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2016 OPERATING BUDGET BRIEFING NOTE

City Manager's Office, City Clerk's Office and Legal Services: 2013-2016 Trends for Specific Expenditure Accounts

Issue/Background:

- Budget Committee requested divisions and agencies to provide briefing notes to the January 5, 2016 meeting which detail expenditures in 2013, 2014, 2015, and the proposed 2016 expenditures set out in the 2016 budget request for various cost categories.

Key Points:

- Budget submissions are prepared with anticipated requirements which take into consideration historical spending.
- Within any budget there are fluctuations (up or down) in individual line items based on operation and service requirements.
- Staff focus on the overall budget envelope and ensure we stay within this.

City Manager's Office

- The office provides corporate (city-wide) services including training and business meetings. In the 2016 Preliminary Budget, these two items (included in Training Total and Meetings Total) account for 68% of the dollars in the identified categories below.
- The City Manager's Office 2013, 2014, 2015 and 2016 preliminary expenditures for the various cost categories are summarized below:

Category	2013 Actual	2014 Actual	2015 Year End Projection	2015 Budget	2016 Preliminary Budget
Advertising & Promotion Total	13,870	50,670	68,441	407	407
Conferences Total	54,951	56,657	45,050	40,696	40,697
Mailing Total	26,261	1,508	6,834	6,374	6,373
Material & Equipment - Communications Total	(10)				437
Meetings Total	36,787	61,243	69,177	88,841	94,141
Office Supplies Total	129,525	105,640	125,273	201,027	201,026
Professional & Tech - Management Fees Total			85		
Rental of Office Equipment Total	14,747	8,828	3,082	44,958	38,908
Training Total	596,058	706,429	820,736	784,834	784,835
Travel Total	67,293	77,974	68,359	104,346	104,346
Total	939,483	1,068,949	1,207,037	1,271,483	1,271,169

City Clerk's Office

- City Clerk's Office is responsible for corporate costs for the following areas:
 - Advertising and Promotion – costs related to the placement of statutory public notices as required under various sections of the Planning Act, the Municipal Elections Act, as well as notices for public appointments. Of the 2015 and 2016 budget, approximately 60% are fully recoverable from developer planning applicants. Actuals for each year is based on development and public statutory notice requirements.
 - Mailing – corporate mailing and courier costs. The annual budget is based on estimates provided by City divisions and confirmed through the IDC/IDR process. Actuals are charged to divisions based on usage.
 - Office Supplies – supplies for Archives and record management for all City divisions, and materials and supplies for printing and copying jobs as well as third party printing costs that are charged back to City divisions and agencies as part of the print or copying jobs.

- The City Clerk's Office 2013, 2014, 2015 and 2016 preliminary expenditures for the various cost categories are summarized below:

Category	2013 Actual	2014 Actual	2015 Year End Projection	2015 Budget	2016 Preliminary Budget
Advertising and Promotion Total	422,256	624,181	393,558	424,290	424,290
Confernces Total	14,942	9,912	19,152	23,664	23,664
Mailing Total	3,880,243	4,688,591	4,052,754	2,738,247	3,310,541
Material & Equipment -- Communications Total	2,872	8,053	4,059	600	600
Material & Equipment -- Hand Tools Total		52			
Meetings Total	1,808	10,103	3,174	2,600	2,410
Office Supplies Total	2,234,238	2,693,546	2,056,588	1,781,647	1,786,862
Rental of Office Equipment Total	20,408	3,966	357		
Training Total	69,808	39,496	30,265	69,434	71,385
Travel Total	34,023	41,935	28,477	38,915	42,775
Total	6,680,598	8,119,836	6,588,385	5,079,397	5,662,527

Legal Services

- Increase in Books & Magazines (included in Office Supplies Total) for 2016 is for the Legal Library research materials. Library resources had been cut in previous budgets. The division was concerned that the ability to provide effective, timely, professional advice and represent the City's interests could be compromised in future unless addressed.
- Legal Services 2013, 2014, 2015 and 2016 preliminary expenditures for the various cost categories are summarized below:

Category	2013 Actual	2014 Actual	2015 Year End Projection	2015 Budget	2016 Preliminary Budget
Advertising & Promotion Total	7,554	4,991	4,777	7,474	7,474
Conferences Total	16,670	13,748	12,562	12,061	12,061
Mailing Total	173	109	41		
Material & Equipment - Hand Tools Total			101		
Meetings Total	578				
Office Supplies Total	455,712	351,087	415,219	407,331	447,342
Rental of Office Equipment Total	26,294	4,508	24,599	39,671	39,671
Training Total	91,871	107,858	106,791	111,287	111,287
Travel Total	24,149	16,869	10,596	21,816	21,816
Total	623,001	499,170	574,686	599,640	639,651

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