2024-2027 Service Based Budget Overview

Council Services – Presentation to Executive Policy Committee

March 12, 2024



Agenda

1. Performance Reporting

2. Budget and Strategic Priorities Action Plan Alignment

3. Budget Highlights and Overview

4. Service Based:
    a. Operating Budget
    b. Capital Budget
    c. Reserve Projections – N/A

5. Questions

Council Services - Audit

Description

The Audit Department provides independent, objective information, advice and assurance regarding performance of civic services in support of transparent, responsible, and accountable government. Reporting to the City's Audit Committee, the Department examines organizational performance, governance and allegations of fraud, waste or abuse to provide Council with reliable information to support informed decision-making.

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Performance Reporting

Service Goal / Measure Description	2021 Actual	2022 Actual	2022 Target	2023 Target	2024 Target
Goal 1: To deliver value-added, cost-effective and innovative audit services and reports in accordance with the Council approved audit plan					
% Audit Recommendations Accepted	100%	100%	95%	95%	95%

Performance Reporting – Council Services

Council Services - City Clerks

Description

The City Clerk's Department provides direct policy, procedural and administrative services to members of Council, the Mayor's Office and senior administrators. The Department is the gateway to the City for political decision-making and supports Council and its Committees under The City Organization By-law. It has recorded, communicated and maintained a complete and accurate record of all Council and Committee decisions since the City's inception. The City Clerk's Department also has a statutory responsibility for the administration of elections as designated by The City of Winnipeg Charter and The Municipal Councils and School Boards Elections Act. In addition, the department undertakes all hearings related to assessment appeals through the Board of Revision, coordinates requests for access to information under The Freedom of Information and Protection of Privacy Act (FIPPA), leads the City-wide records and information management program, and preserves civic history through the operation of the City of Winnipeg Archives.

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Performance Reporting - City Clerks

Service Goal / Measure Description	2021 Actual	2022 Actual	2023 Target	2023 Actual	2024 Target
Goal 1: Provide citizens with the ability to participate in the Decision Making Process					
Delegations at Council and Committee meetings and representations at public hearings [A]	2,070	2,678	2,071	2,317	2,355

[A] New measure added.

Budget and Strategic Priorities Action Plan Alignment

Key Theme	SPAP Action Item	Program / Initiative	Outcome / KPIs	Status Update
A City that Works for Residents Through Improved Customer Service	5.6 Amend the Ward Allowance Fund Policy to increase Councillor ward allowances	**CWA per ward at $159,277 in 2024 to $170,355 in 2027 ($136,649 in 2023), includes an annual CPI increase ~2%. Annual amount ~$2.4 million to $2.5 million.**	Improve recruitment and retention of office staff, and support research and analysis	Complete

Notes:

1. Funding for the CWA is allocated into the following three expenditure specific categories: Staffing (56%), General Expenses (26%) and Ward Office / Meeting Space (18%). Funding for Staffing ar Office / Meeting Space categories may only be used for those specific purposes. Funding in the General Expenses category may also be used for expenditures related to Staffing and the Ward Offi Space.

Budget Highlights

Annual Tax Supported Operating Increase [1]	Expenditure Growth Rate Average [2]
Current Budget Cycle (2024 to 2027)	5.9%
Previous Budget Cycle (2020 to 2023)	3.0%

Service	Operating Budget Highlight(s)	Capital Budget Highlight(s)	SPAP
Elections and Council Support - City Clerks	• Includes expenditures related to the 2026 Civic Election • Communities Fund for Councillor-directed projects for investments in the community • Establishment of Chief Construction Office; offset by recoveries from capital	• Addition of the Decision Making Information System (DMIS) Replacement Project	

Notes:
1. Based on expenditures before capital related expenditures.
2. Average expenditure increase for 2024 to 2027 budget and 2020 to 2023 budget.

2024 Budget Overview
(Service Based View)

Service Based Budget (in millions of $)	FTEs	Mill Rate Support /Contribution	Capital Budget	Reserves, Net Changes
Council Services	81.05	18.1	-	-
Total	81.05	18.1	-	-

Notes:

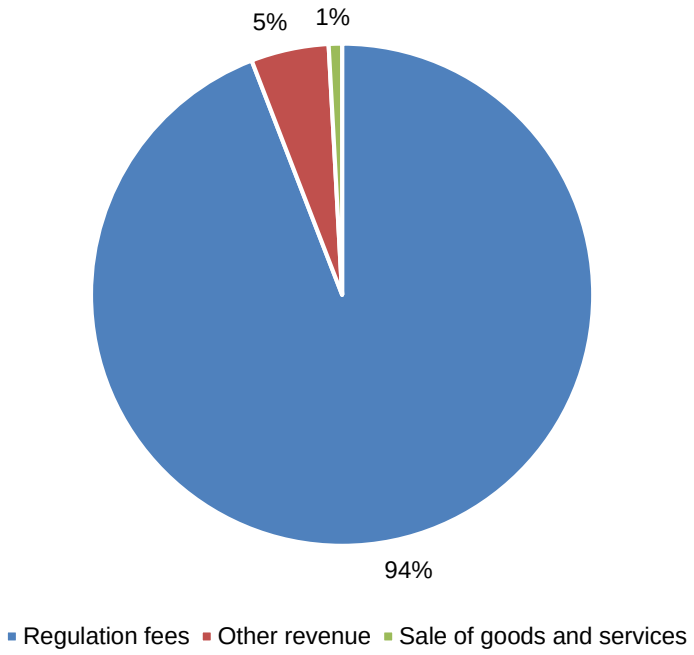
1. Contributing departments to the above service include - Council (40%), City Clerks (38%), Mayor's Office (10%), Audit (7%), Policy & Strategic Initiatives (5%), Innovation & Technology (< 1%).

2. The sub-services that make up Council Services include - Auditing, Mayor and Council, Archives-City Clerks, Elections-City Clerks, Citizen Access and Appeals, Council Support-City Clerks and Executive Support.

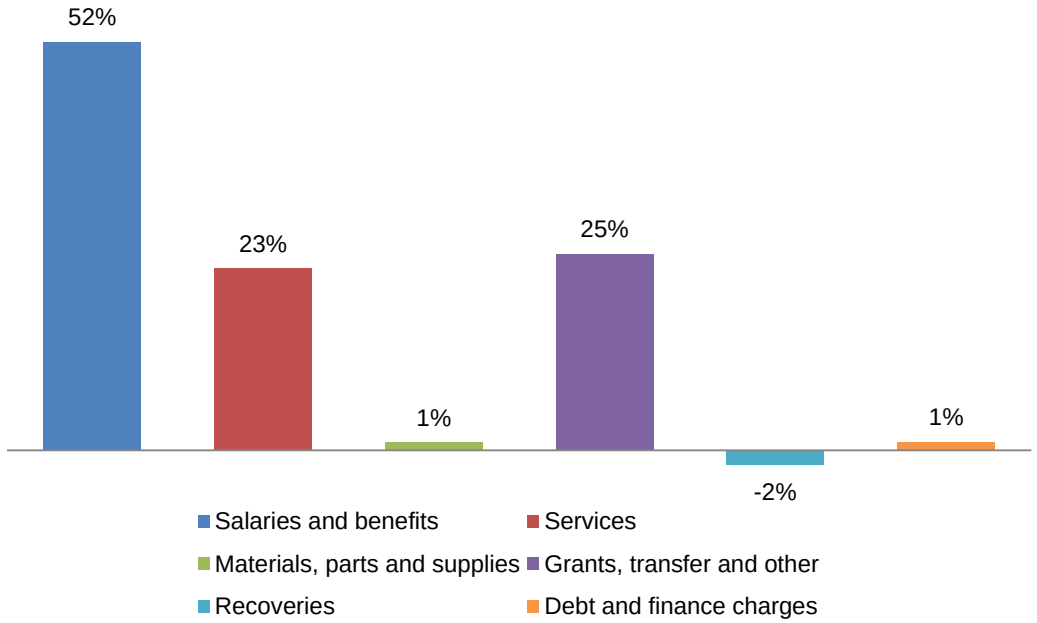
Service Based Operating Budget

2024 Budget Overview
(Service Based View)

Revenues = $0.7 million



Expenditures = $18.8 million



Comparison of 2023 Adopted Budget to 2024 Preliminary Budget

(Service Based View)

In millions of $	2023 Adopted Budget	2024 Budget	2024 Increase / (Decrease) $	2024 Increase / (Decrease) %	2024 Increase / (Decrease) Notes	2025 Projection	2026 Projection	2027 Projection
Revenue	$ 0.2	$ 0.7	**$ 0.5**	250.0%	1	$ 0.1	$ 2.1	$ 0.1
Expenditure	15.9	18.8	**2.9**	18.2%	2	18.9	20.7	19.5
Mill Rate (Support)/Contribution	$ (15.7)	$ (18.1)				$ (18.8)	$ (18.6)	$ (19.4)

Notes:

1. Revenue increase is primarily due to Board of Revision assessment appeals filing fees.
2. Expenditure increase is primarily due to Communities Fund for Councillor-directed projects for investments in the community, increase in salaries and benefits, and increase to Councillors' Ward Allowance.

Salary Budget and Full Time Equivalents (FTEs) / Vacancy Management / FTE Recoveries

(Service Based View)

2024 - 2027 Operating Budget

	2023 Adopted Budget	2024 Budget	Increase / (Decrease)	2025 Projection	2026 Projection	2027 Projection
Full Time Equivalents *(number of FTEs)*	79.57	81.05	1.48	81.77	88.94	81.77
Salaries & Benefits *(in millions of $)*	$ 9.2	$ 9.7	$ 0.5	$ 10.1	$ 11.7	$ 10.7

Note 1: Total departmental vacancy management $293,958 and 3.45 FTEs. 1 FTE is approximately equivalent to $85,205.22 for vacancy management in the 2024 budget.

Note 2: Increase of 1.48 FTEs (pro-rated for 2024) due to addition of Chief Construction Officer and support staff and refinement of service-based view.

Operating Budget Referrals
(Service Based View)

No.	Referrals to the Budget Process (include only those from an elected official process):	SPC/ Council/ Date	Included in Budget Y/N	2024		2025	2026	2027	SPAP Action Item
				FTE	$	$	$	$	
1	**Public Engagement on the 2024-2027 Budget Review Process -** That the following be referred to the 2024-2027 Budget Review Process, namely: A. That public engagement be required on the 2024-2027 Multi-Year Budget as part of the Budget Review Process. B. That the Engage Winnipeg Policy be amended to formalize public engagement as part of all Multi-Year Budget Review Processes. ***One-time funding of $87K in 2023, by reducing 10% of all city departments' advertising budget. Assuming no further annual requirement for future budget years***.	Council July 13, 2023	Y	-	-	-	-	-	5.1 Improve communications, flow of information, relationships, and collaboration between the Public Service and Council
2	**Human Rights Committee of Council - 2023-2024 Coordinator Contract -** That a pay increase of 2% for the Committee Coordinator for the Human Rights Committee of Council to be to be paid retroactively from May 1, 2023, be referred to the 2024 Budget Review Process.	Council September 29, 2023	N	-	2,100	1,200	1,200	1,200	None
3	**Winnipeg Committee for Safety Coordinator Contract** - That future funding for the Winnipeg Committee for Safety Coordinator be referred to the 2024 Budget Review Process.	Council October 26, 2023	N	-	12,500	50,000	50,000	50,000	None
4	**Winnipeg Food Council** – Update on Coordinator Position - That the Winnipeg Public Service be directed to create or designate a position from the Water and Waste Sustainability Office to be utilized as the full-time Winnipeg Food Council Coordinator, and that any budgetary constraints be referred to the 2024-2027 multi-year budget process.	Council October 17, 2023	Y	-	-	-	-	-	None
5	**Establishment of a Chief Construction Officer** - That Council seek to hire a Chief Construction Officer as an employee of the City of Winnipeg, subject to City Council confirmation of a job description, priorities plan, including reporting requirements, and process for hiring, and that the CCO office be financed through an addition to the City's Corporate Capital Overhead Charge sufficient to raise $0.5m annually and that Council refer the authorization of 2 FTEs (1 CCO, and 1 additional FTE as support staff) for the CCO Office and any necessary budget approvals to the 2024-2027 Multi-Year Budget Process.	Council November 23, 2023	Y	1.00	250,000	500,000	500,000	500,000	None
	Total Referrals			**1.00**	**264,600**	**551,200**	**551,200**	**551,200**	

Service Based Capital Budget

Capital Summary
(Service Based View)

Service ($000's)	2023 Adopted Budget	2024 Budget	2025 - 2029 Forecast	6-year Total
Council Services	100	-	8,929	8,929
Total Capital Budget	**100**	**-**	**8,929**	**8,929**

Key Projects in the Funded Capital Submission

(Service Based View)



Election Systems

Systems which need to be upgraded for the 2026 election include the List of Electors and Voting location system, Geographic Information System mapping, election night reporting systems and web sites.

Budget Years: 2025, 2026, 2029

Amount: $400,000



DMIS Replacement Program

The Decision Making Information System (DMIS) is an electronic database of documents recording the decisions of Council, Committees of Council, ad hoc committees and Board of Revision meetings.

Budget Years: 2025, 2029

Amount: $1,433,000

Audio / Video Equipment Replacement

For the updating of equipment used to produce, live stream, broadcast (TV), and record meetings of Council, Committees and the Board of Revision as well as equipment utilized at off site events such as press conferences and announcements.

Budget Year: 2027

Amount: $150,000



Communities Fund

New program to fund Councillor-directed projects for investments in neighbourhood projects.

Budget Years: 2026, 2027, 2028, 2029

Amount: $6,946,000



Capital Budget Changes
(Service Based View)

Description ($000's)	Expln.	2024 Budget	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2024 to 2028 Total	2029 Forecast	6-year Total	SPAP Action Items
Council Approved Forecast			100	200	100	150	550		550	
Increase / (Decrease) From Forecast:										
Audio / Video Equipment Replacement	**1**				50	(150)	(100)		(100)	None
Election Systems	**2**						-	100	100	None
DMIS Replacement Program	**3**		333				333	1,100	1,433	None
Communities Fund	**4**			1,050	3,000	1,200	5,250	1,696	6,946	None
Total Changes		-	333	1,050	3,050	1,050	5,483	2,896	8,379	
PRELIMINARY CAPITAL BUDGET		**-**	**433**	**1,250**	**3,150**	**1,200**	**6,033**	**2,896**	**8,929**	

Variance to forecast explanations:

1 This project has been changed to a 4-year recurring program.

2 Cycle nature of elections, funding in 2029 will be for the election in 2030.

3 This project is managed by the Innovation & Technology department.

4 New program to fund councillor-directed projects for investments in neighbourhood projects.

