

2017
City of Oshawa
Operating Budget by Department

Department: CITYMANG Office of the City Manager

| | 2016 Projected Actuals | 2016 Approved Budget | 2017 Base Budget | Service Level/ Additional Pressures | Volume/Price Reallocation PY Actuals | Efficiencies | One-Time Adjustment | 2017 Proposed Budget | 2017 - 2016 Variance \$s | 2017 - 2016 Variance % |
|---|------------------------------|----------------------------|------------------------|---|--|--------------|------------------------|----------------------------|-----------------------------|---------------------------|
| Office of the City Manager | | | | | | | | | | |
| City Manager's Office | 715,182 | 743,155 | 739,810 | 315 | (630) | | | 739,495 | (3,660) | (0.5) |
| Human Resource Services | 2,470,263 | 2,498,618 | 2,523,306 | 100,000 | (36,069) | | 4,500 | 2,591,737 | 93,119 | 3.7 |
| Finance Services | 2,985,121 | 3,210,854 | 3,241,534 | 96,700 | (60,089) | | (85,100) | 3,193,045 | (17,809) | (0.6) |
| Legal Services | 843,043 | 922,372 | 951,540 | | 1,100 | | 650 | 953,290 | 30,918 | 3.4 |
| Total Office of the City Manager | 7,013,609 | 7,374,999 | 7,456,190 | 197,015 | (95,688) | | (79,950) | 7,477,567 | 102,568 | 1.4 |

**2017
City Of Oshawa
Operating Budget**

Budget by Program: 010 City Manager's Administration

| | 2016 Projected Actuals | 2016 Approved Budget | 2017 Base Budget | Service Level/ Additional Pressures | Volume/Price Reallocation PY Actuals | Efficiencies | One-Time Adjustment | 2017 Proposed Budget | 2017 - 2016 Variance \$s | 2017 - 2016 Variance % |
|--|------------------------------|----------------------------|------------------------|---|--|--------------|------------------------|----------------------------|-----------------------------|---------------------------|
| City Manager's Office | | | | | | | | | | |
| 010 City Manager's Administration | | | | | | | | | | |
| Personnel Costs | 700,534 | 725,045 | 719,900 | | | | | 719,900 | (5,145) | (0.7) |
| Program and Office Supplies | 4,260 | 3,700 | 3,770 | | 500 | | | 4,270 | 570 | 15.4 |
| Professional Services | 10,388 | 14,410 | 16,140 | 315 | (1,130) | | | 15,325 | 915 | 6.3 |
| Total 010 City Manager's Administration | 715,182 | 743,155 | 739,810 | 315 | (630) | | | 739,495 | (3,660) | (0.5) |

Variance Explanation:

Position reclassified

**2017
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Operating Budget**

Budget by Program: 040 Human Resource Services

| | 2016 Projected Actuals | 2016 Approved Budget | 2017 Base Budget | Service Level/ Additional Pressures | Volume/Price Reallocation PY Actuals | Efficiencies | One-Time Adjustment | 2017 Proposed Budget | 2017 - 2016 Variance \$s | 2017 - 2016 Variance % |
|--|------------------------------|----------------------------|------------------------|---|--|--------------|------------------------|----------------------------|-----------------------------|---------------------------|
| Human Resource Services | | | | | | | | | | |
| 040 Human Resource Services | | | | | | | | | | |
| Personnel Costs | 1,806,182 | 1,798,001 | 1,824,800 | 100,000 | 5,334 | | | 1,930,134 | 132,133 | 7.3 |
| Program and Office Supplies | 15,141 | 12,071 | 12,260 | | 697 | | | 12,957 | 886 | 7.3 |
| Professional Services | 616,946 | 652,100 | 652,100 | | (38,000) | | | 614,100 | (38,000) | (5.8) |
| Maintenance and Repairs | 25,615 | 30,046 | 30,046 | | | | (250) | 29,796 | (250) | (0.8) |
| Contribution to Capital | 2,279 | 2,300 | | | | | | 4,750 | 2,450 | 106.5 |
| Contributions and Financial Chg | 4,100 | 4,100 | 4,100 | | (4,100) | | | | (4,100) | (100.0) |
| Total 040 Human Resource Services | 2,470,263 | 2,498,618 | 2,523,306 | 100,000 | (36,069) | | 4,500 | 2,591,737 | 93,119 | 3.7 |

Variance Explanation:

Increase in part-time from 3 to 4 days per week and step increases

Fewer executive recruitments anticipated and lower legal fees

Reallocated to Program 110 Reserve Contribution

**2017
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Budget by Program: 037 Printing and Mail Services

| | 2016 Projected Actuals | 2016 Approved Budget | 2017 Base Budget | Service Level/ Additional Pressures | Volume/Price Reallocation PY Actuals | Efficiencies | One-Time Adjustment | 2017 Proposed Budget | 2017 - 2016 Variance \$s | 2017 - 2016 Variance % |
|---|------------------------------|----------------------------|------------------------|---|--|--------------|------------------------|----------------------------|-----------------------------|---------------------------|
| Finance Services | | | | | | | | | | |
| 037 Printing and Mail Services | | | | | | | | | | |
| Personnel Costs | 115,076 | 128,977 | 129,300 | | 680 | | | 129,980 | 1,003 | 0.8 |
| Program and Office Supplies | 177,921 | 171,000 | 171,240 | 1,200 | 2,500 | | | 174,940 | 3,940 | 2.3 |
| Maintenance and Repairs | 17,100 | 19,000 | 19,000 | | 3,000 | | | 22,000 | 3,000 | 15.8 |
| Contribution to Capital | 20,000 | 20,000 | | | | | | | (20,000) | (100.0) |
| Contributions and Financial Chg | 3,400 | 3,400 | 3,400 | | (3,400) | | | | (3,400) | (100.0) |
| Operating Revenue | (6,580) | (7,200) | (7,200) | | | | | (7,200) | | |
| Contributions from Reserves | (20,000) | (20,000) | | | | | | | 20,000 | (100.0) |
| Total 037 Printing and Mail Services | 306,917 | 315,177 | 315,740 | 1,200 | 2,780 | | | 319,720 | 4,543 | 1.4 |

Variance Explanation:

Reallocation of capital reserve contributions to Program 110 (Contributions to Reserves)

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Budget by Program: 050 Finance Services

| | 2016 Projected Actuals | 2016 Approved Budget | 2017 Base Budget | Service Level/ Additional Pressures | Volume/Price Reallocation PY Actuals | Efficiencies | One-Time Adjustment | 2017 Proposed Budget | 2017 - 2016 Variance \$s | 2017 - 2016 Variance % |
|-----------------------------------|------------------------------|----------------------------|------------------------|---|--|--------------|------------------------|----------------------------|-----------------------------|---------------------------|
| Finance Services | | | | | | | | | | |
| 050 Finance Services | | | | | | | | | | |
| Personnel Costs | 1,777,702 | 1,921,978 | 1,943,600 | 99,000 | (50,600) | | (86,600) | 1,905,400 | (16,578) | (0.9) |
| Program and Office Supplies | 13,456 | 13,826 | 14,057 | | 3,543 | | | 17,600 | 3,774 | 27.3 |
| Professional Services | 17,246 | 26,350 | 27,850 | | (130) | | | 27,720 | 1,370 | 5.2 |
| Contribution to Capital | 2,200 | 2,200 | | | | | 1,500 | 1,500 | (700) | (31.8) |
| Operating Revenue | (35) | | | | | | | | | |
| Total 050 Finance Services | 1,810,569 | 1,964,354 | 1,985,507 | 99,000 | (47,187) | | (85,100) | 1,952,220 | (12,134) | (0.6) |

Variance Explanation:

Removal of temp budget and salary savings for payroll position

Reallocation from Programs 063 and 075

**2017
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Budget by Program: 063 Tax Billing and Collection

| | 2016 Projected Actuals | 2016 Approved Budget | 2017 Base Budget | Service Level/ Additional Pressures | Volume/Price Reallocation PY Actuals | Efficiencies | One-Time Adjustment | 2017 Proposed Budget | 2017 - 2016 Variance \$s | 2017 - 2016 Variance % |
|---|------------------------------|----------------------------|------------------------|---|--|--------------|------------------------|----------------------------|-----------------------------|---------------------------|
| Finance Services | | | | | | | | | | |
| 063 Tax Billing and Collection | | | | | | | | | | |
| Personnel Costs | 618,556 | 620,057 | 625,100 | | | | | 625,100 | 5,043 | 0.8 |
| Program and Office Supplies | 67,417 | 75,908 | 76,450 | | (2,079) | | | 74,371 | (1,537) | (2.0) |
| Professional Services | 21,605 | 25,260 | 26,760 | | (1,060) | | | 25,700 | 440 | 1.7 |
| Contributions and Financial Chg | 384 | 600 | 600 | | | | | 600 | | |
| Operating Revenue | (409,988) | (364,175) | (364,175) | (3,500) | (10,590) | | | (378,265) | (14,090) | 3.9 |
| Recoveries | (25,053) | (29,000) | (29,000) | | | | | (29,000) | | |
| Total 063 Tax Billing and Collection | 272,921 | 328,650 | 335,735 | (3,500) | (13,729) | | | 318,506 | (10,144) | (3.1) |

Variance Explanation:

Salary step and benefit increases

Partial transfer of expense budget to Program 050

Increased revenues

**2017
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Operating Budget**

Budget by Program: 075 Purchasing

| | 2016 Projected Actuals | 2016 Approved Budget | 2017 Base Budget | Service Level/ Additional Pressures | Volume/Price Reallocation PY Actuals | Efficiencies | One-Time Adjustment | 2017 Proposed Budget | 2017 - 2016 Variance \$s | 2017 - 2016 Variance % |
|-----------------------------|------------------------------|----------------------------|------------------------|---|--|--------------|------------------------|----------------------------|-----------------------------|---------------------------|
| Finance Services | | | | | | | | | | |
| 075 Purchasing | | | | | | | | | | |
| Personnel Costs | 582,444 | 588,447 | 590,300 | | | | | 590,300 | 1,853 | 0.3 |
| Program and Office Supplies | 1,726 | 2,026 | 2,053 | | (2,053) | | | | (2,026) | (100.0) |
| Professional Services | 9,749 | 11,000 | 12,000 | | 300 | | | 12,300 | 1,300 | 11.8 |
| Maintenance and Repairs | 300 | 200 | 200 | | (200) | | | | (200) | (100.0) |
| Contribution to Capital | 500 | 1,000 | | | | | | | (1,000) | (100.0) |
| Total 075 Purchasing | 594,719 | 602,673 | 604,553 | | (1,953) | | | 602,600 | (73) | |

Variance Explanation:

Partial reallocation of expense to Program 050 and Program 110

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Budget by Program: 025 Legal Services

| | 2016 Projected Actuals | 2016 Approved Budget | 2017 Base Budget | Service Level/ Additional Pressures | Volume/Price Reallocation PY Actuals | Efficiencies | One-Time Adjustment | 2017 Proposed Budget | 2017 - 2016 Variance \$s | 2017 - 2016 Variance % |
|---------------------------------|------------------------------|----------------------------|------------------------|---|--|--------------|------------------------|----------------------------|-----------------------------|---------------------------|
| Legal Services | | | | | | | | | | |
| 025 Legal Services | | | | | | | | | | |
| Personnel Costs | 791,769 | 851,872 | 881,000 | | | | | 881,000 | 29,128 | 3.4 |
| Program and Office Supplies | 24,018 | 32,400 | 32,440 | | | | | 32,440 | 40 | 0.1 |
| Professional Services | 63,243 | 78,100 | 78,100 | | 1,100 | | | 79,200 | 1,100 | 1.4 |
| Contribution to Capital | | | | | | | 650 | 650 | 650 | |
| Operating Revenue | (16,997) | (20,000) | (20,000) | | | | | (20,000) | | |
| Recoveries | (18,990) | (20,000) | (20,000) | | | | | (20,000) | | |
| Total 025 Legal Services | 843,043 | 922,372 | 951,540 | | 1,100 | | 650 | 953,290 | 30,918 | 3.4 |

Variance Explanation:

Return of 2016 gapping and salary step increases

Advertising based on Planning Services' projects