



January 9, 2013

City Council Committee Report

To: Mayor Canfield and Members of Council

Fr: Charlotte Edie, Treasurer

Re: November 2012 Financial Statements

Recommendation:

That Council hereby accepts the November 2012 Financial Statements of the Corporation of the City of Kenora.

Background:

Please find attached the preliminary November 2012 summary expenditure statements, the Council Department statement, the Council Travel statement and the schedule of user fees.

The following points are being brought to Council's attention:

Overall:

- The 2012 data is now in the 'Previous Year' column as our general ledger has now been rolled over.
- If expenses were incurred uniformly throughout the year there should be approximately 8.3% remaining in the budget. (8.3% variance percentage)
- Health, Social and Family Services and Property and Planning have less than 8.3% remaining in their budgets.
- Equipment time has now been entered to the end of October.

Expenditures:

- General Government – Administrator's Office – Actual \$374,303; Budget \$516,468. The \$40,000 in the budget for the risk management system implementation was not spent; legal expenses are underspent by over \$12,600 and Municipal Memo charges under advertising are under budget by over \$7,200.
- Human Resources – Actual \$264,666; Budget \$232,971. The overage is due to the lack of a budget in this department for the new position (budget was in Finance department) and increased expenditures in advertising and legal. The latter 2 expenses are dependent on the requirements of each specific year.
- Building & Grounds Maintenance – Actual \$74,474; Budget \$200,075. The unusual items in the budget were not spent – specifically exterior repairs and the cooling tower for City Hall. These totaled \$100,000.
- Rentals – Actual \$50,686; Budget \$37,863. The expenses for the Rabbit Lake garage and the Ottawa Street budget are over budget however expenses are being charged to this department with revenues going to the fire department. This will be realigned in 2013.
- Protection – Fire – Actual \$1,586,584; Budget \$1,904,669. Fire part time wages are under budget as the volunteer fire fighters receive their 2nd semi annual payout in December. Contracted services are under budget because the

monthly maintenance charge to Bell did not commence until part way through the year.

- OPP – OPP contract costs were less than initially anticipated. The 2012 costs will not be reconciled until March 2013.
- Building inspection – Actual \$169,573; Budget \$213,205. Vehicles used by building inspection are charged to department 252. The budget includes a 'rental of own equipment' line of over \$10,000 with no corresponding expense.
- Facilities & property mgt – Wages are significantly under budget due to the fact that the electrician that was to be hired in 2012 was not. Also there has been no training taken by this department.
- Transportation – Bridge maintenance – Actual \$359,105; Budget \$475,594. The bridge inventory/audit was budgeted at \$110,000. The final billing came to approximately \$40,000 with less than ½ being paid to date. To date this account is over \$90,000 under budget.
- Winter Control – Actual \$693,295; Budget \$825,250. Expenses are seasonal therefore it is a good sign that we are still under budget in this department.
- Parking Rentals – Actual \$65,326; Budget \$175,082. Budgeted parkade repairs totaling \$105,000 were not performed in 2012.
- PW Barsky Facility – Actual \$178,788; Budget \$130,068. The creation of new offices in the building have caused this department to be over budget. Also a new compressor was installed during the year.
- Warehouse – Actual \$56,613; Budget \$111,205. The new position created in the warehouse was not filled as soon as anticipated.
- Environmental – Sewer lift stations – Actual \$91,597; Budget \$176,000. Lift station maintenance work was not performed as expected. Work on grinder pumps was \$12,000 under budget as well.
- Storm sewers – Actual \$100,887; Budget \$207,500. Maintenance costs were not as high as was initially anticipated.
- Garbage collection – Actual \$210,998; Budget \$285,679. Wage costs continue to be under budget with savings recognized in changes in trucks and routes.
- Social and Family Services – Day Care – Actual \$234,476; Budget \$230,327. Wages and benefits are over budget to reflect pay equity pay outs.
- Community Services – Thistle Arena – Actual \$44,996; Budget \$85,450. Expenses in this department are seasonal. Also repairs and maintenance are under budget to date.
- Pool – Actual \$492,800; Budget \$618,720. Full time wage and benefits are under budget because of the use of more part time staff. Repairs & maintenance is under budget to date as all budgeted repairs have not as yet been done.
- Planning and Development – Economic Development - Actual \$190,137; Budget \$253,880. Difficult to compare budget to actual because projects were not separately budgeted but actual expenses are broken out. Revenue is under budget as well.
- Tourism – Actual \$572,704; Budget \$582,514. The concrete walkway budgeted in the amount of \$85,000 was not done. Advertising and materials & supplies are considerably over budget. This is partially offset by an increase in revenues.
- Special Events – Actual \$253,289; Budget \$217,898. Program expenses are over budget. This is difficult to analyze as these are not broken down by program.
- Mayor and Council – Promotions are under budget by \$8,755. This will be adjusted once the year end promotion inventory is completed and Council is charged with the appropriate promotional items.
- User fees – POA – Actual \$168,347; Budget \$267,285. User fees are calculated on a quarterly basis therefore December's entry will bring the revenue more into line.

- Transportation – Parking revenues are exceeding expectations and are exceeding budget even to the end of November. The work order billings for public works are currently behind.
- Environmental – Sewer and water billings have exceeded budget by the end of November.

Budget:

There is no expected budget impact as a result of this report.

Communication Plan/Notice By-law Requirements:

No communication plan or notice requirement.