

2002 BUDGET - PROGRAM / SERVICE LEVEL REVIEW

#	Department	Program / Service	Net Cost (approx. program and service level net cost)	Service Level	FTE (assigned to programs and service levels)	IMPACT				
						Technical & Safety	Community & Partners	Socio-Economic	Political & Legislated	Environmental

FINANCE & CORPORATE SERVICES DIVISION

218	Accounts Payable	Process payments, refunds & holdbacks	\$ 202,140	D/D	4.5	X	X	X	X	X
219	" "	Administer Purchase card program	\$ 22,460	Monthly & As required	0.5	X		X		

220	Accounts Receivable	Accounts Receivables and Billing	\$ 65,957	D/D	1.5	X	X	X		
221	" "	Reconciliation & Accounting Services	\$ 65,957	D/D	1.5		X	X	X	

222	Budgets & Accounting	Preparation of annual budget and 5 year financial plan	\$ 85,302	Within 4 months	1.3		X	X	X	
223	" "	Accounting functions including analysis	\$ 172,142	D/D	2.5		X	X	X	
224	" "	Capital & Reserves tracking and analysis	\$ 65,617	D/D	1.0		X	X	X	X
225	" "	Financial reporting & establishing internals controls	\$ 78,740	Monthly & As required	1.2		X	X	X	

226	Finance Administration	Administrative Support for the Department & Division	\$ 519,200	D/D	5.2		X	X	X	
227	" "	KPMG Annual audit contract	\$ 55,000	Annually			X		X	
228	" "	Recognition & Special Events	\$ 60,000	As required			X	X		

229	Payroll & Benefits	Benefits/Leave Employee Records Maintenance & processing	\$ 48,932	Biweekly	0.7		X	X	X	X
230	" "	Preparation of Annual Employee Benefit Booklet	\$ 10,552	Annually	0.2		X	X	X	

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FINANCE & CORPORATE SERVICES DIVISION (cont.)

231	Payroll & Benefits	Fringe Benefit Overhead Calculation	\$ 6,076	Annually	0.1	X	X	X	X	X
232	" "	Maintenance of Employee Payroll Records	\$ 55,137	D/D	0.8	X	X	X	X	X
233	" "	Payroll Calculation	\$ 50,055	Biweekly	0.7	X	X	X	X	X
234	" "	Payroll Processing	\$ 115,137	Biweekly	1.7	X	X	X	X	X
235	" "	Annual Reporting to Pension Corp, CCRA and T4/T4A issue	\$ 13,113	Annually	0.2	X	X	X	X	
236	" "	Year End Audit Working Paper Preparation & Payroll Reporting	\$ 12,793	Annually & As required	0.2	X	X	X	X	
237	" "	General administration, staff management, team participation	\$ 12,952	D/D	0.2	X	X	X	X	X

238	Purchasing & Risk	Purchase of supplies & services	\$ 200,555	D/D	3.3	X	X	X	X	X
239	Purchasing & Risk	Insurance & risk management	\$ 1,198,343	Annually & D/D	0.7	X	X	X	X	X

240	Stores	Warehousing	\$ 202,928	D/D	2.9	X		X		
241	" "	Procurement of inventory and auto parts	\$ 230,918	D/D	3.3	X		X		
242	" "	Deliveries	\$ 55,980	D/D	0.8	X		X		
243	" "	Inventory tracking / system updating	\$ 69,975	D/D	1.0	X				
244	" "	Equipment	\$ 65,600	D/D		X		X		

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245	Taxation	Collection of Property Taxes	\$ 125,684	Annually	3.8	X	X	X	X	
246	"	Collection of Utility Taxes	\$ 112,814	Annually	2.0	X	X	X	X	
247	"	Accounting functions and analysis	\$ 56,407	D/D	1.0		X	X	X	
248	"	Customer Services - Taxes	\$ 101,532	D/D	1.8		X	X	X	

249	Treasury Services	Investment & Cash Management	\$ 43,967	D/D	1.0		X	X	X	X
250	"	Treasury Services including Bookit, Long Term Debt	\$ 87,942	D/D	2.0	X	X	X	X	X

251	Business Liaison and Development	Issuing new business licences	\$ 53,390	D/D	0.8	X	X	X	X	X
252	"	Business Licences: annual renewal/delinquent licence recovery	\$ 47,843	6 months	0.6	X	X	X	X	X
253	"	Business Licence Bylaw Enforcement: issuing M.T.I.s, court appearances, complaint response/customer service	\$ 70,238	As required	1.0	X	X	X	X	X
254	"	Administrative and corporate initiatives: Bylaw updates - researching, reviewing, rewriting	\$ 38,119	As required	0.5	X	X	X	X	X
255	"	Business retention & Client services/Business Liaison Activities: Fed., Prov., GVRD, Chamber, RAPBA, UDI, NAOIP, EDABC, EDAC	\$ 20,848	D/D	0.7		X		X	
256	"	Business Development Training	\$ 3,668	D/D		X	X	X		
257	"	Business attraction research/communication/advertising/marketing/promotion	\$ 29,271	2 months	0.3		X	X	X	
258	"	Economic Development Projects: Community Profile, Branding Project, Invest BC, Client Presentations	\$ 55,371	As required	0.3		X	X	X	

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259	Business Liaison and Development	Economic Development Project Consulting; Implementing Economic Development Strategic Plan	\$ 55,800	As required	N/A		X		X	X
260	" "	Chamber of Commerce fee for service agreement	\$ 45,000	Annually	N/A		X		X	

261	City Clerk's Office	Council Secretariat & Council Administration	\$ 281,438	D/D	4.0		X		X	
262	" "	Statutory Requirements, including Advertising & Notifications	\$ 175,000	D/D	1.5		X		X	
263	" "	Bylaw Administration & Management	\$ 73,000	D/D	1.3		X		X	
264	" "	Archives & Corporate Records Management	\$ 377,000	D/D	5.3		X		X	
265	" "	Freedom of Information & Protection of Privacy Act	\$ 35,000	D/D	0.5		X		X	
266	" "	General Local & School Elections & By-Elections	\$ 297,800	Tri-annually, As required	1.1		X		X	

267	Corporate Planning	Development, Management & Integration of Inter-Divisional Corporate Work Plans and tracking of progress	\$ 193,465	D/D	0.3		X		X	
268	" "	Research, Stats Cda, OCP, Key Indicators	\$ 51,024	As required	0.6		X		X	

269	Human Resources	HR Services to: Engineering; Public Works; Transportation; Parks	\$ 148,390	D/D	2.0				X	
270	" "	HR Services to: Fire; RCMP; Bylaws; Emergency; Zoning; Building Approvals; Customer Service	\$ 148,390	D/D	2.0				X	
271	" "	HR Services to: IT; Recreation & Cultural Svcs; Planning; Finance; Law; HRMS	\$ 148,390	D/D	2.0				X	
272	" "	Health and Safety	\$ 103,073	D/D	1.4		X		X	

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273	"	Training Services to the organization	\$ 158,202	D/D	2.0	X		X		
274	"	Administration and HR Services to Clerks, Administration and the City	\$ 236,367	D/D	3.0			X		X
275	"	Arbitration Costs	\$ 80,000	As required	-			X		
276	"	Advertising	\$ 50,000	As required	-			X		
277	"	Employee Assistance Program	\$ 60,000	D/D	-	X		X		X

278	Information Technology	ART Team	\$ 240,300		2.0					
279	"	Bookit- Internet Registration System	\$ 143,229	D/D	1.2		X			
280	"	Hansen- Work Order/Maint. Management System	\$ 133,149	D/D	1.2	X	X			X
281	"	Amanda/Open Tax/ParkSmart/Cash	\$ 240,631	D/D	2.2	X				
282	"	Web/Internet	\$ 256,289	D/D	1.2		X			
283	"	GIS- Computer Mapping System	\$ 177,149	D/D	1.2	X				
284	"	PeopleSoft- Financial & HR System	\$ 483,225	D/D	3.2	X				
285	"	Database	\$ 281,652	D/D	2.0	X				
286	"	Helpdesk	\$ 224,679	D/D	4.0	X				
287	"	Tele-communications/Data	\$ 480,649	D/D	1.0	X				
288	"	Mailroom Services	\$ 279,515		4.1					

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289	Information Technology	General Administration	\$ 236,420		2.0					
290	"	Network Services:	\$ 1,367,056	D/D	3.3	X				
291	"	PC Services:	\$ 437,346	D/D	3.3					
292	"	Office Applications/Exchange/PC Doc's	\$ 576,466	D/D	3.3	X				
293	"	RCMP tech support	\$ 178,232		2.3	X				

294	Law	Claims Administration	\$ 68,292	As required	0.8	X	X	X	X	
295	"	Drafting Bylaws	\$ 24,985	2 weeks	0.3	X	X	X	X	X
296	"	Legal Training & Seminars	\$ 5,258	D/D		X	X	X		
297	"	Buying and Selling City Property	\$ 61,630	As required	0.7	X	X		X	
298	"	Documation needed for development projects	\$ 39,140	1 week	0.5	X	X	X	X	
299	"	Lease Administration	\$ 29,982	As required	0.4				X	
300	"	Negotiations with outside agencies	\$ 19,988	As required	0.2		X		X	
301	"	Administrative and Corporate Initiaves	\$ 14,991	As required	0.2	X	X	X	X	X
302	"	Comfort letters	\$ 47,463	10 days	0.8		X	X	X	
303	"	Formal opinions to Council and Staff	\$ 21,654	1 week	0.3	X	X	X	X	X
304	"	Managing court cases	\$ 39,143	As required	0.5		X	X	X	

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305	Law	Informal Opinions - internal	\$ 20,821	As required	0.3	X	X	X	X	X
306	"	Informal Opinions - external	\$ 16,657	As required	0.2	X	X	X	X	X
307	"	Real Property evaluation	\$ 20,821	2 weeks	0.3			X	X	
308	"	Administration of Licences of City Property	\$ 20,821	As required	0.3		X	X	X	
309	"	Tax Sale Notices (filing and notice to owners)	\$ 33,313	2 months	0.4			X	X	
310	"	Outside Legal Counsel	\$ 120,500	As required		X	X	X	X	X