

## **BUDGET COMMITTEE- APRIL 23 2007**

### **STRATEGIC PLANNING DEPARTMENT BUDGET REVIEW**

#### **Recommendation**

The City Manager in consultation with the Senior Manager of Strategic Planning recommends:

- 1) That this report, including Attachment 1. 2007/2006 Strategic Planning Department Budget be received.

#### **Economic Impact**

There is no economic impact.

#### **Communications Plan**

N/A

#### **Purpose**

At the April 17, 2007 Budget Committee meeting staff were asked to provide a report back of the 2006 year-to-date actual expenditures and details of expenditures relating to Professional Fees for the Strategic Planning Budget. This report provides the requested information.

#### **Background - Analysis and Options**

At the April 17, 2007 Budget Committee meeting staff were asked to provide a report back of the 2006 year-to-date actual expenditures and details of expenditures relating to Professional Fees for the Strategic Planning Budget.

The mandate of the Strategic Planning department is to manage the strategic planning process as well as work closely with City departments to drive organizational performance measurement and strategic alignment with the Vaughan Vision strategic plan. This focus has been manifested in various projects such as organizing and managing the annual Council/Senior Management strategic planning workshop, providing research support to the Strategic Planning Committee, and collaborating with City departments in the implementation of strategic projects.

#### **Professional Fees line item**

\$32,300 was allocated in the 7520 Professional Fees line in the 2006 Strategic Planning Budget. This figure is consistent with the funds allocated in the 2005 Strategic Planning Budget.

The Strategic Planning Department required additional support to meet timelines and complete the workplan of the Strategic Planning process at the City of Vaughan. The Manager of Strategic Planning began a review of the costs for services provided by a consulting firm to undertake the work and noted that the cost would be quite expensive. Consulting firms charge for their consulting time as well as charging for any administrative support as well as an added administration fee for the use of administrative support. The costs associated with obtaining a private consultant would have had a much higher cost component and hiring on a contract basis would provide more value for the funds spent.

In late February 2006, a contract person was recruited into the position on a temporary basis. Circa 1,270 hours or \$23,357 for the contract staff came out of the 7015 Part-Time line and not the 7520 professional fees line (as a matter of process). As a comparison, in 2005, \$32,100 was used to pay for a consultant who worked 184 hours to complete phase 1 of the Corporate

Performance Measurement project. The overall Strategic Planning Budget was not overspent and had a favourable variance at the end of the year.

Further, the contract employee assisted on the business planning project as well as the development of the "Celebrating Our Successes" report to citizens. Additionally, utilizing the contract employee enabled the department to work on strategic projects in 2006 for the following departments; Public Works, Human Resources, Library, Parks-Forestry, Enforcement Services, and Clerks-Archives and Record Management. These projects focused on developing a strategic vision and goals which are aligned to the Vaughan Vision 2007 and assisting departments in improving performance.

Projects planned for 2007 utilizing the contract employee include the data entry and results analysis for the "Have Your Say" citizen survey, planning and preparation for the March Council Strategic Planning preparation workshop, May Council/SMT Strategic Planning workshop, departmental business plans and working on strategic projects for the following departments; Building and Facilities, Recreation and Culture, Engineering, and Development /Transportation Engineering.

#### **Relationship to Vaughan Vision 2007**

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

#### **Regional Implications**

N/A

#### **Conclusion**

That this report be received for information.

#### **Attachments**

- 1) Attachment 1. 2007/2006 Strategic Planning Department Budget.

#### **Report prepared by:**

Thomas Plant MBA, MPA  
Senior Manager of Strategic Planning

Respectfully submitted,

Michael DeAngelis  
City Manager

## City of Vaughan

**2007/2006 Budget Report**  
**Revenue and Expenditures-Detail By Business Unit**  
**For the Periods Ending December 31, 2007**

	Draft 2007 Budget	2006 Budget	Budget Variance	Draft* 2006 Actual
<b>020030 Strategic Planning</b>				
<b>EXP Expenditure Accounts</b>				
7010 Full Time	102,765	98,495	4,270	97,961
7015 Part Time	0	0	0	23,554
7017 Benefits	26,205	24,625	1,580	27,086
7100 Mileage	1,500	990	510	1,679
7103 407-ETR Toll Charges	0	50	-50	18
7105 Memberships/Dues/Fees	500	500	0	456
7110 General Dept. Meals	4,890	4,890	0	4,240
7115 Training & Development	2,500	3,000	-500	2,866
7117 Corporate Mgmt Mtgs	10,000	10,000	0	9,763
7122 Cellular Line Charges	730	730	0	0
7122 Cellular Hardware Equipment	245	245	0	0
7125 Subscriptions/Publications	2,000	2,000	0	1,548
7130 Seminars & Workshops	3,000	3,000	0	2,053
7200 Office Supplies	1,260	1,000	260	2,048
7210 Office Equip. & Furniture	1,250	600	650	791
7211 Computer Hardware	925	0	925	2,538
7211 Computer Software	925	2,450	-1,525	332
7220 Copier/Fax Supplies	0	0	0	290
7222 Printing - External	500	500	0	0
7520 Professional Fees	62,300	32,300	30,000	0
7630 Wireless/Internet Commun.	690	690	0	838
7699 Dept. Sundry Expenses	1,010	1,270	-260	71
<b>020030 Strategic Planning</b>	<b>223,195</b>	<b>187,335</b>	<b>35,860</b>	<b>178,128</b>

\*2006 unaudited actuals