

CAO Business Unit

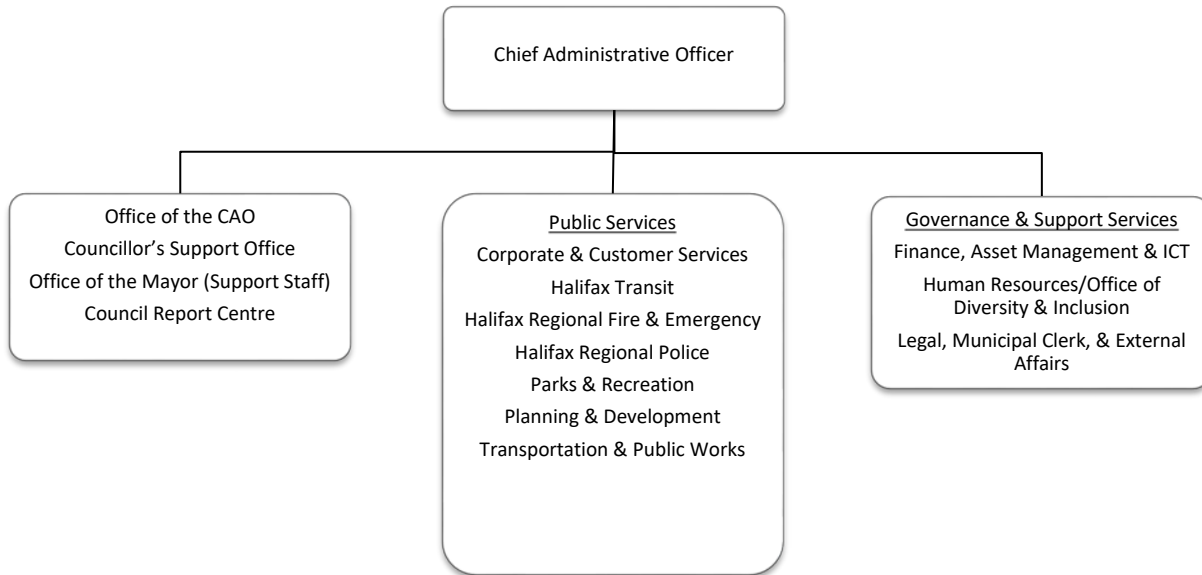
2019/20 – 2020/21 Multi-Year Budget and Business Plan

Mission: To create a great place to live, work and play by becoming the best managed municipality in Canada.

CAO BUSINESS UNIT OVERVIEW

The Chief Administrative Officer’s (CAO) business unit is committed to advancing all Regional Council and administrative priority outcomes by providing leadership to staff.

This is achieved through strategic and operational guidance by the CAO and the senior leadership team to ensure delivery of highly professional public service in support of Regional Council. The CAO business unit oversees all HRM business units and provides administrative and legislative support to the Mayor and Regional Council.



Funded Full Time Equivalents (FTEs)

Funded FTEs Includes full & part-time permanent positions	2018/19 Budget	Change (+/-)	2019/20 Budget
Full Time	25	-1.5	23.5
Total	25	-1.5	23.5

Business Unit Tax Allocation

Tax Allocation	2018/19 Budget	2019/20* Budget	2020/21 Budget
Percent of the average tax bill spent on CAO Business Unit	0.9%	0.8%	0.8%
Average tax bill amount spent on CAO Business Unit	\$16.60	\$16.70	\$16.80

* Based on an average tax bill for a single-family home (assessed at \$241,400 in 2019)

CAO Business Unit Budget

Operating Budget

Budget by Service Area

Service Area Budget Overview						
Service Area	2017-18	2018-19	2018-19	2019-20		2020-21
	Actual	Budget	Projections	Budget	Δ 18-19 Bud.	Budget
Office of the Chief Administrative Officer	1,068,803	866,300	866,300	831,900	(34,400)	831,900
Office of the Mayor	746,358	828,000	819,300	857,500	29,500	857,500
Councillors Support Office	2,716,471	2,756,400	2,698,500	2,802,700	46,300	2,802,700
Net (Surplus)/Deficit	4,531,632	4,450,700	4,384,100	4,492,100	41,400	4,492,100

Summary of Changes - Proposed Budget

Summary of Proposed Changes			
Budget Year	Change Description / Service Level Impact	Planned Change (\$)	Amount
2018/2019 Approved Budget			\$ 4,450,700
Compensation	Salary adjustments	81,100	81,100
Interdepartmental Transfer	Board of Police Commissioners transferred to Halifax Regional Police	(24,500)	(24,500)
Budget Adjustments	Increase in stipend revenue	(5,500)	(15,200)
	Membership Dues	6,800	
	Community Events	9,800	
	Contract Services	11,000	
	Adjustments to balance to target; Conferences/Workshops \$9,300, Supplies and technology upgrades \$16,000, Consultants and Studies \$12,000	(37,300)	
Total Impact of Changes			41,400
2019/2020 Proposed Budget			\$ 4,492,100

Summary of Expense & Revenue

Summary of Expense & Revenue						
Expenditures	2017-18	2018-19	2018-19	2019-20		2020-21
	Actual	Budget	Projections	Budget	Δ 18-19 Bud.	Budget
Compensation and Benefits	3,959,594	3,988,100	3,984,800	4,069,200	81,100	4,069,200
Office	38,947	53,500	54,900	52,000	(1,500)	52,000
External Services	158,216	563,000	589,000	9,000	(554,000)	9,000
Supplies	729	3,500	4,800		(3,500)	-
Building Costs	7,239	13,000	2,100	4,000	(9,000)	4,000
Equipment & Communications	1,327	14,000	5,500	4,500	(9,500)	4,500
Vehicle Expense	37,027	41,900	38,000	37,200	(4,700)	37,200
Other Goods & Services	376,778	442,200	505,300	328,200	(114,000)	328,200
Interdepartmental	24,842		19,900	32,000	32,000	32,000
Other Fiscal	(28,554)	(430,000)	(52,400)		430,000	-
Total	4,576,144	4,689,200	5,151,900	4,536,100	(153,100)	4,536,100
Revenues	2017-18	2018-19	2018-19	2019-20		2020-21
	Actual	Budget	Projections	Budget	Δ 18-19 Bud.	Budget
Transfers from other Gov'ts	-	(200,000)	(723,800)	-	200,000	-
Fee Revenues	(44,391)	(38,500)	(44,000)	(44,000)	(5,500)	(44,000)
Other Revenue	(121)	-	-	-	-	-
Total	(44,512)	(238,500)	(767,800)	(44,000)	194,500	(44,000)
Net (Surplus)/Deficit	4,531,632	4,450,700	4,384,100	4,492,100	41,400	4,492,100

CAO BUSINESS UNIT SERVICE AREA PLANS (2019/20 - 2020/21)

Office of the Chief Administrative Officer (CAO Administrative Office)

The CAO Office is committed to supporting Regional Council priorities through strategic and operational guidance by the CAO and the team to ensure efficient delivery of highly professional public service in support of Regional Council.

Services Delivered:

Governance and Engagement – Municipal Governance

Corporate Direction - Overall strategic and operational direction to all business units.

Leadership - Leadership of the administrative branch of municipal government.

Operational Oversight - Direct oversight of all business units.

Governance and Engagement – Fiscal Responsibility

Resource Assignment - Assignment of corporate resources required to implement policies and programs as directed by Regional Council.

Office of the Mayor

The Office of the Mayor is committed to delivering the Mayor's mandate, supporting Regional Council priorities through coordination of constituent and stakeholder relations, communications, and administrative support to the Mayor. The office supports the Mayor in the role as a spokesperson for Council and the municipality, liaises with constituents and HRM staff to investigate issues or concerns, shares information to support the Mayor, and supports the Mayor in intergovernmental and interjurisdictional relations.

Services Delivered:

Governance and Engagement – Municipal Governance

Mayoral Support - Delivery of legislative and administrative support to the Mayor.

Issue Coordination - Coordination of resident issues, providing responses to residents' issues, managing media relations for the Mayor, maintaining stakeholder relations.

Mayoral Correspondence - Preparing correspondence with residents, stakeholders and elected officials from all orders of government on behalf of the Mayor.

Councillors Support Office

The Councillors Support Office is committed to supporting Regional Council priorities through the coordination of resident relations, communications, and administrative support for members of Regional Council. The office liaises with residents, HRM staff, and other levels of government to investigate issues or concerns and shares information to assist Councillors in carrying out their role as elected officials.

Services Delivered:

Governance and Engagement – Municipal Governance

Councillor-Citizen Relations Support - The Councillors' Support Office coordinates resident relations and communications for members of Regional Council. The office liaises with residents, HRM staff, and other levels of government to investigate issues or concerns and shares information to assist Councillors in carrying out their role as elected officials.

Councillor Administrative Support - The Councillors' Support Office provides administrative support for members of Regional Council.

Councillor Operational Support - The Councillors' Support Office ensures that councillors have the tools, methods, training, and advice necessary to their position.

Summary of Net Expenditures - CAO Business Unit

Expenditures	2017-18	2018-19	2018-19	2019-20		2020-21
	Actual	Budget	Projections	Budget	Δ 18-19 Bud.	Budget
E200 Councillor's Support	2,716,471	2,756,400	2,698,500	2,802,700	46,300	2,802,700
*** Councillor Support	2,716,471	2,756,400	2,698,500	2,802,700	46,300	2,802,700
E300 Mayor's office	746,358	828,000	819,300	857,500	29,500	857,500
*** Mayors Office	746,358	828,000	819,300	857,500	29,500	857,500
C001 DCAO - Operations	129,762	3,000			(3,000)	
E110 CAO Office	928,052	817,600	840,300	811,900	(5,700)	811,900
E113 City Hall Operations	10,989	45,700	26,000	20,000	(25,700)	20,000
*** CAO Office	1,068,803	866,300	866,300	831,900	(34,400)	831,900
Net (Surplus)/Deficit	4,531,632	4,450,700	4,384,100	4,492,100	41,400	4,492,100

Summary Details - CAO Business Unit

Expenditures	2017-18	2018-19	2018-19	2019-20		2020-21
	Actual	Budget	Projections	Budget	Δ 18-19 Bud.	Budget
6001 Salaries - Regular	3,368,498	3,368,200	3,384,300	3,425,700	57,500	3,425,700
6002 Salaries - Overtime	66	1,000	1,000	1,000		1,000
6005 PDP & Union Con Incr	(44,931)		(35,800)			
6054 Vacation payout	2,646					
6100 Benefits - Salaries	583,893	600,300	576,700	624,600	24,300	624,600
6110 Vacancy Management		(33,300)		(33,300)		(33,300)
6150 Honorariums			10,300			
6151 Vehicle Allowance		3,000			(3,000)	
6152 Retirement Incentives	21,773	20,800	20,800	21,800	1,000	21,800
6154 Workers' Compensation	27,649	28,100	27,500	29,400	1,300	29,400
* Compensation and Benefits	3,959,594	3,988,100	3,984,800	4,069,200	81,100	4,069,200
6201 Telephone	15,564	23,700	18,500	22,700	(1,000)	22,700
6202 Courier/Postage	3,478	5,400	5,400	5,900	500	5,900
6203 Office Furn/Equip	1,511	4,300	6,400	2,300	(2,000)	2,300
6204 Computer S/W & Lic	714					
6205 Printing & Reprod		2,700	3,300	1,700	(1,000)	1,700
6207 Office Supplies	16,476	15,900	18,900	18,400	2,500	18,400
6299 Other Office Expenses	1,204	1,500	2,400	1,000	(500)	1,000
* Office	38,947	53,500	54,900	52,000	(1,500)	52,000
6303 Consulting Fees	29,930					
6399 Contract Services	128,286	563,000	589,000	9,000	(554,000)	9,000
* External Services	158,216	563,000	589,000	9,000	(554,000)	9,000
6401 Uniforms & Clothing	643					
6406 Bridge Tolls		500			(500)	
6499 Other Supplies	85	3,000	4,800		(3,000)	
* Supplies	729	3,500	4,800		(3,500)	
6699 Other Building Cost	7,239	13,000	2,100	4,000	(9,000)	4,000
* Building Costs	7,239	13,000	2,100	4,000	(9,000)	4,000
6701 Equipment Purchase		5,000	5,000	4,000	(1,000)	4,000
6702 Small Tools	662	2,500			(2,500)	
6703 Computer Equip/Rent	92	3,500	500	500	(3,000)	500
6704 Equipment Rental		3,000			(3,000)	
6705 Equip - R&M	574					
* Equipment & Communications	1,327	14,000	5,500	4,500	(9,500)	4,500
6804 Vehicle Fuel - Gas		2,400			(2,400)	
6899 Other Vehicle Expense	37,027	39,500	38,000	37,200	(2,300)	37,200
* Vehicle Expense	37,027	41,900	38,000	37,200	(4,700)	37,200
6901 Membership Dues	12,006	10,700	10,500	10,500	(200)	10,500

Expenditures	2017-18	2018-19	2018-19	2019-20		2020-21
	Actual	Budget	Projections	Budget	Δ 18-19 Bud.	Budget
6902 Conferences/Workshop	45,690	43,000	21,400	21,700	(21,300)	21,700
6903 Travel - Local	62,719	58,200	67,700	59,700	1,500	59,700
6904 Travel - Out of Town	54,622	75,900	37,900	56,900	(19,000)	56,900
6905 Training & Education	645	3,400	2,000	2,000	(1,400)	2,000
6911 Facilities Rental	6,328	6,400	6,400	6,400		6,400
6912 Advertising/Promotio	98,709	122,300	98,000	96,800	(25,500)	96,800
6913 Awards	3,623	4,700	2,700	2,700	(2,000)	2,700
6914 Recruiting	909					
6916 Public Education	23,870	32,000	8,200		(32,000)	
6917 Books and Periodicals	7,535	5,500	7,100	7,000	1,500	7,000
6918 Meals	24,903	18,500	30,200	16,200	(2,300)	16,200
6919 Special Projects	82		166,500			
6933 Community Events	29,961	39,500	39,500	46,300	6,800	46,300
6936 Staff Relations	1,675	2,000	400	1,800	(200)	1,800
6938 Rewarding Excellence			3,000	200	200	200
6999 Other Goods/Services	3,502	20,100	3,800		(20,100)	
* Other Goods & Services	376,778	442,200	505,300	328,200	(114,000)	328,200
7009 Internal Trfr Other	24,521		19,900	32,000	32,000	32,000
7015 Int Trf FacilityRent	303					
9911 PM Labour-Reg	18					
* Interdepartmental	24,842		19,900	32,000	32,000	32,000
8008 Transf to/fr Reserve	(28,554)	(430,000)	(52,400)		430,000	
* Other Fiscal	(28,554)	(430,000)	(52,400)		430,000	
** Total	4,576,144	4,689,200	5,151,900	4,536,100	(153,100)	4,536,100

Summary Details - CAO Business Unit

Revenues	2017-18	2018-19	2018-19	2019-20		2020-21
	Actual	Budget	Projections	Budget	Δ 18-19 Bud.	Budget
4704 Conditnl Grnts Other		(200,000)	(723,800)		200,000	
* Transfers from other Gov'ts		(200,000)	(723,800)		200,000	
5206 Stipends	(44,391)	(38,500)	(44,000)	(44,000)	(5,500)	(44,000)
* Fee Revenues	(44,391)	(38,500)	(44,000)	(44,000)	(5,500)	(44,000)
5508 Recov External Parti	(121)					
* Other Revenue	(121)					
** Total	(44,512)	(238,500)	(767,800)	(44,000)	194,500	(44,000)
Net (Surplus)/Deficit	4,531,632	4,450,700	4,384,100	4,492,100	41,400	4,492,100