

Department 5 – General Government

Overview

This Department provides financial services and administrative support to Council and all other Departments to ensure the effective and efficient delivery of all municipal services. The Department is also responsible for the ongoing maintenance and development of the Township's Emergency Planning program.

Revenue

The major sources of revenue for this department are taxation, interest on investments and penalties and interest on taxes.

There is also revenue from various other fees for service such as, marriage licences, death registrations, Commissioner of Oath services, photocopies, and returned cheques. Staff brought forward a comprehensive Tariff of Fees By-law in 2016 which is reviewed annually to ensure that fees and charges are current and up-to-date. A number of fees in the By-law are subject to annual Consumer Price Index (CPI) increases to keep pace with typical inflation. The Tariff of Fees By-law will be updated to reflect the CPI increases as part of the operational budget process in the first quarter of 2020.

An inter-fund transfer from Lakefield Water & Sewer is included as revenue to cover some of the overhead costs associated with the operation of those systems, specifically a portion of the salaries and benefits of the C.A.O. and the Manager of Financial Services for time spent on duties in relation to these services.

The budget includes a potential grant for a student to work in this department.

Information related to Reserve Transfers is captured on the detailed sheets under the 'Reserves' tab.

Expenditures

The budget provides for wages and salaries, benefits, materials, supplies and services necessary to support the financial, administrative and emergency management services of the Corporation as well as Council remuneration and related Council operations.

Committee remuneration is expensed in the relevant Department and as such Department 5 includes expenses for the Accessibility Advisory Committee.

The budget includes provision for the publication and distribution of the annual *Council Communicator*.

A new line item has been added to account for expense allowances for Council members. The Mayor and Deputy Mayor will each receive an expense



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allowance of \$400 and each Council member will receive \$200 for expenses such as the cost to attend various community events, ceremonies, awards events etc... \$1,400 has been included in the 2020 budget.

There is \$14,628 budgeted this year for the grants to charitable organizations, recognition awards, and Township beautification support.

- Charitable Grants - \$5,000
- Recognition Awards - \$1,500
- Beautification support - \$8,128 – updated by the consumer price index as per Council's direction in 2017 (for budget purposes a 2 % increase has been applied).

Capital expenditures included in the budget are as follows:

- Computer equipment replacements and software upgrades - \$20,250
- Office furniture - \$3,500
- Technology Replacements to support modernization efforts - \$41,380
- Website and Municipal App - \$39,000
- Asset Management Software - \$17,500
- Financial Services Software - \$250,000

The 2020 budget also includes funds for consulting services as follows:

- \$40,000 to complete the Cultural Master Plan
- Flood Line Mapping Project (completion of phase 3) – \$2,303 - 50% (remaining 50% - Department 50)
 - 3 year project in cooperation with ORCA – Years 1 and 2 updated flood line mapping for Ray's Creek on the west side of the Otonabee River in Lakefield as well as an unnamed tributary on the east side of Lakefield. Year 3 includes Jackson Creek. These projects are led by ORCA with financial support from the National Disaster Mitigation Program

Activity Update – Beyond Budget and Dollars and Cents

Staff will be preparing for a number upcoming retirements in 2020; including the Facilities Maintenance Coordinator and the Fire Department Administrative Assistant. It is anticipated that the current Building and Planning Department review will also affect resourcing requirements. The Township has applied for Provincial Modernization funding in an effort to review our user pay areas as well as Fire Department succession planning needs. Job descriptions and roles and responsibilities will be examined in a comprehensive manner to look for ways the organization can integrate and collaborate to meet customer service needs and demands.

In addition, staff will move forward with implementing the Council approved work plans in 2020 with a focus on technology integration, website updates, soft launch of the clear bag program, the new transportation pilot, etc.....

Township of Selwyn
Budget Worksheet
Budget Year 2020

Department # 5	General Government	2017 Year End Actuals	2017 Approved Budget	2018 Year End Actuals	2018 Approved Budget	2019 Year End Actuals	2019 Approved Budget	2020 Proposed Budget
<u>Revenues:</u>								
Grants		1,197	350	0	1,547	31,212	31,200	455,531
Interest Receipts		600,714	641,047	624,699	580,000	681,234	595,929	625,500
Operating Sales & Fees		307,045	79,700	70,546	80,450	68,647	56,200	57,200
Transfers								
- From Other Departments (overhead)		100,823	100,822	103,040	103,039	106,334	107,157	111,134
- From Supplemental Taxation		152,325	75,000	163,355	75,000	75,000	75,000	75,000
- From Taxation		1,030,285	1,030,285	1,120,035	1,120,035	1,235,327	1,235,327	1,261,419
- From Reserves & Reserve Funds		150,529	192,587	199,010	226,177	227,637	232,431	302,065
Total Revenues		2,342,917	2,119,791	2,280,684	2,186,248	2,425,390	2,333,244	2,887,849
<u>Expenditures:</u>								
General Administration								
- Salaries & Benefits/Mileage/Training		1,114,974	1,112,071	1,157,059	1,185,253	1,257,973	1,269,765	1,361,673
- Supplies & Overhead, etc		220,432	193,450	195,738	201,250	201,458	206,024	211,846
- Services Hired		132,926	127,221	147,510	150,002	111,680	118,585	157,363
Equipment Purchases		59,852	72,905	36,932	40,700	83,847	83,300	374,130
Council		174,877	180,395	167,126	184,741	208,150	219,622	226,456
Election Costs		1,577	1,577	60,574	61,692	1,893	1,800	1,893
Health & Safety Committee		3,120	1,650	331	1,650	25	1,650	1,150
Emergency Planning		18,413	20,891	18,423	20,799	19,347	21,240	21,693
Municipal Buildings		47,469	52,749	44,954	52,544	52,005	51,010	51,133
Transfers to Reserves & Reserve Funds		569,276	356,882	452,037	287,617	489,012	360,248	480,512
Total Expenditures		2,342,917	2,119,791	2,280,685	2,186,248	2,425,390	2,333,244	2,887,849
Balance		0	0	0	0	(0)	(0)	0