

Multiyear Operating Budget Summary

	2019 Recommended Budget	2020 Forecast	2021 Forecast	2022 Forecast
320 - Communications				
600 - Expense				
200 - Salaries & Wages	\$1,451,917	\$1,568,073	\$1,577,449	\$1,662,171
205 - Employee Benefits	345,035	371,673	376,032	398,306
210 - Training & Development	32,547	35,347	35,347	38,147
215 - Business Expenses	5,965	6,050	6,050	6,135
220 - Advertising & Printing	82,270	82,612	82,970	83,347
225 - Professional Services	274,899	193,690	193,690	193,690
235 - Rentals & Leases	1,000	51,000	51,000	51,000
240 - Contracted Services	10,000	10,000	10,000	10,000
245 - Supplies & Materials	70,959	72,317	72,317	72,972
255 - Equipment Purchases	13,270	1,730	0	5,000
265 - Telecommunications	7,966	9,290	7,746	8,366
281 - Interprogram	14,430	8,432	2,936	7,206
Total 600 - Expense	2,310,258	2,410,214	2,415,537	2,536,340
Net Revenues/(Expenses)	(2,310,258)	(2,410,214)	(2,415,537)	(2,536,340)
700 - Non-Operating Items				
405 - From Reserve	96,209	0	0	0
Total 700 - Non-Operating Items	96,209	0	0	0
Net Impact For Budget Purposes	(\$2,214,049)	(\$2,410,214)	(\$2,415,537)	(\$2,536,340)

Two Year Operating Budget Comparison

	2019 Recommended Budget	2018 Approved Budget	Variance \$	Variance %
320 - Communications				
600 - Expense				
200 - Salaries & Wages	\$1,451,917	\$1,218,621	\$233,296	19%
205 - Employee Benefits	345,035	296,271	48,764	16%
210 - Training & Development	32,547	27,747	4,800	17%
215 - Business Expenses	5,965	4,854	1,111	23%
220 - Advertising & Printing	82,270	81,877	393	0%
225 - Professional Services	274,899	274,349	550	0%
235 - Rentals & Leases	1,000	1,000	0	0%
240 - Contracted Services	10,000	10,000	0	0%
245 - Supplies & Materials	70,959	35,333	35,626	101%
255 - Equipment Purchases	13,270	3,000	10,270	342%
265 - Telecommunications	7,966	5,326	2,640	50%
280 - Other Expenses	0	40,000	(40,000)	(100%)
281 - Interprogram	14,430	7,500	6,930	92%
Total 600 - Expense	2,310,258	2,005,878	304,380	15%
Net Revenues/(Expenses)	(2,310,258)	(2,005,878)	(304,380)	15%
700 - Non-Operating Items				
405 - From Reserve	96,209	68,205	28,004	41%
415 - To Reserve	0	(1,900)	1,900	(100%)
Total 700 - Non-Operating Items	96,209	66,305	29,904	45%
Net Impact For Budget Purposes	(\$2,214,049)	(\$1,939,573)	(\$274,476)	14%



COMC Budget Changes 2018 to 2019	
Expenses	
Salaries & Wages	Increase mainly due to the realignment to COMC of the Public Engagement program, changes in the standard salaries, grid movement and proposed staff additions, partially offset by realignment to Recreation, Parks and Culture department of the History and Heritage program.
Employee Benefits	Increase due to realignment to COMC of the Public Engagement program, adjustments for historical actuals, future rate changes and proposed staff additions, partially offset by realignment to Recreation Parks and Culture department of the History and Heritage program.
Supplies & Materials	Reallocation of SCOOP licensing costs from Other Expenses for nil net impact, inflation and other adjustments based on historical actuals.
Equipment Purchases	Increased for proposed staff additions.
Other Expenses	Reallocation of SCOOP licensing costs to Supplies and Materials and Professional Services for nil net impact.
Non-Operating Items	
From Reserve	Increase in year-over-year funding of internal website replacement, partially offset by removal of funding for one-time reputation survey.

Two Year Operating Budget Comparison

	2020 Forecast	2019 Recommended Budget	Variance \$	Variance %
320 - Communications				
600 - Expense				
200 - Salaries & Wages	\$1,568,073	\$1,451,917	\$116,156	8%
205 - Employee Benefits	371,673	345,035	26,638	8%
210 - Training & Development	35,347	32,547	2,800	9%
215 - Business Expenses	6,050	5,965	85	1%
220 - Advertising & Printing	82,612	82,270	342	0%
225 - Professional Services	193,690	274,899	(81,209)	(30%)
235 - Rentals & Leases	51,000	1,000	50,000	5,000%
240 - Contracted Services	10,000	10,000	0	0%
245 - Supplies & Materials	72,317	70,959	1,358	2%
255 - Equipment Purchases	1,730	13,270	(11,540)	(87%)
265 - Telecommunications	9,290	7,966	1,324	17%
280 - Other Expenses	0	0	0	0%
281 - Interprogram	8,432	14,430	(5,998)	(42%)
Total 600 - Expense	2,410,214	2,310,258	99,956	4%
Net Revenues/(Expenses)	(2,410,214)	(2,310,258)	(99,956)	4%
700 - Non-Operating Items				
405 - From Reserve	0	96,209	(96,209)	(100%)
415 - To Reserve	0	0	0	0%
Total 700 - Non-Operating Items	0	96,209	(96,209)	(100%)
Net Impact For Budget Purposes	(\$2,410,214)	(\$2,214,049)	(\$196,165)	9%



COMC Budget Changes 2019 to 2020	
Expenses	
Salaries & Wages	Increase for changes in the standard salaries, grid movement and proposed staff additions.
Employee Benefits	Benefits increased based on historical actuals, future rate changes and proposed staff additions.
Professional Services	Removal of one-time reserve funded costs for internal website replacement.
Rentals & Leases	Increase for leasing space for Public Engagement
Equipment Purchases	Decreased for 2019 one-time costs for proposed staff additions.
Non-Operating Items	
From Reserve	Removal of one-time funding for internal website replacement.

Two Year Operating Budget Comparison

	2021 Forecast	2020 Forecast	Variance \$	Variance %
320 - Communications				
600 - Expense				
200 - Salaries & Wages	\$1,577,449	\$1,568,073	\$9,376	1%
205 - Employee Benefits	376,032	371,673	4,359	1%
210 - Training & Development	35,347	35,347	0	0%
215 - Business Expenses	6,050	6,050	0	0%
220 - Advertising & Printing	82,970	82,612	358	0%
225 - Professional Services	193,690	193,690	0	0%
235 - Rentals & Leases	51,000	51,000	0	0%
240 - Contracted Services	10,000	10,000	0	0%
245 - Supplies & Materials	72,317	72,317	0	0%
255 - Equipment Purchases	0	1,730	(1,730)	(100%)
265 - Telecommunications	7,746	9,290	(1,544)	(17%)
280 - Other Expenses	0	0	0	0%
281 - Interprogram	2,936	8,432	(5,496)	(65%)
Total 600 - Expense	2,415,537	2,410,214	5,323	0%
Net Revenues/(Expenses)	(2,415,537)	(2,410,214)	(5,323)	0%
Net Impact For Budget Purposes	(\$2,415,537)	(\$2,410,214)	(\$5,323)	0%



COMC Budget Changes 2020 to 2021	
	No significant changes.

Two Year Operating Budget Comparison

	2022 Forecast	2021 Forecast	Variance \$	Variance %
320 - Communications				
600 - Expense				
200 - Salaries & Wages	\$1,662,171	\$1,577,449	\$84,722	5%
205 - Employee Benefits	398,306	376,032	22,274	6%
210 - Training & Development	38,147	35,347	2,800	8%
215 - Business Expenses	6,135	6,050	85	1%
220 - Advertising & Printing	83,347	82,970	377	0%
225 - Professional Services	193,690	193,690	0	0%
235 - Rentals & Leases	51,000	51,000	0	0%
240 - Contracted Services	10,000	10,000	0	0%
245 - Supplies & Materials	72,972	72,317	655	1%
255 - Equipment Purchases	5,000	0	5,000	100%
265 - Telecommunications	8,366	7,746	620	8%
280 - Other Expenses	0	0	0	0%
281 - Interprogram	7,206	2,936	4,270	145%
Total 600 - Expense	2,536,340	2,415,537	120,803	5%
Net Revenues/(Expenses)	(2,536,340)	(2,415,537)	(120,803)	5%
Non-Cash Adjustment	0	0	0	0%
Net Impact For Budget Purposes	(\$2,536,340)	(\$2,415,537)	(\$120,803)	5%



COMC Budget Changes 2021 to 2022	
	No significant changes.

Staffing Increase Requests

SIR Number	SIR Name	FTE	Hours
SIR-25	COMC - Senior Internal Communications Advisor	1.0	
SIR-26	COMC - Internal Communications Specialist (2022)	1.0	
SIR-75	COMC - Strategic Information Analyst (2020)	1.0	
SIR-76	COMC - Public Engagement Advisor	1.0	
Total		4.0	0

Capital Base

Project Name	Cost	Dept.
None		



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