departments through the issuance of

tenders, requests for proposals (RFPs), purchase orders, or inventory. The insurance work involves communicating claims and coverage information between the City’s insurers and the user departments. City Stores warehouses and manages the City’s inventory.

Corporate Services & Risk Management Budget	2020 Actuals (\$000's)	2021 Budget (\$000's)	2021 Forecast (\$000's)	2022 Budget (\$000's)	2023 Budget (\$000's)	2024 Budget (\$000's)	Note
Revenue							
User Charges	32	113	113	113	113	113	
Total Revenue	32	113	113	113	113	113	
Expenditures (by Activity)							
Customer Services	329	347	345	367	356	360	
Inventory Management	329	347	345	367	356	360	
Material Purchasing	527	561	555	588	573	577	
Risk Management	132	139	138	146	143	144	
Rounding	1	6	4	5	4	2	
Total Expenditures (By Activity)	1,318	1,400	1,387	1,473	1,432	1,443	
Net Revenue (Expenditures)	(1,286)	(1,287)	(1,274)	(1,360)	(1,319)	(1,330)	
Expenditures (By Object)							
Wages & Benefits	336	337	354	353	358	364	
General Services	47	68	68	71	72	74	(1)
Materials	165	172	149	226	179	182	(2)
Vehicle O&M	2	4	4	4	4	4	
Insurance	768	819	812	819	819	819	
Total Expenditures (By Object)	1,318	1,400	1,387	1,473	1,432	1,443	

Note:

- (1) General telephone and communication costs.
- (2) Printer supplies, office equipment and overhead. The 2022 allocation reflects a one-time investment of \$50,000 to re-purpose the lower City Hall Boardroom.

GENERAL FUND – Corporate Services

ASSET MANAGEMENT & GIS DIVISION

The Asset Management and GIS Division is responsible for leading the development and maintenance of the corporate asset management system and for the geographical information systems and tools that store and present information from a spatial perspective.

Asset Management & GIS Budget	2020 Actuals (\$000's)	2021 Budget (\$000's)	2021 Forecast (\$000's)	2022 Budget (\$000's)	2023 Budget (\$000's)	2024 Budget (\$000's)	Note
Revenue							
Total Revenue	-	-	-	-	-	-	
Expenditures (by Activity)							
Developing	1	66	64	69	71	76	
Engaging & Monitoring	1	99	96	103	106	114	
Planning	2	165	161	173	177	190	
Rounding	-	(2)	1	(2)	-	(1)	
Total Expenditures (By Activity)	4	328	322	343	354	379	
Net Revenue (Expenditures)	(4)	(328)	(322)	(343)	(354)	(379)	
Expenditures (By Object)							
Wages & Benefits	4	267	263	280	290	300	(1)
General Services	-	56	54	59	60	75	(2)
Materials	-	5	5	4	4	4	
Total Expenditures (By Object)	4	328	322	343	354	379	

Note:

- (1) In 2021, two positions were transferred from the Information Technology Division into the Asset Management and Geographic Information Systems Division. A four-year term Asset Management Coordinator position is recommended beginning in mid-2022, to be funded from the Capital Fund.
- (2) In 2021, the geographic information systems functions were transferred from the Information Technology Division.

