

BUDGET MEETING OF CITY COUNCIL AGENDA

Monday, March 7, 2016

6:00 p.m.

Council Chambers

Civic Centre

Pages

1. APPROVE AGENDA AS PRESENTED

Mover Councillor M. Shoemaker

Seconder Councillor L. Turco

Resolved that the Agenda for 2016 03 07 as presented be approved.

2. CURRENT BUDGET

Mover Councillor M. Shoemaker

Seconder Councillor R. Niro

Resolved that City Council now proceed into the Committee of the Whole to consider the following matter referred to it for consideration – 2016 Budget Deliberations.

2.1	Mayor and Council	3 - 6
2.2	Chief Administrative Officer	7 - 10
2.3	Human Resources	11 - 33
2.4	Clerks	34 - 51
2.5	Finance	52 - 68
2.6	Legal	69 - 79

3. RISE AND REPORT

Mover Councillor J. Hupponen
Seconded Councillor L. Turco

Resolved that the Committee of the Whole Council now rise and report on the matter referred to it by City Council – 2016 Budget Deliberations.

Mover Councillor J. Hupponen
Seconded Councillor L. Turco

Resolved that the Committee of the Whole Council recommend approval of the Mayor and Council, Chief Administrative Officer, Human Resources Department, City Clerk's Department, Finance Department and Legal Department budgets to the final budget deliberation meeting.

4. ADJOURNMENT

Mover Councillor J. Hupponen
Seconded Councillor R. Niro

Resolved that this Council shall now adjourn.

THE CORPORATION OF THE CITY OF SAULT STE MARIE

2016 OPERATING BUDGET

MAYOR AND COUNCIL

The Office of the Mayor consists of two full-time employees, the Assistant to the Mayor and the Communications and Policy Advisor. A summer student may be hired for summer vacation coverage.

Key factors in the operation of the Mayor's Office are:

- fostering excellent public relations
- assisting the public, businesses and agencies in accessing city staff and services
- providing efficient and timely customer service
- continue to serve the Mayor, City Council, staff and the community with courteous and professional service

The Mayor and Council will continue to uphold and promote the purposes of the City.

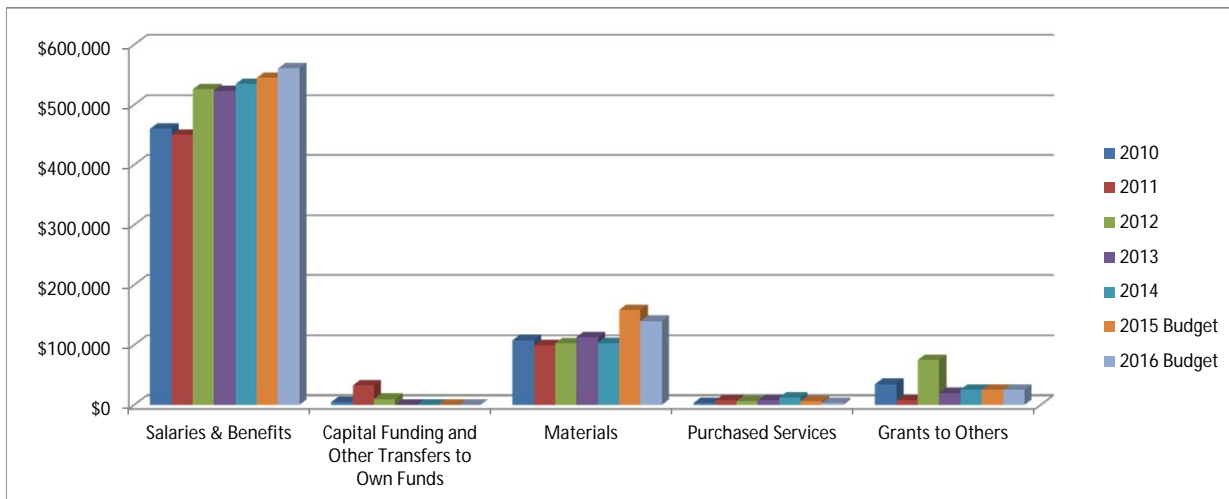
- promote public involvement in the City's activities
- act as the representative of the City both within and outside the City, and promote the City locally, nationally and internationally; and
- participate in and foster activities that enhance the economic, social and environmental wellbeing of the City and its residents

City of Sault Ste Marie
MAYOR & COUNCIL
Budget Summary

	2015	2016	\$	%
	BUDGET	BUDGET	Change	Change
			(2015 to 2016)	(2015 to 2016)
REVENUE				

=====				
EXPENDITURES				
Salaries	481,345	495,315	13,970	2.90%
Benefits	63,380	65,190	1,810	2.86%
	544,725	560,505	15,780	2.90%
Travel and training	68,710	53,500	(15,210)	-22.14%
Vehicle allowance, maintenance and repairs	36,030	36,030	0	
Materials and supplies	53,340	50,385	(2,955)	-5.54%
Maintenance and repairs	250	0	(250)	-100.00%
Purchased and contracted services	6,100	3,600	(2,500)	-40.98%
Grants to others	25,000	25,000	0	
	189,430	168,515	(20,915)	-11.04%
	734,155	729,020	(5,135)	-0.70%
=====				
TAX LEVY	734,155	729,020	(5,135)	-0.70%

FIVE YEAR EXPENDITURE TREND:



MAYOR & COUNCIL: MAYOR'S OFFICE

2016 OPERATING
BUDGET

Cost Centre

100-1000

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Salaries	481,345	495,315	13,970	2.90%
Benefits	63,380	65,190	1,810	2.86%
	544,725	560,505	15,780	2.90%
Travel and training	68,710	53,500	(15,210)	-22.14%
Vehicle allowance, maintenance and repairs	36,030	36,030	0	
Materials and supplies	53,340	50,385	(2,955)	-5.54%
Maintenance and repairs	250	0	(250)	-100.00%
Purchased and contracted services	6,100	3,600	(2,500)	-40.98%
	164,430	143,515	(20,915)	-12.72%
	709,155	704,020	(5,135)	-0.72%
TAX LEVY	709,155	704,020	(5,135)	-0.72%

Full Time Positions	2.0	2.0	-
Part Time Hours	610.0	610.0	-

MAYOR & COUNCIL: COUNCIL SPECIAL FUNDS

2016 OPERATING
BUDGET

Cost Centre

105-1010

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Grants to others	25,000	25,000	0	
	25,000	25,000	0	
	25,000	25,000	0	
TAX LEVY	25,000	25,000	0	

THE CORPORATION OF THE CITY OF SAULT STE MARIE

2016 OPERATING BUDGET

CHIEF ADMINISTRATIVE OFFICER

The Office of the Chief Administrative Officer consists of 2 employees, the Chief Administrative Officer and the Assistant. A temporary employee/student is required for summer and vacation coverage throughout the year. Benefit budgets were adjusted in 2014 by Finance to reflect actual costs.

Responsibilities include recommending policy and proposals to Council, coordination of all City Department activities, coordination of submissions of all reports and information to Council, ensure policies, decisions and directives of City Council are carried out, provide liaison with various Boards and Committees.

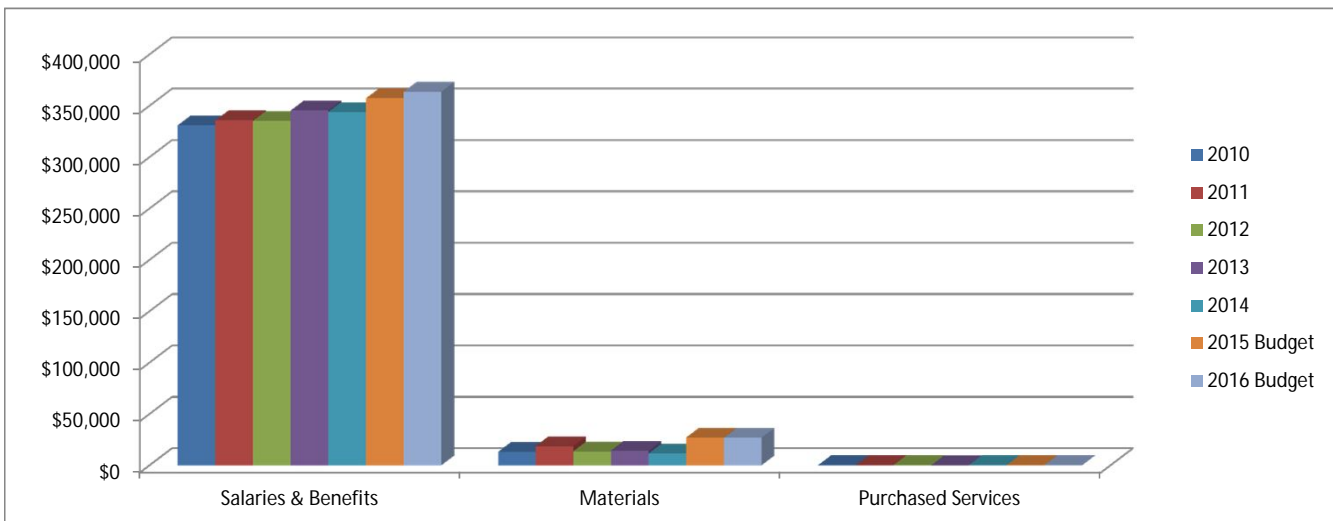
2015 Objectives:

- Achieve 2015 budget level set by Council
- Develop and implement the Corporate Strategic Plan in conjunction with the Clerk's Department
- Continue to review and monitor all City operations, programs and services including identifying all corporate savings, providing more efficient and productive delivery of services

City of Sault Ste Marie
CHIEF ADMIN OFFICER
Budget Summary

	2015	2016	\$	%
	BUDGET	BUDGET	Change (2015 to 2016)	Change (2015 to 2016)
REVENUE				
EXPENDITURES				
Salaries	290,435	295,775	5,340	1.84%
Benefits	66,925	68,000	1,075	1.61%
	357,360	363,775	6,415	1.80%
Travel and training	9,215	9,215	0	
Vehicle allowance, maintenance and repairs	4,480	4,480	0	
Materials and supplies	13,065	12,815	(250)	-1.91%
Maintenance and repairs	150	150	0	
Purchased and contracted services	150	150	0	
Capital expense	200	200	0	
	27,260	27,010	(250)	-0.92%
	384,620	390,785	6,165	1.60%
TAX LEVY	384,620	390,785	6,165	1.60%

FIVE YEAR EXPENDITURE TREND:



CHIEF ADMINISTRATIVE OFFICER: ADMINISTRATION

2016 OPERATING BUDGET

Cost Centres:

110-1100

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Salaries	290,435	295,775	5,340	1.84%
Benefits	66,925	68,000	1,075	1.61%
	357,360	363,775	6,415	1.80%
Travel and training	9,215	9,215	0	
Vehicle allowance, maintenance and repairs	4,480	4,480	0	
Materials and supplies	10,565	10,315	(250)	-2.37%
Maintenance and repairs	150	150	0	
Purchased and contracted services	150	150	0	
Capital expense	200	200	0	
	24,760	24,510	(250)	-1.01%
	382,120	388,285	6,165	1.61%
TAX LEVY	382,120	388,285	6,165	1.61%

Full Time Positions	2.0	2.0	-
Part Time Hours	860.0	860.0	-

CHIEF ADMINISTRATIVE OFFICER: COMMUNITY PROJECTS

2016 OPERATING BUDGET

Cost Centres: 115-1150

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Materials and supplies	2,500	2,500	0	
	2,500	2,500	0	
	2,500	2,500	0	
TAX LEVY	2,500	2,500	0	

THE CORPORATION OF THE CITY OF SAULT STE MARIE

2016 OPERATING BUDGET

HUMAN RESOURCES

HR Department

Through various team members conducts negotiations and administers eight (8) collective agreements. Develop policy and ensure compliance for non-union groups.

Administration

Assistance for various HR functions is also provided to various levy boards (Police and Library) as required. Ensures the appropriate team member carry out labour relations, job postings, corporate training programs and seniority administration. Maintain employee HR files. Manage Job Evaluation process.

Administer various legislated changes (ESA, OHSA, OLRA, Human Rights) and associated costs of Arbitrations etc.

Pension/Benefit Administration costs

Health and Safety

Preparation of policies, reports, recommendations

Monitoring of policies and safety training programs

Review developments in Health & Safety Law and current practices

Focus upon accident prevention policies & practices

General Health and Safety

A contingency fund for emergency Health and Safety issues such as Ministry orders.

Asbestos

Identify and remove as required

Return to Work Management

Liaison with W.S.I.B., Non Occupational Provider and disability insurance providers

Develop & implement corporate "Return to Work" programs, policies and procedures

Monitor & Administer W.S.I.B. Control Program and develop with department input, accommodation/r.t.w., plans

Recruitment and Training

Corporate training focuses on training needs common across departments. Recruitment costs associated with various Department recruitment processes

Leadership

Senior Staff development initiatives related to the Corporate Strategic Plan

Contracted Services

Account for EAP, Acclaim and SBCI

Retirees

This cost centre is for the payment of benefits of retirees

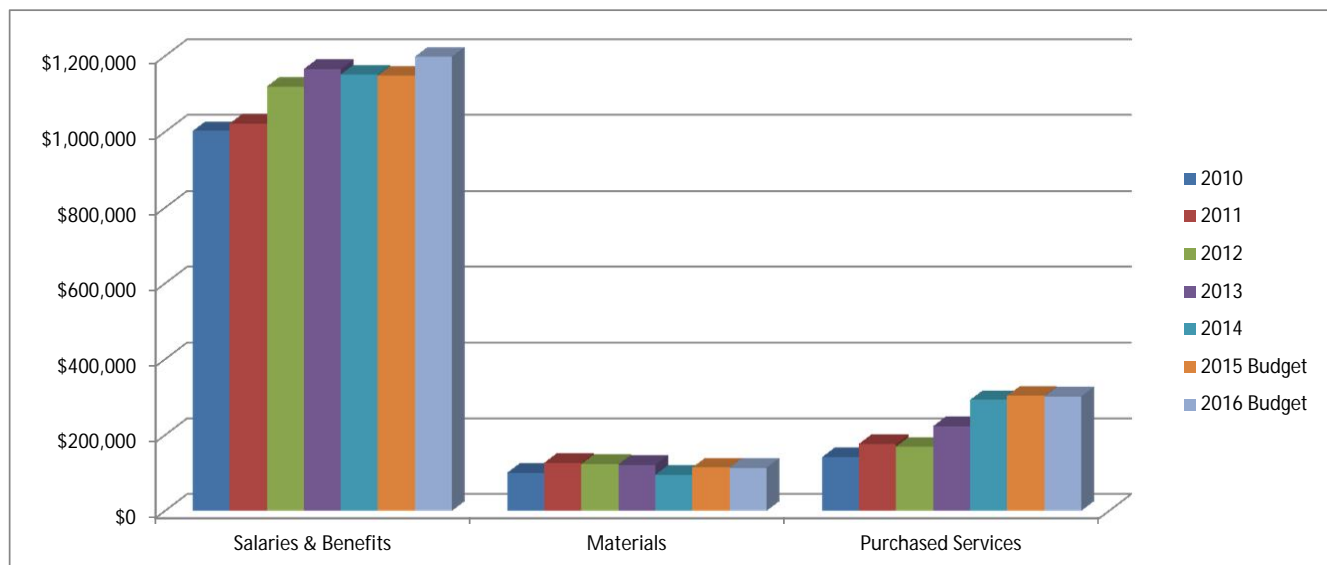
Disabled Premiums

For employees receiving a Disability Waiver of Group Life Insurance premium, the City pays for this benefit. The City undertook to pay directly for employees thereby avoiding administrative costs through the insurer.

City of Sault Ste Marie
HUMAN RESOURCES DEPARTMENT
Budget Summary

	2015	2016	\$	%
	BUDGET	BUDGET	Change (2015 to 2016)	Change (2015 to 2016)
REVENUE				
EXPENDITURES				
Salaries	663,250	704,555	41,305	6.23%
Benefits	485,368	493,815	8,447	1.74%
	1,148,618	1,198,370	49,752	4.33%
Travel and training	58,800	55,800	(3,000)	-5.10%
Vehicle allowance, maintenance and repairs	500	0	(500)	-100.00%
Materials and supplies	39,045	42,185	3,140	8.04%
Maintenance and repairs	4,500	3,300	(1,200)	-26.67%
Purchased and contracted services	303,775	302,090	(1,685)	-0.55%
Capital expense	11,785	12,785	1,000	8.49%
	418,405	416,160	(2,245)	-0.54%
	1,567,023	1,614,530	47,507	3.03%
TAX LEVY	1,567,023	1,614,530	47,507	3.03%

FIVE YEAR EXPENDITURE TREND:



HUMAN RESOURCES: ADMINISTRATION

2016 OPERATING BUDGET

Cost Centre

120-1200

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Salaries	499,715	513,335	13,620	2.73%
Benefits	135,303	138,060	2,757	2.04%
	635,018	651,395	16,377	2.58%
Travel and training	15,715	19,800	4,085	25.99%
Materials and supplies	25,430	28,570	3,140	12.35%
Maintenance and repairs	1,000	0	(1,000)	-100.00%
Purchased and contracted services	81,685	75,000	(6,685)	-8.18%
Capital expense	2,785	2,785	0	
	126,615	126,155	(460)	-0.36%
	761,633	777,550	15,917	2.09%
TAX LEVY	761,633	777,550	15,917	2.09%

Full Time Positions	6.0	6.0	-
Part Time Hours	1,220.0	1,220.0	-

HUMAN RESOURCES: HEALTH & SAFETY

2016 OPERATING BUDGET

Cost Centre

120-1210

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Salaries	84,935	95,385	10,450	12.30%
Benefits	21,995	24,195	2,200	10.00%
	106,930	119,580	12,650	11.83%
Travel and training	11,000	11,000	0	
Vehicle allowance, maintenance and repairs	500	0	(500)	-100.00%
Materials and supplies	665	665	0	
Maintenance and repairs	3,500	3,300	(200)	-5.71%
	15,665	14,965	(700)	-4.47%
	122,595	134,545	11,950	9.75%
TAX LEVY	122,595	134,545	11,950	9.75%

Full Time Positions	1.0	1.0	-
Part Time Hours	-	-	-

HUMAN RESOURCES: DISABILITY MANAGEMENT

2016 OPERATING BUDGET

Cost Centre

120-1215

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Salaries	78,600	95,835	17,235	21.93%
Benefits	20,705	24,195	3,490	16.86%
	99,305	120,030	20,725	20.87%
Travel and training	6,085	0	(6,085)	-100.00%
Materials and supplies	1,800	1,800	0	
Purchased and contracted services	80,090	80,090	0	
	87,975	81,890	(6,085)	-6.92%
	187,280	201,920	14,640	7.82%
TAX LEVY	187,280	201,920	14,640	7.82%

Full Time Positions	1.0	1.0	-
Part Time Hours	-	-	-

HUMAN RESOURCES: CORPORATE RECRUITMENT & TRAINING

2016 OPERATING BUDGET

Cost Centre

125-1250

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Travel and training	10,000	10,000	0	
Materials and supplies	1,150	1,150	0	
Purchased and contracted services	31,000	36,000	5,000	16.13%
	42,150	47,150	5,000	11.86%
	42,150	47,150	5,000	11.86%
TAX LEVY	42,150	47,150	5,000	11.86%

HUMAN RESOURCES: RETIREE BENEFITS

2016 OPERATING BUDGET

Cost Centre

125-1260

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Benefits	303,800	303,800	0	
	303,800	303,800	0	
	303,800	303,800	0	
TAX LEVY	303,800	303,800	0	

HUMAN RESOURCES: EMPLOYEE ASSISTANCE PROGRAM

2016 OPERATING BUDGET

Cost Centre

125-1265

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Purchased and contracted services	41,000	41,000	0	
	41,000	41,000	0	
	41,000	41,000	0	
TAX LEVY	41,000	41,000	0	

HUMAN RESOURCES: DISABLED PREMIUMS

2016 OPERATING BUDGET

Cost Centre

125-1270

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Benefits	3,565	3,565	0	
	3,565	3,565	0	
	3,565	3,565	0	
TAX LEVY	3,565	3,565	0	

HUMAN RESOURCES: LEADERSHIP PERFORMANCE

2016 OPERATING BUDGET

Cost Centre

125-1275

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Travel and training	6,000	5,000	(1,000)	-16.67%
Purchased and contracted services	20,000	20,000	0	
	26,000	25,000	(1,000)	-3.85%
	26,000	25,000	(1,000)	-3.85%
TAX LEVY	26,000	25,000	(1,000)	-3.85%

HUMAN RESOURCES: GENERAL HEALTH & SAFETY

2016 OPERATING BUDGET

Cost Centre

125-1280

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Travel and training	10,000	10,000	0	
Materials and supplies	10,000	10,000	0	
Capital expense	9,000	10,000	1,000	11.11%
	29,000	30,000	1,000	3.45%
	29,000	30,000	1,000	3.45%
TAX LEVY	29,000	30,000	1,000	3.45%

HUMAN RESOURCES: ASBESTOS PROGRAM

2016 OPERATING BUDGET

Cost Centre

125-1290

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Purchased and contracted services	50,000	50,000	0	
	50,000	50,000	0	
	50,000	50,000	0	
TAX LEVY	50,000	50,000	0	

Human Resources Department

2016 Budget Presentation

Human Resources Department

HR Department

- Through various team members conducts negotiations and administers eight (8) collective agreements directly. Develop policy and ensure compliance for non-union groups.
- Employee data and records management

Recruitment and Training

- Corporate training focuses on training needs common across departments.

Leadership

- Senior staff development initiatives related to the Corporate Strategic Plan

Administration

- Assistance for various HR functions is also provided to various levy boards (Police and Library) as required. Manage job evaluation process.
- Administer various legislated changes (ESA, OHSA, OLRA, Human Rights) and associated costs of arbitrations etc.

- Pension/Benefit Administration costs

Retirees

- This cost centre is for the payment of benefits of retirees

Human Resources Department (continued)

Health and Safety

- Preparation of policies, reports, recommendations
- Monitoring of policies and safety training programs
- Review developments in Health & Safety Law and current practices
- Focus upon accident prevention policies & practices
- Employee Assistance Program

Asbestos

- Identify and remove as required

Return to Work Management

- Liaise with W.S.I.B., non-occupational provider and disability insurance providers.
- Develop & implement corporate return to work programs, policies and procedures.
- Monitor & administer W.S.I.B. case management program and develop with department input, accommodations and return to work

Contracted Services and EAP

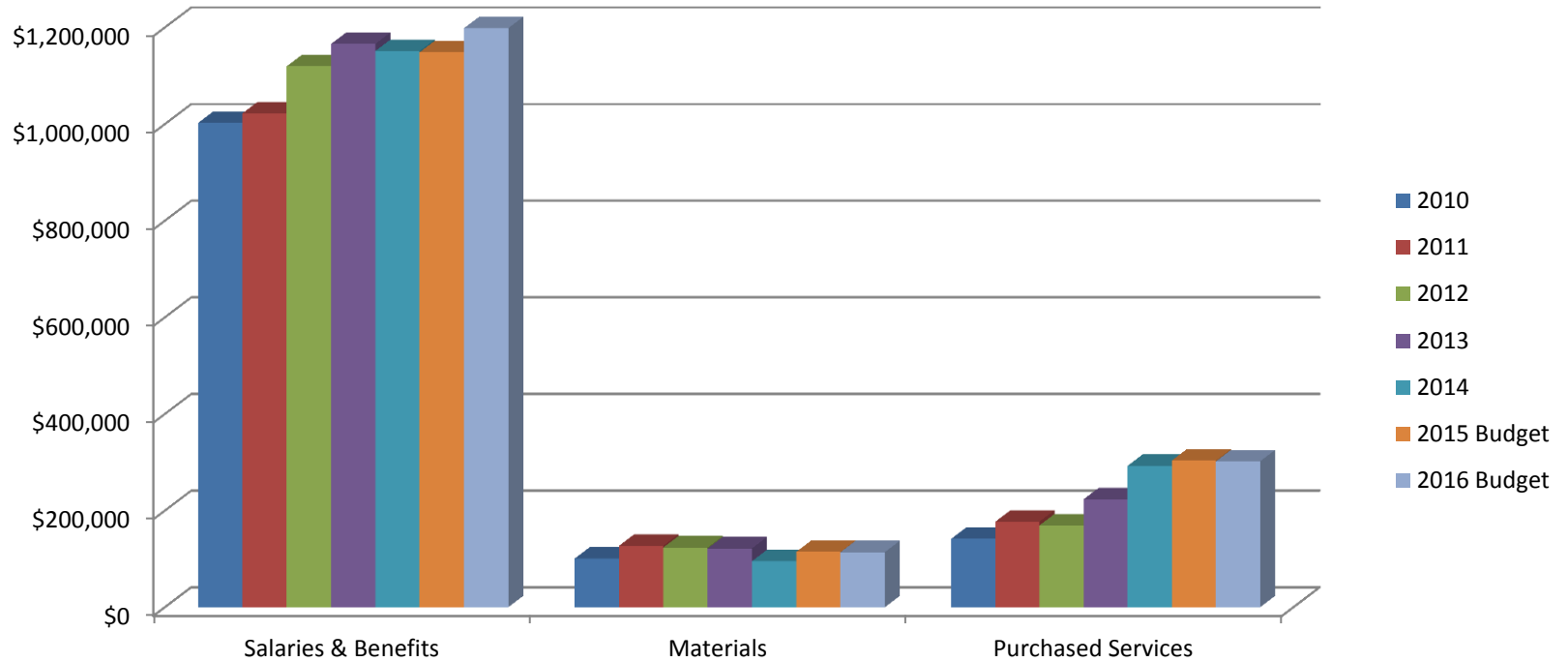
- Account for medical costs/notes, assessments Acclaim and SBCI

THE CITY OF SAULT STE. MARIE - HUMAN RESOURCES

BUDGET SUMMARY

	2015 BUDGET	2016 BUDGET	\$ Change (2015 to 2016)	% Change (2015 to 2016)
REVENUE				
	-	-	-	-
	=	=	=	=
EXPENDITURES				
Salaries	663,250	704,555	41,305	6.23%
Benefits	485,368	493,815	8,447	1.74%
	-	-	-	-
	1,148,618	1,198,370	49,752	4.33%
	-	-	-	-
Travel and training	58,800	55,800	(3,000)	-5.10%
Vehicle allowance, maintenance and repairs	500	0	(500)	-100.00%
Materials and supplies	39,045	42,185	3,140	8.04%
Maintenance and repairs	4,500	3,300	(1,200)	-26.67%
Purchased and contracted services	303,775	302,090	(1,685)	-0.55%
Capital expense	11,785	12,785	1,000	8.49%
	-	-	-	-
	418,405	416,160	(2,245)	-0.54%
	-	-	-	-
	-	-	-	-
	1,567,023	1,614,530	47,507	3.03%
	=	=	=	=
TAX LEVY	1,567,023	1,614,530	47,507	3.03%

FIVE YEAR EXPENDITURE TREND:



Uncontrollable Costs

- Legislative changes to presumptive legislation (firefighters) leading to a significant rise to WSIB costs. Recent changes expected to PTSD WSIB claims for all first responders
- Benefit utilization costs as our demographic shifts
- Grievance and arbitration costs/awards
- Non-occupational long term absences rise as we age
- Mandated training and education costs – Health and Safety, Accessibility...

Salary and Benefits

- Salaries show a slight increase now that HR has full complement of staff after significant turnover the last 18 months.
- Benefit utilization continues to grow as we age

New Pressures

- Department transition (60%) new HR team building
- Maintaining pace with new legislative changes in Health and Safety, WSIB and Mental Health (PTSD etc.)
- Policy update and renewal
- Interest arbitration awards
- Benefit Group Consolidation and Management
- DSSAB transition from City

Efficiencies

- Quarterly training and new employee orientation, onboarding and policy training.
- Improved vacancy review management
- Elimination of some retiree costs
- WSIB and non-occupational contracted services
- Reorganization of HR team to clarify roles and responsibilities

THE CITY OF SAULT STE. MARIE - HUMAN RESOURCES

2016 OPERATING BUDGET

SERVICE OPTIONS								
		2016 OPERATING BUDGET				2017 OPERATING BUDGET		
OPTION DESCRIPTION		MAY 1-DECEMBER 31 (67%)				FULL YEAR ADD'L (33%)		
RECOMMENDED								
Candidates pay full cost of pre-employments		Savings of	\$6,700			Savings of	\$3,300.00	
RESULTS: Could be a disincentive due to high front end costs. Can look at payroll deduction to assist with repayment options								
TOTAL SAVINGS		2016 SAVINGS:	\$6,700			2017 SAVINGS:	\$3,300	

THE CITY OF SAULT STE. MARIE - HUMAN RESOURCES

2016 OPERATING BUDGET

SERVICE OPTIONS								
		2016 OPERATING BUDGET				2017 OPERATING BUDGET		
OPTION DESCRIPTION		MAY 1-DECEMBER 31 (67%)				FULL YEAR ADD'L (33%)		
POTENTIAL OPTIONS BUT NOT RECOMMENDED								
Reduction in Students		Savings of:	\$4,020			Savings of:		\$1,980.00
Risk: Project work will fall behind. Fewer students accessing valuable experience. Community youth retention is a concern. Tuition costs escalating with few opportunities locally. Directly impacts our Student Funding envelope.								
Eliminate Corporate Training and Leadership Budget		Savings of:	\$24,790			Savings of:		\$12,210.00
Risk: Provide minimal professional development currently. To eliminate this budget line will result in decreased morale and inability to develop necessary skills moving forward								

THE CORPORATION OF THE CITY OF SAULT STE MARIE

2016 OPERATING BUDGET

CLERKS DEPARTMENT

The Clerk's Department is an administrative department with a staff complement of 9 FT staff and up to 5 PT staff (students/contract) providing services through three broad functional areas and locations in the Civic Centre.

Administration (5 FTE, up to 4 PTE)

Staff in the administrative area provide services to Council, agencies, boards and committees, corporate staff and the public focused on the following:

- Council and committee administration
- Vital statistics (cemetery business transactions, issuing of marriage licences, registration of deaths).
- Corporate strategic plan co-ordination and quality improvement initiatives (through our association with Excellence Canada).
- Corporate records management.
- Municipal election administration.

Corporate Affairs (2 FTE)

Staff in the corporate affairs area provide services to corporate staff, committees of Council and the public focused on the following:

- Public and media relations/communications.
- Website/social media content management.
- Civic reception co-ordination.
- Corporate intranet content management.

Office Services (2 FTE, 1 PTE)

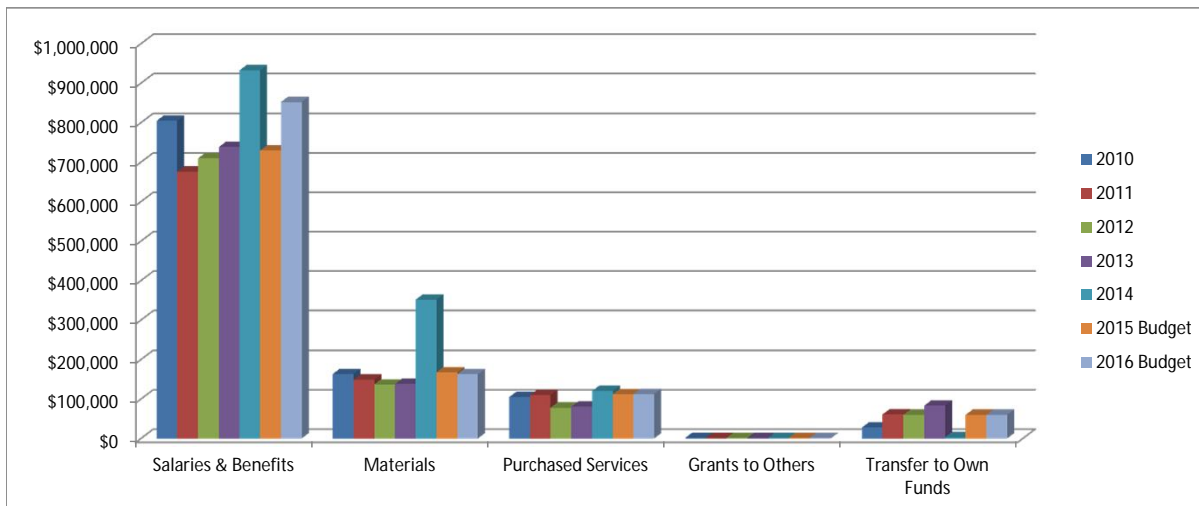
Staff in office services provide services to corporate staff and agencies, boards and committees in the areas of:

- Corporate mail services
- High volume copying and print services

City of Sault Ste Marie
CLERK'S DEPARTMENT
Budget Summary

	2015	2016	\$	%
	BUDGET	BUDGET	Change (2015 to 2016)	Change (2015 to 2016)
REVENUE				
Fees and user charges	50,000	50,000	0	
Other income	1,800	1,800	0	
	51,800	51,800	0	
EXPENDITURES				
Salaries	581,795	685,435	103,640	17.81%
Benefits	147,555	166,955	19,400	13.15%
	729,350	852,390	123,040	16.87%
Travel and training	6,595	6,595	0	
Election	0	2,500	2,500	
Vehicle allowance, maintenance and repairs	600	550	(50)	-8.33%
Materials and supplies	125,580	117,580	(8,000)	-6.37%
Maintenance and repairs	3,550	3,550	0	
Goods for resale	19,200	19,200	0	
Rents and leases	7,625	7,625	0	
Purchased and contracted services	111,870	112,870	1,000	0.89%
Grants to others	2,000	2,000	0	
Transfer to own funds	60,000	60,000	0	
Capital expense	4,500	5,000	500	11.11%
	341,520	337,470	(4,050)	-1.19%
	1,070,870	1,189,860	118,990	11.11%
TAX LEVY	1,019,070	1,138,060	118,990	11.68%

FIVE YEAR EXPENDITURE TREND:



CLERK'S DEPARTMENT: ADMINISTRATION

2016 OPERATING BUDGET

Cost Centres: 130-1300

	2015	2016	\$	%
	BUDGET	BUDGET	Change (2015 to 2016)	Change (2015 to 2016)
REVENUE				
Fees and user charges	50,000	50,000	0	
Other income	1,800	1,800	0	
	51,800	51,800	0	
EXPENDITURES				
Salaries	475,820	546,015	70,195	14.75%
Benefits	119,990	138,815	18,825	15.69%
	595,810	684,830	89,020	14.94%
Travel and training	6,595	6,595	0	
Vehicle allowance, maintenance and repairs	200	0	(200)	-100.00%
Materials and supplies	75,830	67,330	(8,500)	-11.21%
Maintenance and repairs	400	400	0	
Goods for resale	19,200	19,200	0	
Purchased and contracted services	14,870	12,370	(2,500)	-16.81%
Capital expense	2,000	2,000	0	
	119,095	107,895	(11,200)	-9.40%
	714,905	792,725	77,820	10.89%
TAX LEVY	663,105	740,925	77,820	11.74%

Full Time Positions	6.0	7.0	1.0
Part Time Hours	1,315	1,315	-

CLERK'S DEPARTMENT: OFFICE SERVICES

2016 OPERATING BUDGET

Cost Centres: 130-1310

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Salaries	105,975	108,020	2,045	1.93%
Benefits	27,565	28,140	575	2.09%
	133,540	136,160	2,620	1.96%
Vehicle allowance, maintenance and repairs	400	400	0	
Materials and supplies	1,750	1,750	0	
Maintenance and repairs	3,150	3,150	0	
Rents and leases	7,625	7,625	0	
Purchased and contracted services	67,750	67,750	0	
Capital expense	2,500	2,500	0	
	83,175	83,175	0	
	216,715	219,335	2,620	1.21%
TAX LEVY	216,715	219,335	2,620	1.21%

Full Time Positions	2.0	2.0	-
Part Time Hours	610	610	-

CLERK'S DEPARTMENT: QUALITY MANAGEMENT

2016 OPERATING

Cost Centres: 130-1320

	2015	2016	\$	%
	BUDGET	BUDGET	Change (2015 to 2016)	Change (2015 to 2016)
REVENUE				
EXPENDITURES				
Materials and supplies	9,000	4,000	(5,000)	-55.56%
Purchased and contracted services	29,250	24,250	(5,000)	-17.09%
	38,250	28,250	(10,000)	-26.14%
	38,250	28,250	(10,000)	-26.14%
TAX LEVY	38,250	28,250	(10,000)	-26.14%

CLERK'S DEPARTMENT: COUNCIL MEETINGS

2016 OPERATING BUDGET

Cost Centres: 130-1352

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Materials and supplies	10,000	10,000	0	
	10,000	10,000	0	
	10,000	10,000	0	
TAX LEVY	10,000	10,000	0	

CLERK'S DEPARTMENT: ELECTION

2016 OPERATING BUDGET

Cost Centres: 135-1360

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Salaries	0	31,400	31,400	
	0	31,400	31,400	
Election	0	2,500	2,500	
Vehicle allowance, maintenance and repairs	0	150	150	
Materials and supplies	0	5,500	5,500	
Purchased and contracted services	0	8,500	8,500	
Transfer to own funds	60,000	60,000	0	
Capital expense	0	500	500	
	60,000	77,150	17,150	28.58%
	60,000	108,550	48,550	80.92%
TAX LEVY	60,000	108,550	48,550	80.92%

CLERK'S DEPARTMENT: RECEPTIONS

2016 OPERATING

Cost Centres: 135-1350

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Materials and supplies	29,000	29,000	0	
	29,000	29,000	0	
	29,000	29,000	0	
TAX LEVY	29,000	29,000	0	

CLERK'S DEPARTMENT: WALK OF FAME

2016 OPERATING BUDGET

Cost Centres: 720-7291

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Grants to others	2,000	2,000	0	
	2,000	2,000	0	
	2,000	2,000	0	
TAX LEVY	2,000	2,000	0	

City Clerk's Department 2016 Budget Presentation

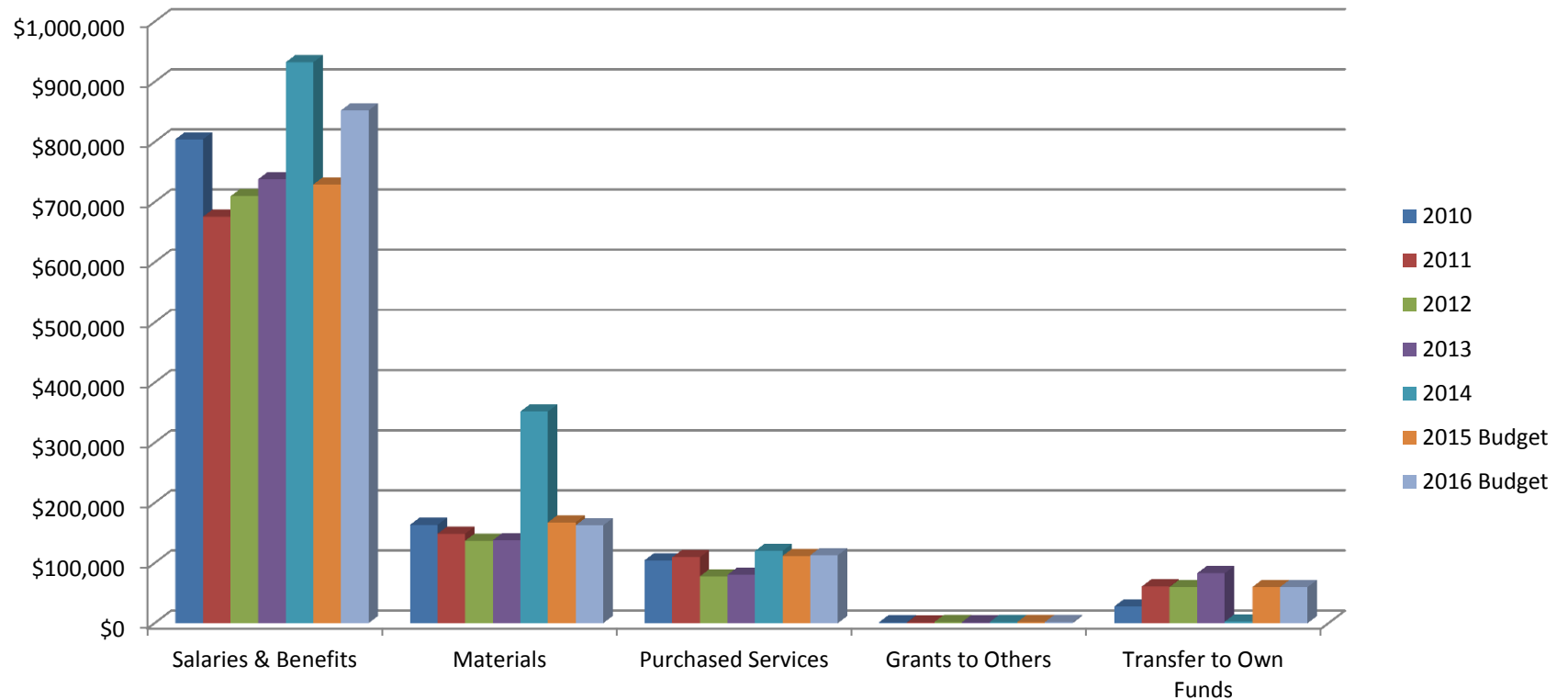
City of Sault Ste. Marie

Clerk's Department

Budget Summary

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
Fees and user charges	50,000	50,000	0	
Other income	1,800	1,800	0	
	51,800	51,800	0	
EXPENDITURES				
Salaries	581,795	685,435	103,640	17.81%
Benefits	147,555	166,955	19,400	13.15%
	729,350	852,390	123,040	16.87%
Travel and training	6,595	6,595	0	
Election	0	2,500	2,500	
Vehicle allowance, maintenance and repairs	600	550	(50)	-8.33%
Materials and supplies	125,580	117,580	(8,000)	-6.37%
Maintenance and repairs	3,550	3,550	0	
Goods for resale	19,200	19,200	0	
Rents and leases	7,625	7,625	0	
Purchased and contracted services	111,870	112,870	1,000	0.89%
Grants to others	2,000	2,000	0	
Transfer to own funds	60,000	60,000	0	
Capital expense	4,500	5,000	500	11.11%
	341,520	337,470	(4,050)	-1.19%
	1,070,870	1,189,860	118,990	11.11%
TAX LEVY	1,013,990	1,138,060	118,990	11.68%

Five Year Expenditure Trend



City Clerk's Department

Applicable Legislation

- *Commissioners for Taking Affidavits Act*
- *Funeral, Burial and Cremation Services Act*
- *Line Fences Act*
- *Municipal Act* (administrative support to Council, Committees, etc.)
- *Municipal Elections Act*
- *Vital Statistics Act*

City Clerk's Department

Mandatory Services

- Issuing marriage licences
- Death registrations / issuing burial permits
- Cemetery administration / documentation
- Council / committee administration
- Municipal elections
- Records management

City Clerk's Department Salary/Benefits

- Staff complement
 - Five CUPE Local 67 employees
 - Four non-union staff members
- Changes to complement
 - One FTE (Web Content Co-ordinator) added in 2015 at no additional cost to the City
 - One retirement anticipated in mid-2016 will trigger a detailed vacancy review analysis

City Clerk's Department Pressures for 2016

- Accountability and transparency initiatives (Bill 8 requirements)
- Software content management (Intranet, eScribe, document management)
- Corporate strategic plan
- Records retention by-law
- Corporate identity policy

City Clerk's Department

Efficiencies

- Electronic agenda – reduced agenda copying charges – increased return on investment (savings of \$7,500)
- Reduced corporate photocopy charges due to new equipment and more favourable lease and maintenance rates should result in a new rate reduction (2nd quarter 2016)
- Reduced cost of corporate advertising by use of social media, updated website (\$2,500)
- Improved transparency and citizen engagement through use of social media, website
- Added one FTE in Corporate Affairs with no budgetary impact – 1/3 of salary recovered by re-directing funds (advertising, photocopying) within City Clerk's; other 2/3 recovered by re-directing such funds from other departments

THE CITY OF SAULT STE. MARIE - CLERK'S DEPARTMENT
 2016 OPERATING BUDGET
 SERVICE OPTIONS

OPTION DESCRIPTION	2016 OPERATING BUDGET MAY 1-DECEMBER 31 (67%)	2017 OPERATING BUDGET FULL YEAR ADD'L (33%)
RECOMMENDED		
Reduced level - Council meeting dinners	Cost saving \$3,350	Cost saving \$1,650
Total	Levy Decrease \$3,335	Levy Decrease \$1,665
POTENTIAL OPTION-NOT RECOMMENDED		
Burial permit/death registration fees - not recommended, would be an add-on charge to existing cemetery fees, difficult to collect	Additional revenue \$15,915	Additional revenue \$7,835
POTENTIAL OPTION-NOT RECOMMENDED		
Fee for commissioning oaths and affidavits/pension documents - not recommended, Service Ontario and Service Canada provide a similar service at no charge, would target pensioners.	Additional revenue \$2,615	Additional revenue \$1,285

THE CORPORATION OF THE CITY OF SAULT STE MARIE

2016 OPERATING BUDGET

FINANCE DEPARTMENT

The department is responsible for the overall implementation, maintenance and supervision of financial services and functions for the Corporation. This is accomplished through the establishment of efficient, effective and economical financial policies and procedures, and through budget control, financial analysis, cash management and internal control systems.

The department consists of the following divisions:

Administration:

- Prepares the annual Financial Statements and Financial Information Return for the Province and all other financial reports for the senior levels of government.
- Budget control
- Financial analysis and cash management
- Budget preparation and support for all departments

Accounting:

- Provides general accounting services to all City departments in the area of Payroll, General Ledger Reporting, Accounts Payable, Accounts Receivable, H.S.T. Reporting and Accounting Support Services.
- Updates and maintains control over the Tax Receivable Systems and is responsible for the Central Collection function which handles tax payments, parking tickets, local improvement payments and other general receipts.

Information Technology:

- Responsible for application maintenance and development. Includes implementation of new systems as well as the modifications required to maintain existing corporate systems, system design, programming, testing and training.
- Provides computer services for all City departments as well as EDC, Library, DSSAB. Includes:
 - Installation and maintenance of computer hardware & software
 - Data backup and security
 - Network Server Administration
 - Network Infrastructure Administration
 - Desktop Administration, Help Desk Support
 - Support all Corporate Communication and Technology, including mobile devices and telephone systems

Purchasing:

- The Purchasing Division is responsible for corporate purchasing services, administration of the Purchasing Policy, contract and tendering services.
- Operates under policy and procedures approved by City Council and authorized through the Chief Administrative Officer's By-law, which provides that all purchases for the City of Sault Ste. Marie with the exception of those areas under control and jurisdiction of the Police

Purchasing – cont'd.

Commission and the Library Board, shall be made through the Purchasing Division under a competitive bidding system.

- Objective of the division is to provide a high level of service to the user departments through the establishment and implementation of sound purchasing practices and to continually provide the City departments with the proper quality and quantity of requested goods and services within an acceptable time-frame and at the lowest possible ultimate cost.

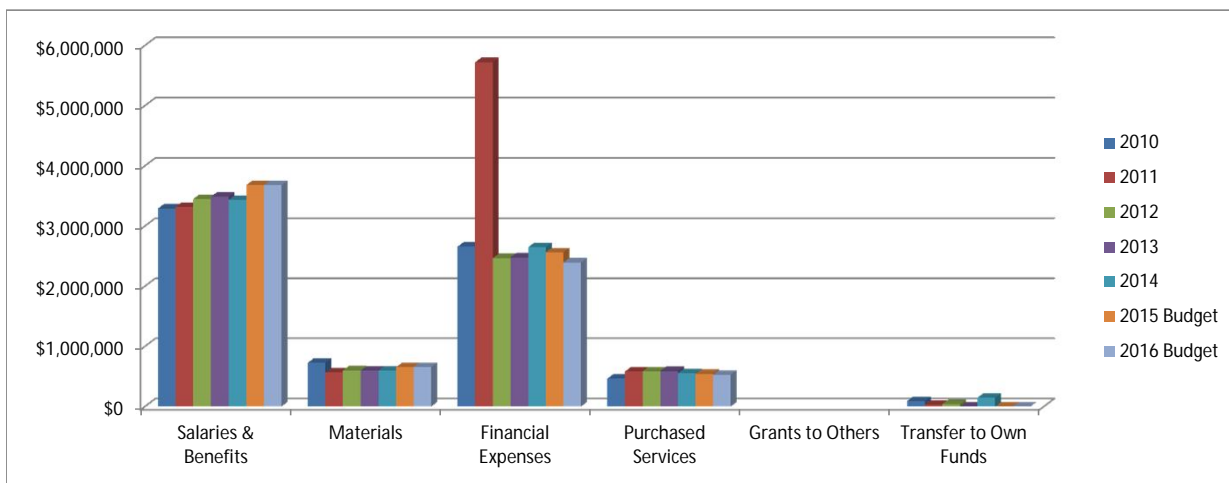
Tax:

- Responsible for the billing and collection of property taxes for approximately 29,000 properties. Collection procedures include monthly tax reminder statements, correspondence, personal contact, and the sale of tax arrears properties pursuant to the Municipal Act, 2001.
- Administers lottery & general licensing; tax assessment appeals; assessment base management; the tax certification process; commercial/industrial vacancy rebate program; tax assistance programs; the charity rebate program; mortgagee tax payment system; as well as maintaining an up-to-date tax database reflecting all assessment value and ownership changes.

City of Sault Ste Marie
FINANCE DEPARTMENT
Budget Summary

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
Fees and user charges	280,625	271,625	(9,000)	-3.21%
Other income	93,085	89,870	(3,215)	-3.45%
	373,710	361,495	(12,215)	-3.27%
EXPENDITURES				
Salaries	2,910,810	2,912,485	1,675	0.06%
Benefits	769,265	766,985	(2,280)	-0.30%
	3,680,075	3,679,470	(605)	-0.02%
Travel and training	13,800	13,800	0	
Vehicle allowance, maintenance and repairs	1,250	1,200	(50)	-4.00%
Materials and supplies	17,205	24,455	7,250	42.14%
Maintenance and repairs	492,815	491,930	(885)	-0.18%
Financial expenses	2,563,120	2,394,500	(168,620)	-6.58%
Purchased and contracted services	546,380	531,000	(15,380)	-2.81%
Capital expense	128,755	128,695	(60)	-0.05%
	3,763,325	3,585,580	(177,745)	-4.72%
	7,443,400	7,265,050	(178,350)	-2.40%
TAX LEVY	7,069,690	6,903,555	(166,135)	-2.35%

FIVE YEAR EXPENDITURE TREND:



FINANCE: ADMINISTRATION

2016 OPERATING BUDGET

Cost Centres:

140-1400

	2015	2016	\$	%
	BUDGET	BUDGET	Change (2015 to 2016)	Change (2015 to 2016)
REVENUE				
EXPENDITURES				
Salaries	654,650	587,385	(67,265)	-10.27%
Benefits	168,440	151,420	(17,020)	-10.10%
	823,090	738,805	(84,285)	-10.24%
Travel and training	11,800	11,800	0	
Materials and supplies	25,215	23,915	(1,300)	-5.16%
Purchased and contracted services	18,100	19,400	1,300	7.18%
Capital expense	9,290	9,290	0	
	64,405	64,405	0	
	887,495	803,210	(84,285)	-9.50%
TAX LEVY	887,495	803,210	(84,285)	-9.50%

Full Time Positions	8.0	7.0	(1.0)
Part Time Hours	-	-	-

FINANCE: ACCOUNTING

2016 OPERATING BUDGET

Cost Centres:

140-1405

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
Fees and user charges	1,000	1,000	0	
Other income	48,935	44,820	(4,115)	-8.41%
	49,935	45,820	(4,115)	-8.24%
EXPENDITURES				
Salaries	781,590	826,960	45,370	5.80%
Benefits	207,630	217,610	9,980	4.81%
	989,220	1,044,570	55,350	5.60%
Materials and supplies	29,035	29,980	945	3.25%
Maintenance and repairs	1,885	1,000	(885)	-46.95%
Capital expense	3,615	3,555	(60)	-1.66%
	34,535	34,535	0	
	1,023,755	1,079,105	55,350	5.41%
TAX LEVY	973,820	1,033,285	59,465	6.11%

Full Time Positions	14.0	14.0	-
Part Time Hours	610.0	610.0	-

FINANCE: TAX

2016 OPERATING BUDGET

Cost Centres:

140-1410

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
Fees and user charges	96,000	87,000	(9,000)	-9.38%
Other income	44,150	45,050	900	2.04%
	140,150	132,050	(8,100)	-5.78%
EXPENDITURES				
Salaries	361,105	363,945	2,840	0.79%
Benefits	95,215	95,735	520	0.55%
	456,320	459,680	3,360	0.74%
Vehicle allowance, maintenance and repairs	200	200	0	
Materials and supplies	19,970	18,470	(1,500)	-7.51%
Maintenance and repairs	100	100	0	
Purchased and contracted services	14,325	12,050	(2,275)	-15.88%
Capital expense	3,000	3,000	0	
	37,595	33,820	(3,775)	-10.04%
	493,915	493,500	(415)	-0.08%
TAX LEVY	353,765	361,450	7,685	2.17%

Full Time Positions	6.0	6.0	-
Part Time Hours	-	-	-

FINANCE: PURCHASING

2016 OPERATING BUDGET

Cost Centres:

140-1420

	2015	2016	\$	%
	BUDGET	BUDGET	Change (2015 to 2016)	Change (2015 to 2016)
REVENUE				
EXPENDITURES				
Salaries	256,960	260,520	3,560	1.39%
Benefits	67,135	68,020	885	1.32%
	324,095	328,540	4,445	1.37%
Vehicle allowance, maintenance and repairs	50	0	(50)	-100.00%
Materials and supplies	9,610	8,310	(1,300)	-13.53%
Purchased and contracted services	6,075	5,075	(1,000)	-16.46%
Capital expense	1,000	1,000	0	
	16,735	14,385	(2,350)	-14.04%
	340,830	342,925	2,095	0.61%
TAX LEVY	340,830	342,925	2,095	0.61%
Full Time Positions	4.0	4.0	-	
Part Time Hours	125.0	-	(125.0)	

FINANCE: INFORMATION TECHNOLOGY

2016 OPERATING BUDGET

Cost Centres: 140-1415
300-3008

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
Fees and user charges	183,625	183,625	0	
	183,625	183,625	0	
EXPENDITURES				
Salaries	856,505	873,675	17,170	2.00%
Benefits	230,845	234,200	3,355	1.45%
	1,087,350	1,107,875	20,525	1.89%
Travel and training	2,000	2,000	0	
Vehicle allowance, maintenance and repairs	1,000	1,000	0	
Materials and supplies	(91,625)	(81,220)	10,405	-11.36%
Maintenance and repairs	490,830	490,830	0	
Purchased and contracted services	439,880	426,475	(13,405)	-3.05%
Capital expense	111,850	111,850	0	
	953,935	950,935	(3,000)	-0.31%
	2,041,285	2,058,810	17,525	0.86%
TAX LEVY	1,857,660	1,875,185	17,525	0.94%

Full Time Positions	11.0	11.0	-
Part Time Hours	1,220.0	1,220	-

FINANCE: OTHER - FINANCIAL EXPENSE BANKING

2016 OPERATING BUDGET

Cost Centres: 145-1450

	2015	2016	\$	%
	BUDGET	BUDGET	Change (2015 to 2016)	Change (2015 to 2016)
REVENUE				
EXPENDITURES				
Financial expenses	65,000	65,000	0	
	65,000	65,000	0	
	65,000	65,000	0	
TAX LEVY	65,000	65,000	0	

FINANCE: OTHER - FINANCIAL FEES

2016 OPERATING BUDGET

Cost Centres: 145-1452

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Purchased and contracted services	68,000	68,000	0	
	68,000	68,000	0	
	68,000	68,000	0	
TAX LEVY	68,000	68,000	0	

FINANCE: OTHER - PROPERTY TAX

2016 OPERATING BUDGET

Cost Centres: 145-1454

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Materials and supplies	25,000	25,000	0	
Financial expenses	2,498,120	2,329,500	(168,620)	-6.75%
	2,523,120	2,354,500	(168,620)	-6.68%
	2,523,120	2,354,500	(168,620)	-6.68%
TAX LEVY	2,523,120	2,354,500	(168,620)	-6.68%

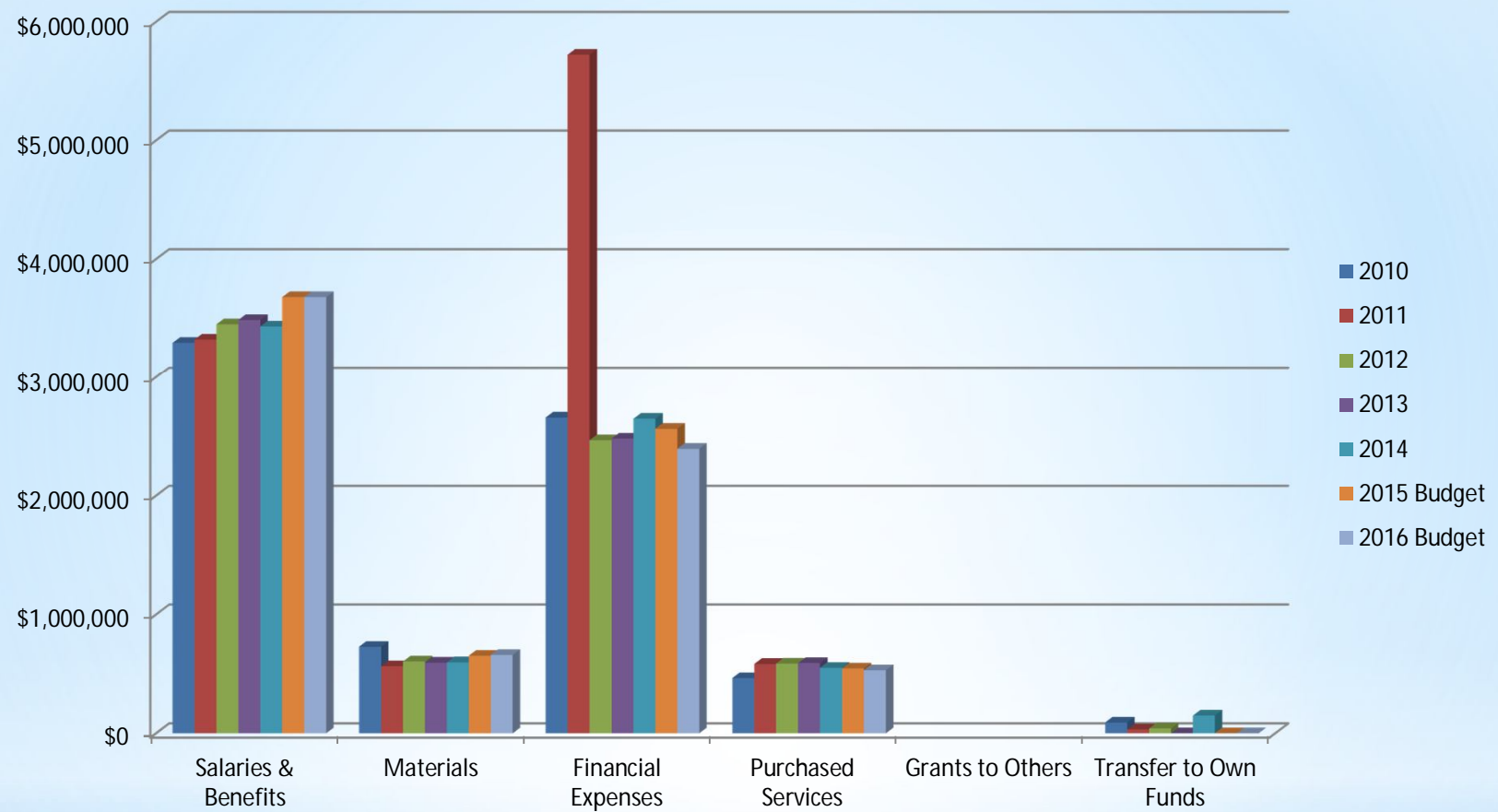
* 2016 OPERATING BUDGET

CITY OF SAULT STE MARIE
FINANCE DEPARTMENT

MARCH 7, 2016

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
Fees and user charges	280,625	271,625	(9,000)	-3.21%
Other income	93,085	89,870	(3,215)	-3.45%
	373,710	361,495	(12,215)	-3.27%
	=====	=====	=====	=====
EXPENDITURES				
Salaries	2,910,810	2,912,485	1,675	0.06%
Benefits	769,265	766,985	(2,280)	-0.30%
	3,680,075	3,679,470	(605)	-0.02%
	=====	=====	=====	=====
Travel and training	13,800	13,800	0	
Vehicle allowance, maintenance and repairs	1,250	1,200	(50)	-4.00%
Materials and supplies	17,205	24,455	7,250	42.14%
Maintenance and repairs	492,815	491,930	(885)	-0.18%
Financial expenses	2,563,120	2,394,500	(168,620)	-6.58%
Purchased and contracted services	546,380	531,000	(15,380)	-2.81%
Capital expense	128,755	128,695	(60)	-0.05%
	3,763,325	3,585,580	(177,745)	-4.72%
	=====	=====	=====	=====
	7,443,400	7,265,050	(178,350)	-2.40%
	=====	=====	=====	=====
TAX LEVY	7,069,690	6,903,555	(166,135)	-2.35%

* 2016 PRELIMINARY BUDGET



* FIVE YEAR TREND

ACTUALS 2010 TO 2014

- * Finance Department provides services to other City departments
 - * Information Technology
 - * Purchasing
 - * Accounting
 - * Financial and budget planning
- * Mandated services
 - * Preparation of annual budget for adoption by Council
 - * Preparation of financial statements in accordance with Generally Accepted Accounting Principles and co-ordination of required annual audit
 - * Provide annual Financial Information Return to Minister
 - * Prepare tax roll for each year and collect taxes

* OVERVIEW

- * Service Reductions/Expansions: Finance restructuring plan put in place for 2016. Small savings realized in 2016. Decrease to employee complement to be reviewed and finalized for 2017.
- * User Fees: New user fee recommended
- * Uncontrollable Costs
 - * Tax write offs and refunds
 - * Account for 34% of Finance Department budget
 - * Fluctuate depending on assessment appeals and uncollectible taxes

* OVERVIEW

THE CITY OF SAULT STE. MARIE-FINANCE DEPARTMENT
2016 OPERATING
BUDGET

SERVICE OPTIONS

OPTION DESCRIPTION	2016 OPERATING BUDGET	2017 OPERATING BUDGET
	MAY 1-DECEMBER 31 (67%)	FULL YEAR ADD'L (33%)
RECOMMENDED		
Recovery of fees and administration for title searches for property in tax arrears (\$50/search)	Additional revenue \$11,000	Additional revenue \$6,000
Total	LEVY DECREASE \$11,000	Levy Decrease \$6,000

POTENTIAL OPTION-NOT RECOMMENDED		
Fee of \$5 for sending tax arrear notice. Sent 4 times a year to approximately 2,500 taxpayers	Additional revenue \$33,500	Additional revenue \$16,500

THE CORPORATION OF THE CITY OF SAULT STE MARIE

2016 OPERATING BUDGET

LEGAL DEPARTMENT

Administration

The Legal Department consists of the City Solicitor, Supervisor, Assistant City Solicitor/Senior Litigation Counsel, Solicitor/Prosecutor, Risk Manager, Articling Intern and 3 Clerical Staff.

The staff operates on regular Civic Centre hours and does not ordinarily incur overtime hours. The Legal Department provides a broad range of legal, technical and reference services to all branches of the City's operations. The service involves not only responding to immediate ongoing needs for legal services but also involves the reduction of potential liability by identifying possible problem areas and planned legislation. The Legal Department's responsibilities include the acquisition and sale of properties on behalf of the Municipality as well as preparation and management of leases, licenses of occupation, easements, encroachments, agreements and the administration of the street and lane closing policy.

The objectives of the Legal Department are:

- to provide legal assistance and advice to City Council and staff;
- to process reports/by-laws, agreements, opinions, leases, licenses of occupation, FOI requests, easements, encroachments, expropriations and real estate transactions;
- to represent the City and give advice with respect to all lawsuits which may be brought on behalf of or against the City;
- to prosecute persons charged with offences contrary to City by-laws; and

- to represent the City before various courts and tribunals including the Ontario Municipal Board and the Human Rights Tribunal.

City Owned Land

Responsible for the cost of leases, licenses of occupation, easements the City Corporation over and on private property. It also covers maintenance required on specific City owned properties as well as realty tax and local improvement charges on specific property owned by the Municipality. These charges for the most part are set and continue on an annual basis.

Insurance

Responsible for all types of insurance purchased by the City (excluding Police, EMS and the Library Board, which are expensed directly).

The following are the types of insurance:

- comprehensive liability;
- property insurance (including buildings, contents and valuable papers);
- crime insurance (protection against dishonesty, deceit and forgery);
- electronic data processing;
- boiler and machinery;
- automobile insurance (including non-owned automobiles);
- errors and omissions;
- environmental liability;
- conflict of interest; and
- excess liability.

Provincial Offences Office

Effective 2001, the City of Sault Ste. Marie assumed the responsibility for the delivery of administrative, prosecutorial and court support functions transferred from the Province of Ontario under the Provincial Offences Act. These functions have become a division of the Legal Department. The POA office is required to operate the POA courts under the guidelines and regulations of the Ministry of Attorney General.

Charges filed and processed by the POA office include matters under such statutes as the Highway Traffic Act, Compulsory Automobile Insurance Act, Liquor Licence Act, all Provincial Statutes and Municipal by-laws. The POA court administers between 15,000-18,000 charges a year the majority comprising of Traffic Offences.

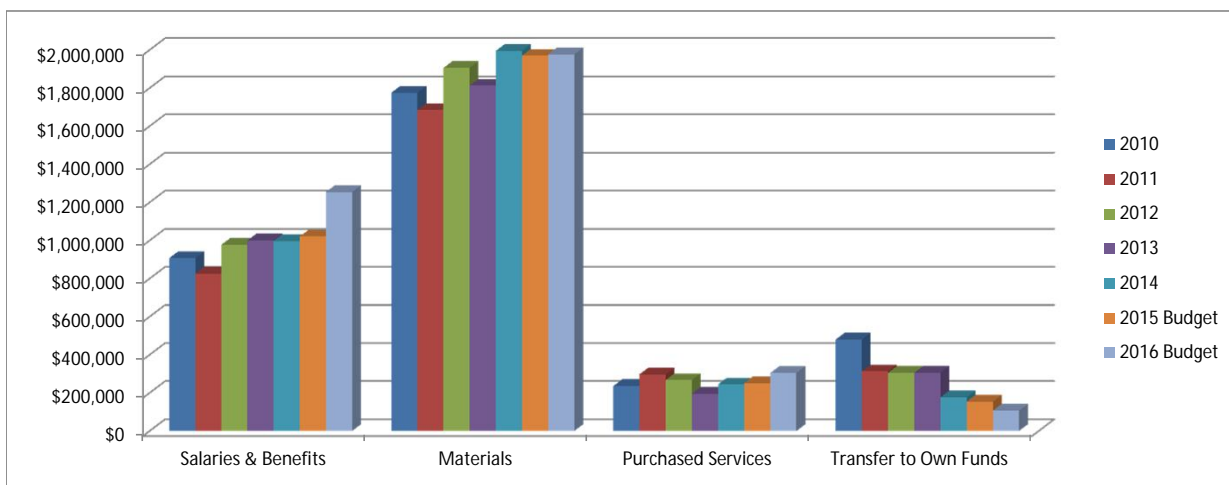
The POA Division is comprised of three Court Administrator/Cashier's, one Court Administrator Enforcement Clerk/Court Reporter and one Prosecution assistant. There is also one Court Liaison Supervisor and one Solicitor/Prosecutor.

Court sits approximately four days a week in Sault Ste. Marie with one satellite court in Wawa approximately once a month. The POA office generates an average over one million dollars in gross revenue, the net of which is distributed among our 19 municipal partners.

City of Sault Ste Marie
LEGAL DEPARTMENT
Budget Summary

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
Fees and user charges	2,192,965	2,178,765	(14,200)	-0.65%
	2,192,965	2,178,765	(14,200)	-0.65%
EXPENDITURES				
Salaries	812,570	998,480	185,910	22.88%
Benefits	209,020	256,575	47,555	22.75%
	1,021,590	1,255,055	233,465	22.85%
Travel and training	15,855	18,735	2,880	18.16%
Vehicle allowance, maintenance and repairs	250	250	0	
Materials and supplies	76,675	76,295	(380)	-0.50%
Maintenance and repairs	4,000	4,000	0	
Rents and leases	73,275	78,075	4,800	6.55%
Taxes and licenses	1,791,000	1,791,000	0	
Purchased and contracted services	252,000	305,000	53,000	21.03%
Transfer to own funds	154,000	107,025	(46,975)	-30.50%
Capital expense	9,000	9,000	0	
	2,376,055	2,389,380	13,325	0.56%
	3,397,645	3,644,435	246,790	7.26%
TAX LEVY	1,204,680	1,465,670	260,990	21.66%

FIVE YEAR EXPENDITURE TREND:



LEGAL DEPARTMENT: ADMINISTRATION

2016 OPERATING

Cost Centre

150-1500

	2015	2016	\$	%
	BUDGET	BUDGET	Change	Change
			(2015 to 2016)	(2015 to 2016)
REVENUE				
Fees and user charges	842,965	828,765	(14,200)	-1.68%
	842,965	828,765	(14,200)	-1.68%
EXPENDITURES				
Salaries	445,605	574,895	129,290	29.01%
Benefits	111,965	145,765	33,800	30.19%
	557,570	720,660	163,090	29.25%
Travel and training	7,600	7,600	0	
Materials and supplies	24,945	24,245	(700)	-2.81%
Taxes and licenses	45,000	45,000	0	
Purchased and contracted services	33,400	28,400	(5,000)	-14.97%
Transfer to own funds	154,000	107,025	(46,975)	-30.50%
Capital expense	1,500	1,500	0	
	266,445	213,770	(52,675)	-19.77%
	824,015	934,430	110,415	13.40%
TAX LEVY	(18,950)	105,665	124,615	-657.60%

Full Time Positions	5.3	7.0	1.7
Part Time Hours	610.0	610	-

LEGAL DEPARTMENT: CITY OWNED LAND

2016 OPERATING

Cost Centre

150-1505

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Maintenance and repairs	4,000	4,000	0	
Rents and leases	14,000	14,000	0	
Taxes and licenses	1,000	1,000	0	
	19,000	19,000	0	
	19,000	19,000	0	
TAX LEVY	19,000	19,000	0	

LEGAL DEPARTMENT: PROVINCIAL OFFENCES

2016 OPERATING

Cost Centre

155-1550
155-1552

155-1554

	2015 BUDGET	2016 BUDGET	\$	%
			Change (2015 to 2016)	Change (2015 to 2016)
REVENUE				
Fees and user charges	1,350,000	1,350,000	0	
	1,350,000	1,350,000	0	
EXPENDITURES				
Salaries	366,965	423,585	56,620	15.43%
Benefits	97,055	110,810	13,755	14.17%
	464,020	534,395	70,375	15.17%
Travel and training	8,255	11,135	2,880	34.89%
Vehicle allowance, maintenance and repairs	250	250	0	
Materials and supplies	51,730	52,050	320	0.62%
Rents and leases	59,275	64,075	4,800	8.10%
Purchased and contracted services	218,600	276,600	58,000	26.53%
Capital expense	7,500	7,500	0	
	345,610	411,610	66,000	19.10%
	809,630	946,005	136,375	16.84%
TAX LEVY	(540,370)	(403,995)	136,375	-25.24%

Full Time Positions	6.0	7.0	1.0
Part Time Hours	610.0	610	-

LEGAL DEPARTMENT: INSURANCE

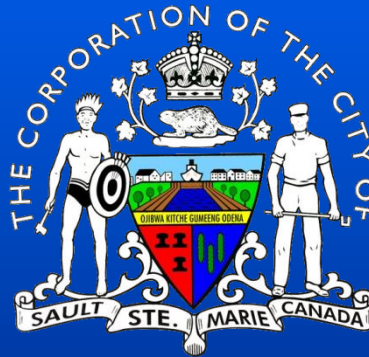
2016 OPERATING BUDGET

Cost Centre

158-1580

	2015	2016	\$	%
			Change	Change
	BUDGET	BUDGET	(2015 to 2016)	(2015 to 2016)
REVENUE				
EXPENDITURES				
Taxes and licenses	1,745,000	1,745,000	0	
	1,745,000	1,745,000	0	
	1,745,000	1,745,000	0	
TAX LEVY	1,745,000	1,745,000	0	

LEGAL Department



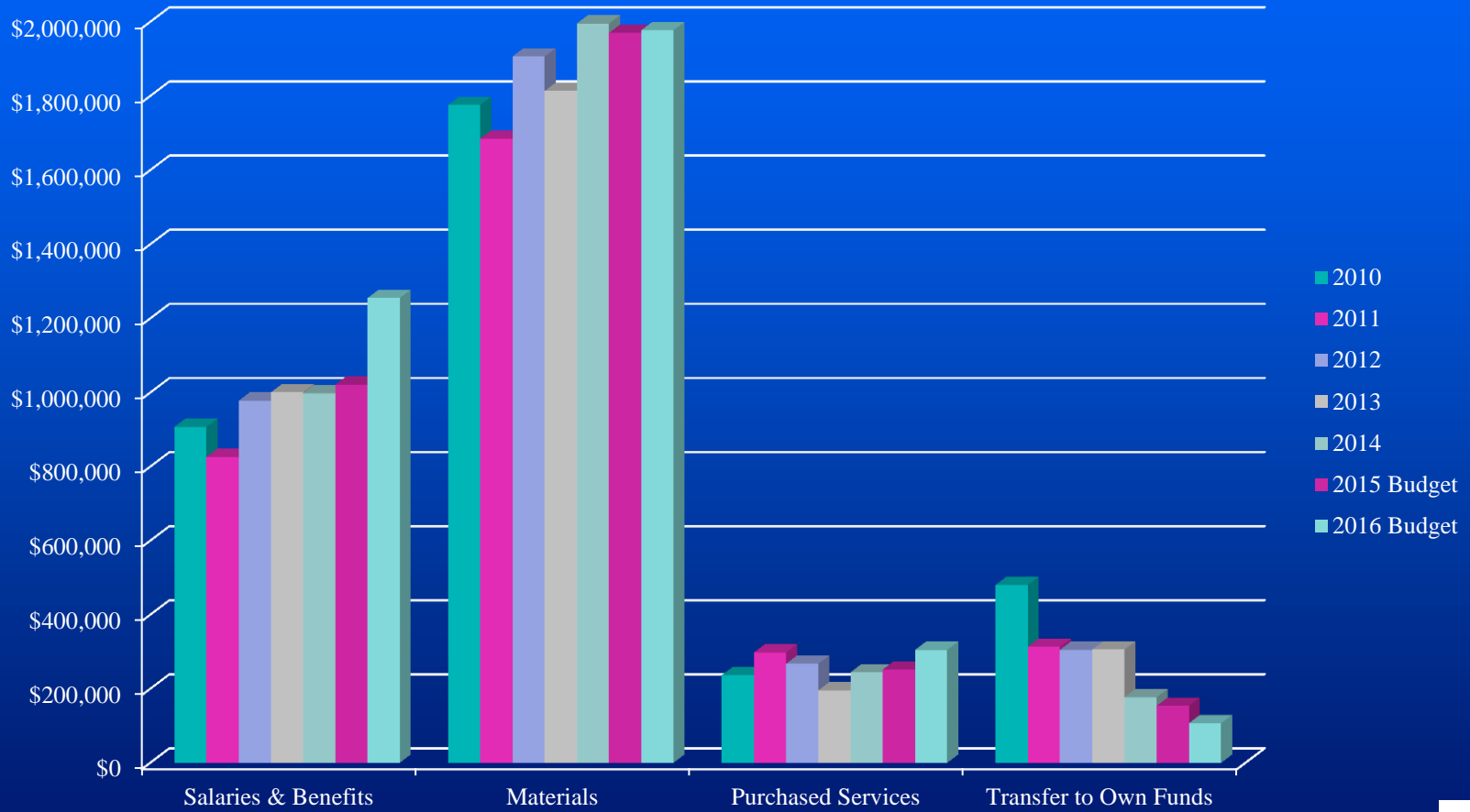
THE CORPORATION OF THE CITY OF SAULT STE. MARIE



Budget Summary

	2015	2016	\$	%
	BUDGET	BUDGET	Change (2015 to 2016)	Change (2015 to 2016)
REVENUE				
Fees and user charges	2,192,965	2,178,765	(14,200)	-0.65%
	-	-	-	-
	2,192,965	2,178,765	(14,200)	-0.65%
	=	=	=	=
EXPENDITURES				
Salaries	812,570	998,480	185,910	22.88%
Benefits	209,020	256,575	47,555	22.75%
	-	-	-	-
	1,021,590	1,255,055	233,465	22.85%
	-	-	-	-
Travel and training	15,855	18,735	2,880	18.16%
Vehicle allowance, maintenance and repairs	250	250	0	
Materials and supplies	76,675	76,295	(380)	-0.50%
Maintenance and repairs	4,000	4,000	0	
Rents and leases	73,275	78,075	4,800	6.55%
Taxes and licenses	1,791,000	1,791,000	0	
Purchased and contracted services	252,000	305,000	53,000	21.03%
Transfer to own funds	154,000	107,025	(46,975)	-30.50%
Capital expense	9,000	9,000	0	
	-	-	-	-
	2,376,055	2,389,380	13,325	0.56%
	-	-	-	-
	-	-	-	-
	3,397,645	3,644,435	246,790	7.26%
	=	=	=	=
TAX LEVY	1,204,680	1,465,670	260,990	21.66%

5 Year Expenditure Trend



Uncontrollable Costs/Efficiency Changes

INCREASE TO LEVY

- a) Decrease in Rent Revenue - \$14,200.00
- b) POA Rental Costs for Wawa Courtroom - \$6,000.00
- c) POA Ministry Increase for Cost Recovery of Adjudication Costs - \$60,000.00
- d) Insurance Premium Claims
- e) Risk Manager and JE Changes

