

Costing Center Summary

Costing Center: CLERKS OPERATIONS

Previous Costing Center: CLERKS OPERATIONS

Division: GENERAL
GOVERNMENT
SERVICES

Department: CLERKS

Stage: Approved

Budget Year: 2013

Accounting Reference: 2090

Approved: Yes

Manager: Con Arvisais 729-2206

Description:

This cost center is for the costs associated with the City Clerk's division.

Comments:

The City Clerk's Office provides the advisory and administrative support required by the legislative/administrative functions of City Council and its various standing or special committees. It is also responsible for the preparation of by-laws and policies in consultation with the various City Departments. The major portion of the expenditures assigned to this costing centre is for staff salaries and related benefits.

Revenue is obtained from the set-up and rental of the Civic Administration Building and the recouping of administration and security costs from outside agencies/organizations who utilize the building on weekends or after hours.

Outlook:

Staff continue to work towards their attainment of the Certificate in Manitoba Municipal Administration, the National Association of Parliamentarians designation, and Masters in Public Administration which will increase their knowledge and skill level.

Costing Center Summary

Costing Center: CLERKS OPERATIONS

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
Revenues					
42999	REVENUE	Increased	32.14 %	2,800	3,700
Total Revenues:				2,800	3,700
Expenditures					
51083	REGULAR SALARIES	Increased	4.72 %	407,982	427,227
51084	OVERTIME SALARIES	Unchanged	0.00 %	1,000	1,000
51141	TRAINING & DEVELOPMENT	Increased	29.45 %	3,824	4,950
52054	MAINT OF EQUIP EXT	Increased	61.11 %	720	1,160
52069	PRINTING COSTS	Decreased	31.21 %	865	595
52072	LEGAL FEES	Increased	150.00 %	2,000	5,000
53130	TELEPHONE REGULAR	Decreased	7.58 %	2,835	2,620
53131	TELEPHONE LONG DISTANCE	Not used this year		20	0
54099	PARTS AND MATERIALS	Decreased	27.62 %	3,620	2,620
54410	EQUIPMENT PURCHASES	Decreased	34.21 %	3,800	2,500
59003	ADVERTISING	Decreased	20.00 %	500	400
59048	LUNCHEONS	Decreased	45.45 %	1,100	600
59059	MEMBERSHIP	Decreased	31.10 %	1,415	975
59098	SUBSCRIPTIONS	Increased	10.56 %	1,420	1,570
59138	BUSINESS TRAVEL - MILEAGE	Decreased	20.00 %	1,000	800
59139	CONFERENCE COSTS	Increased	14.44 %	2,250	2,575
Total Expenditures:				434,351	454,592

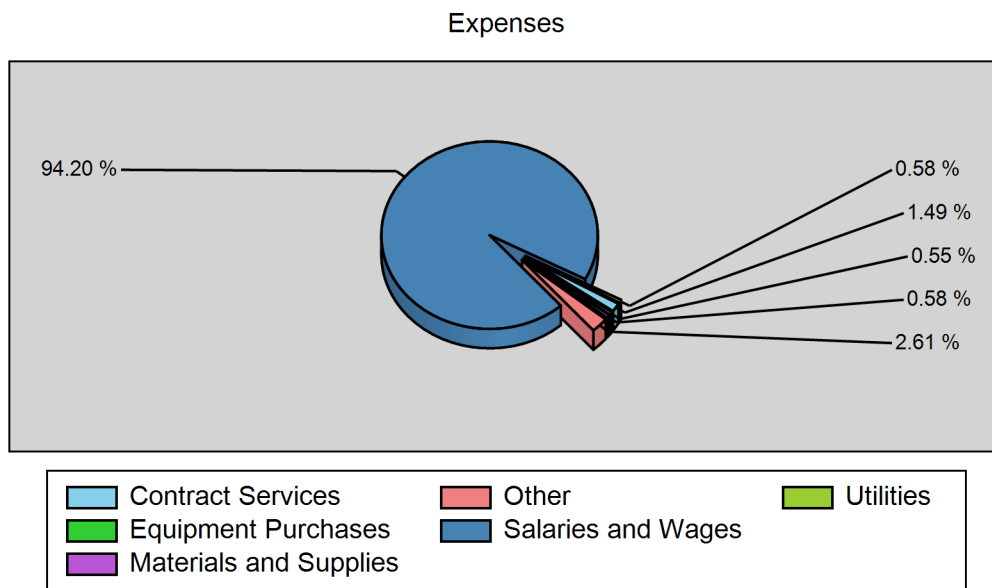
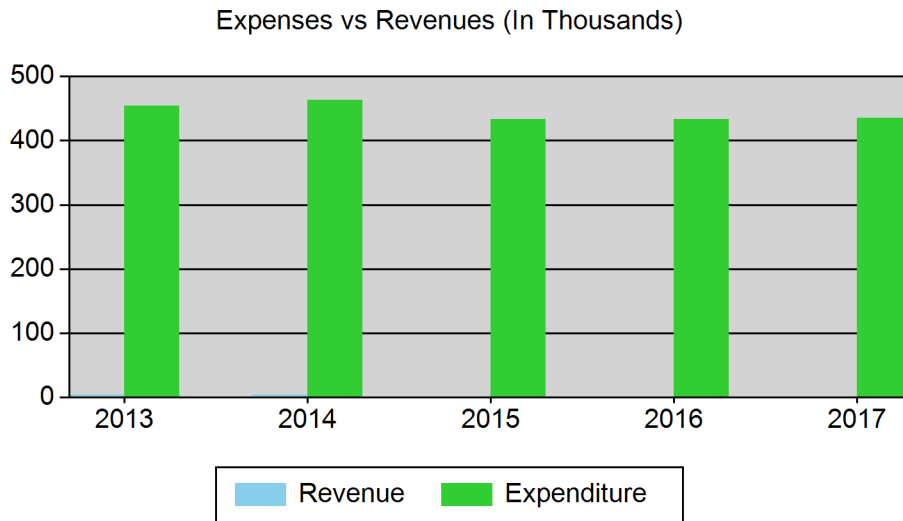
Costing Center Summary

Costing Center: CLERKS OPERATIONS

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Revenues				
Other Income				
42999 REVENUE	4,620	3,045	3,700	4,000
Other Income Total	4,620	3,045	3,700	4,000
	4,620	3,045	3,700	4,000
			21.51%	8.11%
Expenditures				
Contract Services				
52020 PROFESSIONAL FEES	959	428	0	0
52054 MAINT OF EQUIP EXT	421	550	1,160	720
52069 PRINTING COSTS	335	150	595	665
52072 LEGAL FEES	4,082	12,615	5,000	2,000
Contract Services Total	5,798	13,743	6,755	3,385
Equipment Purchases				
54410 EQUIPMENT PURCHASES	3,184	3,300	2,500	0
Equipment Purchases Total	3,184	3,300	2,500	0
Materials and Supplies				
54099 PARTS AND MATERIALS	2,600	2,500	2,620	3,620
Materials and Supplies Total	2,600	2,500	2,620	3,620
Other				
51141 TRAINING & DEVELOPMENT COSTS	2,378	3,200	4,950	6,575
59003 ADVERTISING	402	0	400	500
59014 WORK ORDERS	831	0	0	0
59048 LUNCHEONS	623	475	600	600
59059 MEMBERSHIP	701	844	975	1,265
59080 INTERNAL EQUIPMENT RENTAL	0	0	0	0
59098 SUBSCRIPTIONS	1,339	1,390	1,570	1,420
59138 BUSINESS TRAVEL - MILEAGE	744	1,000	800	1,000
59139 CONFERENCE COSTS	849	3,550	2,575	3,500
Other Total	7,867	10,459	11,870	14,860
Salaries and Wages				
51083 REGULAR SALARIES	310,724	409,715	427,227	438,176
51084 OVERTIME SALARIES	1,257	1,120	1,000	1,000
Salaries and Wages Total	311,981	410,835	428,227	439,176
Utilities				
53130 TELEPHONE REGULAR	3,499	2,500	2,620	1,875
53131 TELEPHONE LONG DISTANCE	31	0	0	0
Utilities Total	3,529	2,500	2,620	1,875
	334,959	443,337	454,592	462,916
			2.54%	1.83%
Net Total	(330,338)	(440,292)	(450,892)	(458,916)

Costing Center Summary

Costing Center: CLERKS OPERATIONS



Costing Center Summary

Costing Center: COUNCIL EXPENSES

Previous Costing Center: COUNCIL EXPENSES

Division: GENERAL
GOVERNMENT
SERVICES

Department: CLERKS

Stage: Approved

Budget Year: 2013

Accounting Reference: 2431

Approved: Yes

Manager: Con Arvisais 729-2206

Description:

This costing center provides for the remuneration, indemnity, and expenses of the Mayor and City Council as provided for in By-law No. 6830, under the authority of The Municipal Act. Funds are required for the administrative support services and other expenses incurred by and for elected officials in the performance of their civic duties.

Comments:

Council expenses and indemnities are increased annually by a percentage equal to the increase in the Consumer Price Index (CPI) for Manitoba which has been estimated at 3% for 2013.

The promotion and goodwill of the City of Brandon through sponsorship, gifts, promotions, special luncheons, etc. is also included.

Outlook:

Council expenses and indemnities will continue to be adjusted in relation to the change in CPI for Manitoba. The salaries and benefits provided to the Mayor, Deputy Mayor and Councillors as set out in the Indemnity By-law will be reviewed at least one full year prior to the City of Brandon's 2014 Civic Election. Travel expenses for FCM and AMM conferences vary from year to year as the location changes.

Costing Center Summary

Costing Center: COUNCIL EXPENSES

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
Expenditures					
51010	MISC EMPLOYEE ALLOWANCE	Decreased	18.18 %	6,600	5,400
51026	INDEMNITY & HONORARIUM	Decreased	0.62 %	86,937	86,401
51083	REGULAR SALARIES	Increased	3.01 %	250,125	257,661
51084	OVERTIME SALARIES	Unchanged	0.00 %	1,000	1,000
51126	TAXABLE HONORARIUM	Decreased	38.50 %	9,350	5,750
51141	TRAINING & DEVELOPMENT	Decreased	50.00 %	500	250
51159	MAX COUNCIL PER DIEM	Decreased	10.79 %	3,363	3,000
51163	MAX TAXABLE PER DIEM	Decreased	10.79 %	6,726	6,000
51187	RRSP CONTRIBUTION	Decreased	100.01 %	3,243	0
52020	PROFESSIONAL FEES	Unchanged	0.00 %	100	100
52028	FIRE INSURANCE	Increased	15.60 %	327	378
52081	EXTERNAL EQUIPMENT	Unchanged	0.00 %	100	100
52252	DELIVERY - IN CITY	Not used this year		150	0
52759	SECURITY	Decreased	16.11 %	4,500	3,775
53130	TELEPHONE REGULAR	Increased	43.07 %	1,370	1,960
53131	TELEPHONE LONG DISTANCE	Not used this year		55	0
53132	FAX COSTS	Not used this year		480	0
54099	PARTS AND MATERIALS	Decreased	24.51 %	5,100	3,850
54410	EQUIPMENT PURCHASES	Not used this year		500	0
55167	PUBLIC RELATIONS	Decreased	16.53 %	24,800	20,700
55293	FRIENDS OF BRANDON	Not used this year		500	0
55462	ECKHARDT-GRAMATTE	Unchanged	0.00 %	1,000	1,000
59003	ADVERTISING	Decreased	16.67 %	4,200	3,500
59048	LUNCHEONS	Decreased	35.90 %	7,800	5,000
59059	MEMBERSHIP	Not used this year		50	0
59098	SUBSCRIPTIONS	Not used this year		150	0
59138	BUSINESS TRAVEL - MILEAGE	Decreased	17.89 %	4,750	3,900
59139	CONFERENCE COSTS	Decreased	22.17 %	11,275	8,775
59158	MAX COUNCIL EXPENSES	Decreased	2.44 %	7,473	7,291
Total Expenditures:				442,524	425,791

Costing Center Summary

Costing Center: COUNCIL EXPENSES

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Expenditures				
Benefits				
51010 MISC EMPLOYEE ALLOWANCE	5,198	5,000	5,400	6,600
51159 MAX COUNCIL PER DIEM	0	1,500	3,000	3,363
51163 MAX TAXABLE PER DIEM	0	3,000	6,000	6,726
51187 RRSP CONTRIBUTION	0	0	0	3,432
Benefits Total	5,198	9,500	14,400	20,121
Contract Services				
52020 PROFESSIONAL FEES	3,221	500	100	100
52028 FIRE INSURANCE	327	343	378	389
52069 PRINTING COSTS	5,735	0	0	0
52079 BUILDING RENTAL	0	220	0	0
52081 EXTERNAL EQUIPMENT RENTAL	0	25	100	100
52252 DELIVERY - IN CITY	0	0	0	150
52759 SECURITY	5,186	4,500	3,775	3,850
Contract Services Total	14,470	5,588	4,353	4,589
Equipment Purchases				
54410 EQUIPMENT PURCHASES	6,169	0	0	500
Equipment Purchases Total	6,169	0	0	500
Grants and Contributions				
55167 PUBLIC RELATIONS	26,810	18,000	20,700	22,700
55293 FRIENDS OF BRANDON ASSOCIATION	52	500	0	500
55462 ECKHARDT-GRAMATTE	1,000	1,000	1,000	1,000
Grants and Contributions Total	27,862	19,500	21,700	24,200
Materials and Supplies				
54099 PARTS AND MATERIALS	7,514	4,850	3,850	4,600
Materials and Supplies Total	7,514	4,850	3,850	4,600
Other				
51141 TRAINING & DEVELOPMENT COSTS	0	0	250	500
59003 ADVERTISING	5,444	3,700	3,500	4,200
59048 LUNCHEONS	9,452	4,500	5,000	7,800
59059 MEMBERSHIP	180	0	0	50
59098 SUBSCRIPTIONS	70	0	0	150
59127 FCM BOARD TRAVEL	0	0	0	0
59138 BUSINESS TRAVEL - MILEAGE	3,015	3,600	3,900	4,750
59139 CONFERENCE COSTS	15,451	11,275	8,775	11,275
59158 MAX COUNCIL EXPENSES	6,682	4,000	7,291	7,473
59901 COUNCIL RETREATS	3,996	0	0	3,150
Other Total	44,290	27,075	28,716	39,348
Salaries and Wages				
51026 INDEMNITY & HONORARIUM	48,057	86,437	86,401	86,869
51083 REGULAR SALARIES	283,731	250,125	257,661	265,798
	442,889	409,890	425,791	458,334
			3.88%	7.64%

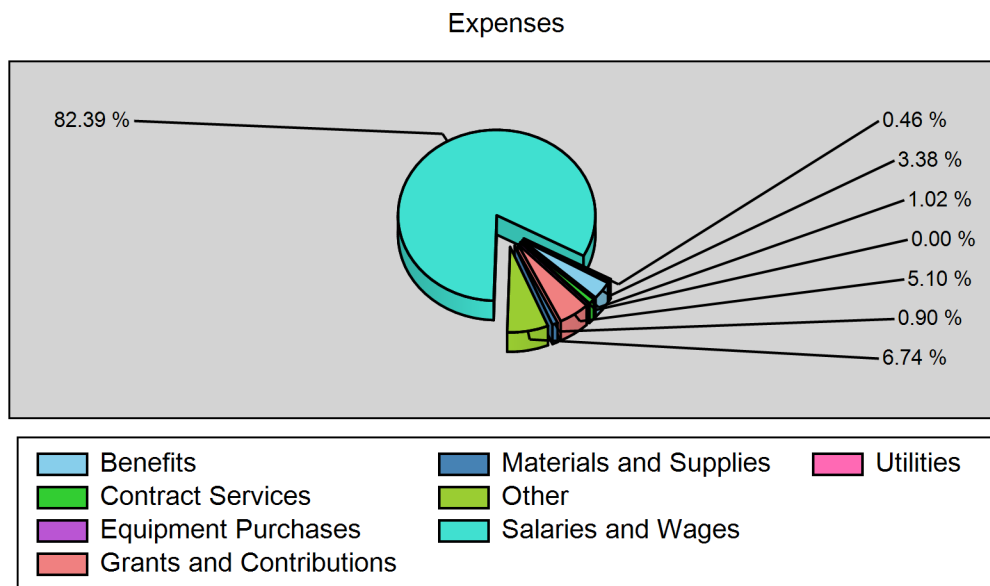
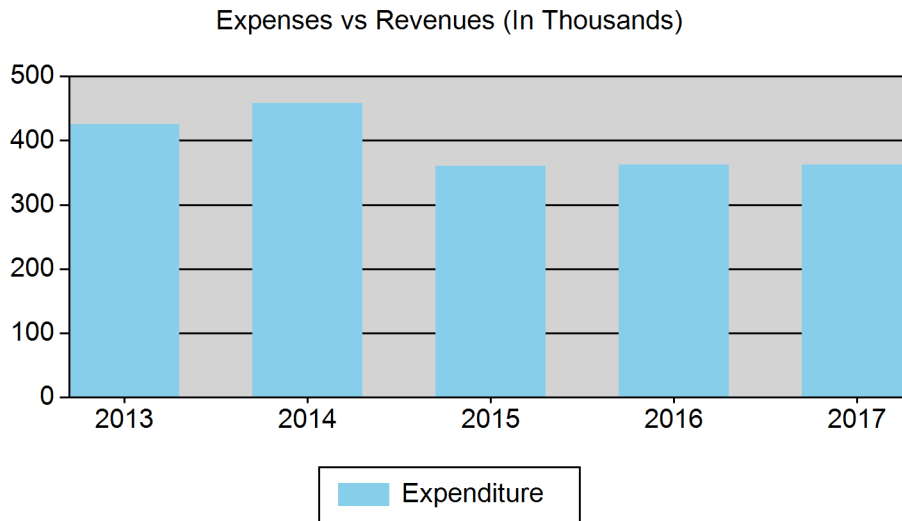
Costing Center Summary

Costing Center: COUNCIL EXPENSES

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
51084 OVERTIME SALARIES	1,849	1,000	1,000	1,000
51126 TAXABLE HONORARIUM	1,008	4,000	5,750	9,350
Salaries and Wages Total	334,644	341,562	350,813	363,016
Utilities				
53130 TELEPHONE REGULAR	2,297	1,615	1,960	1,960
53131 TELEPHONE LONG DISTANCE	83	0	0	0
53132 FAX COSTS	360	200	0	0
Utilities Total	2,741	1,815	1,960	1,960
	442,889	409,890	425,791	458,334
			3.88%	7.64%
Net Total	(442,889)	(409,890)	(425,791)	(458,334)

Costing Center Summary

Costing Center: COUNCIL EXPENSES



Costing Center Summary

Costing Center: ELECTION COSTS

Previous Costing Center: ELECTION COSTS

Division: GENERAL
GOVERNMENT
SERVICES

Department: CLERKS

Stage: Approved

Budget Year: 2013

Accounting Reference: 2456

Approved: Yes

Manager: Con Arvisais 729-2206

Description:

This cost center is used for costs associated with the Municipal elections which occur every four years.

Comments:

A general civic election will be held in October of 2014. The monies to fund this event will come from the Election Reserve and include provisions for advertising, printing of ballots, building rental, and election staff.

Budget allocations in this non-election year are based on revisions of the Voters List and reserve fund allocations.

Outlook:

Costing Center Summary

Costing Center: *ELECTION COSTS*

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
Expenditures					
58543	ELECTIONS B/L 5760	Unchanged	0.00 %	20,000	20,000
59003	ADVERTISING	Decreased	50.00 %	400	200
Total Expenditures:				20,400	20,200

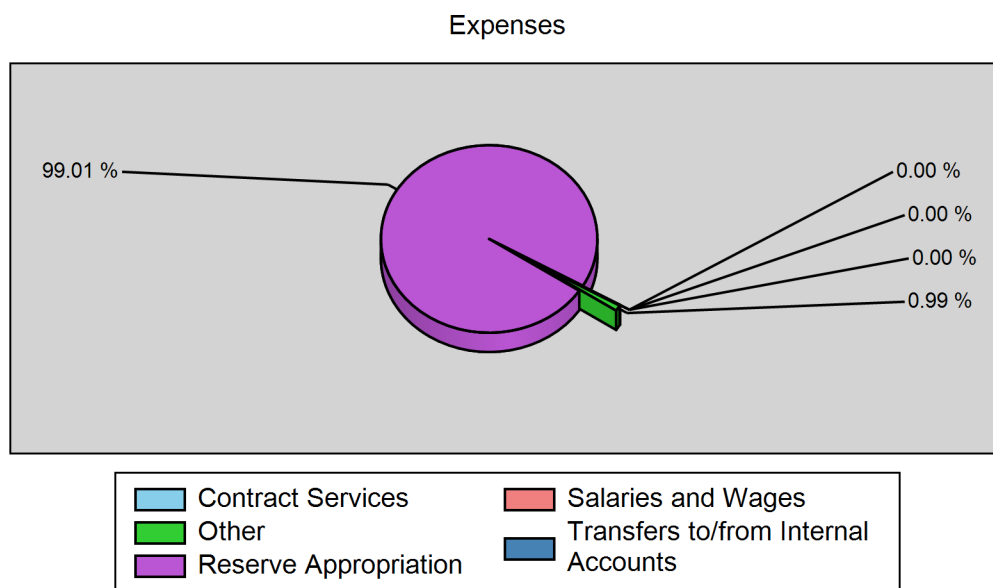
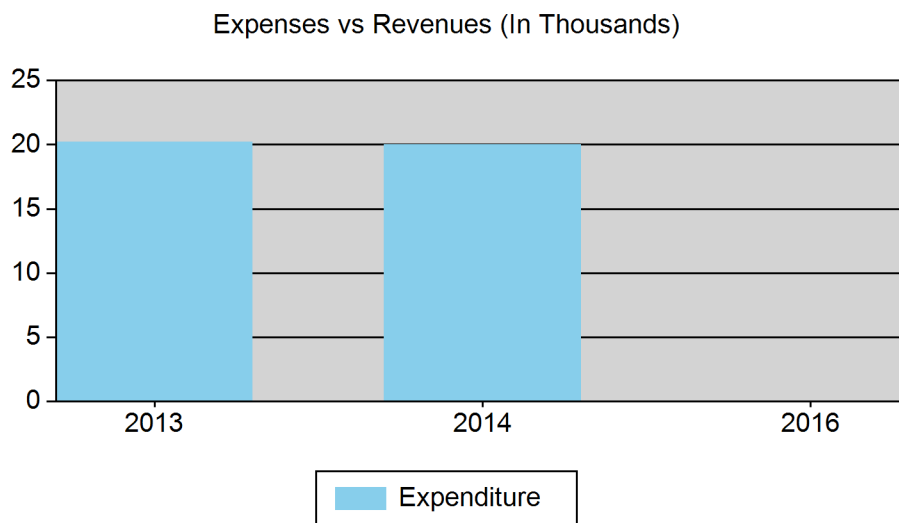
Costing Center Summary

Costing Center: ELECTION COSTS

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	245	0	0	90,000
52069 PRINTING COSTS	0	0	0	4,800
Contract Services Total	245	0	0	94,800
Other				
59003 ADVERTISING	0	200	200	200
Other Total	0	200	200	200
Reserve Appropriation				
58543 ELECTIONS B/L 5760	15,000	20,000	20,000	20,000
Reserve Appropriation Total	15,000	20,000	20,000	20,000
Salaries and Wages				
51026 INDEMNITY & HONORARIUM	0	0	0	30,000
51083 REGULAR SALARIES	0	0	0	15,000
Salaries and Wages Total	0	0	0	45,000
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	0	0	0	(140,000)
Transfers to/from Internal Accounts Total	0	0	0	(140,000)
	15,245	20,200	20,200	20,000
			0.00%	(0.99%)
Net Total	(15,245)	(20,200)	(20,200)	(20,000)

Costing Center Summary

Costing Center: ELECTION COSTS



Costing Center Summary

Costing Center: GRANTS REVIEW COMMITTEE

Previous Costing Center: GRANTS REVIEW
COMMITTEE

Budget Year: 2013

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 2436

Department: CLERKS

Approved: Yes

Stage: Approved

Manager: Con Arvisais 729-2206

Description:

This cost center reflects the grants paid by the City to various organizations and/or service groups as recommended by the Grants Review Committee.

Comments:

Funding is provided to cultural performance groups, service organizations, community centre assistance, the Brandon General Museum and Archives, Daly House Museum, and special events.

Outlook:

Costing Center Summary

Costing Center: GRANTS REVIEW COMMITTEE

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
Expenditures					
55024	OTHER GRANTS	Not used this year		1,890,000	0
55405	COMMUNITY CENTRE	Unchanged	0.00 %	48,635	48,635
55449	CULTURAL/PERFORMANCE	Unchanged	0.00 %	18,750	18,750
55451	SERVICE ORGANIZATIONS	Unchanged	0.00 %	89,500	89,500
55464	MUSEUMS	Increased	4.55 %	110,000	115,000
Total Expenditures:				2,156,885	271,885

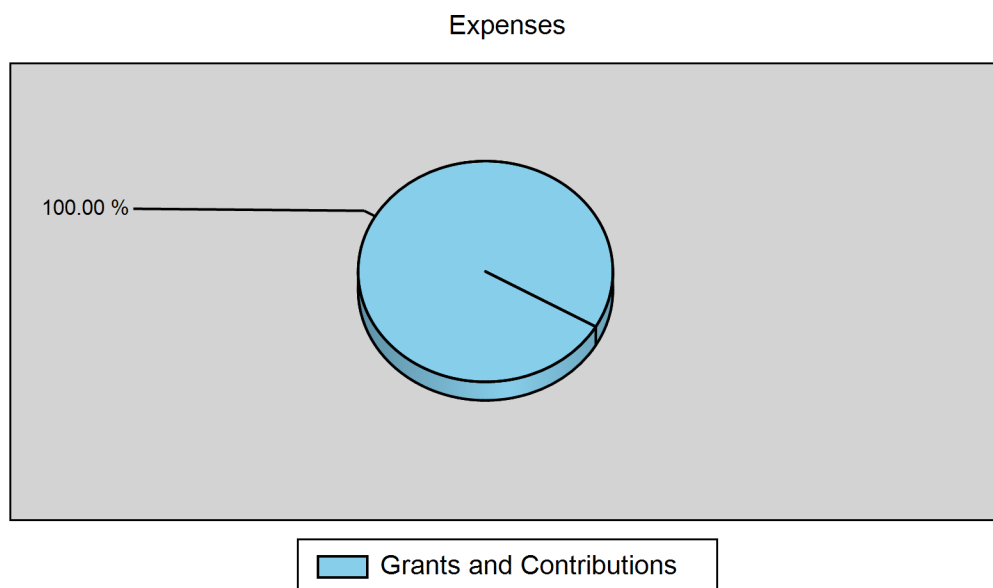
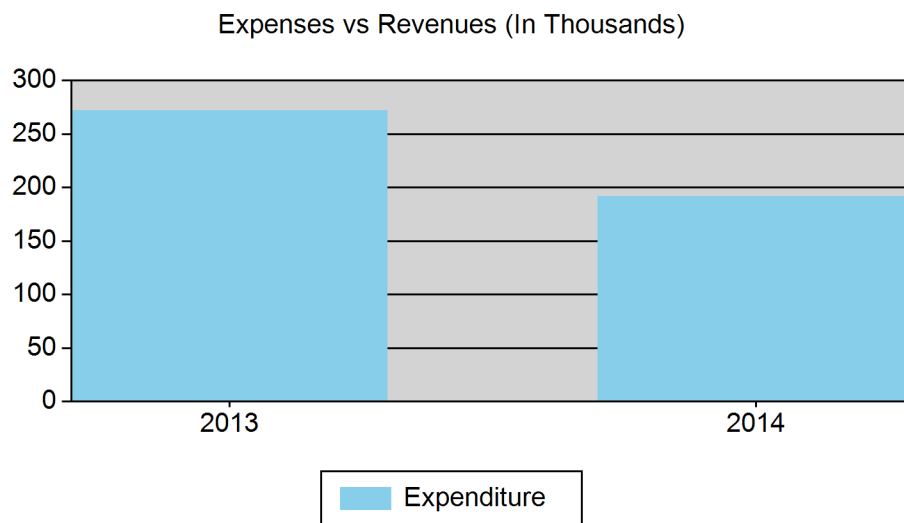
Costing Center Summary

Costing Center: GRANTS REVIEW COMMITTEE

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Expenditures				
Grants and Contributions				
55024 OTHER GRANTS	0	1,890,000	0	10,000
55405 COMMUNITY CENTRE ASSISTANCE	48,635	48,635	48,635	48,635
55449 CULTURAL/PERFORMANCE GRANTS	16,250	18,750	18,750	18,750
55451 SERVICE ORGANIZATIONS GRANTS	101,250	89,500	89,500	89,500
55464 MUSEUMS	80,000	110,000	115,000	25,000
Grants and Contributions Total	246,135	2,156,885	271,885	191,885
	246,135	2,156,885	271,885	191,885
			(87.39%)	(29.42%)
Net Total	(246,135)	(2,156,885)	(271,885)	(191,885)

Costing Center Summary

Costing Center: GRANTS REVIEW COMMITTEE



Costing Center Summary

Costing Center: HERITAGE ADMINISTRATION

Previous Costing Center: HERITAGE
ADMINISTRATION

Budget Year: 2013

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 2557

Department: CLERKS

Approved: Yes

Stage: Approved

Manager: Con Arvisais 729-2206

Description:

This cost center is utilized to capture costs associated with heritage initiatives and heritage conservation.

Comments:

The City of Brandon has made a commitment to the development of heritage initiatives and policies for heritage conservation in our community through the endorsement of the Heritage Resources Management Plan 2013-14. which is implemented by the Brandon Municipal Heritage Advisory Committee (MHAC). Work continues on ensuring that significant heritage resources are identified and recorded and incentives and policies are developed to encourage the restoration and rehabilitation of those heritage resources. The MHAC continues to raise the profile of the benefits that heritage brings to the City of Brandon through public awareness an education, and by enabling individuals to access appropriate resources, advice and assistance to allow them to protect or account for heritage resources in future plans.

Funding required for the activities of the Brandon MHAC include the annual Doors Open Program, continuation of the plaquing program, maintenance of the Heritage Brandon website, development of various guided heritage resources, and the development of educational displays and programs.

2013 resources allocated for these programs include the funding of a full time contract position, and a 16 week summer student employment position. Applications will be made to federal and provincial grant programs to offset both employment and projects costs incurred in the implementation of the Heritage Resource Management Plan.

Outlook:

Property owners continue to take advantage of the Municipal Heritage Tax Credit . The MHAC continues to look after the promotion and awareness of heritage, and there remains a legislative requirement of City Council under The Heritage Resources Act to designate and protect heritage sites.

The MHAC has become more proactive in the protection and designation of municipal heritage sites and will continue to invest in the recognition of these properties through the plaquing program. The committee continues to seek out sponsorship for special programs/events in an effort to reduce costs of same.

Costing Center Summary

Costing Center: HERITAGE ADMINISTRATION

Costing Center Summary

Costing Center: HERITAGE ADMINISTRATION

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
Revenues					
43660	PROVINCIAL OTHER	Unchanged	0.00 %	2,500	2,500
44565	FEDERAL OTHER	Increased	3.13 %	3,200	3,300
Total Revenues:				5,700	5,800
Expenditures					
51083	REGULAR SALARIES	Increased	7.76 %	7,610	8,200
51141	TRAINING & DEVELOPMENT	Unchanged	0.00 %	500	500
52015	CONTRACTS	Decreased	2.08 %	62,500	61,200
52020	PROFESSIONAL FEES	Decreased	60.58 %	2,575	1,015
52069	PRINTING COSTS	Decreased	8.70 %	1,150	1,050
52252	DELIVERY - IN CITY	Not used this year		50	0
52759	SECURITY	New this year		0	200
53130	TELEPHONE REGULAR	Decreased	45.45 %	550	300
53131	TELEPHONE LONG DISTANCE	Not used this year		20	0
54099	PARTS AND MATERIALS	Increased	150.00 %	1,500	3,750
54410	EQUIPMENT PURCHASES	Unchanged	0.00 %	500	500
59003	ADVERTISING	Decreased	27.50 %	2,000	1,450
59048	LUNCHEONS	Unchanged	0.00 %	900	900
59059	MEMBERSHIP	Decreased	24.39 %	205	155
59098	SUBSCRIPTIONS	Unchanged	0.00 %	50	50
59138	BUSINESS TRAVEL - MILEAGE	Unchanged	0.00 %	650	650
59139	CONFERENCE COSTS	Decreased	6.25 %	1,600	1,500
59157	REGIONAL HERITAGE	Decreased	12.52 %	2,595	2,270
Total Expenditures:				84,955	83,690

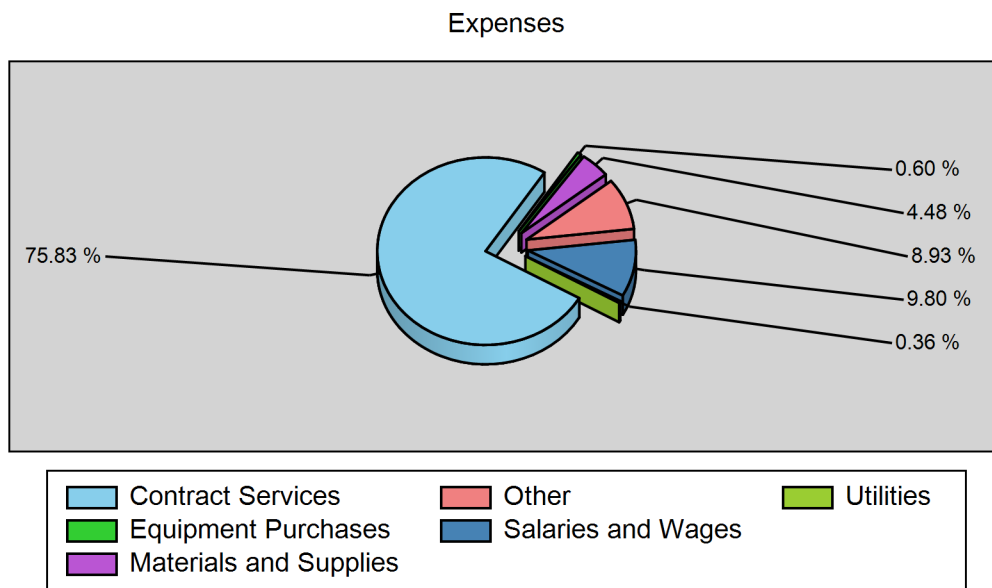
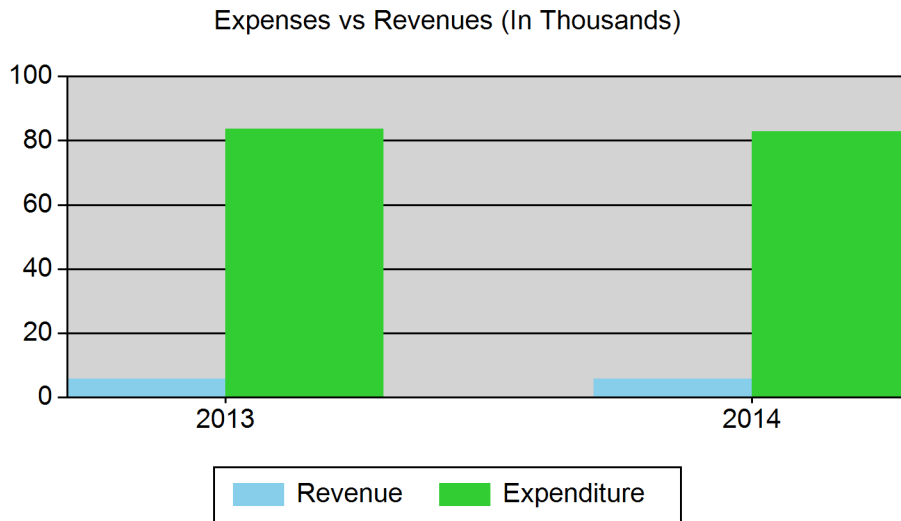
Costing Center Summary

Costing Center: HERITAGE ADMINISTRATION

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Revenues				
Conditional Government Transfers				
43660 PROVINCIAL OTHER	2,498	1,500	2,500	2,500
44565 FEDERAL OTHER	4,650	3,300	3,300	3,300
Conditional Government Transfers Total	7,148	4,800	5,800	5,800
	7,148	4,800	5,800	5,800
			20.83%	0.00%
Expenditures				
Contract Services				
52015 CONTRACTS	33,887	60,000	61,200	61,200
52020 PROFESSIONAL FEES	751	1,820	1,015	1,375
52069 PRINTING COSTS	1,031	1,100	1,050	950
52252 DELIVERY - IN CITY	0	0	0	0
52759 SECURITY	62	210	200	200
Contract Services Total	35,730	63,130	63,465	63,725
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	865	500	500
Equipment Purchases Total	0	865	500	500
Materials and Supplies				
54099 PARTS AND MATERIALS	728	1,000	3,750	1,500
Materials and Supplies Total	728	1,000	3,750	1,500
Other				
51141 TRAINING & DEVELOPMENT COSTS	205	500	500	500
59003 ADVERTISING	801	1,500	1,450	2,000
59014 WORK ORDERS	0	0	0	0
59048 LUNCHEONS	1,748	900	900	900
59059 MEMBERSHIP	150	115	155	155
59098 SUBSCRIPTIONS	0	0	50	50
59138 BUSINESS TRAVEL - MILEAGE	582	650	650	650
59139 CONFERENCE COSTS	2,057	2,315	1,500	1,600
59157 REGIONAL HERITAGE INITIATIVE	1,594	2,265	2,270	2,595
Other Total	7,136	8,245	7,475	8,450
Salaries and Wages				
51083 REGULAR SALARIES	6,217	7,610	8,200	8,365
51231 INTERNAL SALARIES	0	165	0	0
Salaries and Wages Total	6,217	7,775	8,200	8,365
Utilities				
53130 TELEPHONE REGULAR	384	215	300	300
53131 TELEPHONE LONG DISTANCE	24	0	0	0
Utilities Total	409	215	300	300
	50,221	81,230	83,690	82,840
			3.03%	(1.02%)
Net Total	(43,073)	(76,430)	(77,890)	(77,040)

Costing Center Summary

Costing Center: HERITAGE ADMINISTRATION



Costing Center Summary

Costing Center: INTERGOVERNMENT RELATIONS

Previous Costing Center: INTERGOVERNMENT
RELATIONS

Budget Year: 2013

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 0061

Department: CLERKS

Approved: Yes

Stage: Approved

Manager: Con Arvisais 729-2206

Description:

This costing center covers the City's membership in various associations for the year: Federation of Canadian Municipalities, Association of Manitoba Municipalities, Brandon Chamber of Commerce, and the Manitoba Good Roads Association.

Comments:

As a pillar of the Road Map for Growth, outreach to neighboring municipalities is enhanced through membership in both local and national associations.

Outlook:

Membership fees are adjusted between 2-3% each year, based on the increase suggested by the various associations.

Costing Center Summary

Costing Center: INTERGOVERNMENT RELATIONS

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
Expenditures					
59164	FED OF CANADIAN	Increased	12.40 %	5,783	6,500
59183	GOOD ROADS MEMBERSHIP	Unchanged	0.00 %	150	150
59196	ASSOCIATION OF MB	Increased	6.25 %	4,080	4,335
59197	BDN CHAMBER OF	Increased	182.24 %	1,109	3,130
Total Expenditures:				11,122	14,115

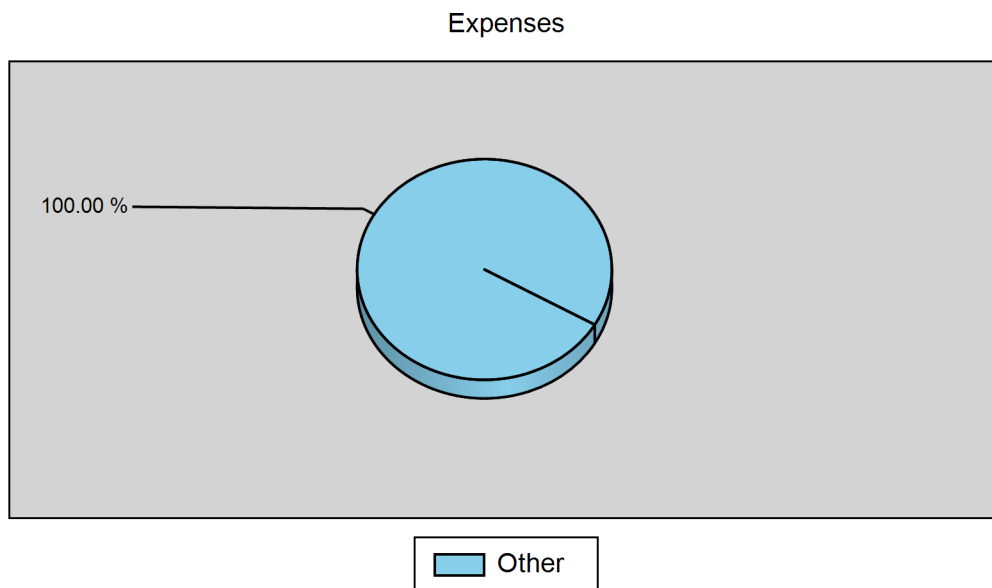
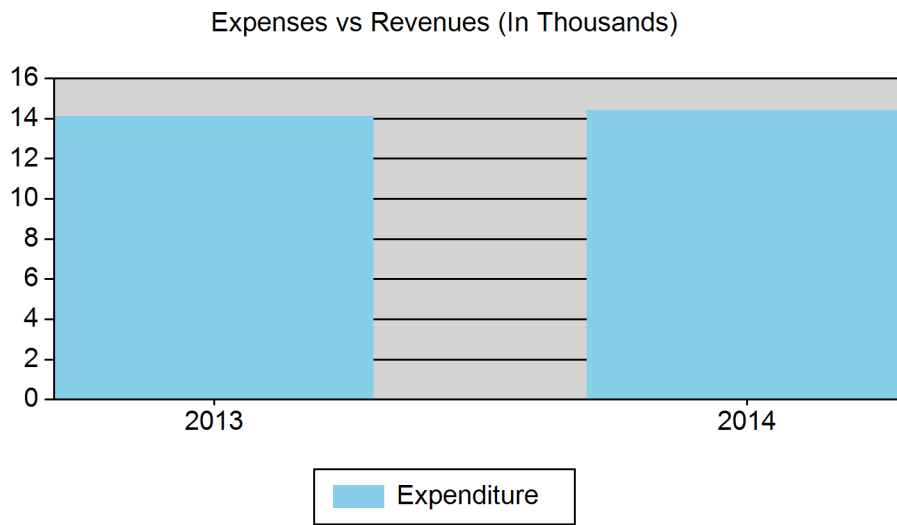
Costing Center Summary

Costing Center: INTERGOVERNMENT RELATIONS

		2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Expenditures					
Other					
59164	FED OF CANADIAN MUNICIPALITIES	5,613	5,774	6,500	6,695
59183	GOOD ROADS MEMBERSHIP	150	150	150	150
59196	ASSOCIATION OF MB MUNICIPALITI	4,000	4,250	4,335	4,420
59197	BDN CHAMBER OF COMMERCE	1,086	1,108	3,130	3,153
Other Total		10,850	11,282	14,115	14,418
		10,850	11,282	14,115	14,418
				25.11%	2.15%
Net Total		(10,850)	(11,282)	(14,115)	(14,418)

Costing Center Summary

Costing Center: INTERGOVERNMENT RELATIONS



Costing Center Summary

Costing Center: PROPERTY ASSESSMENT

Previous Costing Center: PROPERTY
ASSESSMENT

Division: GENERAL
GOVERNMENT
SERVICES

Department: CLERKS

Stage: Approved

Budget Year: 2013

Accounting Reference: 0037

Approved: Yes

Manager: Con Arvisais 729-2206

Description:

This costing centre includes the costs levied by the Province of Manitoba to cover assessment for the City of Brandon. Provisions are also included for the consideration of assessment appeals through the Board of Revision.

Comments:

A 3% increase in assessment costs is expected for 2013 to cover general increases in the cost allocation along with estimated growth in the assessment base. The application filing fees for assessment appeals are consistent with those charged by The Municipal Board. Costs incurred by the Board of Revision include remuneration of board members as determined by By-law No. 7004, legislated advertising costs and general expenses incurred in the conducting of the appeal process.

Outlook:

Property assessments now take place every two years instead of four to better reflect current real estate market values. Authority for owner-assessor agreements to change the assessment rather than submit an appeal to the Board of Revision has resulted that the Board's time will not be taken up with applications where there is no dispute.

Filing fees for applications to the Board of Revision are non-refundable.

Costing Center Summary

Costing Center: PROPERTY ASSESSMENT

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
Revenues					
42999	REVENUE	Increased	125.00 %	2,000	4,500
Total Revenues:				2,000	4,500
Expenditures					
52015	CONTRACTS	Increased	4.07 %	710,170	739,051
52421	BOARD OF REVISION	Increased	17.86 %	2,800	3,300
Total Expenditures:				712,970	742,351

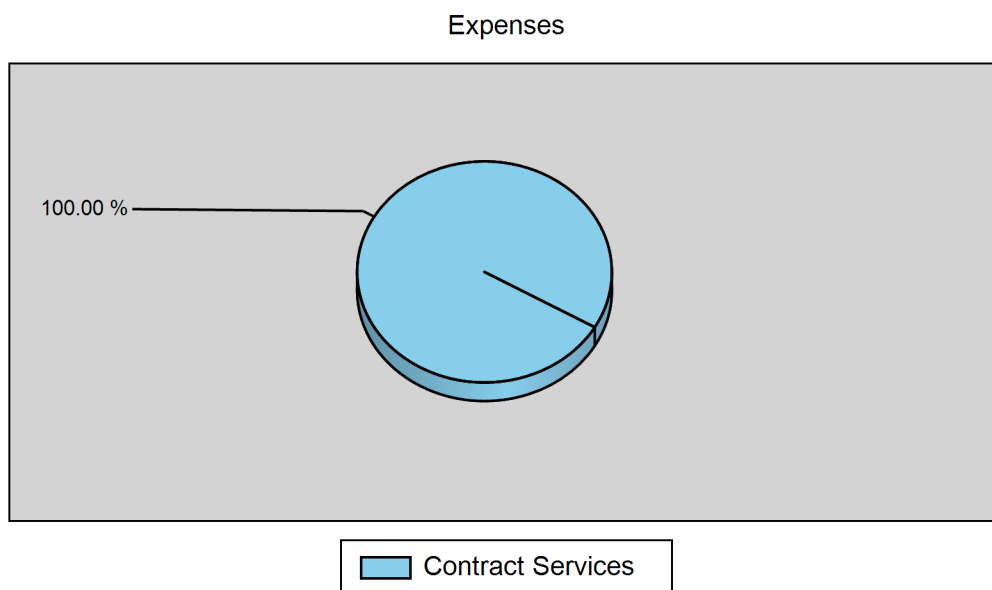
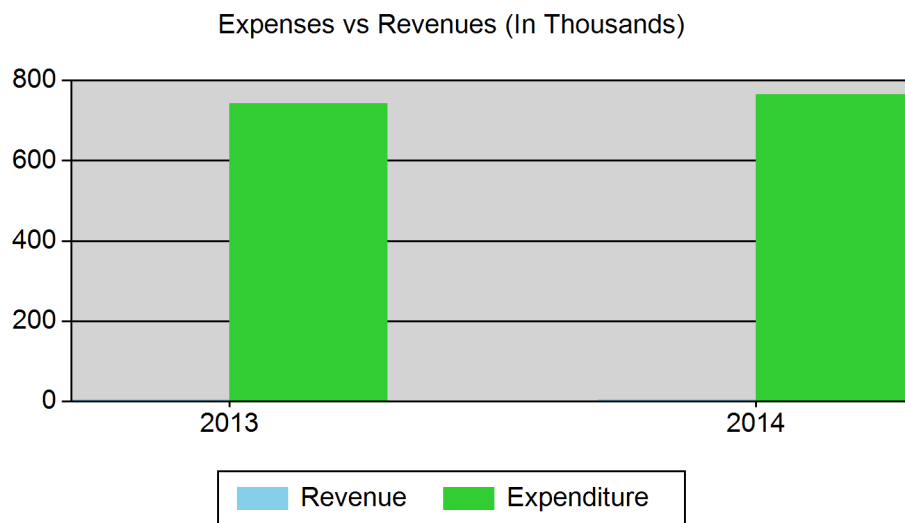
Costing Center Summary

Costing Center: PROPERTY ASSESSMENT

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Revenues				
Other Income				
42999 REVENUE	6,918	3,520	4,500	4,500
Other Income Total	6,918	3,520	4,500	4,500
	6,918	3,520	4,500	4,500
			27.84%	0.00%
Expenditures				
Contract Services				
52015 CONTRACTS	689,486	717,526	739,051	761,223
52421 BOARD OF REVISION	6,137	2,900	3,300	3,600
Contract Services Total	695,623	720,426	742,351	764,823
Salaries and Wages				
51083 REGULAR SALARIES	75	0	0	0
Salaries and Wages Total	75	0	0	0
	695,698	720,426	742,351	764,823
			3.04%	3.03%
Net Total	(688,780)	(716,906)	(737,851)	(760,323)

Costing Center Summary

Costing Center: *PROPERTY ASSESSMENT*



Costing Center Summary

Costing Center: RECORDS SERVICES

Previous Costing Center: RECORDS SERVICES

Division: GENERAL
GOVERNMENT
SERVICES

Department: CLERKS

Stage: Approved

Budget Year: 2013

Accounting Reference: 0011

Approved: Yes

Manager: Con Arvisais 729-2206

Description:

This costing center covers the operating costs for the Active and Inactive Records Center which includes the administration of the corporate electronic and archival records, and access and privacy provisions in accordance with legislative requirements.

Comments:

Funding has been included for upgrading skills and knowledge of staff members and for costs incurred in relation to Access and Privacy legislation. Postage requirements for the City-at-large are also budgeted in this costing center.

Outlook:

TRIM records management system will provide a new records classification framework, security provisions, and ability to access information more quickly. This updated system will enable staff to service the public more effectively and management will have greater assurance that they are making informed decisions. The system will result in improved organizational efficiency requiring less physical storage space and computer server space. It is anticipated that the strategic plan and updated system will be fully implemented by 2013.

Costing Center Summary

Costing Center: RECORDS SERVICES

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
Expenditures					
51083	REGULAR SALARIES	Increased	4.05 %	230,859	240,217
51084	OVERTIME SALARIES	Decreased	50.00 %	1,000	500
51141	TRAINING & DEVELOPMENT	Decreased	13.33 %	1,500	1,300
52054	MAINT OF EQUIP EXT	Decreased	29.08 %	3,525	2,500
52069	PRINTING COSTS	Decreased	24.32 %	185	140
52081	EXTERNAL EQUIPMENT	Decreased	0.38 %	2,600	2,590
52252	DELIVERY - IN CITY	Increased	23.60 %	5,340	6,600
53130	TELEPHONE REGULAR	Decreased	19.63 %	1,095	880
53131	TELEPHONE LONG DISTANCE	Not used this year		130	0
54068	POSTAGE	Increased	18.10 %	33,610	39,695
54099	PARTS AND MATERIALS	Increased	52.20 %	2,500	3,805
54410	EQUIPMENT PURCHASES	Unchanged	0.00 %	950	950
59059	MEMBERSHIP	Decreased	22.99 %	935	720
59138	BUSINESS TRAVEL - MILEAGE	Decreased	16.67 %	600	500
59139	CONFERENCE COSTS	Decreased	38.78 %	2,450	1,500
Total Expenditures:				287,279	301,897

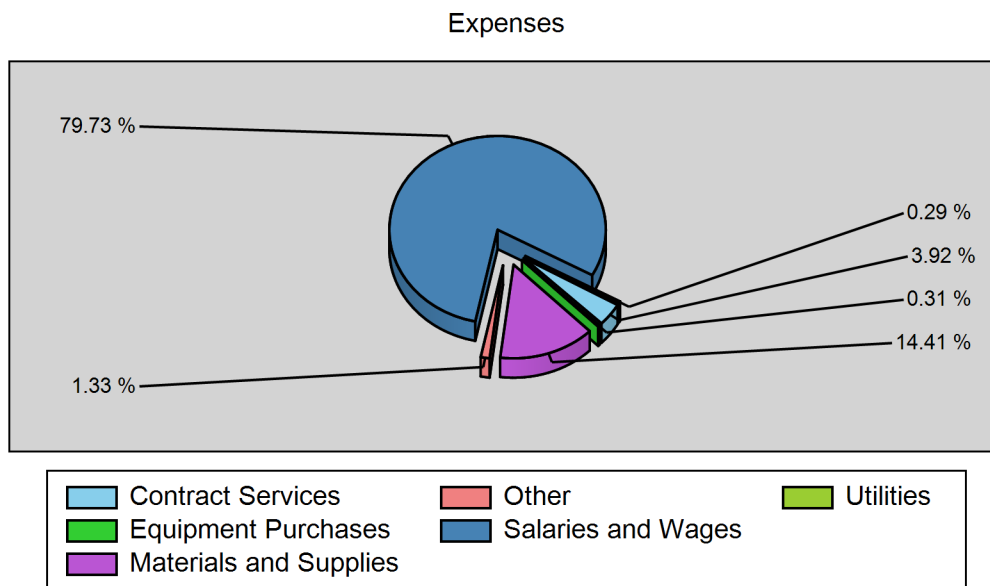
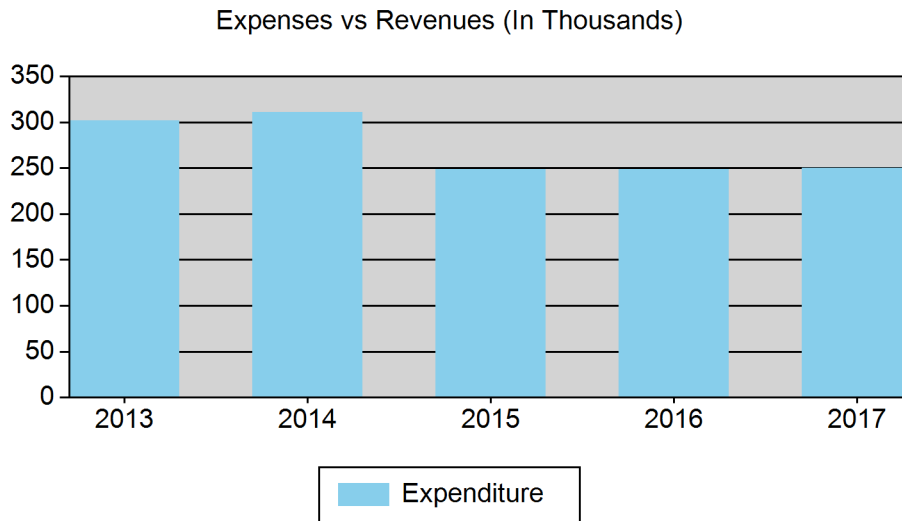
Costing Center Summary

Costing Center: RECORDS SERVICES

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Expenditures				
Contract Services				
52054 MAINT OF EQUIP EXT	2,985	2,545	2,500	2,490
52069 PRINTING COSTS	0	410	140	185
52081 EXTERNAL EQUIPMENT RENTAL	2,922	2,725	2,590	2,600
52252 DELIVERY - IN CITY	3,841	6,200	6,600	6,600
Contract Services Total	9,748	11,880	11,830	11,875
Equipment Purchases				
54410 EQUIPMENT PURCHASES	607	600	950	950
Equipment Purchases Total	607	600	950	950
Materials and Supplies				
54068 POSTAGE	36,519	44,205	39,695	39,045
54099 PARTS AND MATERIALS	3,500	3,335	3,805	3,880
Materials and Supplies Total	40,019	47,540	43,500	42,925
Other				
51141 TRAINING & DEVELOPMENT COSTS	797	1,310	1,300	1,850
59003 ADVERTISING	0	0	0	0
59059 MEMBERSHIP	989	650	720	720
59138 BUSINESS TRAVEL - MILEAGE	17	415	500	600
59139 CONFERENCE COSTS	2,158	1,850	1,500	2,500
Other Total	3,961	4,225	4,020	5,670
Salaries and Wages				
51083 REGULAR SALARIES	215,368	227,229	240,217	247,909
51084 OVERTIME SALARIES	850	500	500	500
51350 BANK TIME EARNED	0	0	0	0
Salaries and Wages Total	216,218	227,729	240,717	248,409
Utilities				
53130 TELEPHONE REGULAR	1,525	850	880	850
53131 TELEPHONE LONG DISTANCE	193	0	0	0
Utilities Total	1,719	850	880	850
	272,273	292,824	301,897	310,679
			3.10%	2.91%
Net Total	(272,273)	(292,824)	(301,897)	(310,679)

Costing Center Summary

Costing Center: RECORDS SERVICES



Costing Center Summary

Costing Center: HUMAN RESOURCES

Previous Costing Center: HUMAN RESOURCES

Division: GENERAL
GOVERNMENT
SERVICES

Department: HUMAN RESOURCES

Stage: Approved

Budget Year: 2013

Accounting Reference: 1401

Approved: Yes

Manager: Vicki Fifi 729-2164

Description:

This cost center captures costs related to the operations of the Human Resources Department, including staffing, general office, recruitment, labour relations, payroll, compensation & benefits, training & development, safety, employee wellness programs, and pension payments.

Comments:

Costing Center Summary

Costing Center: HUMAN RESOURCES

A major area of concern is the escalating WCB premiums. While there was the potential for these to increase by an additional \$400,000 in 2013, we anticipate we will experience a reduction of at least \$46,000. This has been achieved through efforts to get our injured employees back on the job as soon as safely possible. With a continued commitment to our return to work program there is a real possibility that these premiums could see a further reduction of \$76,000 or more in 2014.

To address this situation, it is recommended that one position be budgeted for January 2013 and a second position for December 2013. The associated costs of establishing these positions will be covered through savings potentially realized through the above noted reduction in the corporate WCB premiums. A Recruitment Assistant position is recommended to relieve some of the staffing and recruitment responsibilities currently performed by the HR Generalists. This will provide the Generalists additional time to devote to enhancing the corporate return to work program, which in turn will serve to control the organization's WCB costs. The Recruitment Assistant position will also be responsible for transiting the HR records to the new TRIM system, as well as serving as a liaison with regard to the organization's commitment to aboriginal representation in the City's workforce.

The health and safety of our employees is always an important component and programs in these areas continue to develop. Currently, the organization is experiencing the value of a Safety and Health Educator position through a WCB work placement initiative. It is recommended to add this position to the staff complement in December 2013 when this initiative reaches its' conclusion, again to be funded through the anticipated reductions in WCB costs.

Staffing and recruitment continues to be very active and challenging as a result of increased retirements, the introduction of new positions to the organization, and a relatively tight labour market.

In 2012 the organization added the Deputy Director of Human Resources position, specializing in labour relations. The additional costs incurred were to ultimately be offset by future reductions in consultant and legal fees related to labour relations. Modest advances in reducing these expenses are projected for 2013, with a continued reduction being anticipated for 2014.

The corporate commitment to human resources continues to ensure that initiatives in staff development and organizational development are carried through. These include the leadership development program (with a focus on employee relations), as well as the renewed application of the goal management / performance management program.

Outlook:

On the labour front: the CUPE Collective Bargaining Agreement is current, expiring December 31, 2013; the ATU Collective Agreement is current, expiring March 31, 2015; negotiations are underway with regard to the Fire and E-911 Collective Agreements; and, proposals will have been exchanged October 2012 for the Police Collective Agreement which expires December 2012.

Costing Center Summary

Costing Center: HUMAN RESOURCES

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
Revenues					
42999	REVENUE	New this year		0	500
Total Revenues:				0	500
Expenditures					
51002	CHRISTMAS PARTY	Increased	12.90 %	3,100	3,500
51071	EMPLOYEE WELLNESS	Unchanged	0.00 %	2,000	2,000
51083	REGULAR SALARIES	Increased	10.30 %	919,658	1,014,363
51084	OVERTIME SALARIES	Unchanged	0.00 %	5,000	5,000
51141	TRAINING & DEVELOPMENT	Decreased	8.45 %	17,240	15,783
51174	RETIREMENTS	Unchanged	0.00 %	6,000	6,000
51176	LONG SERVICE RECOGNITION	Increased	61.42 %	4,225	6,820
51179	COMPASSIONATE GIFTS	Unchanged	0.00 %	2,000	2,000
51182	SAFETY INITIATIVES	Increased	6.67 %	6,000	6,400
51285	MEDICALS	Unchanged	0.00 %	2,500	2,500
51294	MEDICALS-	Unchanged	0.00 %	1,000	1,000
51389	HEARING TESTS	Unchanged	0.00 %	5,000	5,000
51423	PENSION PLAN PRE MEBP	New this year		0	60,000
51503	FLU SHOTS	Unchanged	0.00 %	1,000	1,000
51531	EMPLOYEE BBQ	Unchanged	0.00 %	5,500	5,500
51709	SEVERANCE PAYMENT	Unchanged	0.00 %	75,000	75,000
52019	CONSULTING FEES	Decreased	10.00 %	10,000	9,000
52069	PRINTING COSTS	Unchanged	0.00 %	1,000	1,000
52070	METRICS	Unchanged	0.00 %	2,000	2,000
52239	TESTING-	Unchanged	0.00 %	14,500	14,500
52278	FACILITATOR EXPENSE	Increased	5.26 %	38,000	40,000
52297	CPR/FIRST AID TRAINING	Unchanged	0.00 %	6,500	6,500
52453	PROFESSIONAL FEES-CUPE	Decreased	50.00 %	10,000	5,000
52454	PROFESSIONAL FEES-E911	Increased	300.00 %	1,250	5,000
52455	PROFESSIONAL FEES-FIRE	Increased	25.00 %	5,000	6,250
52456	PROFESSIONAL FEES-OOS	Unchanged	0.00 %	1,250	1,250
52457	PROFESSIONAL FEES-POLICE	Unchanged	0.00 %	2,500	2,500
53130	TELEPHONE REGULAR	Decreased	35.48 %	3,179	2,051
53131	TELEPHONE LONG DISTANCE	Not used this year		115	0
53132	FAX COSTS	Not used this year		640	0
53445	CELLULAR TELEPHONE	Increased	7.74 %	4,455	4,800
54099	PARTS AND MATERIALS	Unchanged	0.00 %	8,070	8,070
54261	PART AND MATERIALS-	Decreased	22.22 %	1,800	1,400
54410	EQUIPMENT PURCHASES	Unchanged	0.00 %	3,460	3,460
54460	PARTS AND MATERIALS-	Unchanged	0.00 %	500	500
59007	ADVERTISING-	Decreased	19.61 %	25,500	20,500
59023	SYMPOSIUMS	Decreased	20.00 %	5,000	4,000
59048	LUNCHEONS	Decreased	9.09 %	1,100	1,000

Costing Center Summary

Costing Center: HUMAN RESOURCES

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
59059	MEMBERSHIP	Increased	1.95 %	7,710	7,860
59098	SUBSCRIPTIONS	Decreased	56.52 %	27,425	11,925
59138	BUSINESS TRAVEL - MILEAGE	Decreased	16.67 %	3,000	2,500
59139	CONFERENCE COSTS	Increased	12.63 %	9,915	11,167
59603	LABOUR RELATIONS-CUPE	Decreased	66.67 %	15,000	5,000
59604	LABOUR RELATIONS-E911	Increased	50.00 %	20,000	30,000
59605	LABOUR RELATIONS-FIRE	Decreased	25.00 %	80,000	60,000
59606	LABOUR RELATIONS-OOS	Unchanged	0.00 %	5,000	5,000
59607	LABOUR RELATIONS-POLICE	Decreased	75.00 %	20,000	5,000
59626	CESSATION PROGRAM	Unchanged	0.00 %	500	500
59997	TRANSFER FR RESERVES	Decreased	50.00 %	(150,000)	(75,000)
Total Expenditures:				1,239,592	1,414,599

Costing Center Summary

Costing Center: HUMAN RESOURCES

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Revenues				
Other Income				
42999 REVENUE	500	887	500	500
Other Income Total	500	887	500	500
	500	887	500	500
			(43.63%)	0.00%
Expenditures				
Benefits				
51002 CHRISTMAS PARTY	2,767	3,500	3,500	3,500
51071 EMPLOYEE WELLNESS PROGRAMS	1,261	370	2,000	2,000
51174 RETIREMENTS	4,497	3,618	6,000	6,000
51176 LONG SERVICE RECOGNITION	4,227	8,188	6,820	4,500
51285 MEDICALS	1,990	2,500	2,500	2,500
51294 MEDICALS-RECRUITMENT/STAFFING	320	1,000	1,000	1,000
51389 HEARING TESTS	3,630	9,000	5,000	5,000
51423 PENSION PLAN PRE MEBP	0	240,000	60,000	0
51503 FLU SHOTS	641	1,000	1,000	1,000
51531 EMPLOYEE BBQ	5,292	5,200	5,500	5,750
51709 SEVERANCE PAYMENT EXPENSE	0	75,000	75,000	75,000
59626 CESSATION PROGRAM	20	100	500	500
Benefits Total	24,645	349,476	168,820	106,750
Contract Services				
52019 CONSULTING FEES	7,737	10,000	9,000	10,000
52033 PROFESSIONAL FEES-RECRUITMENT	10,076	0	0	0
52069 PRINTING COSTS	532	400	1,000	1,000
52070 METRICS	0	2,000	2,000	2,000
52239 TESTING-RECRUITMENT/STAFFING	13,428	14,500	14,500	16,500
52278 FACILITATOR EXPENSE	16,484	44,785	40,000	25,000
52297 CPR/FIRST AID TRAINING	4,394	3,700	6,500	6,500
52387 BANK PROCESSING FEES	0	0	0	0
52453 PROFESSIONAL FEES-CUPE	435	1,000	5,000	5,000
52454 PROFESSIONAL FEES-E911	6,376	250	5,000	1,250
52455 PROFESSIONAL FEES-FIRE	17,265	33,000	6,250	10,000
52456 PROFESSIONAL FEES-OOS	46,941	250	1,250	1,250
52457 PROFESSIONAL FEES-POLICE	0	500	2,500	2,500
52458 PROFESSIONAL FEES-TRANSIT	8,672	0	0	0
59242 SALARY SURVEYS	35,977	0	0	20,000
Contract Services Total	168,317	110,385	93,000	101,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	2,429	3,460	3,460	3,500
Equipment Purchases Total	2,429	3,460	3,460	3,500
Materials and Supplies				
54099 PARTS AND MATERIALS	11,436	8,058	8,070	8,310
54261 PART AND MATERIALS-SAFETY	3,115	1,800	1,400	1,450

Costing Center Summary

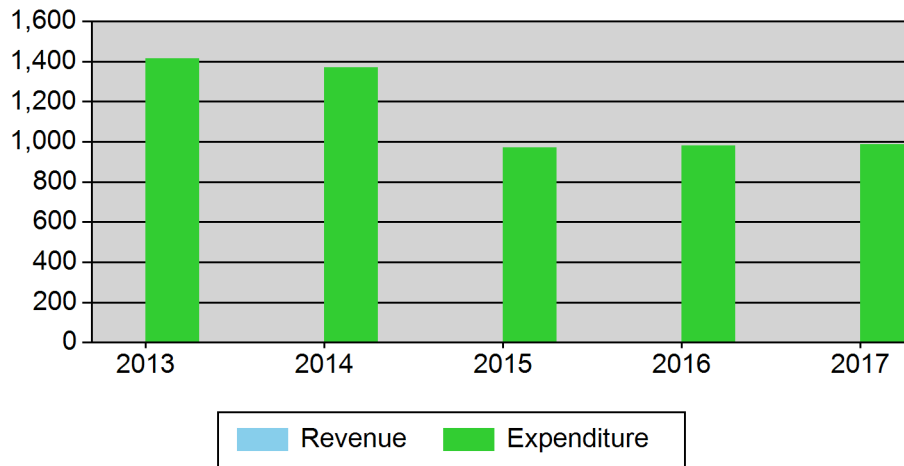
Costing Center: HUMAN RESOURCES

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
54460 PARTS AND MATERIALS-TRAINING	133	500	500	500
Materials and Supplies Total	14,684	10,358	9,970	10,260
Other				
51141 TRAINING & DEVELOPMENT COSTS	31,490	19,240	15,783	22,290
51179 COMPASSIONATE GIFTS	894	2,000	2,000	2,000
51182 SAFETY INITIATIVES	95	4,800	6,400	3,000
59007 ADVERTISING-RECRUIT/STAFFING	22,200	16,000	20,500	30,000
59023 SYMPOSIUMS	1,060	5,000	4,000	5,000
59048 LUNCHEONS	1,366	550	1,000	1,200
59059 MEMBERSHIP	6,237	8,407	7,860	8,010
59098 SUBSCRIPTIONS	16,094	13,960	11,925	17,525
59138 BUSINESS TRAVEL - MILEAGE	898	3,000	2,500	3,000
59139 CONFERENCE COSTS	7,093	9,915	11,167	11,560
59603 LABOUR RELATIONS-CUPE	2,986	5,800	5,000	5,000
59604 LABOUR RELATIONS-E911	7,971	500	30,000	5,000
59605 LABOUR RELATIONS-FIRE	45,457	130,000	60,000	50,000
59606 LABOUR RELATIONS-OOS	2,649	1,200	5,000	5,000
59607 LABOUR RELATIONS-POLICE	8,486	12,000	5,000	5,000
59608 LABOUR RELATIONS-TRANSIT	40,466	0	0	0
Other Total	195,442	232,372	188,135	173,585
Salaries and Wages				
51083 REGULAR SALARIES	732,033	916,994	1,014,363	1,038,791
51084 OVERTIME SALARIES	643	5,000	5,000	5,000
51697 FLOOD REGULAR SALARIES	355	0	0	0
51698 FLOOD OVERTIME	873	0	0	0
Salaries and Wages Total	733,904	921,994	1,019,363	1,043,791
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	0	(150,000)	(75,000)	(75,000)
Transfers to/from Internal Accounts Total	0	(150,000)	(75,000)	(75,000)
Utilities				
53130 TELEPHONE REGULAR	6,399	3,179	2,051	2,051
53131 TELEPHONE LONG DISTANCE	175	115	0	0
53132 FAX COSTS	146	640	0	0
53445 CELLULAR TELEPHONE	644	6,055	4,800	4,800
Utilities Total	7,363	9,989	6,851	6,851
	1,146,784	1,488,034	1,414,599	1,370,737
			(4.94%)	(3.10%)
Net Total	(1,146,284)	(1,487,147)	(1,414,099)	(1,370,237)

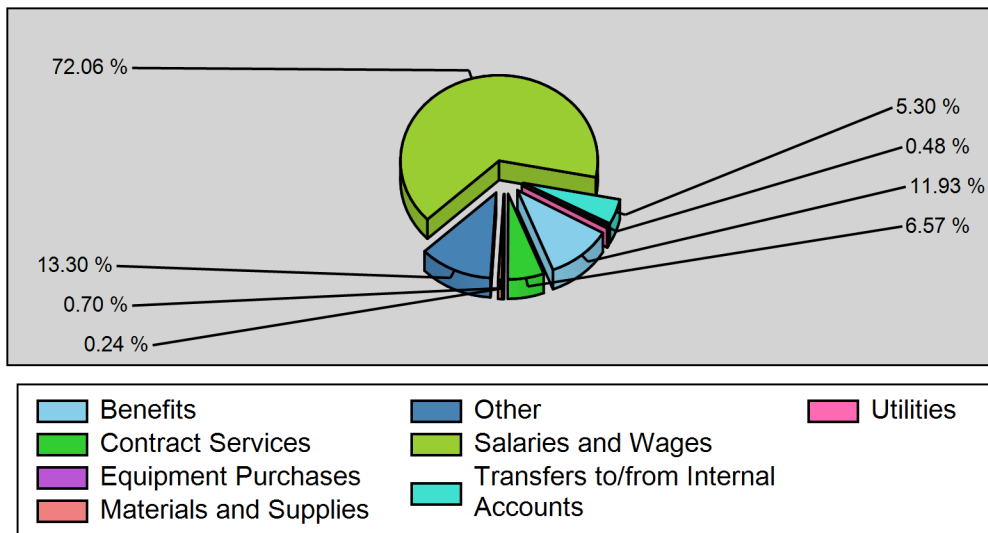
Costing Center Summary

Costing Center: HUMAN RESOURCES

Expenses vs Revenues (In Thousands)



Expenses



Costing Center Summary

Costing Center: CITY MANAGER

Previous Costing Center: CITY MANAGER

Division: GENERAL
GOVERNMENT
SERVICES

Department: CITY MANAGER

Stage: Approved

Budget Year: 2013

Accounting Reference: 6270

Approved: Yes

Manager: Scott Hildebrand 729-
2204

Description:

This cost center is for the operation of the City Manager's Office. The major component of this account is salaries.

Comments:

Other significant costs are for attendance at the Federation of Canadian Municipalities, Canadian Association of Municipal Administrators and the International City Managers Conference as well as any authorized Association of Manitoba Municipalities Meetings.

Outlook:

Expenses for this department are quite consistent from year to year, the main variable being conferences and travel costs.

Costing Center Summary

Costing Center: CITY MANAGER

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
Expenditures					
51010	MISC EMPLOYEE ALLOWANCE	Unchanged	0.00 %	9,000	9,000
51083	REGULAR SALARIES	Increased	4.32 %	279,054	291,108
51141	TRAINING & DEVELOPMENT	Unchanged	0.00 %	1,000	1,000
52069	PRINTING COSTS	Unchanged	0.00 %	300	300
53130	TELEPHONE REGULAR	Decreased	22.73 %	2,200	1,700
53131	TELEPHONE LONG DISTANCE	Not used this year		32	0
54099	PARTS AND MATERIALS	Decreased	7.41 %	2,700	2,500
55167	PUBLIC RELATIONS	Increased	20.00 %	500	600
59048	LUNCHEONS	Unchanged	0.00 %	2,500	2,500
59059	MEMBERSHIP	Unchanged	0.00 %	770	770
59098	SUBSCRIPTIONS	Decreased	56.73 %	520	225
59138	BUSINESS TRAVEL - MILEAGE	Increased	17.24 %	2,900	3,400
59139	CONFERENCE COSTS	Unchanged	0.00 %	7,500	7,500
Total Expenditures:				308,976	320,603

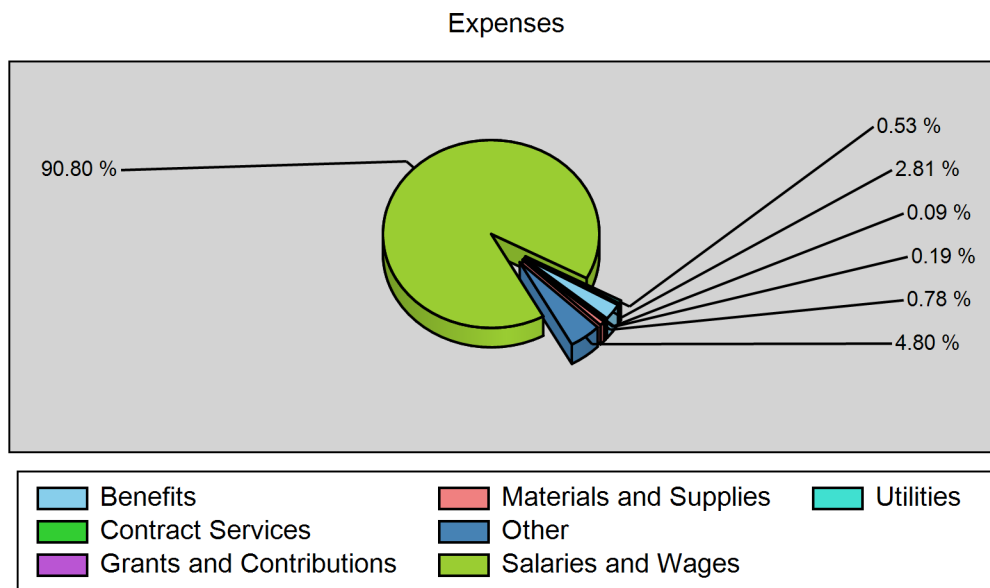
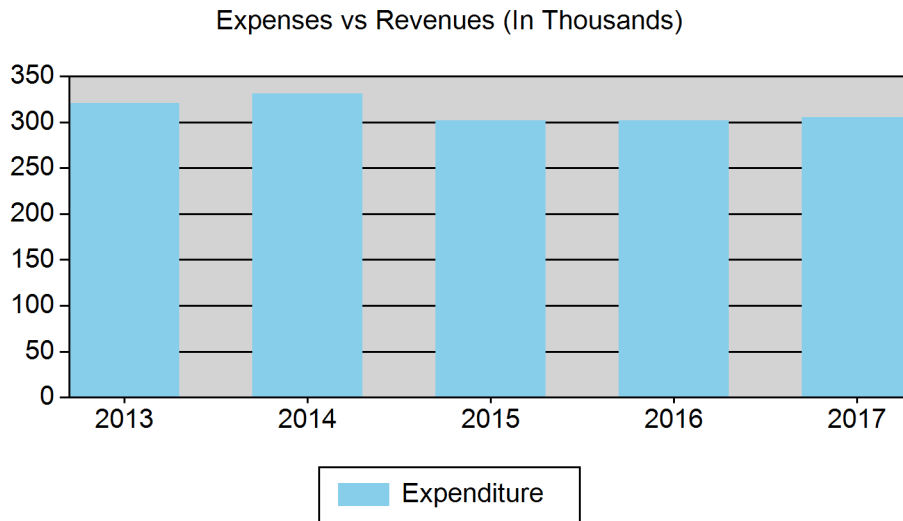
Costing Center Summary

Costing Center: CITY MANAGER

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Expenditures				
Benefits				
51010 MISC EMPLOYEE ALLOWANCE	6,000	9,000	9,000	9,000
Benefits Total	6,000	9,000	9,000	9,000
Contract Services				
52060 SPEC PROG LEGAL FEES	0	441	0	0
52069 PRINTING COSTS	382	300	300	300
Contract Services Total	382	741	300	300
Grants and Contributions				
55167 PUBLIC RELATIONS	285	500	600	600
Grants and Contributions Total	285	500	600	600
Materials and Supplies				
54099 PARTS AND MATERIALS	1,719	2,700	2,500	2,700
Materials and Supplies Total	1,719	2,700	2,500	2,700
Other				
51141 TRAINING & DEVELOPMENT COSTS	195	1,000	1,000	1,000
59048 LUNCHEONS	1,802	2,500	2,500	2,500
59059 MEMBERSHIP	767	770	770	770
59098 SUBSCRIPTIONS	682	520	225	230
59138 BUSINESS TRAVEL - MILEAGE	338	2,900	3,400	3,400
59139 CONFERENCE COSTS	2,594	7,500	7,500	8,425
Other Total	6,379	15,190	15,395	16,325
Salaries and Wages				
51083 REGULAR SALARIES	256,451	279,054	291,108	300,336
51084 OVERTIME SALARIES	1,243	304	0	0
Salaries and Wages Total	257,695	279,358	291,108	300,336
Transfers to/from Internal Accounts				
59334 INTERNAL CHARGES	208	0	0	0
Transfers to/from Internal Accounts Total	208	0	0	0
Utilities				
53130 TELEPHONE REGULAR	2,202	1,487	1,700	1,700
53131 TELEPHONE LONG DISTANCE	47	0	0	0
Utilities Total	2,249	1,487	1,700	1,700
	274,917	308,976	320,603	330,961
			3.76%	3.23%
Net Total	(274,917)	(308,976)	(320,603)	(330,961)

Costing Center Summary

Costing Center: CITY MANAGER



Costing Center Summary

Costing Center: CORPORATE COMMUNICATIONS

Previous Costing Center: CORPORATE
COMMUNICATIONS

Division: GENERAL
GOVERNMENT
SERVICES

Department: CITY MANAGER

Stage: Approved

Budget Year: 2013

Accounting Reference: 2089

Approved: Yes

Manager: Scott Hildebrand 729-
2204

Description:

This cost center is to cover the salary and general operating expenses for the Director of Communications.

Comments:

Outlook:

The Director of Communications will be working with City Administration to develop a long-term communications strategy for the City and to assist departments and functions with their communications goals.

Costing Center Summary

Costing Center: CORPORATE COMMUNICATIONS

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
Expenditures					
51083	REGULAR SALARIES	Increased	5.90 %	78,935	83,592
51141	TRAINING & DEVELOPMENT	Decreased	80.00 %	2,500	500
52069	PRINTING COSTS	Unchanged	0.00 %	300	300
53130	TELEPHONE REGULAR	Decreased	20.00 %	1,500	1,200
53131	TELEPHONE LONG DISTANCE	Not used this year		150	0
54099	PARTS AND MATERIALS	Decreased	70.00 %	1,000	300
59003	ADVERTISING	Decreased	50.00 %	3,000	1,500
59048	LUNCHEONS	Decreased	50.00 %	1,000	500
59059	MEMBERSHIP	New this year		0	350
59098	SUBSCRIPTIONS	Not used this year		500	0
59138	BUSINESS TRAVEL - MILEAGE	Unchanged	0.00 %	500	500
59139	CONFERENCE COSTS	Increased	25.00 %	2,000	2,500
Total Expenditures:				91,385	91,242

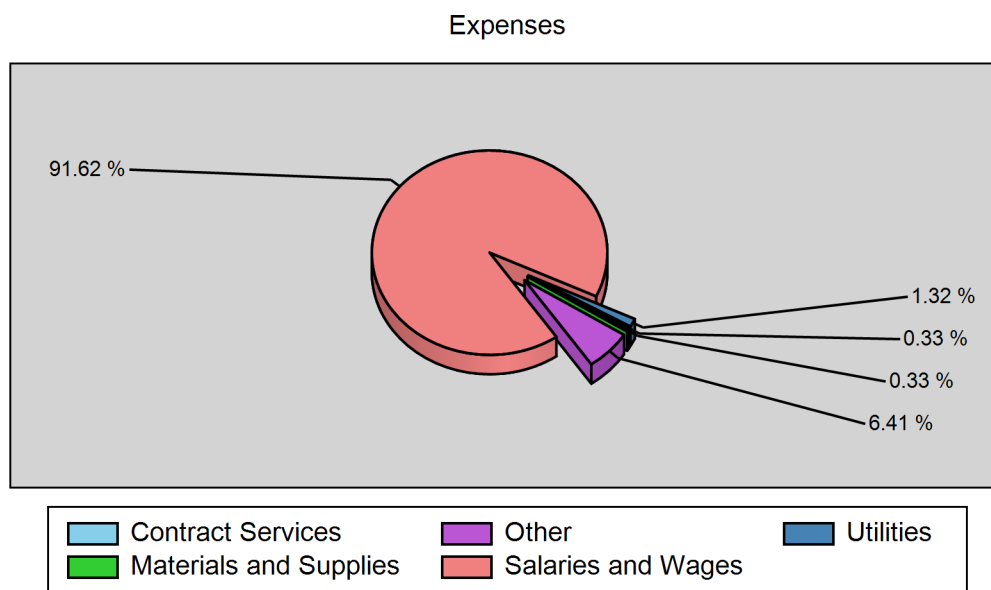
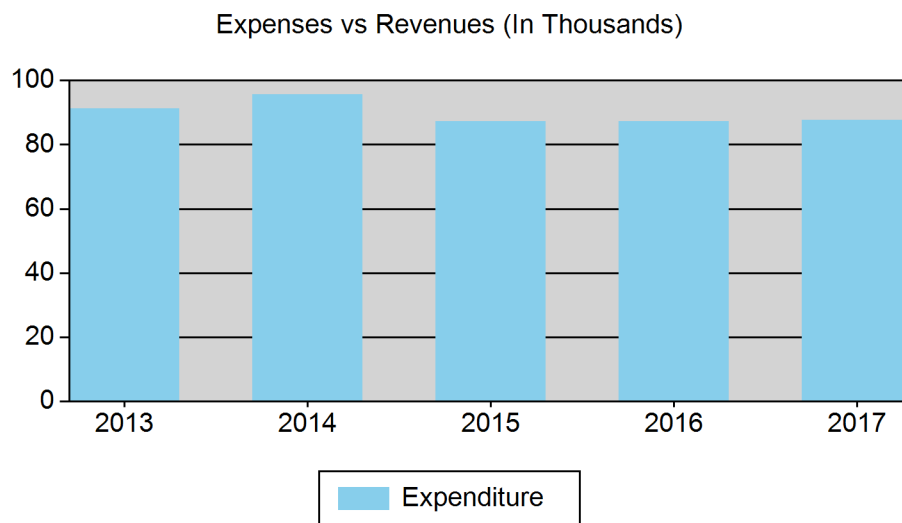
Costing Center Summary

Costing Center: CORPORATE COMMUNICATIONS

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Expenditures				
Contract Services				
52069 PRINTING COSTS	0	300	300	300
Contract Services Total	0	300	300	300
Materials and Supplies				
54099 PARTS AND MATERIALS	0	300	300	300
Materials and Supplies Total	0	300	300	300
Other				
51141 TRAINING & DEVELOPMENT COSTS	0	0	500	2,500
59003 ADVERTISING	0	1,500	1,500	1,500
59048 LUNCHEONS	0	500	500	700
59059 MEMBERSHIP	0	0	350	350
59098 SUBSCRIPTIONS	0	0	0	0
59138 BUSINESS TRAVEL - MILEAGE	0	0	500	500
59139 CONFERENCE COSTS	0	3,000	2,500	2,500
Other Total	0	5,000	5,850	8,050
Salaries and Wages				
51083 REGULAR SALARIES	0	78,935	83,592	85,725
Salaries and Wages Total	0	78,935	83,592	85,725
Utilities				
53130 TELEPHONE REGULAR	0	800	1,200	1,300
53131 TELEPHONE LONG DISTANCE	0	150	0	0
Utilities Total	0	950	1,200	1,300
	0	85,485	91,242	95,675
			6.73%	4.86%
Net Total	0	(85,485)	(91,242)	(95,675)

Costing Center Summary

Costing Center: CORPORATE COMMUNICATIONS



Costing Center Summary

Costing Center: ACCOUNTING

Previous Costing Center: ACCOUNTING

Division: GENERAL
GOVERNMENT
SERVICES

Department: TREASURY

Stage: Approved

Budget Year: 2013

Accounting Reference: 0030

Approved: Yes

Manager: Val Rochelle 729-2223

Description:

This cost center covers costs related to the administration and operations of the Treasury Department. This includes staffing costs as well as general office costs.

Comments:

Treasury is a professional services department responsible for purchasing, accounts payable, accounts receivable, utility billing, licensing, property taxes, By-law collections, insurance, and risk management. Higher level functions include corporate finance, performance measurement, analysis, budgeting, and ensuring that the City is in compliance with many forms of legislation, accounting standards, and/or the City's own By-laws.

Treasury has overhauled the Purchasing function for 2013. Efficiencies in this area have resulted in the purchasing function being reduced from 4.5 to 4.0 personnel. It should also be noted that the Treasury department functions without the assistance of any dedicated admin support staff.

As a professional services department, Treasury has many designated individuals who as such, must maintain professional development requirements. 2013 and onwards will see an increased budget for Training and professional development needs.

Outlook:

With the headcount efficiencies found in the purchasing section, the insurance, claims, and risk management specialist will be moved under the leadership of the Director of Emergency Management in 2013. This does not increase overall headcount, but will provide for a greater focus on proactive risk management activities going forward.

Costing Center Summary

Costing Center: ACCOUNTING

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
Revenues					
42299	ACCOUNT CONFIRMATIONS	Increased	29.53 %	37,500	48,575
42365	COMMISSION REVENUES	New this year		0	5,540
42999	REVENUE	Decreased	25.00 %	20,000	15,000
45319	LIEN RECOVERIES	Unchanged	0.00 %	2,000	2,000
46117	INTEREST ON ACCTS REC	Increased	44.44 %	45,000	65,000
49137	DEB DEBT RECOVERY-GAS	Decreased	3.82 %	3,535	3,400
Total Revenues:				108,035	139,515
Expenditures					
51083	REGULAR SALARIES	Decreased	3.19 %	874,306	846,411
51084	OVERTIME SALARIES	Increased	83.33 %	3,000	5,500
51141	TRAINING & DEVELOPMENT	Increased	183.74 %	8,899	25,250
52015	CONTRACTS	Decreased	61.24 %	12,900	5,000
52020	PROFESSIONAL FEES	Decreased	53.27 %	10,700	5,000
52069	PRINTING COSTS	Decreased	16.67 %	6,000	5,000
52072	LEGAL FEES	New this year		0	2,000
52089	COMMISSION	Decreased	50.00 %	6,000	3,000
52219	BOND RATING CHARGES	Increased	5.56 %	18,000	19,000
52387	BANK PROCESSING FEES	Increased	30.00 %	5,000	6,500
52759	SECURITY	New this year		0	100
53130	TELEPHONE REGULAR	Increased	32.25 %	5,225	6,910
53131	TELEPHONE LONG DISTANCE	Not used this year		220	0
53132	FAX COSTS	Not used this year		200	0
54021	FREIGHT	Not used this year		100	0
54099	PARTS AND MATERIALS	Decreased	0.47 %	17,080	17,000
54410	EQUIPMENT PURCHASES	Decreased	51.15 %	6,550	3,200
59003	ADVERTISING	Decreased	33.33 %	6,000	4,000
59048	LUNCHEONS	Unchanged	0.00 %	500	500
59059	MEMBERSHIP	Decreased	1.89 %	4,505	4,420
59098	SUBSCRIPTIONS	Increased	58.33 %	1,200	1,900
59138	BUSINESS TRAVEL - MILEAGE	Decreased	37.50 %	800	500
59139	CONFERENCE COSTS	Decreased	55.56 %	9,180	4,080
59311	LIEN ADMINISTRATION FEES	Unchanged	0.00 %	2,000	2,000
Total Expenditures:				998,365	967,271

Costing Center Summary

Costing Center: ACCOUNTING

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Revenues				
Investment Income				
46042 INTEREST EARNED	189,653	0	0	0
46053 INCOME ON LONG TERM INVESTMENT	317,247	0	0	0
46173 INTEREST REALLOCATION	(506,900)	0	0	0
Investment Income Total	0	0	0	0
Other Income				
42365 COMMISSION REVENUES	497	5,000	5,540	5,540
42369 US FUNDS	(539)	0	0	0
42990 RECEIPTS	0	0	0	0
42999 REVENUE	76,144	24,000	15,000	15,000
46117 INTEREST ON ACCTS REC	61,615	68,125	65,000	65,000
49137 DEB DEBT RECOVERY-GAS	3,535	3,400	3,400	3,400
Other Income Total	141,252	100,525	88,940	88,940
Permits, Licenses and Fines				
45319 LIEN RECOVERIES	1,303	2,000	2,000	2,000
Permits, Licenses and Fines Total	1,303	2,000	2,000	2,000
User Fees and Sales of Goods				
42299 ACCOUNT CONFIRMATIONS	39,915	40,000	48,575	48,575
User Fees and Sales of Goods Total	39,915	40,000	48,575	48,575
	182,470	142,525	139,515	139,515
			(2.11%)	0.00%
Expenditures				
Benefits				
51345 PERFORM BASED EMP RECOGNITION	100	0	0	0
51346 NON-PERFORM BASED EMP RECOGNIT	312	463	0	0
Benefits Total	412	463	0	0
Contract Services				
52015 CONTRACTS	0	13,900	5,000	5,000
52020 PROFESSIONAL FEES	4,703	8,000	5,000	0
52069 PRINTING COSTS	4,132	4,500	5,000	5,750
52072 LEGAL FEES	0	0	2,000	2,000
52089 COMMISSION	1,088	1,000	3,000	3,000
52219 BOND RATING CHARGES	17,000	18,000	19,000	20,000
52387 BANK PROCESSING FEES	6,379	5,150	6,500	6,500
52759 SECURITY	71	90	100	100
Contract Services Total	33,372	50,640	45,600	42,350
Equipment Purchases				
54410 EQUIPMENT PURCHASES	3,328	11,850	3,200	1,500
Equipment Purchases Total	3,328	11,850	3,200	1,500
Materials and Supplies				
54021 FREIGHT	67	117	0	0

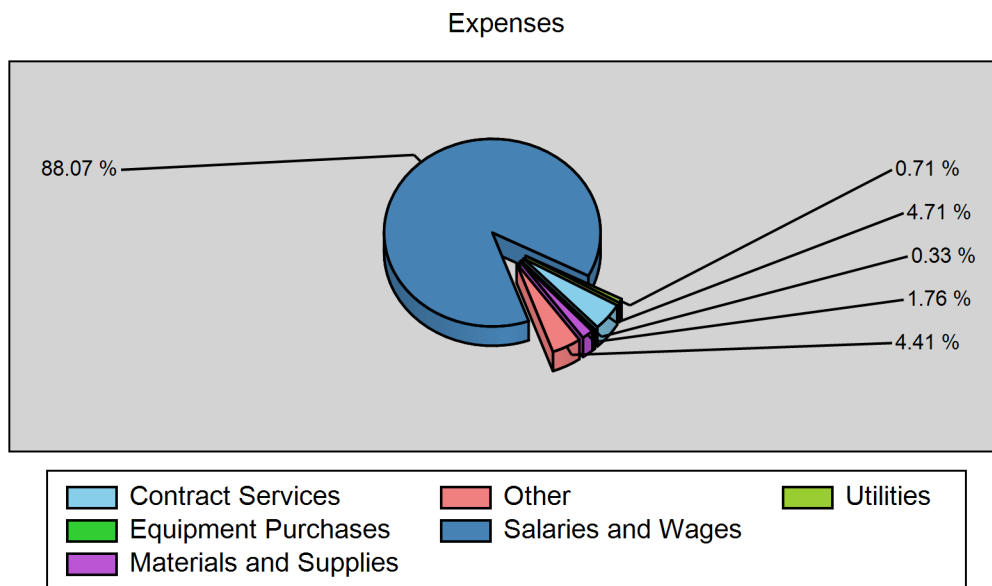
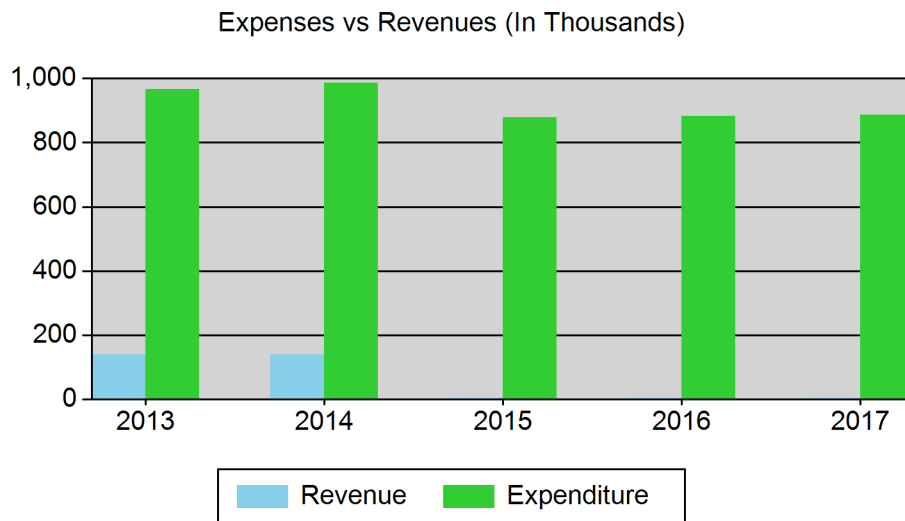
Costing Center Summary

Costing Center: ACCOUNTING

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
54099 PARTS AND MATERIALS	30,768	17,080	17,000	17,000
Materials and Supplies Total	30,835	17,197	17,000	17,000
Other				
51141 TRAINING & DEVELOPMENT COSTS	5,577	9,984	25,250	15,555
59003 ADVERTISING	2,282	4,000	4,000	4,000
59048 LUNCHEONS	579	500	500	500
59059 MEMBERSHIP	4,141	4,070	4,420	4,095
59098 SUBSCRIPTIONS	1,131	1,200	1,900	1,900
59138 BUSINESS TRAVEL - MILEAGE	138	500	500	500
59139 CONFERENCE COSTS	7,496	5,285	4,080	8,930
59207 CASH OVER/SHORT	(5,054)	457	0	0
59241 SPECIAL PROGRAMS	12,193	0	0	0
59311 LIEN ADMINISTRATION FEES	2,717	2,000	2,000	2,000
Other Total	31,200	27,996	42,650	37,480
Reserve Appropriation				
58501 MAJOR EVENT HOSTING B/L 6260	0	0	0	0
Reserve Appropriation Total	0	0	0	0
Salaries and Wages				
51083 REGULAR SALARIES	765,280	858,806	846,411	874,144
51084 OVERTIME SALARIES	4,935	3,000	5,500	6,750
51231 INTERNAL SALARIES	2,139	3,023	0	0
Salaries and Wages Total	772,353	864,829	851,911	880,894
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	0	518	0	0
Transfers to/from Internal Accounts Total	0	518	0	0
Utilities				
53130 TELEPHONE REGULAR	7,546	5,300	6,910	6,910
53131 TELEPHONE LONG DISTANCE	330	0	0	0
53132 FAX COSTS	145	215	0	0
Utilities Total	8,020	5,515	6,910	6,910
	879,520	979,008	967,271	986,134
			(1.20%)	1.95%
Net Total	(697,050)	(836,483)	(827,756)	(846,619)

Costing Center Summary

Costing Center: ACCOUNTING



Costing Center Summary

Costing Center: CONDITIONAL GRANT REVENUE

Previous Costing Center: CONDITIONAL GRANT
REVENUE

Division: GENERAL
GOVERNMENT
SERVICES

Department: TREASURY

Stage: Approved

Budget Year: 2013

Accounting Reference: 2448

Approved: Yes

Manager: Val Rochelle 729-2223

Description:

Comments:

Outlook:

Costing Center Summary

Costing Center: CONDITIONAL GRANT REVENUE

Costing Center Summary

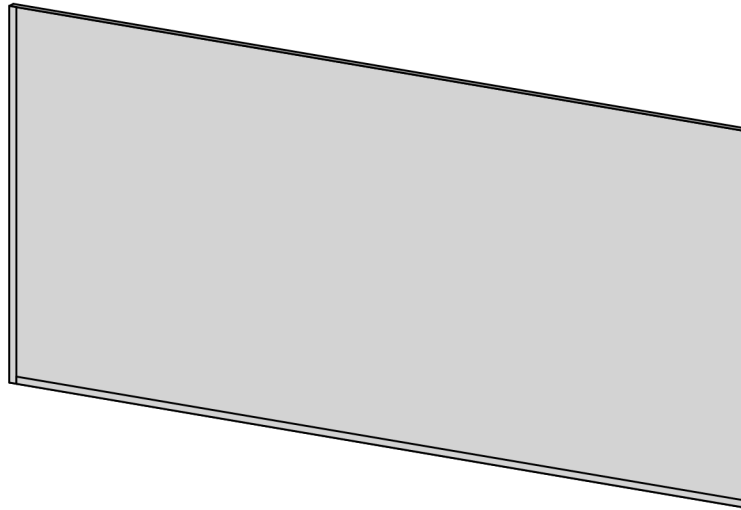
Costing Center: CONDITIONAL GRANT REVENUE

No Data Available

Costing Center Summary

Costing Center: *CONDITIONAL GRANT REVENUE*

Expenses



Costing Center Summary

Costing Center: GRANTS-LONG TERM AGREEMENTS

Previous Costing Center: GRANTS-LONG TERM
AGREEMENTS

Budget Year: 2013

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 2410

Department: TREASURY

Approved: Yes

Stage: Approved

Manager: Val Rochelle 729-2223

Description:

This cost center includes multi-year agreements entered into by Council that include capital or operating support or property tax payment programs.

Comments:

Current grants include the tax agreement for the ACC Culinary Arts Building and Trades Centre located at the North Hill campus.

It is anticipated that the construction of the ACC Green House will be completed by the end of 2012 and this grant will be payable on that building as well starting in 2013.

Outlook:

Costing Center Summary

Costing Center: GRANTS-LONG TERM AGREEMENTS

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
Expenditures					
55302	ASSINIBOINE COMMUNITY	Increased	7.40 %	302,447	324,816
55391	COMMONWEALTH AIR	Not used this year		125,000	0
55408	ROYAL CANADIAN LEGION	Not used this year		1,000	0
Total Expenditures:				428,447	324,816

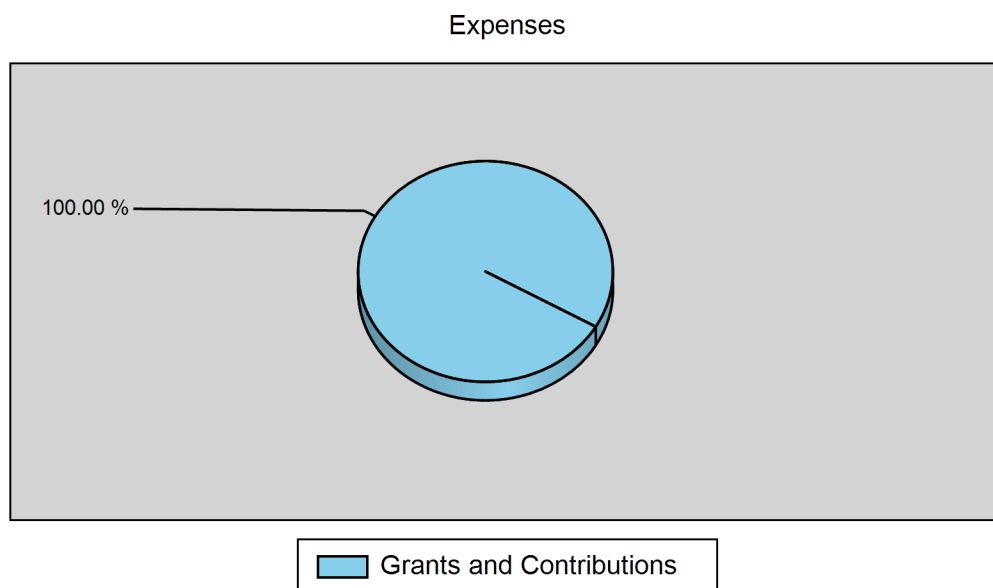
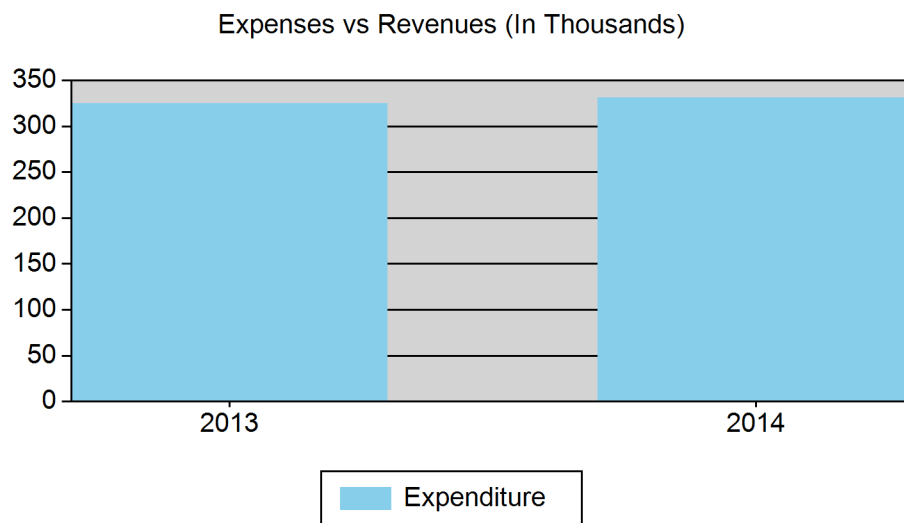
Costing Center Summary

Costing Center: GRANTS-LONG TERM AGREEMENTS

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Expenditures				
Grants and Contributions				
55301 RURAL FORUM	0	0	0	0
55302 ASSINIBOINE COMMUNITY COLLEGE	388,757	302,271	324,816	331,283
55391 COMMONWEALTH AIR TRAINING PLAN	125,000	125,000	0	0
55408 ROYAL CANADIAN LEGION	1,000	1,000	0	0
Grants and Contributions Total	514,757	428,271	324,816	331,283
	514,757	428,271	324,816	331,283
			(24.16%)	1.99%
Net Total	(514,757)	(428,271)	(324,816)	(331,283)

Costing Center Summary

Costing Center: GRANTS-LONG TERM AGREEMENTS



Costing Center Summary

Costing Center: PROFESSIONAL & AUDIT FEES

Previous Costing Center: PROFESSIONAL &
AUDIT FEES

Budget Year: 2013

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 0022

Department: TREASURY

Approved: Yes

Stage: Approved

Manager: Val Rochelle 729-2223

Description:

This cost center reflects the costs incurred with respect to regular audit fees and special fees when auditors are consulted or engaged for projects outside their regular duties.

Comments:

The City engages its auditors for five year terms. The current term expires in 2015.

Outlook:

Costing Center Summary

Costing Center: PROFESSIONAL & AUDIT FEES

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
Expenditures					
52264	AUDITING FEES	Increased	5.00 %	32,100	33,705
52265	SPECIAL AUDIT FEES	Unchanged	0.00 %	2,500	2,500
Total Expenditures:				34,600	36,205

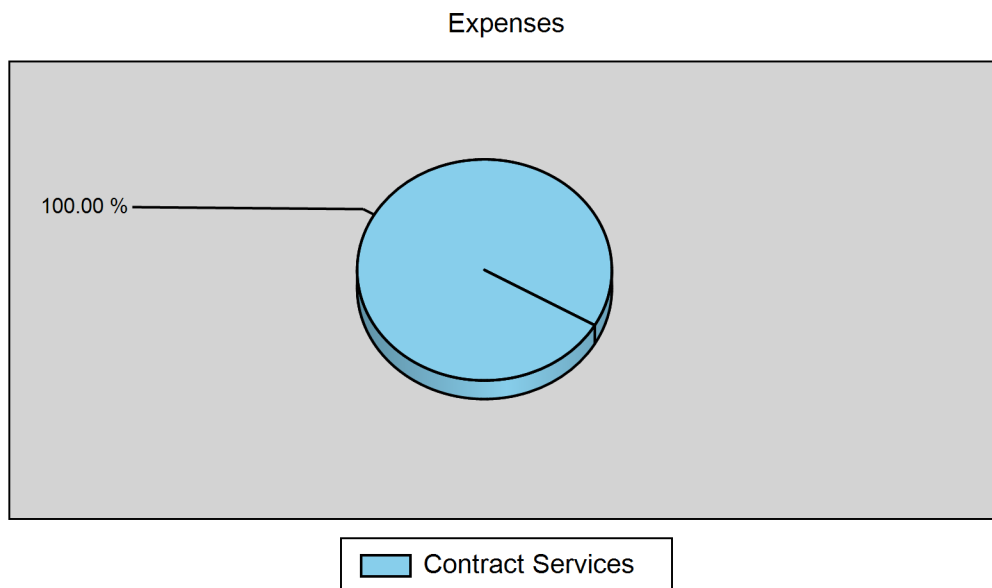
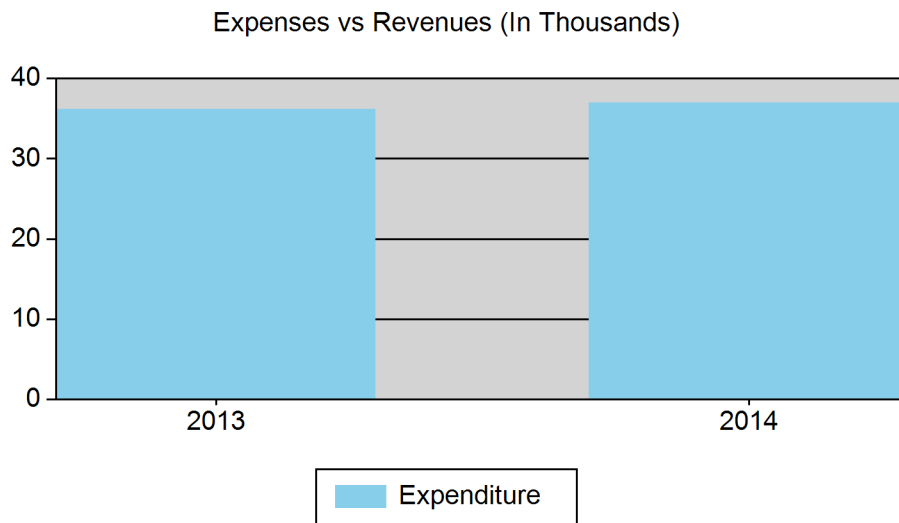
Costing Center Summary

Costing Center: PROFESSIONAL & AUDIT FEES

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Expenditures				
Contract Services				
52264 AUDITING FEES	44,136	32,100	33,705	34,508
52265 SPECIAL AUDIT FEES	0	2,500	2,500	2,500
Contract Services Total	44,136	34,600	36,205	37,008
	44,136	34,600	36,205	37,008
			4.64%	2.22%
Net Total	(44,136)	(34,600)	(36,205)	(37,008)

Costing Center Summary

Costing Center: PROFESSIONAL & AUDIT FEES



Costing Center Summary

Costing Center: UNCONDITIONAL GRANT REVENUES

Previous Costing Center: UNCONDITIONAL
GRANT REVENUES

Budget Year: 2013

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 2447

Department: TREASURY

Approved: Yes

Stage: Approved

Manager: Val Rochelle 729-2223

Description:

This cost center reflects the three unconditional grants received from the Provincial Government. The first is a per capita grant (Building Manitoba Fund / Tax Sharing), the second is based on the prior year's salary costs (General Support), and the third is Video Lottery Terminal revenue sharing.

Comments:

The 2013 and 2014 budgets for the Building Manitoba grant is based on 2012 actual experience with increases of 1% per year.

The 2013 and 2014 budgets for the General Support grant is based on 2012 budget with increases of 2% per year.

The actual Video Lottery Terminal grant received decreased significantly in 2010 and has not changed significantly since then. The budget has therefore remained relatively flat over the past few years.

Outlook:

Costing Center Summary

Costing Center: UNCONDITIONAL GRANT REVENUES

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
Revenues					
43510	PROVINCIAL GOV'T	Not used this year		1,880,000	0
43540	PROVINCIAL BUILDING MB	Increased	5.07 %	7,044,840	7,402,313
43545	PROVINCIAL-VIDEO LOTTERY	Increased	2.56 %	585,000	600,000
43550	PROVINCIAL GENERAL	Increased	8.57 %	732,770	795,596
Total Revenues:				10,242,610	8,797,909

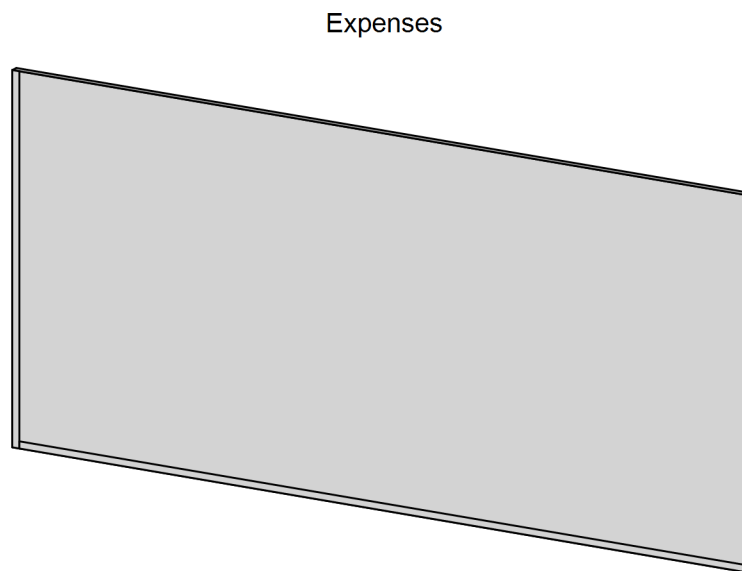
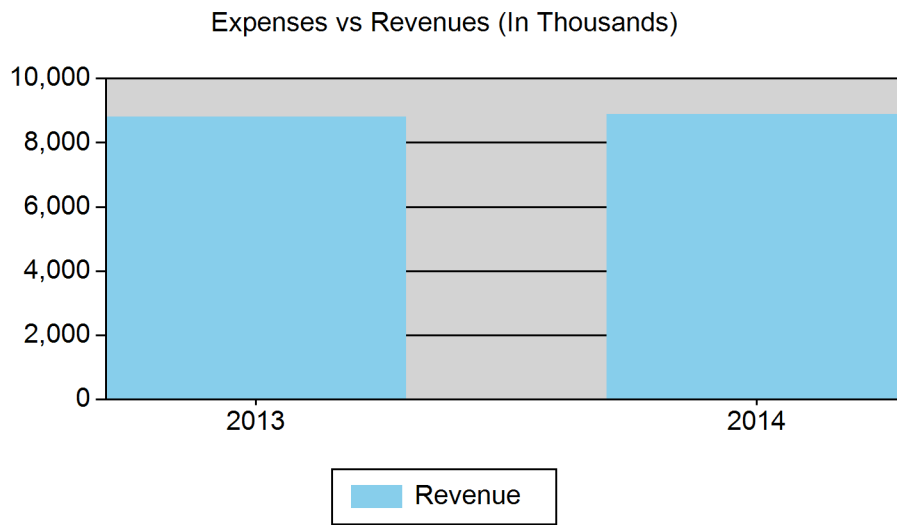
Costing Center Summary

Costing Center: UNCONDITIONAL GRANT REVENUES

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	0	1,880,000	0	0
Conditional Government Transfers Total	0	1,880,000	0	0
Unconditional Government Transfers				
43540 PROVINCIAL BUILDING MB	6,839,652	7,329,023	7,402,313	7,476,336
43545 PROVINCIAL-VIDEO LOTTERY TERM	586,775	689,909	600,000	600,000
43550 PROVINCIAL GENERAL SUPPORT	711,428	732,770	795,596	811,508
Unconditional Government Transfers Total	8,137,855	8,751,702	8,797,909	8,887,844
	8,137,855	10,631,702	8,797,909	8,887,844
			(17.25%)	1.02%
Net Total	8,137,855	10,631,702	8,797,909	8,887,844

Costing Center Summary

Costing Center: UNCONDITIONAL GRANT REVENUES



Costing Center Summary

Costing Center: INFORMATION TECHNOLOGY

Previous Costing Center: INFORMATION
TECHNOLOGY

Division: GENERAL
GOVERNMENT
SERVICES

Department: INFORMATION
TECHNOLOGY

Stage: Approved

Budget Year: 2013

Accounting Reference: 0031

Approved: Yes

Manager: Todd Burton 729-2297

Description:

This cost center captures the administrative and operational costs associated with the Information Technology department.

Comments:

The I.T. Department looks after all software packages for the city, these include:

- Diamond our Enterprise Resource Planning (ERP) system
- CityWorks for asset management
- City View for permitting
- ESRI for mapping
- Class for recreational bookings
- and numerous other applications.

We perform custom development of highly specialized applications and interfaces as well as look after our 25+ corporate websites and our social media presence. We maintain over 350 desktop computers and laptops on a complex Cisco based network of fibre optic cable and wireless links, over 50 servers, and over 200 voip phones.

We provide support to all City departments including Police, Fire, and Provincial 911.

The IT infrastructure has undergone a rapid modernization in the past year. This has allowed us to adopt and follow current industry standards for equipment and software. Technology is being increasingly critical in ensuring we can meet the needs of the citizens and business of Brandon.

Outlook:

Costing Center Summary

Costing Center: INFORMATION TECHNOLOGY

This year we will focus on leveraging efficiencies from our new infrastructure and explore areas that will give our clients more flexibility and value. We will look at how we can engage citizens in new online ways to improve their customer experience and allow citizens to have greater more transparent access to City Hall.

The IT industry is going through rapid changes right now with new products and consolidation happening. IT will continue to monitor the industry to see what trends are emerging and how they can be leveraged. Specific areas we will be looking at are mobile computing, social media, and virtualization technology.

Every four years we will need to spend \$100,000 to upgrade our Ortho photos for our GIS applications.

Costing Center Summary

Costing Center: INFORMATION TECHNOLOGY

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
Revenues					
42988	MISCELLANEOUS REVENUE	Unchanged	0.00 %	2,000	2,000
Total Revenues:				2,000	2,000
Expenditures					
51083	REGULAR SALARIES	Increased	5.04 %	1,073,772	1,127,885
51084	OVERTIME SALARIES	Increased	6.00 %	40,000	42,400
51141	TRAINING & DEVELOPMENT	Decreased	0.06 %	24,299	24,284
52019	CONSULTING FEES	Unchanged	0.00 %	52,500	52,500
52028	FIRE INSURANCE	Increased	33.33 %	3	4
52054	MAINT OF EQUIP EXT	Unchanged	0.00 %	34,000	34,000
52069	PRINTING COSTS	Not used this year		250	0
52292	SOFTWARE LICENSES &	Increased	7.34 %	702,820	754,391
52305	CONTRACTED COMPUTER	Unchanged	0.00 %	148,000	148,000
53130	TELEPHONE REGULAR	Unchanged	0.00 %	13,257	13,257
53131	TELEPHONE LONG DISTANCE	Not used this year		470	0
53295	RADIO COSTS	Decreased	43.38 %	89,900	50,900
54099	PARTS AND MATERIALS	Unchanged	0.00 %	4,300	4,300
54103	GASOLINE #2	Unchanged	0.00 %	566	566
54118	OFFICE SUPPLIES	Unchanged	0.00 %	4,600	4,600
54410	EQUIPMENT PURCHASES	Unchanged	0.00 %	161,800	161,800
54411	NETWORK EQUIPMENT	Unchanged	0.00 %	63,100	63,100
58506	OFFICE EQUIPMENT B/L 3656	Increased	48.92 %	167,870	250,000
59048	LUNCHEONS	Unchanged	0.00 %	500	500
59059	MEMBERSHIP	Unchanged	0.00 %	700	700
59080	INTERNAL EQUIPMENT	Decreased	16.67 %	3,000	2,500
59098	SUBSCRIPTIONS	Unchanged	0.00 %	500	500
59134	DATA COMMUNICATIONS	Decreased	9.86 %	60,498	54,532
59138	BUSINESS TRAVEL - MILEAGE	Decreased	0.02 %	8,500	8,498
59139	CONFERENCE COSTS	Decreased	0.27 %	13,330	13,294
59334	INTERNAL CHARGES	New this year		0	(13,700)
59993	EQUIPMENT CAPITAL	Unchanged	0.00 %	7,490	7,490
Total Expenditures:				2,676,025	2,806,301

Costing Center Summary

Costing Center: INFORMATION TECHNOLOGY

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Revenues				
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	0	0	0	0
Income from Enterprises Total	0	0	0	0
Other Income				
42988 MISCELLANEOUS REVENUE	3,884	2,000	2,000	2,000
Other Income Total	3,884	2,000	2,000	2,000
	3,884	2,000	2,000	2,000
			0.00%	0.00%
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	(1,165)	0	0	0
51345 PERFORM BASED EMP RECOGNITION	0	0	0	0
51346 NON-PERFORM BASED EMP RECOGNIT	0	0	0	0
Benefits Total	(1,165)	0	0	0
Contract Services				
52019 CONSULTING FEES	55,089	14,500	52,500	54,075
52028 FIRE INSURANCE	3	3	4	4
52054 MAINT OF EQUIP EXT	14,734	29,000	34,000	35,020
52069 PRINTING COSTS	0	250	0	0
52292 SOFTWARE LICENSES & MTNCE	385,615	665,078	754,391	694,960
52305 CONTRACTED COMPUTER MAINT.	425,410	132,000	148,000	210,900
Contract Services Total	880,851	840,831	988,895	994,959
Equipment Purchases				
54410 EQUIPMENT PURCHASES	234,014	244,300	161,800	180,000
54411 NETWORK EQUIPMENT	45,834	135,100	63,100	55,100
Equipment Purchases Total	279,848	379,400	224,900	235,100
Materials and Supplies				
54099 PARTS AND MATERIALS	10,104	9,300	4,300	4,430
54103 GASOLINE #2	674	566	566	566
54118 OFFICE SUPPLIES	3,620	4,600	4,600	4,750
Materials and Supplies Total	14,398	14,466	9,466	9,746
Other				
51141 TRAINING & DEVELOPMENT COSTS	8,000	24,299	24,284	31,415
59048 LUNCHEONS	460	500	500	500
59059 MEMBERSHIP	200	450	700	700
59080 INTERNAL EQUIPMENT RENTAL	10,490	3,000	2,500	2,500
59098 SUBSCRIPTIONS	0	500	500	500
59138 BUSINESS TRAVEL - MILEAGE	350	8,500	8,498	8,750
59139 CONFERENCE COSTS	28,066	13,330	13,294	15,000
59732 ERP ROLLOUT	0	0	0	0
59993 EQUIPMENT CAPITAL CONTRIBUTION	0	7,490	7,490	8,422
Other Total	47,566	58,069	57,766	67,787

Costing Center Summary

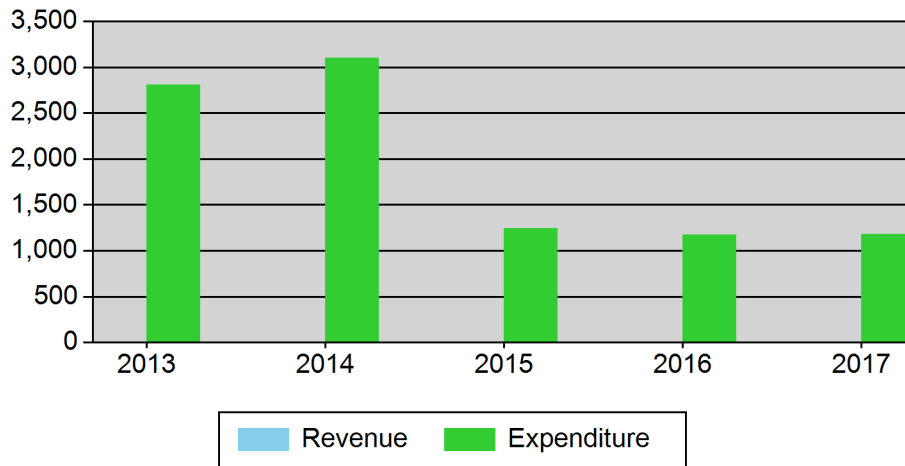
Costing Center: INFORMATION TECHNOLOGY

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Reserve Appropriation				
58506 OFFICE EQUIPMENT B/L 3656	400,000	167,870	250,000	450,000
Reserve Appropriation Total	400,000	167,870	250,000	450,000
Salaries and Wages				
51083 REGULAR SALARIES	936,340	1,053,772	1,127,885	1,182,389
51084 OVERTIME SALARIES	59,281	36,000	42,400	51,500
51272 UNION LEAVE	0	0	0	0
Salaries and Wages Total	995,621	1,089,772	1,170,285	1,233,889
Transfers to/from Internal Accounts				
59334 INTERNAL CHARGES	0	0	(13,700)	(13,700)
59997 TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total	0	0	(13,700)	(13,700)
Utilities				
53130 TELEPHONE REGULAR	14,103	13,257	13,257	13,550
53131 TELEPHONE LONG DISTANCE	1,030	470	0	0
53295 RADIO COSTS	1,826	49,900	50,900	50,900
59134 DATA COMMUNICATIONS	65,628	60,498	54,532	62,495
Utilities Total	82,587	124,125	118,689	126,945
	2,699,705	2,674,533	2,806,301	3,104,726
			4.93%	10.63%
Net Total	(2,695,821)	(2,672,533)	(2,804,301)	(3,102,726)

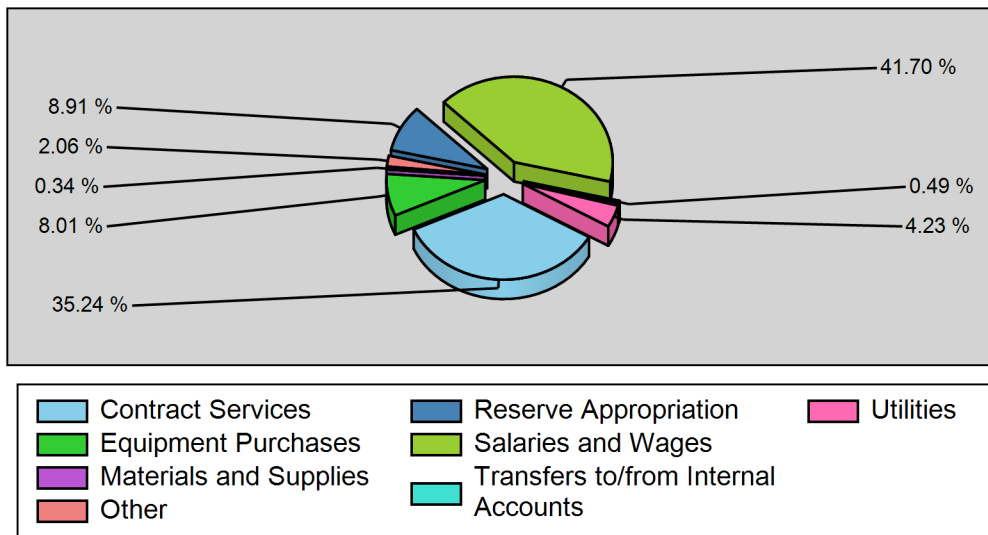
Costing Center Summary

Costing Center: INFORMATION TECHNOLOGY

Expenses vs Revenues (In Thousands)



Expenses



Costing Center Summary

Costing Center: BLDG & STRUCT SUPERVISION

Previous Costing Center: BLDG & STRUCT
SUPERVISION

Budget Year: 2013

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 5605

Department: BUILDING
MAINTENANCE - Gen
Gov

Approved: Yes

Stage: Approved

Manager: Ian Broome 729-2292

Description:

This cost center is for the administrative costs of the Building and Traffic Section of the Operations Department.

Comments:

Outlook:

Costing Center Summary

Costing Center: BLDG & STRUCT SUPERVISION

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
Expenditures					
51083	REGULAR SALARIES	Increased	23.68 %	116,054	143,532
51122	BOOT ALLOWANCE	Decreased	4.22 %	900	862
51123	PROTECTIVE CLOTHING	Decreased	77.78 %	4,500	1,000
51141	TRAINING & DEVELOPMENT	Not used this year		1,148	0
51285	MEDICALS	Decreased	6.67 %	75	70
53130	TELEPHONE REGULAR	Increased	38.82 %	2,017	2,800
53295	RADIO COSTS	Decreased	44.44 %	1,800	1,000
54099	PARTS AND MATERIALS	Increased	47.93 %	1,352	2,000
54103	GASOLINE #2	Unchanged	0.00 %	15,742	15,742
54104	DIESEL	Increased	36.36 %	660	900
59080	INTERNAL EQUIPMENT	Increased	4.04 %	24,509	25,500
59993	EQUIPMENT CAPITAL	Increased	3.76 %	46,812	48,571
Total Expenditures:				215,569	241,977

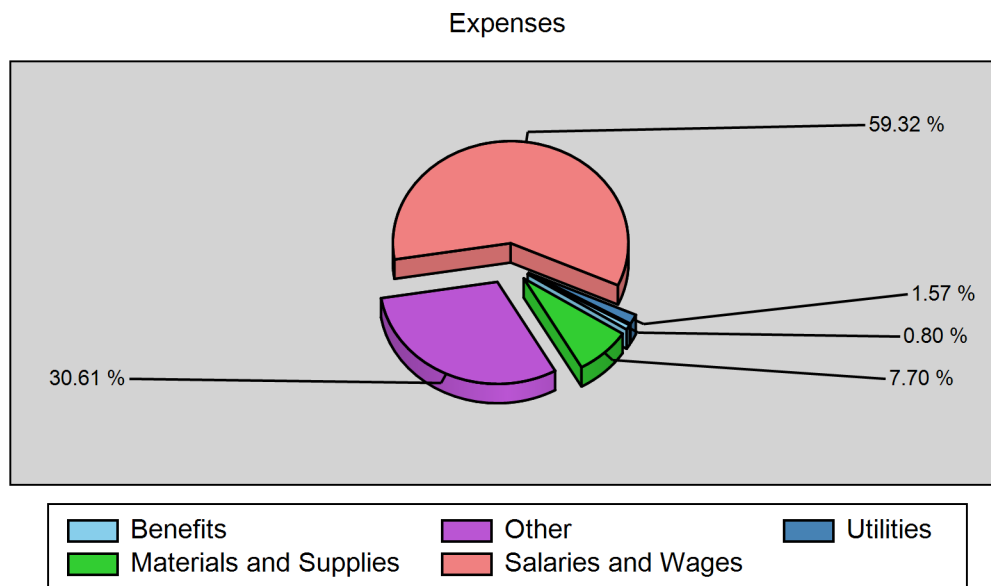
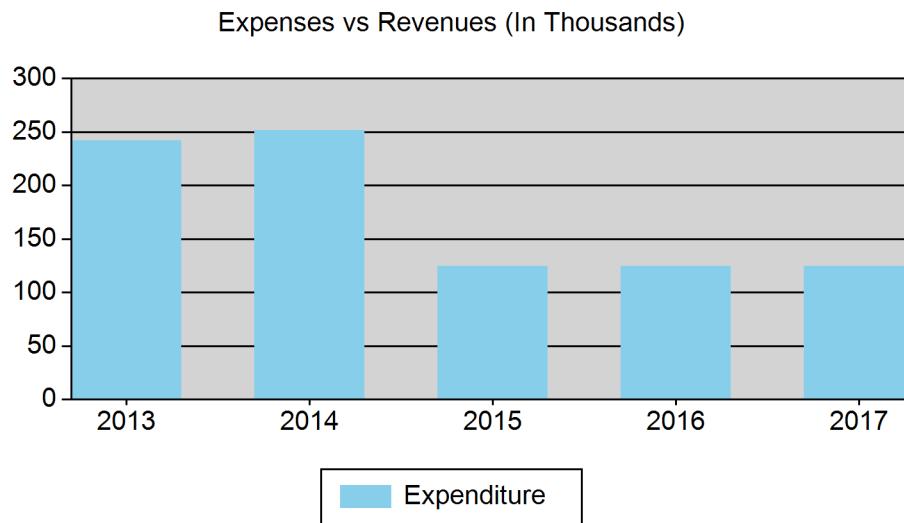
Costing Center Summary

Costing Center: BLDG & STRUCT SUPERVISION

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	392	129	862	862
51123 PROTECTIVE CLOTHING	1,242	500	1,000	1,000
51285 MEDICALS	297	0	70	70
Benefits Total	1,931	629	1,932	1,932
Contract Services				
52015 CONTRACTS	369	215	0	0
Contract Services Total	369	215	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	4,496	1,885	2,000	2,000
54103 GASOLINE #2	16,038	14,720	15,742	15,742
54104 DIESEL	747	1,400	900	900
Materials and Supplies Total	21,281	18,005	18,642	18,642
Other				
51141 TRAINING & DEVELOPMENT COSTS	0	0	0	0
59080 INTERNAL EQUIPMENT RENTAL	80,912	26,833	25,500	25,500
59993 EQUIPMENT CAPITAL CONTRIBUTION	0	49,518	48,571	54,614
Other Total	80,912	76,351	74,071	80,114
Salaries and Wages				
51017 TRAINING PAY	0	0	0	0
51083 REGULAR SALARIES	259,244	258,619	143,532	146,988
51084 OVERTIME SALARIES	6,976	1,309	0	0
51090 SHIFT DIFFERENTIAL	25	14	0	0
51272 UNION LEAVE	0	0	0	0
51697 FLOOD REGULAR SALARIES	906	0	0	0
Salaries and Wages Total	267,151	259,942	143,532	146,988
Utilities				
53130 TELEPHONE REGULAR	4,168	3,000	2,800	2,800
53131 TELEPHONE LONG DISTANCE	12	0	0	0
53295 RADIO COSTS	1,733	1,050	1,000	1,000
Utilities Total	5,912	4,050	3,800	3,800
	377,557	359,192	241,977	251,476
			(32.63%)	3.93%
Net Total	(377,557)	(359,192)	(241,977)	(251,476)

Costing Center Summary

Costing Center: BLDG & STRUCT SUPERVISION



Costing Center Summary

Costing Center: CIVIC ADMIN BUILDING

Previous Costing Center: CIVIC ADMIN BUILDING

Budget Year: 2013

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 0047

Department: BUILDING
MAINTENANCE - Gen
Gov

Approved: Yes

Stage: Approved

Manager: Ian Broome 729-2292

Description:

This account covers all costs related to operation and maintenance of the Civic Administration Building located at 410- 9th Street.

Comments:

Outlook:

Costing Center Summary

Costing Center: CIVIC ADMIN BUILDING

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
Expenditures					
51083	REGULAR SALARIES	Increased	3.79 %	61,120	63,434
51084	OVERTIME SALARIES	Unchanged	0.00 %	200	200
52015	CONTRACTS	Increased	160.50 %	3,000	7,815
52028	FIRE INSURANCE	Increased	15.73 %	3,089	3,575
52753	MAT RENTALS	Not used this year		1,263	0
52755	CLEANING CONTRACT	Increased	7.79 %	43,260	46,632
52757	ELEVATOR MAINTENANCE	Not used this year		2,016	0
53025	HEAT	Decreased	24.26 %	49,719	37,655
53046	POWER	Increased	11.86 %	69,782	78,055
53150	WATER	Decreased	7.08 %	4,305	4,000
54099	PARTS AND MATERIALS	Decreased	14.34 %	37,359	32,000
59050	MAINTENANCE OF GROUNDS	Unchanged	0.00 %	11,137	11,137
Total Expenditures:				286,250	284,503

Costing Center Summary

Costing Center: CIVIC ADMIN BUILDING

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Revenues				
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	15,000	0	0	0
Income from Enterprises Total	15,000	0	0	0
	15,000	0	0	0
			0.00%	0.00%
Expenditures				
Contract Services				
52015 CONTRACTS	1,497	4,000	7,815	7,815
52028 FIRE INSURANCE	3,089	3,243	3,575	3,682
52212 WORK ORDER CONTRACTS	30,388	0	0	0
52753 MAT RENTALS	1,144	1,263	0	0
52755 CLEANING CONTRACT	41,193	47,000	46,632	46,632
52757 ELEVATOR MAINTENANCE	1,477	1,530	0	0
Contract Services Total	78,788	57,036	58,022	58,129
Equipment Purchases				
54492 WORK ORDER EQUIPMENT PURCHASES	299	0	0	0
Equipment Purchases Total	299	0	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	43,908	32,859	32,000	32,000
54257 WORK ORDER PARTS & MATERIALS	1,288	2,562	0	0
Materials and Supplies Total	45,196	35,421	32,000	32,000
Other				
59050 MAINTENANCE OF GROUNDS	10,736	9,070	11,137	11,137
Other Total	10,736	9,070	11,137	11,137
Reserve Appropriation				
58536 MUNICIPAL BLDG MAINT B/L 4368	85,000	0	0	85,000
Reserve Appropriation Total	85,000	0	0	85,000
Salaries and Wages				
51083 REGULAR SALARIES	32,408	38,000	63,434	65,299
51084 OVERTIME SALARIES	1,643	167	200	200
51231 INTERNAL SALARIES	1,911	0	0	0
Salaries and Wages Total	35,961	38,167	63,634	65,499
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	0	449	0	0
59997 TRANSFER FR RESERVES	(8,431)	0	0	0
Transfers to/from Internal Accounts Total	(8,431)	449	0	0
Utilities				
53025 HEAT	41,957	36,562	37,655	37,655
53046 POWER	72,391	75,782	78,055	78,055
53150 WATER	3,216	4,805	4,000	4,000
Utilities Total	117,564	117,149	119,710	119,710
	365,114	257,292	284,503	371,475

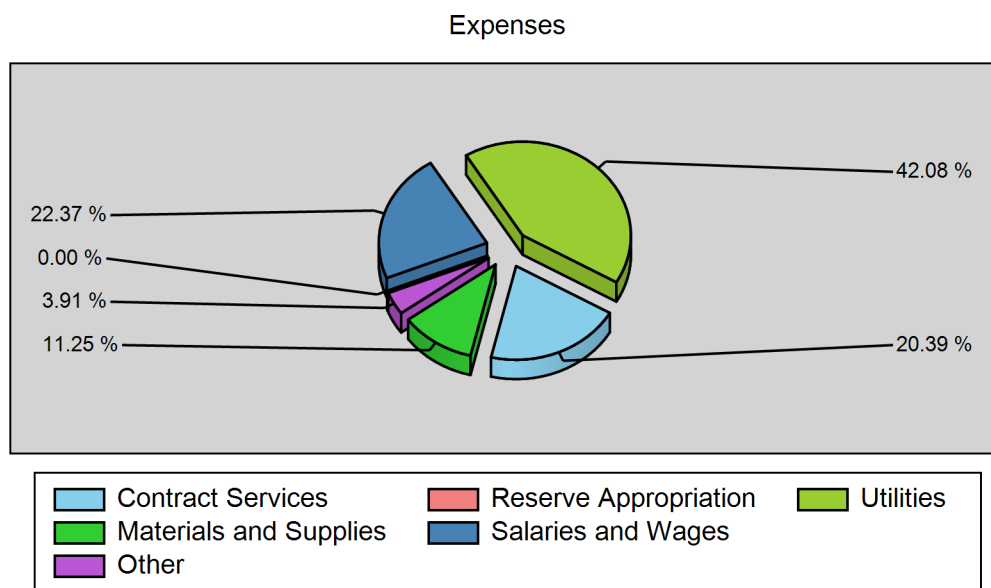
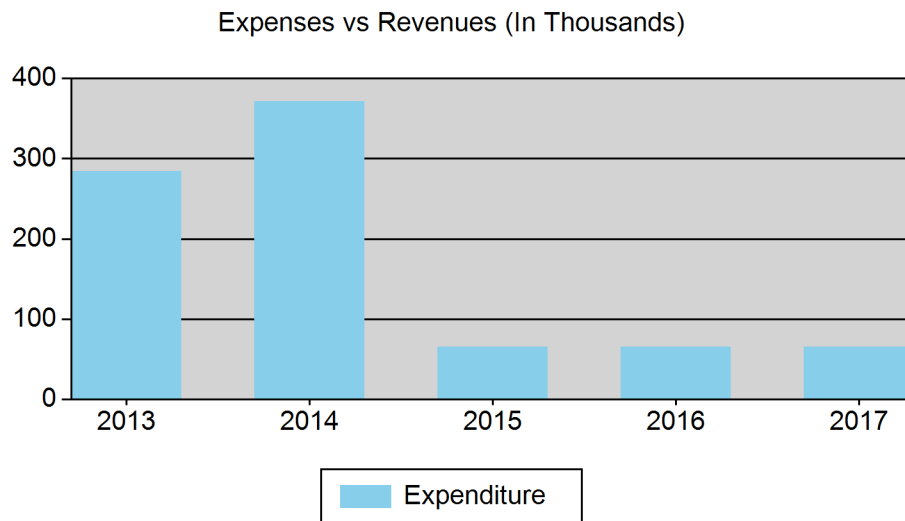
Costing Center Summary

Costing Center: CIVIC ADMIN BUILDING

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
			10.58%	30.57%
Net Total	(350,114)	(257,292)	(284,503)	(371,475)

Costing Center Summary

Costing Center: CIVIC ADMIN BUILDING



Costing Center Summary

Costing Center: DALY HOUSE MUSEUM MAINTENANCE

Previous Costing Center: DALY HOUSE MUSEUM
MAINTENANCE

Budget Year: 2013

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 4062

Department: BUILDING
MAINTENANCE - Gen
Gov

Approved: Yes

Stage: Approved

Manager: Ian Broome 729-2292

Description:

This account covers maintenance to the Daly House Museum per the agreement with the Museum. The museum has approximately 2180 square feet per floor with two and a half floors.

Comments:

The operating budget is used to maintain the building in such areas as the heating system, lighting, pumping, painting, drywall repairs, sidewalks, gutters, windows/doors etc.

Every year we also try to complete at least 1 major project for Daly House. This work is funded out of the operating budget. In 2011 we contributed to the Victorian Garden project by providing electrical work etc. This will continue into 2013 by providing olecranal and concrete work to hopefully finish the project.

Outlook:

Costing Center Summary

Costing Center: DALY HOUSE MUSEUM MAINTENANCE

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
Expenditures					
51083	REGULAR SALARIES	Increased	4.26 %	3,484	3,632
52028	FIRE INSURANCE	Increased	16.30 %	135	157
54099	PARTS AND MATERIALS	Decreased	0.76 %	2,500	2,481
Total Expenditures:				6,119	6,270

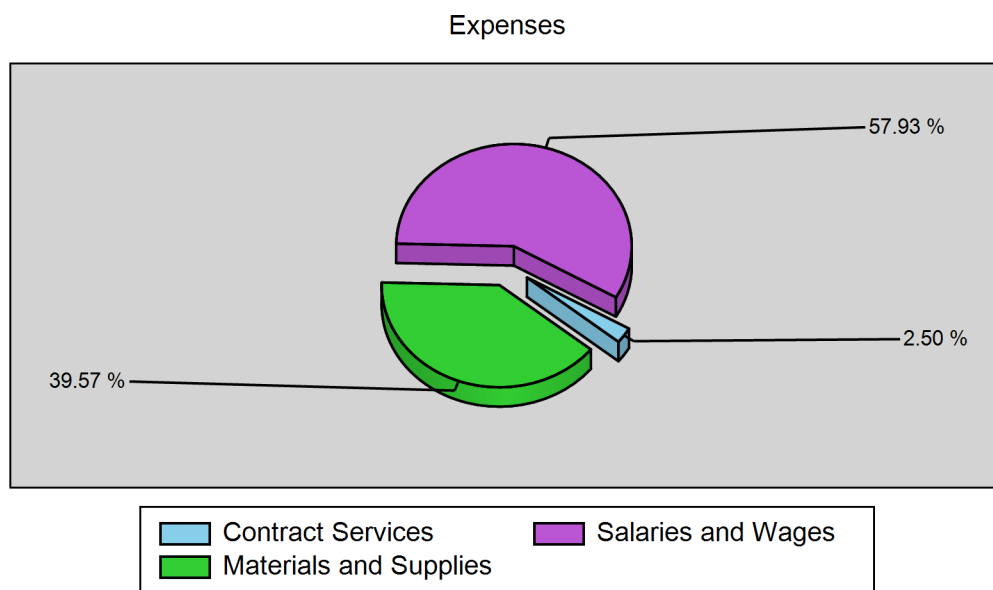
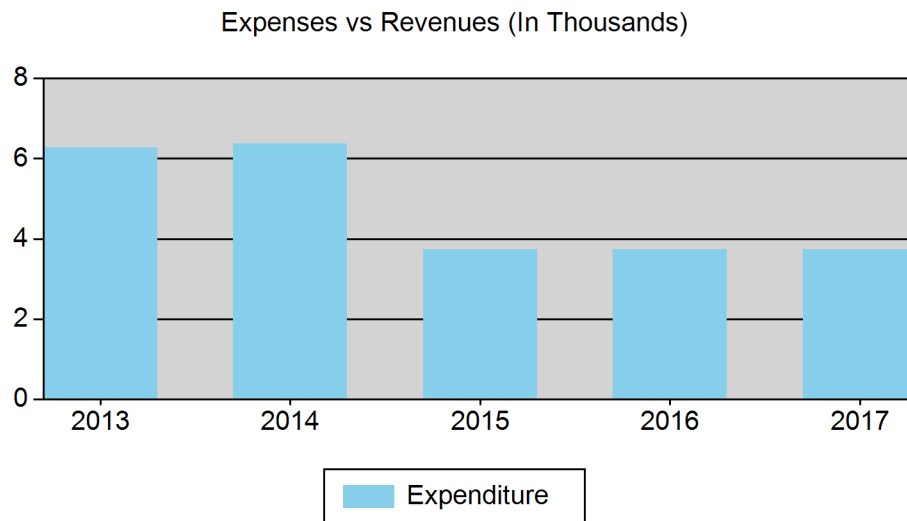
Costing Center Summary

Costing Center: DALY HOUSE MUSEUM MAINTENANCE

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Expenditures				
Contract Services				
52028 FIRE INSURANCE	135	142	157	161
Contract Services Total	135	142	157	161
Materials and Supplies				
54099 PARTS AND MATERIALS	1,561	2,339	2,481	2,477
Materials and Supplies Total	1,561	2,339	2,481	2,477
Salaries and Wages				
51083 REGULAR SALARIES	4,120	5,644	3,632	3,737
51084 OVERTIME SALARIES	164	0	0	0
Salaries and Wages Total	4,284	5,644	3,632	3,737
	5,981	8,125	6,270	6,375
			(22.82%)	1.66%
Net Total	(5,981)	(8,125)	(6,270)	(6,375)

Costing Center Summary

Costing Center: DALY HOUSE MUSEUM MAINTENANCE



Costing Center Summary

Costing Center: LIBRARY/ARTS BUILDING

Previous Costing Center: LIBRARY/ARTS
BUILDING

Budget Year: 2013

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 0808

Department: BUILDING
MAINTENANCE - Gen
Gov

Approved: Yes

Stage: Approved

Manager: Ian Broome 729-2292

Description:

This account covers maintenance of the Library/Arts building at 716 Rosser Avenue.

Comments:

This building is a wood structure with a flat tar and gravel roof, 2 storeys and lower level. The Art Gallery is housed in the second level and the Regional Library has the lower level as well as the main floor.

Outlook:

The library/ arts building was fully renovated about 10 years ago, including a new roof, electrical / plumbing systems, elevator, and HVAC. These systems should not require any major repairs / replacement for at least another 10 years, with the exception of new carpeting which will be due for replacement in 2017.

Costing Center Summary

Costing Center: LIBRARY/ARTS BUILDING

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2012 Approved Stage	2013 Amount
Expenditures					
51083	REGULAR SALARIES	Increased	4.27 %	18,958	19,768
52015	CONTRACTS	Increased	1,165.60 %	1,747	22,110
52028	FIRE INSURANCE	Increased	15.71 %	2,113	2,445
52753	MAT RENTALS	Not used this year		309	0
52755	CLEANING CONTRACT	Not used this year		11,000	0
52757	ELEVATOR MAINTENANCE	Not used this year		3,276	0
52759	SECURITY	Not used this year		6,750	0
53025	HEAT	Decreased	39.53 %	41,961	25,375
53046	POWER	Increased	11.60 %	46,146	51,500
53130	TELEPHONE REGULAR	Decreased	9.09 %	1,100	1,000
53150	WATER	Decreased	13.11 %	2,532	2,200
54099	PARTS AND MATERIALS	Decreased	7.05 %	20,979	19,500
Total Expenditures:				156,871	143,898

Costing Center Summary

Costing Center: LIBRARY/ARTS BUILDING

	2011 Actuals	2012 Revised Budget	2013 Current Budget	2014 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	508	1,015	22,110	22,110
52028 FIRE INSURANCE	2,113	2,219	2,445	2,519
52753 MAT RENTALS	279	309	0	0
52755 CLEANING CONTRACT	11,004	9,150	0	0
52757 ELEVATOR MAINTENANCE	1,482	3,776	0	0
52759 SECURITY	6,240	6,240	0	0
Contract Services Total	21,626	22,709	24,555	24,629
Debtenture Debt Servicing Costs				
57438 DEBENTURE DEBT PRINCIPAL	303,000	0	0	0
57439 DEBENTURE DEBT INTEREST	16,338	0	0	0
Debtenture Debt Servicing Costs Total	319,338	0	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	21,428	16,979	19,500	19,500
Materials and Supplies Total	21,428	16,979	19,500	19,500
Reserve Appropriation				
58526 LIBRARY/ARTS MAINT. B/L 5259	50,000	0	0	50,000
Reserve Appropriation Total	50,000	0	0	50,000
Salaries and Wages				
51083 REGULAR SALARIES	9,291	11,000	19,768	20,337
51084 OVERTIME SALARIES	291	277	0	0
Salaries and Wages Total	9,581	11,277	19,768	20,337
Utilities				
53025 HEAT	26,817	22,451	25,375	25,375
53046 POWER	49,018	50,846	51,500	51,500
53130 TELEPHONE REGULAR	1,114	975	1,000	1,000
53150 WATER	2,041	2,005	2,200	2,200
Utilities Total	78,989	76,277	80,075	80,075
	500,963	127,242	143,898	194,541
			13.09%	35.19%
Net Total	(500,963)	(127,242)	(143,898)	(194,541)

Costing Center Summary

Costing Center: LIBRARY/ARTS BUILDING

