

**2020
City of Oshawa
Operating Budget by Department**

Department: CITYMANG Office of the City Manager

	2019 Projected Actuals	2019 Approved Budget	2020 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2020 Approved Budget	2020 - 2019 Variance \$s	2020 - 2019 Variance %
Office of the City Manager										
City Manager's Office	817,623	784,200	688,850		86,250			775,100	(9,100)	(1.2)
Human Resource Services	2,909,006	3,052,772	3,050,866		23,134			3,074,000	21,228	0.7
Legal Services	928,080	986,200	1,067,348		29,652		(1,300)	1,095,700	109,500	11.1
Innovation and Transformation	563,095	690,721	583,805		14,995			598,800	(91,921)	(13.3)
Total Office of the City Manager	5,217,804	5,513,893	5,390,869		154,031		(1,300)	5,543,600	29,707	0.5

**2020
City of Oshawa
Operating Budget by Branch**

Branch: City Manager's Office

Branch Purpose:

This program provides for the overall corporate management of the organization. The primary objective is to ensure that the administration operates efficiently, cost-effectively, and in accordance with Council policy.

Branch Staff Establishment: 5 FTE

	2019 Projected Actuals	2019 Approved Budget	2020 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2020 Approved Budget	2020 - 2019 Variance \$\$	2020 - 2019 Variance %
City Manager's Office										
010 City Manager's Admin	817,623	784,200	688,850		86,250			775,100	(9,100)	(1.2)
Total City Manager's Office	817,623	784,200	688,850		86,250			775,100	(9,100)	(1.2)

**2020
City of Oshawa
Operating Budget by Branch**

Branch: Human Resource Services

Branch Purpose:

Human Resource Services is dedicated to serving our community by partnering with the Corporation and its elected officials, to be fiscally responsible, people-focused, innovative, resilient and accountable. Our mission is to support our community by supporting our people. Human Resource Services provides services to over 1,700 clients, including active and retired employees. Our long-term goal is to foster a culture of continuous improvement that empowers staff to provide superior customer-focused, cost-effective and quality services to the citizens of the City of Oshawa.

Branch Staff Establishment: 15 FTE

	2019 Projected Actuals	2019 Approved Budget	2020 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2020 Approved Budget	2020 - 2019 Variance \$\$	2020 - 2019 Variance %
Human Resource Services										
040 Human Resource Services	2,909,006	3,052,772	3,050,866		23,134			3,074,000	21,228	0.7
Total Human Resource Services	2,909,006	3,052,772	3,050,866		23,134			3,074,000	21,228	0.7

**2020
City of Oshawa
Operating Budget by Branch**

Branch: Legal Services

Branch Purpose:

The Legal Services Branch is the City's in-house "law firm" responsible for the provision of legal services exclusively to the City of Oshawa including:

- Provide legal advice and opinions to Council, its Committees and Staff
- Appear before all levels of Court and administrative tribunals (e.g. Local Planning Appeal Tribunal), including prosecutorial services under the Provincial Offences Act
- Act on all real estate and land development transactions
- Support enforcement of administrative penalties

Branch Staff Establishment: 7 FTE

	2019 Projected Actuals	2019 Approved Budget	2020 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2020 Approved Budget	2020 - 2019 Variance \$	2020 - 2019 Variance %
Legal Services										
025 Legal Services	928,080	986,200	1,067,348		29,652		(1,300)	1,095,700	109,500	11.1
Total Legal Services	928,080	986,200	1,067,348		29,652		(1,300)	1,095,700	109,500	11.1

**2020
City of Oshawa
Operating Budget by Branch**

Branch: Innovation and Transformation

Branch Purpose:

Innovation and Transformation drives change through the expansion of transformative and innovative activities and programs, partnerships with both private and public sector and collaboration with internal teams.

This office leads the following corporate initiatives:

- Accessibility
- Diversity and Inclusion
- Teaching City

Branch Staff Establishment: 2 FTE

	2019 Projected Actuals	2019 Approved Budget	2020 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2020 Approved Budget	2020 - 2019 Variance \$\$	2020 - 2019 Variance %
Innovation and Transformation										
015 Innovation and Transformation	563,095	690,721	583,805		14,995			598,800	(91,921)	(13.3)
Total Innovation and Transformation	563,095	690,721	583,805		14,995			598,800	(91,921)	(13.3)

**2020
City Of Oshawa
Operating Budget**

Budget by Program: 010 CAO Admin

	2019 Projected Actuals	2019 Approved Budget	2020 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2020 Approved Budget	2020 - 2019 Variance \$s	2020 - 2019 Variance %
City Manager's Office										
010 CAO Admin										
Personnel Costs	800,482	846,300	757,500					757,500	(88,800)	(10.5)
Program and Office Supplies	2,864	2,800	2,850		(250)			2,600	(200)	(7.1)
Professional Services	14,277	35,100	28,500		(13,500)			15,000	(20,100)	(57.3)
Maintenance and Repairs		(100,000)	(100,000)		100,000				100,000	(100.0)
Total 010 CAO Admin	817,623	784,200	688,850		86,250			775,100	(9,100)	(1.2)

Variance Explanations:

2019 Approved Budget to 2019 Projected Actuals Variance

Salary savings related to staff not at max.
Council directed budget decrease offset with Program 015 and 040.

2020 Proposed Budget to 2019 Approved Budget Variance

Staff not at max and change in benefit obligations.
Maintenance and Repairs partially reallocated to Program 015 and 040.

**2020
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Operating Budget**

Budget by Program: 040 Human Resource Services

	2019 Projected Actuals	2019 Approved Budget	2020 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2020 Approved Budget	2020 - 2019 Variance \$s	2020 - 2019 Variance %
Human Resource Services										
040 Human Resource Services										
Personnel Costs	2,239,709	2,295,226	2,289,300		8,700			2,298,000	2,774	0.1
Program and Office Supplies	10,871	13,200	13,394		(94)			13,300	100	0.8
Professional Services	617,492	699,900	699,900		11,200			711,100	11,200	1.6
Maintenance and Repairs	40,385	42,872	42,872		128			43,000	128	0.3
Contribution to Capital	4,763	5,400	5,400		3,200			8,600	3,200	59.3
Contributions from Reserve Fnd	(3,826)	(3,826)							3,826	(100.0)
Recoveries	(388)									
Total 040 Human Resource Services	2,909,006	3,052,772	3,050,866		23,134			3,074,000	21,228	0.7

Variance Explanations:

2019 Approved Budget to 2019 Projected Actuals Variance

Salary savings from staff vacancies.
Savings for executive recruitment due to internal promotions.

2020 Proposed Budget to 2019 Approved Budget Variance

Increased Professional Services for staff training to comply with legislative requirements regarding Accessibility.
Inflationary increases.

**2020
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Operating Budget**

Budget by Program: 025 Legal Services

Legal Services	2019 Projected Actuals	2019 Approved Budget	2020 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2020 Approved Budget	2020 - 2019 Variance \$s	2020 - 2019 Variance %
025 Legal Services										
Personnel Costs	861,444	919,858	990,900					990,900	71,042	7.7
Program and Office Supplies	37,243	33,100	33,148		5,652			38,800	5,700	17.2
Professional Services	76,074	85,900	85,900		1,000		(900)	86,000	100	0.1
Contribution to Capital	487	400	400				(400)		(400)	(100.0)
Contributions from Reserve Fnd	(10,058)	(10,058)								(100.0)
Recoveries	(37,110)	(43,000)	(43,000)		23,000			(20,000)	10,058	(53.5)
Total 025 Legal Services	928,080	986,200	1,067,348		29,652		(1,300)	1,095,700	109,500	11.1

Variance Explanations:

2019 Approved Budget to 2019 Projected Actuals Variance

Salary savings from staff vacancies.

2020 Proposed Budget to 2019 Approved Budget Variance

Salary savings returned to base, now at full complement.

Tax sale recoveries reallocated to Program 063.

**2020
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Operating Budget**

Budget by Program: 015 Innovation and Transformation

	2019 Projected Actuals	2019 Approved Budget	2020 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2020 Approved Budget	2020 - 2019 Variance \$s	2020 - 2019 Variance %
Innovation and Transformation										
015 Innovation and Transformation										
Personnel Costs	487,324	582,548	470,610		42,690			513,300	(69,248)	(11.9)
Program and Office Supplies	3,500	3,000	3,195		1,305			4,500	1,500	50.0
Professional Services	139,598	172,500	172,500		(29,000)			143,500	(29,000)	(16.8)
Contributions from Reserve Fnd	(4,827)	(4,827)							4,827	(100.0)
Recoveries	(62,500)	(62,500)	(62,500)					(62,500)		
Total 015 Innovation and Transformation	563,095	690,721	583,805		14,995			598,800	(91,921)	(13.3)

Variance Explanations:

2019 Approved Budget to 2019 Projected Actuals Variance

Council directed reduction to the department budget.

Reduced need for professional services.

2019 Approved Budget to 2020 Proposed Budget Variance

Salary increase a result of step increases and extension of contract employee approved in Report FIN-19-54.