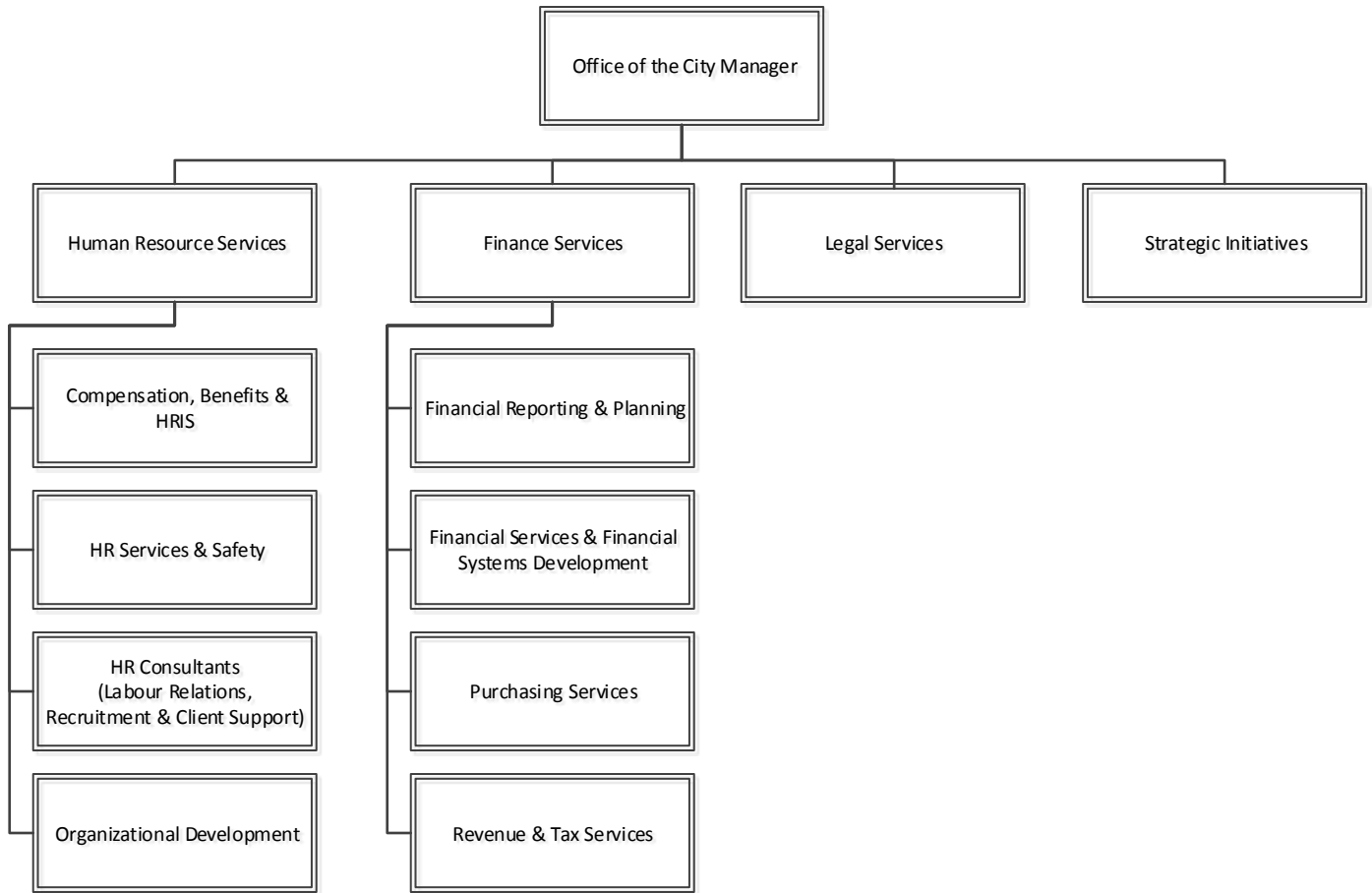


City of Oshawa
2018 Operating Budget
Organization Chart – Office of the City Manager



Staff Establishment: 62 FTE

2018
City of Oshawa
Operating Budget by Department

Department: CITYMANG Office of the City Manager

	2017 Projected Actuals	2017 Approved Budget	2018 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2018 Approved Budget	2018 - 2017 Variance \$s	2018 - 2017 Variance %
Office of the City Manager										
City Manager's Office	776,157	776,157	795,276	50,000	134,580		16,000	995,856	219,699	28.3
Human Resource Services	2,668,653	2,692,737	2,730,041		8,829		31,150	2,770,020	77,283	2.9
Finance Services	3,077,310	3,309,381	3,491,311	(71,050)	(4,994)		(51,111)	3,364,156	54,775	1.7
Legal Services	926,918	979,435	1,011,081		(2,600)			1,008,481	29,046	3.0
Total Office of the City Manager	7,449,038	7,757,710	8,027,709	(21,050)	135,815		(3,961)	8,138,513	380,803	4.9

**2018
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

	2017 Projected Actuals	2017 Approved Budget	2018 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2018 Approved Budget	2018 - 2017 Variance \$\$	2018 - 2017 Variance %
City Manager's Office										
010 City Manager's Administration	776,157	776,157	795,276	50,000	134,580		16,000	995,856	219,699	28.3
Total City Manager's Office	776,157	776,157	795,276	50,000	134,580		16,000	995,856	219,699	28.3

**2018
City Of Oshawa
Operating Budget**

Budget by Program: 010 City Manager's Administration

	2017 Projected Actuals	2017 Approved Budget	2018 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2018 Approved Budget	2018 - 2017 Variance \$s	2018 - 2017 Variance %
City Manager's Office										
010 City Manager's Administration										
Personnel Costs	759,473	756,562	775,600	50,000				825,600	69,038	9.1
Program and Office Supplies	2,766	4,270	4,351		(700)			3,651	(619)	(14.5)
Professional Services	12,991	15,325	15,325		135,280		16,000	166,605	151,280	987.1
Contribution to Capital	927									
Total 010 City Manager's Administration	776,157	776,157	795,276	50,000	134,580		16,000	995,856	219,699	28.3

Variance Explanation:

- Step increases
- Teaching City Initiative
- Grants Funding Database

**2018
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 1,600 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

	2017 Projected Actuals	2017 Approved Budget	2018 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2018 Approved Budget	2018 - 2017 Variance \$s	2018 - 2017 Variance %
Human Resource Services										
040 Human Resource Services	2,668,653	2,692,737	2,730,041		8,829		31,150	2,770,020	77,283	2.9
Total Human Resource Services	2,668,653	2,692,737	2,730,041		8,829		31,150	2,770,020	77,283	2.9

City of Oshawa
2018 Operating Budget
Organization Chart – Office of the City Manager



Staff Establishment: 15 FTE

**2018
City Of Oshawa
Operating Budget**

Budget by Program: 040 Human Resource Services

	2017 Projected Actuals	2017 Approved Budget	2018 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2018 Approved Budget	2018 - 2017 Variance \$s	2018 - 2017 Variance %
Human Resource Services										
040 Human Resource Services										
Personnel Costs	2,033,078	2,031,134	2,072,700		17,584			2,090,284	59,150	2.9
Program and Office Supplies	12,623	12,957	13,195					13,195	238	1.8
Professional Services	591,864	614,100	614,100		(17,400)		31,150	627,850	13,750	2.2
Maintenance and Repairs	26,296	29,796	30,046		3,395			33,441	3,645	12.2
Contribution to Capital	4,792	4,750			5,250			5,250	500	10.5
Total 040 Human Resource Services	2,668,653	2,692,737	2,730,041		8,829		31,150	2,770,020	77,283	2.9

Variance Explanation:

Contractual increase and position rerates

Reallocation of training budget and anticipated decrease in legal fees

**2018
City of Oshawa
Operating Budget by Branch**

Branch: Finance Services

Branch Purpose:

Finance Services consists of Financial Reporting and Planning, Financial Services and Financial Systems Development, Revenue and Tax Services and Purchasing Services. These four sections are responsible for preparation of strategic financial plans; the annual operating budget; the multi-year capital forecast; all financial transactions appropriate record keeping and financial reporting; tax billing and collection; internal printing and mail services, procurement for all departments and designated boards of the City of Oshawa.

Branch Staff Establishment: 35 FTE

	2017 Projected Actuals	2017 Approved Budget	2018 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2018 Approved Budget	2018 - 2017 Variance \$\$	2018 - 2017 Variance %
Finance Services										
037 Printing and Mail Services	284,911	322,139	328,139		580			328,719	6,580	2.0
050 Finance Services	1,922,932	2,023,532	2,171,080	19,700	(1,530)		(51,111)	2,138,139	114,607	5.7
063 Tax Billing and Collection	243,847	339,907	357,493	(90,750)	(4,084)			262,660	(77,247)	(22.7)
075 Purchasing	625,620	623,804	634,600		40			634,640	10,836	1.7
Total Finance Services	3,077,310	3,309,382	3,491,312	(71,050)	(4,994)		(51,111)	3,364,158	54,776	1.7

City of Oshawa
2018 Operating Budget
Organization Chart – Office of the City Manager



Staff Establishment: 35 FTE

**2018
City Of Oshawa
Operating Budget**

Budget by Program: 037 Printing and Mail Services

	2017 Projected Actuals	2017 Approved Budget	2018 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2018 Approved Budget	2018 - 2017 Variance \$s	2018 - 2017 Variance %
Finance Services										
037 Printing and Mail Services										
Personnel Costs	112,501	132,399	138,200		480			138,680	6,281	4.7
Program and Office Supplies	164,073	174,940	175,139		2,000			177,139	2,199	1.3
Maintenance and Repairs	13,004	22,000	22,000		(4,000)			18,000	(4,000)	(18.2)
Operating Revenue	(4,667)	(7,200)	(7,200)		2,100			(5,100)	2,100	(29.2)
Total 037 Printing and Mail Services	284,911	322,139	328,139		580			328,719	6,580	2.0

Variance Explanation:

- Contractual increase and position rerate
- Increased postage costs
- Decreased printing costs

**2018
City Of Oshawa
Operating Budget**

Budget by Program: 050 Finance Services

	2017 Projected Actuals	2017 Approved Budget	2018 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2018 Approved Budget	2018 - 2017 Variance \$s	2018 - 2017 Variance %
Finance Services										
050 Finance Services										
Personnel Costs	1,878,069	1,976,712	2,125,500		(4,300)		(51,111)	2,070,089	93,377	4.7
Program and Office Supplies	12,824	17,600	17,860		(3,160)			14,700	(2,900)	(16.5)
Professional Services	30,539	27,720	27,720	19,700	3,530			50,950	23,230	83.8
Contribution to Capital	1,500	1,500			2,400			2,400	900	60.0
Total 050 Finance Services	1,922,932	2,023,532	2,171,080	19,700	(1,530)		(51,111)	2,138,139	114,607	5.7

Variance Explanation:

Contractual increase, step increases offset by salary savings for vacant position
Budget engagement tools and adjustments to education and training

**2018
City Of Oshawa
Operating Budget**

Budget by Program: 063 Tax Billing and Collection

	2017 Projected Actuals	2017 Approved Budget	2018 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2018 Approved Budget	2018 - 2017 Variance \$s	2018 - 2017 Variance %
Finance Services										
063 Tax Billing and Collection										
Personnel Costs	578,390	646,501	663,700					663,700	17,199	2.7
Program and Office Supplies	72,441	74,371	74,758		2,241			77,000	2,629	3.5
Professional Services	39,975	25,700	25,700	30,000	150			55,850	30,150	117.3
Contribution to Capital					1,200			1,200	1,200	
Contributions and Financial Chg	189	600	600					600		
Operating Revenue	(424,959)	(378,265)	(378,265)	(120,750)	(7,675)			(506,690)	(128,425)	34.0
Recoveries	(22,189)	(29,000)	(29,000)					(29,000)		
Total 063 Tax Billing and Collection	243,847	339,907	357,493	(90,750)	(4,084)			262,660	(77,247)	(22.7)

Variance Explanation:

Contractual increase

MTAG (Municipal Tax Advisory Group) contract per FIN-17-75

Increased revenues resulting from changes to the General Fees and Charges By-law

**2018
City Of Oshawa
Operating Budget**

Budget by Program: 075 Purchasing

	2017 Projected Actuals	2017 Approved Budget	2018 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2018 Approved Budget	2018 - 2017 Variance \$s	2018 - 2017 Variance %
Finance Services										
075 Purchasing										
Personnel Costs	613,956	611,504	622,300					622,300	10,796	1.8
Professional Services	11,620	12,300	12,300		40			12,340	40	0.3
Maintenance and Repairs	44									
Total 075 Purchasing	625,620	623,804	634,600		40			634,640	10,836	1.7

Variance Explanation:

Contractual increase

**2018
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:

- Legal advice to Council and staff;
- Legislative and other legal drafting;
- Litigation counsel before all levels of Court and administrative tribunals including the Ontario Municipal Board;
- Real estate transactions including land purchases, sales, exchanges, options to purchase, leases, licences and expropriations, advice for negotiations, drafting agreements and transaction documents, title and "off-title" investigations;
- Land development including drafting development agreements, advising and supporting Development Services, reviewing, interpreting and enforcing development agreements;
- Enforcement including prosecution of offences and other legal proceedings related to municipal by-laws, the Building Code Act, 1992, and the Fire Protection and Prevention Act, 1997); and
- Screening Officer functions to support administrative penalty systems.

Branch Staff Establishment: 7 FTE

	2017 Projected Actuals	2017 Approved Budget	2018 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	One-Time Adjustment	2018 Approved Budget	2018 - 2017 Variance \$s	2018 - 2017 Variance %
Legal Services									
025 Legal Services	926,918	979,435	1,011,081		(2,600)		1,008,481	29,046	3.0
Total Legal Services	926,918	979,435	1,011,081		(2,600)		1,008,481	29,046	3.0

City of Oshawa
2018 Operating Budget
Organization Chart – Office of the City Manager



Staff Establishment: 7 FTE

**2018
City Of Oshawa
Operating Budget**

Budget by Program: 025 Legal Services

	2017 Projected Actuals	2017 Approved Budget	2018 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2018 Approved Budget	2018 - 2017 Variance \$s	2018 - 2017 Variance %
Legal Services										
025 Legal Services										
Personnel Costs	867,346	907,145	939,400					939,400	32,255	3.6
Program and Office Supplies	31,758	32,440	32,481					32,481	41	0.1
Professional Services	68,359	79,200	79,200		(3,000)			76,200	(3,000)	(3.8)
Contribution to Capital	575	650			400			400	(250)	(38.5)
Operating Revenue	(25,593)	(20,000)	(20,000)		(5,000)			(25,000)	(5,000)	25.0
Recoveries	(15,527)	(20,000)	(20,000)		5,000			(15,000)	5,000	(25.0)
Total 025 Legal Services	926,918	979,435	1,011,081		(2,600)			1,008,481	29,046	3.0

Variance Explanation:

Contractual and step increases