

George Bell Arena
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2016 OPERATING BUDGET BRIEFING NOTE

George Bell Arena: 2013-2016 Trends for Specific Expenditure Accounts

Issue/Background:

The Budget Committee at its meeting of December 15, 2015 requested the City Manager to provide briefing notes to the January 5, 2016 meeting of the Budget Committee which detail expenditures in 2013, 2014, and 2015, and proposed expenditures set out in the 2016 Preliminary Budget request, for the following cost categories for all Divisions and Agencies:

- Mailing
- Advertising and Promotion
- Office Supplies
- Travel
- Training/Conferences
- Material and Equipment – Communications
- Rental of Office Equipment
- Contracted Services – Renovations
- Material and Equipment Hand Tools
- Professional and Tech-Management Fees
- Catering Services

Key Points:

- **Operational Expenses**
 - Buildings Repairs and Refurbishment - savings realized (\$2,000).
 - Mailing and Postage - this includes mailing of invoices to customers for rental fees and mailing of cheques for payment of bills incurred for the operation of the Arena.
 - Annual renewal fee for Quickbooks licence (Accounting Software) and paper and ink supplies expenses have decreased from 2013 to 2016 (\$1,200).
 - Staff car mileage and parking expenses – savings realized from 2013 to 2016 (\$1,200).
 - Annual staff training (WHMIS, CPR and first aid recertification, etc...) costs have increased by \$1,800 from 2013 to 2016.

- Contracted services are all related to the operation of the Arena and include Cimco Refrigeration (maintenance of refrigeration equipment necessary to maintain ice conditions), Snow and Waste removal, and fire alarm monitoring.
- Professional Fees are the annual audit and the Arena's annual ORFA membership.

- **Discretionary Expenses**

- Staff Training - staff are reimbursed for training after successful completion of courses related to the Arena's operations which include basic refrigeration, advanced refrigeration, Zamboni driving and maintenance, Certified Ice Technician designation, and Class B refrigeration designation.

Although not required by regulation due to the total HP rating of the plant at George Bell, staff are encouraged to upgrade their skills to gain a better understanding of how the systems work and to improve service through the consistent delivery of quality ice conditions. A savings of \$1,000 to \$1,500 could be realized if this aspect of training were eliminated or frozen.

- Office Supplies - expenses are incurred annually for staff/board functions including staff meetings/in-house training (cleaning procedures, customer relations, equipment and material handling) the cost of the Arena's annual Christmas dinner for staff and board members. A savings of \$2,500 to \$3,000 could be realized if this aspect of the office supplies budget were eliminated or frozen.

Please see page 3 for detailed expenditures for the years 2013 to 2016.

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George Bell Arena 2013 - 16 Expense Breakdown					business operations	discretionary spending
	2013 Actual	2014 Actual	2015 Actual	2016 Preliminary Budget		
MAILING/POSTAGE	126	250	378	400	X	
ADVERTISING	-	-	-	-		
OFFICE SUPPLIES	6,722	7,579	4,759	3,362		
bank service fees	323	95	67	100	X	
paper/ink supplies/quickbooks subscription renewal	2,046	1,856	723	800	X	
staff car mileage/parking	1,560	1,630	823	600	X	
staff and board functions and celebrations	2,791	2,976	2,604	1,800		X
(2014 computer repair \$500 late t4 submission fine \$1000) (2015 data entry error correction \$538)		1,500	538		X	
TRAVEL	-	-	-	-		
TRAINING						X
fees for staff training/CPR/defib recert/first aid/misc staff certification courses	713	922	1,742	2,500	X	(staff are reimbursed for approved work related training after successful course completion)
COMMUNICATIONS	-	-	-	-		
OFFICE EQUIP RENTAL	-	-	-	-		
CONTRACTED SERVICES						
cimco refrigeration/snow and waste removal/fire alarm monitoring	21,771	28,071	23,974	26,077	X	
HAND TOOLS	-	-	-	-		
PROFESSIONAL FEES						
annual audit fees/ORFA membership	4,147	5,627	5,568	5,610	X	
CATERING SERVICES	-	-	-	-		

*Numeric figures are presented in dollars.