

	*2022 Actuals (\$)	2022 Approved Budget	2023 Approved Budget	2024 Base Budget (\$)	2024 One Time (\$)	2024 Total Budget Request (\$)	2024 Change (\$)	2024 Change (%)
<b>Office of the CAO (includes CAO and Clerks)</b>								
<b>Revenue</b>								
Draw from Reserve (Note 1)	-29,667	-131,806	-			-	-	
Fees, Service Charges, and Rentals	- 4,164	- 1,200	-	- 350		- 350	- 350	
Licenses and permits (Note 2)	-25,531	-35,000	-35,000	-39,500		- 39,500	- 4,500	13%
<b>Revenue Total</b>	<b>-59,362</b>	<b>-168,006</b>	<b>-35,000</b>	<b>-39,850</b>	<b>-</b>	<b>-39,850</b>	<b>-4,850</b>	<b>14%</b>
<b>Expense</b>								
Salaries & Benefits (Note 3)	577,520	635,018	583,160	654,680		654,680	71,520	12%
Professional & Contracted Services	46,189	59,500	25,000	25,000		25,000	-	0%
Insurance (Note 4)	27,665	12,870	24,200	19,130		19,130	- 5,070	-21%
Interdepartmental Transfers - S&B (Note 5)	3,545	3,545	-	66,249		66,249	66,249	
Interdepartmental Transfers - Other (Note 6)	- 1,082	5,917	188	65,859		65,859	65,671	
Materials & Supplies	4,892	34,356	4,750			-	- 4,750	-100%
Printing, Advertising & Public Notices (Note 7)	4,618	11,300	8,000	4,000		4,000	- 4,000	-50%
Program costs	5,728	3,500				-	-	
Protective clothing, uniforms, subscriptions, and memberships	8,627	8,400	4,350	3,350		3,350	- 1,000	-23%
Repairs & Maintenance (Note 8)	15,009	41,500		2,500		2,500	2,500	
Software Support & Licensing	9,433		-	-		-	-	
Telecommunications	1,109	2,300	1,300	1,300		1,300	-	0%
Training, travel, meetings, and conferences (Note 9)	11,788	26,350	19,650	26,150		26,150	6,500	33%
Transfer to Reserve (Note 10)	32,130	62,130	47,500	52,500		52,500	5,000	11%
Vehicle, Equipment, and Facility Rentals		1,300						
<b>Expense Total</b>	<b>747,171</b>	<b>907,986</b>	<b>718,098</b>	<b>920,718</b>	<b>-</b>	<b>920,718</b>	<b>202,620</b>	<b>28%</b>
<b>Net Expense</b>	<b>687,809</b>	<b>739,980</b>	<b>683,098</b>	<b>880,868</b>	<b>-</b>	<b>880,868</b>	<b>197,770</b>	<b>29%</b>

\* 2022 Actuals (\$) unaudited

**Office of the CAO (includes CAO and Clerks)**

**Note 1:** 2022 draw for Election costs.

**Note 2:** Reflects increased demand for services.

**Note 3:** 1/2 FTE temporarily converted from operations for contract Executive Assistant position. New non-union and IBEW grids adopted in 2023, includes 1.35% blended COLA.

**Note 4:** Insurance allocation adjusted in 2023 to reflect current operations. Estimated 10% premium increase for 2024 included.

**Note 5:** Interdepartmental transfers updated to include the Office of the CAO's proportional share of S&B costs for Corporate Services.

**Note 6:** Interdepartmental transfers updated to include the Office of the CAO's proportional share of other Corporate Service costs, including Town Hall.

**Note 7:** Office supplies and advertising budgets consolidated with Corporate Services.

**Note 8:** Data Fix annual contract (Election software).

**Note 9:** Training budget increased based on staff training requests.

**Note 10:** Increased transfer to Election Reserve based on 2022 election costs.

Office of the CAO 2024 Capital Program		Funding Source							
Project Name	Cost	Grant	Grant Contingent	OCIF	Gas Tax	Tax Supported Reserves	Rate Supported Reserves	Development Charges	Debt
Performance Analytics	50,000					50,000			
<b>Total Office of the CAO</b>	<b>50,000</b>					<b>50,000</b>			

<b>Capital Project Summary</b>	<b>2024 Budget Year</b>
Project Name	Performance Analytics
Division	CAO
Maintenance or Growth	Growth
Project Description, Justification and Readiness	Performance Analytics helps derive comparative analyses, and is the framework that measures the success of an organization's strategy. It is the foundation for benchmarking financial performance data, uncovering insights for data-driven decision-making, and developing an impactful strategy plan. According to studies, about 40 percent of enterprise data is either inaccurate, incomplete, or unavailable, which results in businesses failing to achieve their data-driven goals. This service will help the organization better manage their data, understand their data and be able to create performance metrics, which supports Council's Strategic direction.
<b>Current Budget Year Cost</b>	
Capital Purchase	
Construction	
Consulting	50,000
Study	
Other	
<b>Total Cost</b>	<b>50,000</b>
<b>Current Budget Year Funding</b>	
Grant	
Rate-Supported Reserve	
Tax-Supported Reserve	50,000
Development Charges	
Other	
<b>Total Funding</b>	<b>50,000</b>
<b>Future Budget Years</b>	