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# Costing Center Summary

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*Costing Center: CITY MANAGER*

**Previous Costing Center:** CITY MANAGER

**Budget Year:** 2016

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 6270

**Department:** CITY MANAGER

**Approved:** No

**Stage:** Council Review

**Manager:** Scott Hildebrand 729-2204

---

## Description:

This cost center is for the operation of the City Manager's Office.

## Comments:

Other 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

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Benefits			
51010    MISC EMPLOYEE ALLOWANCE	9,000	9,000	9,000
Benefits Total	9,000	9,000	9,000
Contract Services			
52069    PRINTING COSTS	300	300	300
Contract Services Total	300	300	300
Grants and Contributions			
55167    PUBLIC RELATIONS	600	600	600
Grants and Contributions Total	600	600	600
Materials and Supplies			
54099    PARTS AND MATERIALS	1,700	1,700	1,700
Materials and Supplies Total	1,700	1,700	1,700
Other			
51141    TRAINING & DEVELOPMENT COSTS	2,500	1,500	1,500
59048    LUNCHEONS	2,000	2,500	2,500
59059    MEMBERSHIP	820	1,065	1,065
59098    SUBSCRIPTIONS	230	215	220
59138    BUSINESS TRAVEL	3,400	3,400	3,400
59139    CONFERENCE COSTS	4,060	5,935	6,350
Other Total	13,010	14,615	15,035
Salaries and Wages			
51083    REGULAR SALARIES	306,513	314,296	320,353
51084    OVERTIME SALARIES		0	0
Salaries and Wages Total	306,513	314,296	320,353
Utilities			
53130    TELEPHONE	1,500	1,665	1,665
Utilities Total	1,500	1,665	1,665
	<b>332,623</b>	<b>342,176</b>	<b>348,653</b>
<b>Net Total</b>	<b>(332,623)</b>	<b>(342,176)</b>	<b>(348,653)</b>

# Costing Center Summary

---

*Costing Center: CORPORATE COMMUNICATIONS*

**Previous Costing Center:** CORPORATE  
COMMUNICATIONS

**Budget Year:** 2016

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 2089

**Department:** CITY MANAGER

**Approved:** No

**Stage:** Council Review

**Manager:** Scott Hildebrand 729-2204

---

## Description:

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

## Comments:

The Director of Communications is responsible for the planning, development, implementation & coordination of all internal/external communication and public relations strategies and activities for the City of Brandon. 2016 includes an increase in conference costs for the Director to attend the Canadian Public Relations Society national conference in Toronto. Attending the conference will provide the Director with the opportunity to learn best-practices, consider new public relations, marketing and public engagement strategies, and network with other municipal/public sector public relations professionals from across Canada.

## Outlook:

The Director of Communications will continue to work with City Administration to develop and deliver strategic messages for the City organization, including news releases and promotional publications, newsletters, budget communications, social media marketing and, if the need arises, emergency public information during an emergency response.

# Costing Center Summary

Costing Center: CORPORATE COMMUNICATIONS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52069    PRINTING COSTS	300	300	300
Contract Services Total	300	300	300
Materials and Supplies			
54099    PARTS AND MATERIALS	300	200	200
Materials and Supplies Total	300	200	200
Other			
51141    TRAINING & DEVELOPMENT COSTS	0	250	250
59003    ADVERTISING	4,000	4,000	4,000
59048    LUNCHEONS	400	400	425
59059    MEMBERSHIP	0	350	350
59138    BUSINESS TRAVEL	150	0	0
59139    CONFERENCE COSTS	1,150	3,000	3,000
Other Total	5,700	8,000	8,025
Salaries and Wages			
51083    REGULAR SALARIES	88,378	90,627	92,351
51084    OVERTIME SALARIES		0	0
Salaries and Wages Total	88,378	90,627	92,351
Utilities			
53130    TELEPHONE	875	915	915
Utilities Total	875	915	915
	<b>95,553</b>	<b>100,042</b>	<b>101,791</b>
<b>Net Total</b>	<b>(95,553)</b>	<b>(100,042)</b>	<b>(101,791)</b>

# Costing Center Summary

---

*Costing Center: CLERKS OPERATIONS*

**Previous Costing Center:** CLERKS OPERATIONS

**Budget Year:** 2016

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 2090

**Department:** CLERKS

**Approved:** No

**Stage:** Council Review

**Manager:** Heather Ewasuik 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 and 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 cost 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 and organizations who utilize the building on weekends or after hours. Fees are also charged for the provision of Commissioner of Oaths signatures, and certified true copies.

## Outlook:



# Costing Center Summary

Costing Center: CLERKS OPERATIONS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Other Income			
42999 REVENUE	4,095	4,100	4,250
Other Income Total	4,095	4,100	4,250
	<b>4,095</b>	<b>4,100</b>	<b>4,250</b>
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS		0	0
52054 MAINT OF EQUIP EXT		0	0
52069 PRINTING COSTS	325	325	325
52072 LEGAL FEES		0	0
52755 CLEANING CONTRACT	350	350	350
52759 SECURITY	1,600	1,200	1,250
Contract Services Total	2,275	1,875	1,925
Equipment Purchases			
54410 EQUIPMENT PURCHASES	800	1,000	500
Equipment Purchases Total	800	1,000	500
Materials and Supplies			
54099 PARTS AND MATERIALS	2,120	1,920	2,150
Materials and Supplies Total	2,120	1,920	2,150
Other			
51141 TRAINING & DEVELOPMENT COSTS	4,250	6,500	6,250
59003 ADVERTISING	400	0	200
59048 LUNCHEONS	400	300	300
59059 MEMBERSHIP	1,175	1,575	1,425
59098 SUBSCRIPTIONS	600	750	615
59138 BUSINESS TRAVEL	600	500	500
59139 CONFERENCE COSTS	2,875	3,400	2,375
Other Total	10,300	13,025	11,665
Salaries and Wages			
51083 REGULAR SALARIES	327,371	343,885	350,569
51084 OVERTIME SALARIES	3,500	6,000	5,000
51231 INTERNAL SALARIES		0	0
Salaries and Wages Total	330,871	349,885	355,569
Transfers to/from Internal Accounts			
59997 TRANSFER FR RESERVES	0	0	0

# Costing Center Summary

Costing Center: *CLERKS OPERATIONS*

Transfers to/from Internal Accounts Total	0	0	0
Utilities			
53130 TELEPHONE	2,410	2,410	2,450
Utilities Total	2,410	2,410	2,450
	348,776	370,115	374,259
Net Total	(344,681)	(366,015)	(370,009)

# Costing Center Summary

---

Costing Center: COUNCIL

**Previous Costing Center:** COUNCIL

**Budget Year:** 2016

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 2431

**Department:** CLERKS

**Approved:** No

**Stage:** Council Review

**Manager:** Heather Ewasuik 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 2% for 2016 and 2017.

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. Travel expenses for FCM and AMM conferences vary from year to year as the location changes.

# Costing Center Summary

Costing Center: COUNCIL

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Other Income			
42999 REVENUE	0	0	0
Other Income Total	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>			
Benefits			
51010 MISC EMPLOYEE ALLOWANCE	4,200	4,200	4,200
51159 MAX COUNCIL PER DIEM	1,935	1,975	2,015
51163 MAX TAXABLE PER DIEM	3,870	3,950	4,030
51187 RRSP CONTRIBUTION	3,500	3,500	3,500
Benefits Total	13,505	13,625	13,745
Contract Services			
52015 CONTRACTS		0	0
52020 PROFESSIONAL FEES	100	100	100
52028 GENERAL INSURANCE	398	456	470
52079 BUILDING RENTAL		0	0
52759 SECURITY	2,100	2,100	2,150
Contract Services Total	2,598	2,656	2,720
Equipment Purchases			
54410 EQUIPMENT PURCHASES	500	0	500
Equipment Purchases Total	500	0	500
Grants and Contributions			
55050 GIFT-IN-KIND		0	0
55167 PUBLIC RELATIONS	21,150	12,150	13,350
55293 FRIENDS OF BRANDON ASSOCIATION	500	500	500
55462 ECKHARDT-GRAMATTE	1,000	1,000	1,000
Grants and Contributions Total	22,650	13,650	14,850
Materials and Supplies			
54099 PARTS AND MATERIALS	3,180	3,180	3,250
Materials and Supplies Total	3,180	3,180	3,250
Other			
51141 TRAINING & DEVELOPMENT COSTS	200	200	200
59003 ADVERTISING	3,600	2,100	2,180
59048 LUNCHEONS	5,000	5,000	5,000
59059 MEMBERSHIP	100	100	100

# Costing Center Summary

Costing Center: COUNCIL

59098	SUBSCRIPTIONS	100	100	100
59138	BUSINESS TRAVEL	3,750	3,750	3,750
59139	CONFERENCE COSTS	9,025	10,350	9,250
59158	MAX COUNCIL EXPENSES	3,875	3,950	4,030
59901	COUNCIL RETREATS	1,650	0	1,000
Other Total		27,300	25,550	25,610
Salaries and Wages				
51026	INDEMNITY & HONORARIUM	89,406	93,471	95,275
51083	REGULAR SALARIES	270,481	276,941	284,082
51084	OVERTIME SALARIES	500	500	500
51126	TAXABLE HONORARIUM	6,150	6,200	6,200
Salaries and Wages Total		366,536	377,112	386,056
Transfers to/from Internal Accounts				
59997	TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total		0	0	0
Utilities				
53130	TELEPHONE	1,960	1,480	1,550
Utilities Total		1,960	1,480	1,550
		438,229	437,254	448,281
Net Total		(438,229)	(437,254)	(448,281)

# Costing Center Summary

---

Costing Center: *ELECTION COSTS*

**Previous Costing Center:** ELECTION COSTS

**Budget Year:** 2016

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 2456

**Department:** CLERKS

**Approved:** No

**Stage:** Council Review

**Manager:** Heather Ewasuik 729-2206

---

## Description:

This cost center reflects the costs associated with the Municipal elections which occur every four years.

## Comments:

The next general civic election will be held in October of 2018. 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:

Electronic Vote Counting machines will be utilized once again in 2018 and funds have been allocated for the lease of same. It is anticipated that the General Election will be held in conjunction with the Brandon School Board Election, whereby a portion of the costs of holding the election (approx. 30%) will be recovered from the Brandon School Division.

# Costing Center Summary

Costing Center: *ELECTION COSTS*

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Other Income			
42521    ELECTION RECOVERIES	0	0	0
Other Income Total	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>			
Contract Services			
52015    CONTRACTS	0	0	0
52069    PRINTING COSTS	0	0	0
52079    BUILDING RENTAL	0	0	0
52759    SECURITY	0	0	0
Contract Services Total	0	0	0
Materials and Supplies			
54099    PARTS AND MATERIALS	0	0	0
Materials and Supplies Total	0	0	0
Other			
59003    ADVERTISING	200	200	200
59138    BUSINESS TRAVEL	0	0	0
Other Total	200	200	200
Reserve Appropriation			
58543    ELECTIONS B/L 5760	20,000	0	20,000
Reserve Appropriation Total	20,000	0	20,000
Salaries and Wages			
51026    INDEMNITY & HONORARIUM	0	0	0
51083    REGULAR SALARIES	0	0	0
51084    OVERTIME SALARIES	0	0	0
Salaries and Wages Total	0	0	0
Transfers to/from Internal Accounts			
59997    TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total	0	0	0
Utilities			
53130    TELEPHONE	0	0	0
Utilities Total	0	0	0
	<b>20,200</b>	<b>200</b>	<b>20,200</b>
<b>Net Total</b>	<b>(20,200)</b>	<b>(200)</b>	<b>(20,200)</b>

# Costing Center Summary

---

*Costing Center: GRANTS REVIEW*

**Previous Costing Center:** GRANTS REVIEW

**Budget Year:** 2016

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 2436

**Department:** CLERKS

**Approved:** No

**Stage:** Council Review

**Manager:** Heather Ewasuik 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 or pursuant to a decision of City Council.

## Comments:

Organizations requesting grants must meet the following criteria:

- 1) Be a nonprofit organization;
- 2) Clearly demonstrate that the organization is fulfilling a need in the community which is in line with the City's mandate to provide social support and recreational, cultural, and youth services;
- 3) Include fund-raising efforts as an important part of the organizations financial efforts;
- 4) Clearly demonstrate a financial need for the funds requested.

The Grants Review Committee meets in the Fall of each year to review applications and provide a recommendation to City Council on the grants to be provided in the following year.

## Outlook:



# Costing Center Summary

Costing Center: GRANTS REVIEW

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Grants and Contributions			
55024 OTHER GRANTS	85,000	457,330	0
55405 COMMUNITY CENTRE ASSISTANCE	49,395	49,395	49,395
55449 CULTURAL/PERFORMANCE GRANTS	20,750	37,550	37,550
55451 SERVICE ORGANIZATIONS GRANTS	89,000	85,400	74,900
55464 MUSEUMS	115,000	95,000	15,000
59997 TRANSFERS FROM RESERVES	0	(372,330)	0
Grants and Contributions Total	359,145	352,345	176,845
	<b>359,145</b>	<b>352,345</b>	<b>176,845</b>
<b>Net Total</b>	<b>(359,145)</b>	<b>(352,345)</b>	<b>(176,845)</b>

# Costing Center Summary

---

*Costing Center: INTERGOVERNMENT RELATIONS*

**Previous Costing Center:** INTERGOVERNMENT  
RELATIONS

**Budget Year:** 2016

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 0061

**Department:** CLERKS

**Approved:** No

**Stage:** Council Review

**Manager:** Heather Ewasuik 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:

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

# Costing Center Summary

Costing Center: INTERGOVERNMENT RELATIONS

		2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>				
Other				
59164	FED OF CANADIAN MUNICIPALITIES	6,893	6,970	7,175
59183	GOOD ROADS MEMBERSHIP	200	200	200
59196	ASSOCIATION OF MB MUNICIPALITI	4,540	4,540	4,540
59197	BDN CHAMBER OF COMMERCE	1,176	1,200	1,220
Other Total		12,809	12,910	13,135
Salaries and Wages				
51083	REGULAR SALARIES	0	0	0
Salaries and Wages Total		0	0	0
		12,809	12,910	13,135
<b>Net Total</b>				
		(12,809)	(12,910)	(13,135)

# Costing Center Summary

---

*Costing Center: LEGISLATIVE & LEGAL SERVICES*

**Previous Costing Center:** LEGISLATIVE & LEGAL  
SERVICES

**Budget Year:** 2016

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 2087

**Department:** CLERKS

**Approved:** No

**Stage:** Council Review

**Manager:** Heather Ewasuik 729-2206

---

## Description:

This cost centre is to cover the Legal expenses for the City-at-large.

## Comments:

The budget for this costing centre includes the cost of Legal Services as provided under contract.

Under the terms of the existing contract, a full range of legal services including verbal and written advice and opinions on diverse legal matters, are provided to the City of Brandon, its boards and agencies, City Council, City Manager, and senior administrative staff. The contractee acts as the City's solicitor in all non-litigious administrative and legal matters such as real estate acquisitions and disposals, subdivisions and site plan agreements, by-laws, risk/liability management, etc.

## Outlook:

# Costing Center Summary

Costing Center: *LEGISLATIVE & LEGAL SERVICES*

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52072    LEGAL FEES	20,950	144,160	148,927
Contract Services Total	20,950	144,160	148,927
Materials and Supplies			
54099    PARTS AND MATERIALS	500	500	500
Materials and Supplies Total	500	500	500
Other			
51141    TRAINING & DEVELOPMENT COSTS	800	0	0
59048    LUNCHEONS	300	0	0
59059    MEMBERSHIP	2,275	0	0
59138    BUSINESS TRAVEL	500	500	500
Other Total	3,875	500	500
Salaries and Wages			
51083    REGULAR SALARIES	136,286	0	0
Salaries and Wages Total	136,286	0	0
Utilities			
53130    TELEPHONE	995	215	215
Utilities Total	995	215	215
	<b>162,606</b>	<b>145,375</b>	<b>150,142</b>
<b>Net Total</b>	<b>(162,606)</b>	<b>(145,375)</b>	<b>(150,142)</b>

# Costing Center Summary

---

Costing Center: *PROPERTY ASSESSMENT*

**Previous Costing Center:** PROPERTY  
ASSESSMENT

**Budget Year:** 2016

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 0037

**Department:** CLERKS

**Approved:** No

**Stage:** Council Review

**Manager:** Heather Ewasuik 729-2206

---

## Description:

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

## Comments:

A 3% increase over the 2015 actual costs for assessment services is expected for 2016 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 conducting the appeal process.

Property reassessments take place every two years. Authority for owner-assessor agreements to change the assessment rather than submit an appeal to the Board of Revision has resulted in the Board's time not being taken up with applications where there is no dispute.

Assessment Appeal filing fees are non-refundable (including withdrawals) except in the case where an appeal is successful, or an owner-assessor agreement is reached.

## Outlook:

# Costing Center Summary

Costing Center: PROPERTY ASSESSMENT

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Other Income			
42999    REVENUE	4,500	2,500	4,500
Other Income Total	4,500	2,500	4,500
	<b>(4,500)</b>	<b>2,500</b>	<b>4,500</b>
<b>Expenditures</b>			
Contract Services			
52015    CONTRACTS	757,580	745,000	755,579
52421    BOARD OF REVISION	5,575	3,600	5,755
Contract Services Total	763,155	748,600	761,334
Salaries and Wages			
51083    REGULAR SALARIES	0	0	0
Salaries and Wages Total	0	0	0
	<b>763,155</b>	<b>748,600</b>	<b>761,334</b>
<b>Net Total</b>	<b>(763,155)</b>	<b>(746,100)</b>	<b>(756,834)</b>

# Costing Center Summary

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*Costing Center: RECORDS SERVICES*

**Previous Costing Center:** RECORDS SERVICES

**Budget Year:** 2016

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 0011

**Department:** RECORDS

**Approved:** No

**Stage:** Council Review

**Manager:** Heather Ewasuik 729-2206

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## 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 and mail pick-up/delivery for the City-at-large are also budgeted in this costing center.

A postage rate increase is expected again for 2016 and 2017.

## Outlook:



# Costing Center Summary

Costing Center: RECORDS SERVICES

		2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>				
Contract Services				
52015	CONTRACTS	4,500	0	0
52054	MAINT OF EQUIP EXT	650	675	680
52069	PRINTING COSTS	50	0	50
52081	EXTERNAL EQUIPMENT RENTAL	1,895	1,925	1,925
52252	DELIVERY - IN CITY	8,540	9,200	9,375
Contract Services Total		15,635	11,800	12,030
Equipment Purchases				
54410	EQUIPMENT PURCHASES	700	750	200
Equipment Purchases Total		700	750	200
Materials and Supplies				
54068	POSTAGE	47,815	47,070	49,030
54099	PARTS AND MATERIALS	2,350	1,800	1,800
Materials and Supplies Total		50,165	48,870	50,830
Other				
51141	TRAINING & DEVELOPMENT COSTS	1,500	1,700	1,800
59059	MEMBERSHIP	1,075	1,380	1,410
59138	BUSINESS TRAVEL	600	300	300
59139	CONFERENCE COSTS	1,800	2,500	2,500
Other Total		4,975	5,880	6,010
Salaries and Wages				
51083	REGULAR SALARIES	247,893	253,161	259,128
51084	OVERTIME SALARIES	300	100	200
Salaries and Wages Total		248,193	253,261	259,328
Utilities				
53130	TELEPHONE	860	855	855
Utilities Total		860	855	855
		<b>320,528</b>	<b>321,416</b>	<b>329,253</b>
<b>Net Total</b>		<b>(320,528)</b>	<b>(321,416)</b>	<b>(329,253)</b>

# Costing Center Summary

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*Costing Center: AFFORDABLE HOUSING GRANTS*

**Previous Costing Center:** AFFORDABLE HOUSING GRANTS

**Budget Year:** 2016

**Division:** REGIONAL PLANNING & DEVELOPMENT SERVICES

**Accounting Reference:** 2490

**Department:** ECONOMIC DEVELOPMENT - Housing & Renewal

**Approved:** No

**Stage:** Council Review

**Manager:** Sandy Trudel 729-2131

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## Description:

This cost center centralizes the tracking of affordable housing grants that the City of Brandon provides to various organizations, housing developers and residents as part of the overall strategy to increase the availability of affordable housing in Brandon.

## Comments:

Included in this budget are the City of Brandon's offsetting tax grants for the Western Manitoba Seniors Housing Co-op (WMSHC) at 620 McDiarmid Drive, the Canadian Mental Health project at 1202 Rosser Avenue and the Youth For Christ project at 139-5th Street.

## Outlook:

With demand for affordable housing increasing, primary interest in developing affordable housing from the not for profit sector land, it is anticipated that affordable housing grants will increase over time. Council will shortly be faced with a decision as to what their role in Affordable Housing will be going forward. The Director of Economic Development's time cannot continue to be split between the Affordable Housing portfolio and Economic Development Portfolio if we are to make meaningful forward progress on either portfolio.

# Costing Center Summary

Costing Center: AFFORDABLE HOUSING GRANTS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Grants and Contributions			
55446 CANADIAN MENTAL HEALTH	22,498	21,342	21,768
55463 MB SENIORS HOUSING CO-OP	14,412	16,142	16,504
55482 YOUTH FOR CHRIST	8,687	3,121	3,183
Grants and Contributions Total	45,597	40,605	41,455
Transfers to/from Internal Accounts			
59997 TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total	0	0	0
	45,597	40,605	41,455
<b>Net Total</b>	(45,597)	(40,605)	(41,455)

# Costing Center Summary

---

Costing Center: ECONOMIC DEVELOPMENT

**Previous Costing Center:** ECONOMIC  
DEVELOPMENT

**Budget Year:** 2016

**Division:** RESOURCE  
CONSERVATION &  
INDUSTRIAL

**Accounting Reference:** 0202

**Department:** ECONOMIC  
DEVELOPMENT

**Approved:** No

**Stage:** Council Review

**Manager:** Sandy Trudel 729-2131

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## Description:

This cost center captures costs associated with the Economic Development Department which includes 3 full time staff.

## Comments:

The Economic Development Brandon (EDB) office is responsible for strengthening and developing the Brandon economy by initiating and facilitating proactive economic development strategies and promoting Brandon as an excellent place to live, work, invest and do business. The office works to create a positive environment within which businesses can flourish and expand, and which is conducive to attracting new business to the community. In addition to the core functions listed above, the Economic Development office oversees the City of Brandon's affordable housing portfolio, oversees the Brandon Tourism service delivery contract and is the lead on immigration initiatives.

The special projects budget provides the Economic Development office the financial means to proactively pursue and respond to emerging economic development opportunities and community priorities impacting the local labour market and economy. It also funds the implementation of the recommendations contained within Prosperity by Design. This cost centre also enables the City of Brandon to participate in the KPMG competitiveness survey that is conducted annually and a vital source for verifying Brandon's Competitive advantage and the Conference Board of Canada's Mid Cities Report, a mid city comparative and forecast of GDP growth for the current and upcoming year.

In 2012, Brandon highway signs were erected at 6 entrances to the City of Brandon. Design, construction and installation of the signs cost approximately \$140,000. The signs have an estimated life span, as per the manufacturer, of 15 years. To prepare for the point in time in which the signs will need replacing, this cost centre includes \$10,000 for the first contribution to establishing a highway signage reserve. It is anticipated that an equal appropriation will be required annually for a total of 15 years.

## Outlook:

# Costing Center Summary

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*Costing Center: ECONOMIC DEVELOPMENT*

Prosperity by Design, the 2014-2019 Economic Growth Strategy finalized in 2014 guides the efforts of the EDB Department. As set forth in Prosperity by Design, the Department's work will focus on the proactive implementation of identified action items aligned with initiatives five priority sectors and six strategic directions are funded through the Economic Development cost centre.

# Costing Center Summary

Costing Center: ECONOMIC DEVELOPMENT

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Conditional Government Transfers			
43510 PROVINCIAL GOV'T	0	0	0
Conditional Government Transfers Total	0	0	0
Other Income			
42988 MISCELLANEOUS REVENUE	0	0	0
Other Income Total	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>			
Contract Services			
52028 GENERAL INSURANCE	25	46	47
52057 SPEC PROG CONTRACTS		0	0
52060 SPEC PROG LEGAL FEES		0	0
52062 SPEC PROG ROOM RENTAL EXPENSE		0	0
52069 PRINTING COSTS	12,500	12,500	12,500
Contract Services Total	12,525	12,546	12,547
Equipment Purchases			
54410 EQUIPMENT PURCHASES	0	0	0
Equipment Purchases Total	0	0	0
Materials and Supplies			
54022 SPEC PROG PARTS & MATERIALS	0	0	0
54099 PARTS AND MATERIALS	4,000	3,000	3,000
Materials and Supplies Total	4,000	3,000	3,000
Other			
51141 TRAINING & DEVELOPMENT COSTS	2,640	3,940	2,640
59003 ADVERTISING	23,000	23,000	23,000
59025 SPEC PROG ADVERTISING		0	0
59027 SPEC PROG LUNCHEONS		0	0
59048 LUNCHEONS	2,000	1,500	1,500
59059 MEMBERSHIP	1,870	1,520	1,520
59098 SUBSCRIPTIONS	3,549	3,919	3,919
59138 BUSINESS TRAVEL	12,000	6,560	12,000
59139 CONFERENCE COSTS	2,795	4,730	2,790
59241 SPECIAL PROGRAMS	68,418	67,500	67,500
59427 SIGNAGE	0	300	300
59428 PHOTO LIBRARY	3,000	3,400	3,400

# Costing Center Summary

Costing Center: *ECONOMIC DEVELOPMENT*

Other Total	119,272	116,369	118,569
Reserve Appropriation			
58515    SIGNAGE RESERVE B/L	0	10,000	10,000
Reserve Appropriation Total	0	10,000	10,000
Salaries and Wages			
51083    REGULAR SALARIES	269,402	280,128	292,036
51084    OVERTIME SALARIES	0	0	0
Salaries and Wages Total	269,402	280,128	292,036
Utilities			
53130    TELEPHONE	2,494	2,442	2,442
Utilities Total	2,494	2,442	2,442
	<b>407,693</b>	<b>424,484</b>	<b>438,594</b>
<b>Net Total</b>	<b>(407,693)</b>	<b>(424,484)</b>	<b>(438,594)</b>

# Costing Center Summary

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Costing Center: HOUSING INITIATIVES

**Previous Costing Center:** HOUSING INITIATIVES

**Budget Year:** 2016

**Division:** REGIONAL PLANNING &  
DEVELOPMENT  
SERVICES

**Accounting Reference:** 2489

**Department:** ECONOMIC  
DEVELOPMENT - Housing  
& Renewal

**Approved:** No

**Stage:** Council Review

**Manager:** Sandy Trudel 729-2131

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## Description:

This cost center provides funds for the housing contract the City of Brandon has with the Brandon Neighbourhood Renewal Corporation (BNRC) and allocations to the affordable housing reserve. The City's annual contribution to the BNRC agreement includes \$46,000 in cash for core funding and an additional \$9,000 that can be used on mutually agreed upon housing projects. The City of Brandon also provides approximately \$60,000 in in-kind contributions comprised of city staff support, office space, IT support and licenses, phone lines and photo copying.

## Comments:

Historically the BNRC housing contract is a multi year contract. The past few years the contract switched to an annual contract that is renewed before its expiration date of March 31st of a given year. The existing contract expires on March 31st, 2016. The switch to an annual contract was made to allow flexibility in contractual obligations as Council determines their desired role with regards to Affordable Housing.

## Outlook:

Brandon is beset by an extremely low rental vacancy rate, shrinking supply of affordable rental and owned housing, increasing numbers of low to moderate income households, and rising prices of available housing stock. Based on these factors there will continue to be notable upward pressure on this cost centre. Council is faced with deciding what their role in Affordable Housing will be going forward as the Director of Economic Development's time cannot continue to be split between the Affordable Housing portfolio and Economic Development Portfolio if we are to make meaningful forward progress on either portfolio.



# Costing Center Summary

Costing Center: HOUSING INITIATIVES

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52015    CONTRACTS	55,000	81,000	55,000
Contract Services Total	55,000	81,000	55,000
Materials and Supplies			
54099    PARTS AND MATERIALS	750	750	750
Materials and Supplies Total	750	750	750
Reserve Appropriation			
58505    AFFORDABLE HOUSING B/L	150,000	0	250,000
Reserve Appropriation Total	150,000	0	250,000
Transfers to/from Internal Accounts			
59997    TRANSFER FR RESERVES	0	(26,000)	0
Transfers to/from Internal Accounts Total	0	(26,000)	0
Utilities			
53130    TELEPHONE	1,300	1,285	1,285
Utilities Total	1,300	1,285	1,285
	<b>207,050</b>	<b>57,035</b>	<b>307,035</b>
<b>Net Total</b>	<b>(207,050)</b>	<b>(57,035)</b>	<b>(307,035)</b>

# Costing Center Summary

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Costing Center: TOURISM INITIATIVES

Previous Costing Center: TOURISM INITIATIVES

Budget Year: 2016

Division: RESOURCE  
CONSERVATION &  
INDUSTRIAL  
Department: ECONOMIC  
DEVELOPMENT

Accounting Reference: 2453

Approved: No

Stage: Council Review

Manager: Sandy Trudel 729-2131

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## Description:

This account provides funding for the delivery of Tourism Services and the Accommodation Tax Reserves grant program. Through a multi year service delivery contract, Brandon Riverbank Inc. is responsible for the delivery of tourism services for the City of Brandon. Listed below are three key areas of responsibility, outlined in the Tourism Service Delivery contract:

1. Operation of the Riverbank Discovery Centre.
2. Delivery of Tourism Services, focused on servicing the needs of visitors to Brandon.
3. The proactive attraction of events to Brandon through Brandon First.

In order to fulfill the City of Brandon's tourism service delivery requirements, Brandon Riverbank Inc. employs a full time tourism manager, tourism coordinator, facility coordinator, Brandon First Executive Director, part time tourism hosts and an interpretative coordinator.

This account also provides funding for a portion of Riverbank Inc's operating budget in recognition of their efforts to operate the tourism function on behalf of the City of Brandon and to maintain the grounds in immediate proximity to the Riverbank Discovery Centre. From a capital perspective the cost centre provides \$125,000 for capital projects based on dollar for dollar matching with private donations raised and a \$50,000 annual capital write off loan that was approved by Council in 2014, spanning 4 years, ending in 2017.

## Comments:

Recognizing the financial constraints faced by the City of Brandon, most areas of the budget are status quo. The budget areas experiencing budget increases are primarily associated with the maintenance of an aging facility and staffing costs.

## Outlook:

# Costing Center Summary

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*Costing Center: TOURISM INITIATIVES*

As the Riverbank Discovery Centre continues to age, maintenance costs are increasing. The recently completed river corridor master plan update and resulting implementation plans combined with efforts to return the corridor to its pre 2011 flood splendor continue to place upward pressure on this cost centre. As a result, budgeted capital project funding has increased.

# Costing Center Summary

Costing Center: TOURISM INITIATIVES

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Other Income			
49146    ACCOMMODATION TAX RECEIPTS	0	0	0
Other Income Total	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>			
Grants and Contributions			
55429    ACCOMODATION GRANT	24,050	340,000	280,000
55518    RIVERBANK INC	516,821	607,991	669,275
55519    BRANDON FIRST	0	70,000	75,000
Grants and Contributions Total	540,871	1,017,991	1,024,275
Reserve Appropriation			
58529    ACCOMMODATION TAX B/L 7016	0	0	0
58530    LARGE EVENT ACQ B/L 7020	0	0	0
Reserve Appropriation Total	0	0	0
Transfers to/from Internal Accounts			
59997    TRANSFER FR RESERVES	(24,050)	(410,000)	(355,000)
Transfers to/from Internal Accounts Total	(24,050)	(410,000)	(355,000)
	<b>516,821</b>	<b>607,991</b>	<b>669,275</b>
<b>Net Total</b>	<b>(516,821)</b>	<b>(607,991)</b>	<b>(669,275)</b>

# Costing Center Summary

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*Costing Center: URBAN RENEWAL*

**Previous Costing Center:** URBAN RENEWAL

**Budget Year:** 2016

**Division:** REGIONAL PLANNING &  
DEVELOPMENT  
SERVICES

**Accounting Reference:** 2492

**Department:** ECONOMIC  
DEVELOPMENT - Housing  
& Renewal

**Approved:** No

**Stage:** Council Review

**Manager:** Sandy Trudel 729-2131

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## Description:

This cost center provides funds for Renaissance Brandon to implement initiatives that contribute to the revitalization of Downtown Brandon, as per their established mandate.

## Comments:

The City of Brandon's financial support of Renaissance Brandon enables the organization to apply for project specific funding from the Province of Manitoba related to revitalizing downtown on a dollar for dollar matching basis. Thus the City of Brandon's contribution of \$250,000 leverages an additional \$250,000. In addition, Renaissance Brandon through a partnership with the City of Brandon is providing administrative support for the Upper Storey Development Grant Initiative Program launched in fall 2015. Funding for the program flows from the provincially funded Brandon Regeneration Strategy, enabling a further Provincial investment in Brandon's downtown of \$370,000 during the 2016 and 2017 fiscal years.

## Outlook:

As Renaissance Brandon continues to gain momentum and record successes, the City's ongoing support is important.

# Costing Center Summary

Costing Center: URBAN RENEWAL

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Conditional Government Transfers			
43510    PROVINCIAL GOV'T	0	333,000	37,000
Conditional Government Transfers Total	0	333,000	37,000
	<b>0</b>	<b>333,000</b>	<b>37,000</b>
<b>Expenditures</b>			
Contract Services			
52015    CONTRACTS	250,000	300,000	250,000
Contract Services Total	250,000	300,000	250,000
Grants and Contributions			
55025    UPPER STOREY GRANT	0	333,000	37,000
Grants and Contributions Total	0	333,000	37,000
	<b>250,000</b>	<b>633,000</b>	<b>287,000</b>
<b>Net Total</b>	<b>(250,000)</b>	<b>(300,000)</b>	<b>(250,000)</b>

# Costing Center Summary

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Costing Center: *AMBULANCE SERVICE*

**Previous Costing Center:** AMBULANCE SERVICE

**Budget Year:** 2016

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 0114

**Department:** FIRE & AMBULANCE

**Approved:** No

**Stage:** Council Review

**Manager:** Brent Dane 729-2404

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## Description:

This cost center records the revenues and expenses related to ambulance service (excluding vehicles). The main components of this account are the wage related costs transferred from the Fire Service account and necessary costs such as training, medical supplies, equipment etc.

All staff in the fire/ambulance operations division provide medical response and fire suppression. All of the staff are licensed Technician Paramedics and approximately half are certified to practice at the Intermediate Care Paramedic Level. These staff can provide more advanced care including administration of medications and other advanced procedures.

Inter-facility transfers from Brandon to places such as Winnipeg, Winkler and Yorkton is the major service provided.

## Comments:

Ambulance revenue has been increased to more accurately reflect past years actuals.

The cost of medical supplies continues to increase in order to meet Manitoba Health standards and to be able to continue using up-to-date technology available for the services provided.

2016 and future budgets will no longer include costs for the Medical Director or the related RHA funding.

## Outlook:

In 2013 MB Health released an audit of the pre-hospital care service as a whole throughout Manitoba. Falling out from this audit was a report providing direction on the future of EMS in the province. Some of the fifty four initiatives that were mentioned included ambulance without borders, geo-posting, paramedic training levels, long distance transfer changes, centralized billing, E-PCR's (Electronic Patient Care Reports), and who the governing body is. We continue to work closely with Prairie Mountain Health and as the province continues to roll out these changes there are several that will have impact on our budget in 2016 and forward. The most significant one will be flat fee billing across the province. This will result in reduced revenues for the department.

# Costing Center Summary

Costing Center: AMBULANCE SERVICE

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Conditional Government Transfers			
43580 PROV. AMBULANCE--BRANDON	1,278,642	1,278,642	1,278,642
43588 RHA MEDICAL DIRECTOR	10,000	0	0
Conditional Government Transfers Total	1,288,642	1,278,642	1,278,642
Other Income			
42999 REVENUE	5,000	2,000	2,000
49145 DONATIONS	0	0	0
Other Income Total	5,000	2,000	2,000
User Fees and Sales of Goods			
42188 AMBULANCE FEES - LONG DISTANCE	400,000	460,000	460,000
42191 AMBULANCE FEES - LOCAL	1,330,000	1,565,000	1,565,000
User Fees and Sales of Goods Total	1,730,000	2,025,000	2,025,000
	<b>3,023,642</b>	<b>3,305,642</b>	<b>3,305,642</b>
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS	15,000	5,000	5,000
52043 EXTERNAL LAUNDRY	2,000	4,000	4,000
52232 E911 CHARGES	0	0	0
Contract Services Total	17,000	9,000	9,000
Equipment Purchases			
54410 EQUIPMENT PURCHASES	13,000	13,000	13,000
Equipment Purchases Total	13,000	13,000	13,000
Materials and Supplies			
54061 MISCELLANEOUS	9,500	9,500	9,500
54099 PARTS AND MATERIALS	10,000	7,000	7,000
54120 MEDICAL SUPPLIES	18,000	30,000	30,000
54253 PHARMACEUTICALS	5,500	5,500	5,500
Materials and Supplies Total	43,000	52,000	52,000
Other			
51141 TRAINING & DEVELOPMENT COSTS	12,472	12,472	12,472
59139 CONFERENCE COSTS	4,500	7,000	7,000
59393 FLEET AMBULANCES	1,500	1,500	1,500
Other Total	18,472	20,972	20,972
Salaries and Wages			
51083 REGULAR SALARIES	115,693	120,705	124,196



# Costing Center Summary

Costing Center: AMBULANCE SERVICE				
51084	OVERTIME SALARIES	140,000	140,000	140,000
51997	FIRE/AMB ALLOCATION	3,001,885	4,000,000	4,000,000
Salaries and Wages Total		3,257,578	4,260,705	4,264,196
Transfers to/from Internal Accounts				
59001	SHOP RATE CHARGES	500	500	500
Transfers to/from Internal Accounts Total		500	500	500
		3,349,550	4,356,177	4,359,668
Net Total		(325,908)	(1,050,535)	(1,054,026)

# Costing Center Summary

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*Costing Center: FIRE SERVICE*

**Previous Costing Center:** FIRE SERVICE

**Budget Year:** 2016

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 0092

**Department:** FIRE & AMBULANCE

**Approved:** No

**Stage:** Council Review

**Manager:** Brent Dane 729-2404

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## Description:

This cost center covers all costs associated with running the fire service. It includes the salaries for all staff excluding the EMS Training Officer. Other costs are associated with the fire prevention division, fire training, rescue teams, hall maintenance, overtime, equipment, succession management, water and hydrant use, training supplies, uniforms and other materials.

The revenue in this account is a combination of government grants, MPI and fire protection revenues received from the RM's of Cornwallis, Elton and Oakland.

## Comments:

2016 will see an increase in training and development costs to allow us to provide more educational opportunities to staff. Additional increase to contracts to allow for additional upgrades to improve the records management system.

## Outlook:

The current collective agreement expires at the end of 2016. Negotiations will begin for the next contract in the fall of 2016, with a goal of having a negotiated settlement early in 2016.

# Costing Center Summary

Costing Center: FIRE SERVICE

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Conditional Government Transfers			
43510 PROVINCIAL GOV'T	332,300	332,300	332,300
Conditional Government Transfers Total	332,300	332,300	332,300
Other Income			
42994 RECOVERIES OTHER		0	0
42999 REVENUE	125,000	125,000	125,000
49145 DONATIONS	2,000	2,000	2,000
49291 FIRE EQUIPMENT SALES	0	0	0
Other Income Total	127,000	127,000	127,000
Permits, Licenses and Fines			
45731 COMPLIANCE TICKETS	3,250	0	0
Permits, Licenses and Fines Total	3,250	0	0
User Fees and Sales of Goods			
42142 MERCHANDISE SALES	4,000	4,000	4,000
42287 FIRE/RESCUE INSURANCE COVERAGE	140,000	140,000	140,000
User Fees and Sales of Goods Total	144,000	144,000	144,000
	<b>606,550</b>	<b>603,300</b>	<b>603,300</b>
<b>Expenditures</b>			
Benefits			
51100 UNIFORMS	32,300	32,300	32,300
51122 BOOT ALLOWANCE		0	0
51123 PROTECTIVE CLOTHING	26,000	26,000	26,000
51285 MEDICALS	1,100	1,100	1,100
Benefits Total	59,400	59,400	59,400
Contract Services			
52015 CONTRACTS	7,680	10,080	10,080
52019 CONSULTING FEES	20,000	20,000	20,000
52069 PRINTING COSTS	5,000	5,000	5,000
Contract Services Total	32,680	35,080	35,080
Equipment Purchases			
54410 EQUIPMENT PURCHASES	18,000	18,000	18,000
Equipment Purchases Total	18,000	18,000	18,000
Materials and Supplies			
54099 PARTS AND MATERIALS	44,000	44,000	44,000
Materials and Supplies Total	44,000	44,000	44,000

# Costing Center Summary

Costing Center: FIRE SERVICE

Other				
51141	TRAINING & DEVELOPMENT COSTS	31,150	41,150	41,150
59048	LUNCHEONS	2,000	2,000	2,000
59059	MEMBERSHIP	2,450	2,376	2,376
59098	SUBSCRIPTIONS	3,000	2,000	2,000
59139	CONFERENCE COSTS	25,000	25,000	25,000
59241	SPECIAL PROGRAMS	2,000	2,000	2,000
Other Total		65,600	74,526	74,526
Reserve Appropriation				
58518	FIRE EQUIPMENT B/L 3708	0	0	0
58555	PROTECTIVE SERV BLDG B/L 6729	0	0	0
Reserve Appropriation Total		0	0	0
Salaries and Wages				
51083	REGULAR SALARIES	7,135,865	7,474,600	7,787,453
51084	OVERTIME SALARIES	283,700	183,700	283,700
51090	SHIFT DIFFERENTIAL	30,000	30,000	30,000
51227	SPECIAL OT PAYMENTS	96,171	99,056	102,028
51352	TRAINING OVERTIME	45,000	45,000	45,000
51698	FLOOD OVERTIME		0	0
51997	FIRE/AMB ALLOCATION	(3,001,885)	(4,000,000)	(4,000,000)
Salaries and Wages Total		4,588,851	3,832,356	4,248,181
Transfers to/from Internal Accounts				
59001	SHOP RATE CHARGES	500	500	500
59997	TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total		500	500	500
Utilities				
53130	TELEPHONE	14,265	16,665	16,665
53150	WATER	239,200	239,200	239,200
53295	RADIO COSTS	0	10,500	10,500
53446	RADIO AIR TIME COSTS	10,500	0	0
Utilities Total		263,965	266,365	266,365
		5,072,496	4,330,227	4,746,052
Net Total		(4,465,946)	(3,726,927)	(4,142,752)

# Costing Center Summary

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Costing Center: FIRE VEHICLES	
Previous Costing Center: FIRE VEHICLES	Budget Year: 2016
Division: PROTECTIVE SERVICES	Accounting Reference: 0106
Department: FIRE & AMBULANCE	Approved: No
Stage: Council Review	Manager: Brent Dane 729-2404

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**Description:**

This cost center includes the cost of renting all fire vehicles from the Central Garage. The garage provides fleet planning services for the Fire Service (excluding ambulances which are provided by the RHA). The rental rates include the operational costs as well as an allocation to the reserve for the equipment's ultimate replacement.

**Comments:**

**Outlook:**

# Costing Center Summary

Costing Center: FIRE VEHICLES

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52032    VEHICLE INSURANCE	124	124	124
Contract Services Total	124	124	124
Materials and Supplies			
54103    GASOLINE #2 (VEHICLE)	11,400	10,300	10,300
54104    DIESEL (VEHICLE)	11,250	14,340	14,340
Materials and Supplies Total	22,650	24,640	24,640
Other			
59080    INTERNAL EQUIPMENT RENTAL	90,800	84,100	84,100
59993    EQUIPMENT CAPITAL CONTRIBUTION	225,000	225,000	282,750
Other Total	315,800	309,100	366,850
	<b>338,574</b>	<b>333,864</b>	<b>391,614</b>
<b>Net Total</b>	<b>(338,574)</b>	<b>(333,864)</b>	<b>(391,614)</b>

# Costing Center Summary

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Costing Center: *HUMAN RESOURCES*

**Previous Costing Center:** HUMAN RESOURCES

**Budget Year:** 2016

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 1401

**Department:** HUMAN RESOURCES

**Approved:** No

**Stage:** Council Review

**Manager:** Vicki Fifi 729-2164

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## 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 plans.

## Comments:

Staffing and recruitment within the organization continues to be very active and challenging as a result of increased retirements and resignations. We are experiencing a sustained increase in the number of applications being received for advertised positions.

Our Safety Initiatives continue to drive down the WCB costs.

Legal costs are being held in line, however external legal services will continue to be required for arbitrations and unusual labour related situations.

The corporate commitment to human resources continues to ensure that initiatives in staff development and organizational development are carried through. These include strategic initiatives such as Human Resource Planning, Vacancy Management, Representative Workforce, Employee Wellness, Attendance Support, and an active Return to Work program, each being driven or monitored by department staff in line with our culture of Serving & Building Community and in support of City Council's Strategic direction "Our Plan, Our City".

## Outlook:

On the labour front:

ATU (Transit) Collective Agreement expires December 31, 2018

Brandon Police Association Collective Agreement expires December 31, 2016

CUPE Collective Agreement expires December 31, 2016

E911/Police Operator- Dispatcher Division Collective Agreement expires December 31, 2015 and preparations for negotiations are underway

Firefighters'/Paramedics' Association Collective Agreement expires December 31, 2015 and preparations for negotiations are underway

# Costing Center Summary

Costing Center: HUMAN RESOURCES

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Other Income			
42999 REVENUE	500	500	500
Other Income Total	500	500	500
	<b>500</b>	<b>500</b>	<b>500</b>
<b>Expenditures</b>			
Benefits			
51002 CHRISTMAS PARTY	3,600	3,700	3,800
51071 EMPLOYEE WELLNESS PROGRAMS	3,400	3,500	3,500
51174 RETIREMENTS	6,500	6,000	6,000
51176 LONG SERVICE RECOGNITION	8,445	6,300	6,000
51285 MEDICALS	5,000	3,000	4,000
51294 MEDICALS-RECRUITMENT/STAFFING	1,000	1,000	1,000
51389 HEARING TESTS	9,500	9,500	9,500
51503 FLU SHOTS		0	0
51531 EMPLOYEE BBQ	6,050	6,150	6,500
51709 SEVERANCE PAYMENT EXPENSE	75,000	75,000	75,000
59626 CESSATION PROGRAM	100	0	0
Benefits Total	118,595	114,150	115,300
Contract Services			
52019 CONSULTING FEES	10,500	10,500	10,500
52031 LIFE INSURANCE	4,310	4,200	4,300
52069 PRINTING COSTS	1,300	1,300	1,350
52070 METRICS	2,000	2,000	2,000
52239 TESTING-RECRUITMENT/STAFFING	16,500	20,000	20,000
52278 FACILITATOR EXPENSE	48,400	21,000	22,500
52297 CPR/FIRST AID TRAINING	6,500	6,500	6,500
52453 PROFESSIONAL FEES-CUPE	4,000	4,000	5,000
52454 PROFESSIONAL FEES-E911	1,250	1,500	1,500
52455 PROFESSIONAL FEES-FIRE	7,500	7,000	6,000
52456 PROFESSIONAL FEES-OOS	1,250	1,000	1,000
52457 PROFESSIONAL FEES-POLICE	5,000	5,000	5,000
52458 PROFESSIONAL FEES-TRANSIT		0	0
59242 SALARY SURVEYS	0	5,600	5,600
Contract Services Total	108,510	89,600	91,250
Equipment Purchases			



# Costing Center Summary

Costing Center: *HUMAN RESOURCES*

54410	EQUIPMENT PURCHASES	3,500	3,500	3,500
Equipment Purchases Total		3,500	3,500	3,500
Materials and Supplies				
54099	PARTS AND MATERIALS	8,310	9,310	9,500
54261	PART AND MATERIALS-SAFETY	3,450	3,500	3,500
54460	PARTS AND MATERIALS-TRAINING	1,000	1,000	1,000
Materials and Supplies Total		12,760	13,810	14,000
Other				
51141	TRAINING & DEVELOPMENT COSTS	23,000	24,315	24,800
51179	COMPASSIONATE GIFTS	2,000	1,000	1,000
51182	SAFETY INITIATIVES	6,000	6,000	6,000
59007	ADVERTISING-RECRUIT/STAFFING	20,000	12,500	15,000
59023	SYMPOSIUMS	5,000	2,500	2,500
59048	LUNCHEONS	1,000	750	750
59059	MEMBERSHIP	4,289	3,190	3,240
59098	SUBSCRIPTIONS	12,025	6,700	6,750
59138	BUSINESS TRAVEL	3,000	1,500	1,500
59139	CONFERENCE COSTS	11,060	8,240	8,410
59603	LABOUR RELATIONS-CUPE	5,000	20,000	10,000
59604	LABOUR RELATIONS-E911	5,000	7,500	15,000
59605	LABOUR RELATIONS-FIRE	20,000	15,000	15,000
59606	LABOUR RELATIONS-OOS	5,000	2,500	5,000
59607	LABOUR RELATIONS-POLICE	15,000	5,000	10,000
59608	LABOUR RELATIONS-TRANSIT		0	0
Other Total		137,374	116,695	124,950
Salaries and Wages				
51083	REGULAR SALARIES	1,102,609	1,160,150	1,177,157
51084	OVERTIME SALARIES	10,000	7,500	7,500
Salaries and Wages Total		1,112,609	1,167,650	1,184,657
Transfers to/from Internal Accounts				
59997	TRANSFER FR RESERVES	(75,000)	(75,000)	(75,000)
Transfers to/from Internal Accounts Total		(75,000)	(75,000)	(75,000)
Utilities				
53130	TELEPHONE	8,780	10,830	10,830
Utilities Total		8,780	10,830	10,830
		<b>1,427,128</b>	<b>1,441,235</b>	<b>1,469,487</b>
<b>Net Total</b>		<b>(1,426,628)</b>	<b>(1,440,735)</b>	<b>(1,468,987)</b>

# Costing Center Summary

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Costing Center: *POLICE SERVICE*

**Previous Costing Center:** POLICE SERVICE

**Budget Year:** 2016

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 0074

**Department:** POLICE

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Grant 729-2301

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## Description:

This cost center captures all of the revenues and expenses associated with Police Services administration and operations.

## Comments:

The Police Service is under the direction of the Chief of Police who reports directly to the Brandon Police Service Police Board. At present the Service is delivered by two distinct areas being Operational Services and Support Services each lead by an Inspector. The Chief and Inspectors make up the Executive Branch of the Service. They are supported by the Executive Assistant and the Finance Officer.

Operations consists of the Patrol Section, which includes Platoons, and Crime Section. Crime Section is composed of the Criminal Investigation Unit, Crime Support Unit, Forensic Identification Unit and Victim Services Unit. Patrol Section offers the day to day Policing and By-Law enforcement on a 24 / 7 basis all year around. The Crime Units work in a collaborative approach with Patrol and they concentrate on the more serious offences that the Police Service investigates. Crime Support has the Intelligence gathering and sharing component under its umbrella and this Unit therefore works very closely in an integrated approach with our other Policing partners in the Province and across the Country. Patrol also consists of the Tactical Response Unit as well as the Crisis Negotiators. These are Part Time units used as the need arises. All Members of Operations are encouraged to partner and engage with the Community and to employ Community Policing problem solving methods where applicable.

The Support Division contains the Operational Support Unit which is broken down into Patrol Support and Community Support. Under Patrol Support the Police Services Traffic, Police Service Dog and By-Law enforcement units are contained. Under the Community Support Unit the Police Services Community Policing, School Resource Officer and Media/Crime Stoppers functions are situated. This section is the clear link to Community Partners such as Citizens on Patrol, Crime Stoppers, Neighbourhood Watch, the School Division and a wide variety of other Community bodies and organizations. With organizational changes made in 2013, Compstat Crime Analysis is conducted by the Sergeant in charge of the Community Support Unit. The purpose of Compstat is to analyze crime and other statistics to focus police resources in operations to identified problem areas. Support Services also contains, for the most part, the Administrative resources of the organization such as the Administrative Support Unit containing Central Records, Court Services, the Property Clerk and Process Server. In addition Support Services is also responsible for Organizational Development, Training and the Internal Affairs function of the Service.

# Costing Center Summary

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*Costing Center: POLICE SERVICE*

## **Outlook:**

Over the past several years the Police Service has been very successful in developing and implementing strategies related to information technology. These strategies have led to advances in technology in our Identification Section through a state of the art Fingerprint system, Mobile Work Stations in patrol cars and the opportunity to partner with the Royal Canadian Mounted Police for a Records Management System. Our partnership with the Royal Canadian Mounted Police continues to grow, with an upgrade to our Computer Aided Dispatch system, in the near future, that will enhance our current capabilities and eliminate the need for double entry of information.

The Provincial Government continues to fund a number of positions within the Police Service, 16 at present time. This funding is in the area of \$1.2 million annually. Additionally, the Assiniboine Community College is continuing to fund a seconded police officer to assist with their Police Studies Program. Our partnership with the Assiniboine Community College is unique, in that individuals who graduate from their course are recognized of having completed the academic standard of recruit training. To have one of our Officers working directly with the program ensures that our training requirements are addressed and implemented.

The Compstat model enables the Service to predict where crime will occur, rather than responding to calls for service. Additionally, the Service changed its organizational chart to reflect the new direction and functions within the service. In 2014, the Police Service will move to a Civilian Analyst with training in the area of Crime analysis. This will further enhance the Compstat process. This will be accomplished by replacing a Police Officer who retired in 2013 with a Civilian in 2014. This is not only a more efficient process but is also more cost effective. This will enable the Sergeant of Community Support being to concentrate more on supervisory functions and community engagement, with and through the members reporting to this Sergeant.

Crime statistics showed a marginal increase in 2012 compared to 2011. The Crime Severity Index also went up a bit in 2012 compared to 2011, with increases in both the Violent Crime and Other Crime Severity Indexes. Calls for Service also increased in 2012 versus 2011 and the 2013 Calls for Service to date, if they continue in the present direction, may result in higher numbers compared to 2012. It is hoped with a highly trained analyst, the examination of timely data and a concentrated and coordinated effort by all members of the Service working with our community partners, that we can see a reverse to this and return to our long term trend of a decline in crime. Brandon continues to be a safe community in which to live and work and the Police Service is committed to this mission.

# Costing Center Summary

Costing Center: POLICE SERVICE

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Conditional Government Transfers			
43510 PROVINCIAL GOV'T	1,325,000	1,415,000	1,415,000
43660 PROVINCIAL OTHER	0	0	0
Conditional Government Transfers Total	1,325,000	1,415,000	1,415,000
Other Income			
42999 REVENUE	25,000	25,000	25,000
45289 OVERPAYMENTS/REFUNDS	0	0	0
Other Income Total	25,000	25,000	25,000
Permits, Licenses and Fines			
45701 TRAFFIC TICKETS	283,000	320,000	320,000
45702 PARKING TICKETS	330,000	300,000	300,000
45731 COMPLIANCE TICKETS	12,000	12,000	12,000
Permits, Licenses and Fines Total	625,000	632,000	632,000
User Fees and Sales of Goods			
42195 ROOM RENTALS	35,985	55,065	55,065
42315 SPECIAL DUTY	147,536	141,362	141,362
42374 SEARCH FEES	105,000	140,000	140,000
42375 TRAINING FEES RECOVERED	10,000	10,000	10,000
45269 ANIMAL BOARDING FEES	8,600	6,600	6,600
User Fees and Sales of Goods Total	307,121	353,027	353,027
	<b>2,282,121</b>	<b>2,425,027</b>	<b>2,425,027</b>
<b>Expenditures</b>			
Benefits			
51100 UNIFORMS	62,000	62,000	62,000
51122 BOOT ALLOWANCE	14,250	14,400	14,400
51146 CLOTHING ALLOWANCE	22,000	23,000	23,000
51285 MEDICALS	4,000	4,000	4,000
51345 PERFORM BASED EMP RECOGNITION	1,000	1,500	1,500
Benefits Total	103,250	104,900	104,900
Contract Services			
52015 CONTRACTS	85,250	86,500	89,270
52020 PROFESSIONAL FEES	5,400	5,400	5,400
52028 GENERAL INSURANCE	138	142	470
52054 MAINT OF EQUIP EXT	13,300	10,000	10,000
52069 PRINTING COSTS	7,500	7,500	7,500

# Costing Center Summary

Costing Center: POLICE SERVICE

52072	LEGAL FEES	39,000	35,000	35,000
52079	BUILDING RENTAL	165,500	185,000	190,000
52220	COMPETITION PROFESSIONAL FEES	20,000	25,000	20,000
52387	BANK PROCESSING FEES	650	650	0
Contract Services Total		336,738	355,192	357,640
Equipment Purchases				
54410	EQUIPMENT PURCHASES	19,000	21,550	8,400
Equipment Purchases Total		19,000	21,550	8,400
Grants and Contributions				
55024	OTHER GRANTS	16,000	16,000	16,000
55167	PUBLIC RELATIONS	14,600	14,600	14,600
Grants and Contributions Total		30,600	30,600	30,600
Materials and Supplies				
54061	MISCELLANEOUS	11,820	12,000	12,000
54062	LIABILITY CLAIMS	1,500	1,500	1,500
54099	PARTS AND MATERIALS	34,140	39,640	40,140
54101	AMMUNITION	41,911	45,000	45,000
54199	SPECIAL OP - PARTS & MATERIALS	0	3,000	2,000
54257	WORK ORDER PARTS & MATERIALS	1,200	0	0
54299	COMPETITION-PARTS & MATERIALS	1,000	1,000	1,000
54337	PARTS & MAT - INVESTIGATIONS	10,300	11,050	11,050
54338	PARTS & MAT - IDENT	24,980	28,080	27,080
54358	PARTS & MAT - OPERATIONS	14,650	14,700	14,800
54359	PARTS & MAT - TRU	11,950	7,800	7,800
54360	PARTS & MAT - NEGOTIATORS	300	300	300
54361	PARTS & MAT - ACO	4,500	5,100	5,100
54363	PARTS & MAT - PSD	12,750	11,050	11,050
54383	PARTS & MAT - COURT SERVICES	3,000	3,000	3,000
54385	PARTS & MAT - COMMUNITY SERVIC	1,000	1,000	1,000
Materials and Supplies Total		175,001	184,220	182,820
Other				
51141	TRAINING & DEVELOPMENT COSTS	128,450	130,000	128,000
59003	ADVERTISING	4,795	4,795	4,795
59006	POLICE BOARD	25,000	25,000	25,000
59045	LIBRARY	3,000	3,000	3,000
59048	LUNCHEONS	2,000	2,000	2,000
59059	MEMBERSHIP	5,710	5,795	5,795
59098	SUBSCRIPTIONS	1,884	1,884	1,884
59138	BUSINESS TRAVEL	25,000	25,000	25,000
59139	CONFERENCE COSTS	12,500	12,500	12,500
59207	CASH OVER/SHORT	0	0	0
Other Total		208,339	209,974	207,974
Reserve Appropriation				
58500	POLICE EQUIPMENT B/L 4442	300,000	250,000	250,000
Reserve Appropriation Total		300,000	250,000	250,000

# Costing Center Summary

Costing Center: POLICE SERVICE

## Salaries and Wages

51026	INDEMNITY & HONORARIUM	3,000	0	0
51083	REGULAR SALARIES	12,400,633	12,685,764	13,149,920
51084	OVERTIME SALARIES	460,000	475,000	480,000
51090	SHIFT DIFFERENTIAL	10,000	10,500	10,500
51094	FUNDED OVERTIME	105,000	125,000	125,000
51095	SPECIAL DUTY OVERTIME	10,000	18,000	18,000
51183	SPECIAL OP - SALARIES	65,000	65,000	65,000
51185	SPECIAL OP - OVERTIME	0	8,000	8,000
51698	FLOOD OVERTIME	0	0	0

Salaries and Wages Total	13,053,633	13,387,264	13,856,420
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## Transfers to/from Internal Accounts

59001	SHOP RATE CHARGES	0	0	0
59997	TRANSFER FR RESERVES	0	0	0

Transfers to/from Internal Accounts Total	0	0	0
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## Utilities

53130	TELEPHONE	45,000	37,500	37,500
53445	CELLULAR TELEPHONE	24,360	44,000	44,500

Utilities Total	69,360	81,500	82,000
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<b>14,295,921</b>	<b>14,625,200</b>	<b>15,080,754</b>
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<b>Net Total</b>	<b>(12,013,800)</b>	<b>(12,200,173)</b>	<b>(12,655,727)</b>
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# Costing Center Summary

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Costing Center: POLICE VEHICLES	
Previous Costing Center: POLICE VEHICLES	Budget Year: 2016
Division: PROTECTIVE SERVICES	Accounting Reference: 0073
Department: POLICE	Approved: No
Stage: Council Review	Manager: Ian Grant 729-2301

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**Description:**

This cost center covers the cost of renting all police vehicles from the Central Garage and through leasing companies.

**Comments:**

**Outlook:**

# Costing Center Summary

Costing Center: POLICE VEHICLES

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52307 LEASED VEHICLES	71,500	85,100	86,000
Contract Services Total	71,500	85,100	86,000
Materials and Supplies			
54103 GASOLINE #2 (VEHICLE)	170,000	165,000	165,000
54104 DIESEL (VEHICLE)	600	600	600
54257 WORK ORDER PARTS & MATERIALS	0	0	0
54323 INSURANCE DEDUCTIBLE	3,000	3,000	3,000
Materials and Supplies Total	173,600	168,600	168,600
Other			
59080 INTERNAL EQUIPMENT RENTAL	214,260	212,660	212,660
59318 WASHING VEHICLES	6,500	6,500	6,500
59993 EQUIPMENT CAPITAL CONTRIBUTION	339,744	325,000	368,086
Other Total	560,504	544,160	587,246
Transfers to/from Internal Accounts			
59001 SHOP RATE CHARGES	500	500	500
Transfers to/from Internal Accounts Total	500	500	500
	<b>806,104</b>	<b>798,360</b>	<b>842,346</b>
<b>Net Total</b>	<b>(806,104)</b>	<b>(798,360)</b>	<b>(842,346)</b>



# Costing Center Summary

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*Costing Center: E 911 COMMUNICATIONS*

**Previous Costing Center:** E 911 COMMUNICATIONS

**Budget Year:** 2016

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 1911

**Department:** COMMUNICATIONS (911)

**Approved:** No

**Stage:** Council Review

**Manager:** Ross Robinson 729-2406

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## Description:

This account covers the revenue and operating cost of the E911 Public Safety Answering Point (PSAP). Revenue is collect by a per capita fee levied on RM E911 clients, flat fees for provincial and national parks E911 service and service contracts with other provincial agencies. Costs are associated with salaries, communications costs (radio, landline) and parts and materials.

# Costing Center Summary

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*Costing Center: E 911 COMMUNICATIONS*

## **Comments:**

The City of Brandon began offering Enhanced E911 to contracted Municipalities in September of 1996. The E911 Centre now provides call-taking and dispatching services to 466,194 Provincial residents outside of the City of Winnipeg, 1 National Park, 120 Rural Municipalities, 8 First Nations, 12 Provincial Parks, and 196 Fire Departments. The Centre holds contracts with the Office of the Fire Commissioner (OFC) and Manitoba Emergency Measures Organization (MEMO).

### **Fees**

The E911 Centre generates most of its revenues through the contracts it holds. A per capita fee is charged to each area online. The fee is subject to change each year, as long as notice is sent to each client by October of the previous year. Our current fees offset operating expenses, as well as an allocation to overhead and an appropriation to the E911 Equipment Reserve. We also have fixed fee clients - National and Provincial Parks are examples, where a negotiated annual fee has been agreed to.

Other revenues are generated through transcript fees and call answering contracts with OFC and MEMO. These fees are usually increased by accepted inflation rates.

### **Cellular Calls**

MTS Allstream has recently initiated Phase II Wireless service. This means latitude and longitude coordinates are available from cellular calls. Proposedly, no revenue for the PSAP is generated from cellular customers. Director of Emergency Communications has conducted meetings with the Canadian Radio & Telecommunications Commission (CRTC) regarding the Incumbent Local Exchange Carrier (ILEC) tariff on cell phone bills. The consensus of CRTC and the two 911 providers in Manitoba is that MTS's tariffs should no longer be retained by MTS.

### **PSAP Regulations**

The PSAP is governed by the PSAP Regulations, as administered by EMO on behalf of the Minister of Infrastructure and Transportation. Licenses are issued through that body, and our license was renewed in 2015.

While not in the PSAP Regulations, the accepted industry standard for call-answer time is three rings. This means that all incoming calls will be answered in three rings or less 90% of the time. We are currently meeting that standard, but any increase in call volumes will result in us no longer meeting it.

## **Outlook:**

The Cost Centre is at maximum capacity with current staffing levels. Additional new revenue streams are being held in abeyance pending the outcome of a business case for increased staff being accepted.

The Centre will continue annual fee increases to offset all anticipated annual cost increases and to permit prudent reserve allocations to satisfy large new technology requirements on the immediate horizon with the adoption of NG911 standards across Canada. The goal is to operate the Cost Centre as a going concern.

# Costing Center Summary

Costing Center: E 911 COMMUNICATIONS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Other Income			
42990 RECEIPTS	5,200	5,617	5,902
42999 REVENUE	1,809,848	1,904,406	1,994,469
Other Income Total	1,815,048	1,910,023	2,000,371
User Fees and Sales of Goods			
42286 FIRE COMM/MEMO DISPATCH FEE	7,417	8,175	8,583
42288 POLICE DISPATCH FEES	0	0	0
User Fees and Sales of Goods Total	7,417	8,175	8,583
	<b>1,822,465</b>	<b>1,918,198</b>	<b>2,008,954</b>
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS	71,620	80,831	79,207
52019 CONSULTING FEES	5,000	2,500	2,500
52232 E911 CHARGES	167,662	175,953	184,244
Contract Services Total	244,282	259,284	265,951
Equipment Purchases			
54410 EQUIPMENT PURCHASES	5,750	4,250	4,250
Equipment Purchases Total	5,750	4,250	4,250
Materials and Supplies			
54099 PARTS AND MATERIALS	7,750	7,750	7,750
Materials and Supplies Total	7,750	7,750	7,750
Other			
51141 TRAINING & DEVELOPMENT COSTS	20,300	10,000	10,000
59014 WORK ORDERS		0	0
59048 LUNCHEONS	800	800	550
59059 MEMBERSHIP	300	0	0
59138 BUSINESS TRAVEL	3,300	1,300	1,300
59139 CONFERENCE COSTS	5,000	5,000	5,000
Other Total	29,700	17,100	16,850
Reserve Appropriation			
58513 E-911 EQUIPMENT B/L 6563	100,000	100,000	275,000
Reserve Appropriation Total	100,000	100,000	275,000
Salaries and Wages			
51083 REGULAR SALARIES	1,389,007	1,514,104	1,585,736
51084 OVERTIME SALARIES	31,415	60,515	50,515

# Costing Center Summary

*Costing Center: E 911 COMMUNICATIONS*

51090	SHIFT DIFFERENTIAL	12,360	12,360	12,978
51227	SPECIAL OT PAYMENTS	0	12,360	12,730
51231	INTERNAL SALARIES		0	0
Salaries and Wages Total		1,432,782	1,599,339	1,661,959
Transfers to/from Internal Accounts				
59997	TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total		0	0	0
Utilities				
53130	TELEPHONE	11,000	13,330	13,330
53295	RADIO COSTS	0	3,300	3,300
53446	RADIO AIR TIME COSTS	3,000	0	0
Utilities Total		14,000	16,630	16,630
		1,834,264	2,004,353	2,248,390
<b>Net Total</b>		<b>(11,799)</b>	<b>(86,155)</b>	<b>(239,436)</b>

# Costing Center Summary

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*Costing Center: POLICE DISPATCH*

**Previous Costing Center:** POLICE DISPATCH

**Budget Year:** 2016

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 1912

**Department:** COMMUNICATIONS (911)

**Approved:** No

**Stage:** Council Review

**Manager:** Ross Robinson 729-2406

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## Description:

This account covers the operating cost of the Police Dispatch Centre and revenues received based on a per capita fee for providing Police Dispatch services to Altona, Winkler, Morden, Rivers and Dakota Ojibway Police Service (DOPS).

## Comments:

## Outlook:

The Cost Centre is at maximum capacity with current staffing levels. Additional new revenue streams are being held in abeyance pending the outcome of a business case for increased staff being accepted.

# Costing Center Summary

Costing Center: POLICE DISPATCH

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
User Fees and Sales of Goods			
42288 POLICE DISPATCH FEES	194,788	208,636	218,924
User Fees and Sales of Goods Total	194,788	208,636	218,924
	<b>194,788</b>	<b>208,636</b>	<b>218,924</b>
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS	48,618	56,831	58,577
52019 CONSULTING FEES	5,000	0	0
Contract Services Total	53,618	56,831	58,577
Equipment Purchases			
54410 EQUIPMENT PURCHASES	5,750	3,750	3,750
Equipment Purchases Total	5,750	3,750	3,750
Materials and Supplies			
54099 PARTS AND MATERIALS	7,750	5,750	5,750
Materials and Supplies Total	7,750	5,750	5,750
Other			
51141 TRAINING & DEVELOPMENT COSTS	8,500	5,500	5,500
59048 LUNCHEONS	700	800	550
59138 BUSINESS TRAVEL	2,000	1,000	1,000
59139 CONFERENCE COSTS	2,000	5,000	5,000
Other Total	13,200	12,300	12,050
Salaries and Wages			
51083 REGULAR SALARIES	850,513	930,060	974,905
51084 OVERTIME SALARIES	30,900	43,900	44,000
51090 SHIFT DIFFERENTIAL	8,240	8,240	8,240
51227 SPECIAL OT PAYMENTS	0	12,360	12,730
Salaries and Wages Total	889,653	994,560	1,039,875
Utilities			
53130 TELEPHONE	4,500	2,220	2,220
53295 RADIO COSTS	0	3,300	3,300
53446 RADIO AIR TIME COSTS	3,000	0	0
Utilities Total	7,500	5,520	5,520
	<b>977,471</b>	<b>1,078,711</b>	<b>1,125,522</b>
<b>Net Total</b>	<b>(782,683)</b>	<b>(870,075)</b>	<b>(906,598)</b>

# Costing Center Summary

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*Costing Center: INFORMATION TECHNOLOGY*

**Previous Costing Center:** INFORMATION  
TECHNOLOGY

**Budget Year:** 2016

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 0031

**Department:** INFORMATION  
TECHNOLOGY

**Approved:** No

**Stage:** Council Review

**Manager:** Todd Burton 729-2297

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## 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 (Environmental Systems Research Institute) 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 100 servers, and over 250 VOIP (voice over internet phone) phones.

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

We strive to maintain a current IT infrastructure that can be effectively leveraged to assist the city in providing cost effective services. Technology is critical in ensuring we can meet the needs of the citizens of Brandon.

## Outlook:

We will continue to focus on keeping our infrastructure current and on exploring areas that will give our clients more value.

Major impacts to our budget this year from new software purchases will be:

- Additional ongoing CityView software for Planning and Development Services - \$10,000
- Additional ongoing Avanti Payroll and HR software - \$ 15,000

These items result in a .86% increase to the operating budget for IT.

We will continue to monitor the industry to see what trends are emerging and how they can be leveraged for the city. Specific areas include security, online citizen services, and mobile computing.

# Costing Center Summary

Costing Center: INFORMATION TECHNOLOGY

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Other Income			
42988    MISCELLANEOUS REVENUE	3,000	3,000	3,000
Other Income Total	3,000	3,000	3,000
	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Expenditures</b>			
Benefits			
51122    BOOT ALLOWANCE	0	0	0
Benefits Total	0	0	0
Contract Services			
52019    CONSULTING FEES	47,000	45,000	45,000
52028    GENERAL INSURANCE	4	46	47
52054    MAINT OF EQUIP EXT	34,000	32,000	32,000
52069    PRINTING COSTS	0	0	0
52292    SOFTWARE LICENSES & MTNCE	740,631	761,505	780,000
52305    CONTRACTED COMPUTER MAINT.	151,000	154,000	160,000
Contract Services Total	972,635	992,551	1,017,047
Equipment Purchases			
54410    EQUIPMENT PURCHASES	166,000	166,000	166,000
54411    NETWORK EQUIPMENT	63,100	50,600	50,600
Equipment Purchases Total	229,100	216,600	216,600
Materials and Supplies			
54099    PARTS AND MATERIALS	4,300	3,870	3,870
54103    GASOLINE #2 (VEHICLE)	550	550	550
54118    OFFICE SUPPLIES	4,600	4,600	4,600
54323    INSURANCE DEDUCTIBLE	0	0	0
Materials and Supplies Total	9,450	9,020	9,020
Other			
51141    TRAINING & DEVELOPMENT COSTS	28,000	28,000	28,000
59048    LUNCHEONS	500	500	500
59059    MEMBERSHIP	400	400	400
59080    INTERNAL EQUIPMENT RENTAL	3,000	2,200	2,200
59138    BUSINESS TRAVEL	6,000	6,000	6,000
59139    CONFERENCE COSTS	13,000	13,000	14,000
59993    EQUIPMENT CAPITAL CONTRIBUTION	4,800	6,000	6,000
Other Total	55,700	56,100	57,100



# Costing Center Summary

Costing Center: INFORMATION TECHNOLOGY

## Reserve Appropriation

58506	OFFICE EQUIPMENT B/L 3656	300,000	50,000	150,000
Reserve Appropriation Total		300,000	50,000	150,000

## Salaries and Wages

51083	REGULAR SALARIES	1,210,053	1,246,281	1,276,729
51084	OVERTIME SALARIES	40,000	40,000	40,000
51698	FLOOD OVERTIME	0	0	0
Salaries and Wages Total		1,250,053	1,286,281	1,316,729

## Transfers to/from Internal Accounts

59334	INTERNAL CHARGES	(15,765)	(15,315)	(16,630)
59997	TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total		(15,765)	(15,315)	(16,630)

## Utilities

53130	TELEPHONE	10,566	10,854	10,854
53295	RADIO COSTS	41,900	41,900	50,000
59134	DATA COMMUNICATIONS	43,908	43,908	43,908
Utilities Total		96,374	96,662	104,762
		<b>2,897,547</b>	<b>2,691,898</b>	<b>2,854,628</b>

## Net Total

<b>(2,894,547)</b>	<b>(2,688,898)</b>	<b>(2,851,628)</b>
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# Costing Center Summary

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*Costing Center: INSURANCE EXPENSES*

**Previous Costing Center:** INSURANCE EXPENSES

**Budget Year:** 2016

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 0060

**Department:** EMERGENCY  
COORDINATION

**Approved:** No

**Stage:** Council Review

**Manager:** Brian Kayes 729-2239

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## Description:

This cost center includes the costs of general insurance for losses or damages of buildings, contents, and/or other City assets. The City also carries liability insurance for third-party claims.

## Comments:

Specific insurance costs are allocated to the City's Operating Departments, as well as the City's Utility Fund, wherever possible. All insurance costs which cannot be otherwise allocated remain in this cost center.

## Outlook:

# Costing Center Summary

Costing Center: *INSURANCE EXPENSES*

		2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>				
Contract Services				
52028	GENERAL INSURANCE	156,865	119,856	123,451
52029	LIABILITY INSURANCE	209,300	193,452	199,256
52030	FIDELITY INSURANCE	5,690	5,788	5,962
52035	ACCIDENT INSURANCE	666	1,215	1,252
52229	INSUR RECOV - WATER	(37,763)	0	0
52230	INSUR RECOV - SEWAGE	(38,256)	0	0
52307	LEASED VEHICLES	0	0	0
Contract Services Total		296,502	320,311	329,921
Other				
52155	REBATES OR SURCHARGES	(25,000)	(25,000)	(25,750)
Other Total		(25,000)	(25,000)	(25,750)
Transfers to/from Internal Accounts				
52997	INSURANCE PREMIUM RECOVERIES	(153,296)	(164,045)	(168,966)
Transfers to/from Internal Accounts Total		(153,296)	(164,045)	(168,966)
		<b>118,206</b>	<b>131,266</b>	<b>135,205</b>
<b>Net Total</b>		<b>(118,206)</b>	<b>(131,266)</b>	<b>(135,205)</b>

# Costing Center Summary

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*Costing Center: RISK AND EMERGENCY MANAGEMENT*

**Previous Costing Center:** RISK AND EMERGENCY  
MANAGEMENT

**Budget Year:** 2016

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 2472

**Department:** EMERGENCY  
COORDINATION

**Approved:** No

**Stage:** Council Review

**Manager:** Brian Kayes 729-2239

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## Description:

This cost center captures the administrative costs for the Risk and Emergency Management Department.

## Comments:

The Director of Emergency Management facilitates, develops, and manages two interrelated networks. One network is internal and operates within the City organization and is structured around the Brandon Emergency Plan to ensure preparedness for emergency response. The second operates as a partnership with various businesses and agencies within the community and is most commonly known as the Brandon Emergency Support Team (BEST). This partnership provides resources for public information, supports response activities and is a knowledge resource for planning.

Approximately 20% of these costs are expected to be recovered through industry memberships in the Brandon Emergency Support Team. This covers the costs associated with conducting a full scale emergency exercise as well as emergency preparedness promotional activities and materials. The Brandon Emergency Alerting Program continues to expand in number of siren stations (currently 11) as well as in overall community awareness and acceptance.

The Risk Management program provides expertise in insurance claims management for both the City's General Insurance and Vehicle Insurance portfolios. Risk Management also encompasses inspections and utilizes a variety of data to determine and make recommendations to reduce risk exposure on City property and during City activities.

## Outlook:

It is expected that growth in the Emergency Management Program will continue at a slow but steady pace as many aspects of the program reach maturity. A functional exercise with the BEST Team will take place in 2016. It is anticipated that the City will require 12 to 15 emergency siren stations (an increase of 1-4 units) for the system to be fully effective based on anticipated future growth. Siren installations will be timed to occur as new developments are completed.

# Costing Center Summary

Costing Center: RISK AND EMERGENCY MANAGEMENT

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Income from Enterprises			
49388 ORGANIZATIONS/FOUNDATIONS	14,033	0	14,033
Income from Enterprises Total	14,033	0	14,033
Other Income			
42999 REVENUE	50,000	40,000	40,000
Other Income Total	50,000	40,000	40,000
User Fees and Sales of Goods			
42142 MERCHANDISE SALES	0	0	0
User Fees and Sales of Goods Total	0	0	0
	<b>64,033</b>	<b>40,000</b>	<b>54,033</b>
<b>Expenditures</b>			
Benefits			
51122 BOOT ALLOWANCE	220	0	0
Benefits Total	220	0	0
Capital Contribution			
10300 CAPITAL PROJECTS	42,000	0	84,000
Capital Contribution Total	42,000	0	84,000
Contract Services			
52028 GENERAL INSURANCE	68	140	144
52692 FLOOD EXTERNAL EQUIPMENT		0	0
Contract Services Total	68	140	144
Equipment Purchases			
54410 EQUIPMENT PURCHASES	1,000	0	0
Equipment Purchases Total	1,000	0	0
Materials and Supplies			
54099 PARTS AND MATERIALS	2,770	2,770	2,770
54103 GASOLINE #2 (VEHICLE)	1,680	1,500	1,500
54693 FLOOD PARTS & MATERIALS		0	0
	4,450	4,270	4,270
51141 TRAINING & DEVELOPMENT COSTS	4,850	3,800	2,750
59014 WORK ORDERS		0	0
59048 LUNCHEONS	400	200	200
59059 MEMBERSHIP	780	360	360
59080 INTERNAL EQUIPMENT RENTAL	3,800	3,100	3,100

# Costing Center Summary

Costing Center: RISK AND EMERGENCY MANAGEMENT

59098	SUBSCRIPTIONS	603	425	425
59138	BUSINESS TRAVEL	684	684	684
59139	CONFERENCE COSTS	3,500	2,500	2,600
59156	PUBLIC EDUCATION PROJECTS	30,000	30,000	30,000
59256	EMERGENCY ALERT SYSTEM	4,000	3,000	3,000
C 59993	EQUIPMENT CAPITAL CONTRIBUTION	6,000	6,000	6,000
Reserve Appropriation		54,617	50,069	49,119
58500	POLICE EQUIPMENT B/L 4442			
		0	0	0
		0	0	0
Salaries and Wages				
51083	REGULAR SALARIES	178,810	175,465	179,147
51084	OVERTIME SALARIES	0	0	0
51231	INTERNAL SALARIES	0	0	0
51698	FLOOD OVERTIME	0	0	0
		178,810	175,465	179,147
53046	POWER	2800	2,900	3,000
53130	TELEPHONE	1,916	1,916	1,916
Utilities Total		4,716	4,816	4,916
		285,881	234,759	321,596
Net Total		(221,848)	(194,759)	(267,563)

# Costing Center Summary

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*Costing Center: ACCOUNTING*

**Previous Costing Center:** ACCOUNTING

**Budget Year:** 2016

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 0030

**Department:** TREASURY

**Approved:** No

**Stage:** Council Review

**Manager:** Val Rochelle 729-2223

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## 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 and By-law collections. 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 the City's own By-laws.

## Outlook:

# Costing Center Summary

Costing Center: ACCOUNTING

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Investment Income			
46042 INTEREST EARNED	0	0	0
46053 INCOME ON LONG TERM INVESTMENT	0	0	0
46173 INTEREST REALLOCATION	0	0	0
Investment Income Total	0	0	0
Other Income			
42365 COMMISSION REVENUES	480	480	480
42369 US FUNDS		0	0
42999 REVENUE	20,000	15,000	15,000
46117 INTEREST ON ACCTS REC	45,000	63,000	63,000
49137 DEB DEBT RECOVERY-GAS	3,404	3,404	0
Other Income Total	68,884	81,884	78,480
Permits, Licenses and Fines			
45319 LIEN RECOVERIES	2,000	770	770
Permits, Licenses and Fines Total	2,000	770	770
User Fees and Sales of Goods			
42299 ACCOUNT CONFIRMATIONS	60,000	62,000	62,000
User Fees and Sales of Goods Total	60,000	62,000	62,000
	<b>130,884</b>	<b>144,654</b>	<b>141,250</b>
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS	14,040	14,040	14,040
52020 PROFESSIONAL FEES	12,000	6,000	0
52069 PRINTING COSTS	5,750	7,075	7,075
52072 LEGAL FEES		0	0
52089 COMMISSION	2,500	9,500	9,500
52387 BANK PROCESSING FEES	5,500	3,000	3,000
52759 SECURITY	100	0	0
Contract Services Total	39,890	39,615	33,615
Equipment Purchases			
54410 EQUIPMENT PURCHASES	3,750	4,000	2,000
Equipment Purchases Total	3,750	4,000	2,000
Materials and Supplies			
54099 PARTS AND MATERIALS	13,000	11,145	12,145
Materials and Supplies Total	13,000	11,145	12,145



# Costing Center Summary

Costing Center: ACCOUNTING

Other				
51141	TRAINING & DEVELOPMENT COSTS	12,430	15,858	7,847
59003	ADVERTISING	2,000	2,140	2,140
59048	LUNCHEONS	500	300	300
59059	MEMBERSHIP	5,565	4,856	4,856
59098	SUBSCRIPTIONS	200	205	210
59138	BUSINESS TRAVEL	200	150	150
59139	CONFERENCE COSTS	6,950	4,590	4,590
59207	CASH OVER/SHORT		0	0
59311	LIEN ADMINISTRATION FEES	2,000	2,000	2,000
59500	BAD DEBT EXPENSE		0	0
Other Total		29,845	30,099	22,093
Reserve Appropriation				
58527	PROFESSIONAL FEES B/L 5886	0	0	0
Reserve Appropriation Total		0	0	0
Salaries and Wages				
51016	SALARY VACANCY ALLOWANCE	0	(200,000)	0
51083	REGULAR SALARIES	883,621	931,850	955,078
51084	OVERTIME SALARIES	8,925	8,416	8,582
Salaries and Wages Total		892,546	740,266	963,660
Transfers to/from Internal Accounts				
59997	TRANSFER FR RESERVES	(50,000)	0	0
Transfers to/from Internal Accounts Total		(50,000)	0	0
Utilities				
53130	TELEPHONE	5,040	4,768	4,768
Utilities Total		5,040	4,768	4,768
		934,071	829,893	1,038,281
Net Total		(803,187)	(685,239)	(897,031)

# Costing Center Summary

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*Costing Center: CENTENNIAL AUDITORIUM*

**Previous Costing Center:** CENTENNIAL  
AUDITORIUM

**Budget Year:** 2016

**Division:** RECREATION &  
CULTURAL SERVICES

**Accounting Reference:** 0320

**Department:** TREASURY - Cultural  
Services

**Approved:** No

**Stage:** Council Review

**Manager:** Val Rochelle 729-2223

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## Description:

This cost center covers the City's 50% share of the expected operating deficit for the Western Manitoba Centennial Auditorium. The Province is responsible for the other 50% of all operating deficits in accordance with the May 1973 agreement.

## Comments:

## Outlook:

# Costing Center Summary

Costing Center: CENTENNIAL AUDITORIUM

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Grants and Contributions			
55024    OTHER GRANTS	111,500	136,080	138,800
Grants and Contributions Total	111,500	136,080	138,800
Reserve Appropriation			
58524    CENTENNIAL AUDITORIUM B/L 4647	50,000	50,000	50,000
Reserve Appropriation Total	50,000	50,000	50,000
Transfers to/from Internal Accounts			
59997    TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total	0	0	0
	<b>161,500</b>	<b>186,080</b>	<b>188,800</b>
<b>Net Total</b>	<b>(161,500)</b>	<b>(186,080)</b>	<b>(188,800)</b>

# Costing Center Summary

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Costing Center: GRANTS-LONG TERM AGREEMENTS	
Previous Costing Center: GRANTS-LONG TERM AGREEMENTS	Budget Year: 2016
Division: GENERAL GOVERNMENT SERVICES	Accounting Reference: 2410
Department: TREASURY	Approved: No
Stage: Council Review	Manager: Val Rochelle 729-2223

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**Description:**

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

**Comments:**

Proposed grants include the tax agreement for the ACC Culinary Arts Building, Green House and Trades Centre located at the North Hill campus.

**Outlook:**

# Costing Center Summary

Costing Center: GRANTS-LONG TERM AGREEMENTS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Grants and Contributions			
55302 ASSINIBOINE COMMUNITY COLLEGE	284,801	264,089	269,371
Grants and Contributions Total	284,801	264,089	269,371
	<b>284,801</b>	<b>264,089</b>	<b>269,371</b>
<b>Net Total</b>	<b>(284,801)</b>	<b>(264,089)</b>	<b>(269,371)</b>

# Costing Center Summary

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Costing Center: KEYSTONE CENTRE GRANT

**Previous Costing Center:** KEYSTONE CENTRE  
GRANT

**Budget Year:** 2016

**Division:** RECREATION &  
CULTURAL SERVICES

**Accounting Reference:** 2455

**Department:** TREASURY - Cultural  
Services

**Approved:** No

**Stage:** Council Review

**Manager:** Val Rochelle 729-2223

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## Description:

This cost center reflects the City's commitment to contribute funds to the Keystone Centre.

## Comments:

The budget includes funding as follows:

- 1) 250,000 per year for operating costs and \$125,000 per year for debt reduction. This funding agreement covers a 10 year period from 2009 to 2019 inclusive and includes matching funds from the Province.
- 2) An annual grant in an amount equal to the municipal taxes collected from Canad Inns - Brandon Ltd. in respect of the operations on the Keystone Centre lands.
- 3) Annual debenture principal and interest payments for the City's contribution to the Memorial Cup upgrades and capital improvements, which will expire in 2023 and 2022 respectively.
- 4) Annual debenture principal and interest for the roof repairs. This debenture has not yet been issued.

## Outlook:

# Costing Center Summary

Costing Center: KEYSTONE CENTRE GRANT

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Debenture Debt Servicing Costs			
57438 DEBENTURE DEBT PRINCIPAL	477,582	497,642	519,050
57439 DEBENTURE DEBT INTEREST	328,870	309,012	287,485
Debenture Debt Servicing Costs Total	806,452	806,654	806,535
Grants and Contributions			
55024 OTHER GRANTS	375,000	875,000	375,000
55442 TAX CREDITS	169,592	145,551	148,476
59997 TRANSFER FROM RESERVES	0	(400,000)	0
Grants and Contributions Total	544,592	620,551	523,476
	<b>1,351,044</b>	<b>1,427,205</b>	<b>1,330,011</b>
<b>Net Total</b>	<b>(1,351,044)</b>	<b>(1,427,205)</b>	<b>(1,330,011)</b>

# Costing Center Summary

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Costing Center: LICENSING

**Previous Costing Center:** LICENSING

**Budget Year:** 2016

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 2452

**Department:** TREASURY - Prot Serv

**Approved:** No

**Stage:** Council Review

**Manager:** Val Rochelle 729-2223

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## Description:

This cost center is comprised of various types of business licenses and the permit fees in-lieu-of-tax for mobile homes.

## Comments:

The Mobile Home By-law requires payment of fees based on the units size and age. This requires the park owner to report on the unit inventory and the City's License Inspector will perform an annual audit on the reports. Fees are increased annually by a percentage as determined by the Consumer Price Index (CPI) Winnipeg, set at 1.88% for 2016 and estimated at 1.50% for 2017.

Home-based business licenses are intended to be relative to the difference between residential property tax rates and commercial property tax rates for the home office space.

## Outlook:

The City will experience a reduction in it's Mobile Home Revenue as a result of the expected closure of one the Mobile Home Parks within the City.



# Costing Center Summary

Costing Center: LICENSING

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Other Income			
45999 REVENUE	1,200	4,400	4,350
Other Income Total	1,200	4,400	4,350
Permits, Licenses and Fines			
45672 AUTO LIVERY	34,500	32,560	32,625
45679 MOVING PERMITS	25,000	30,000	30,000
45682 HOME DEALER	100,000	98,543	100,860
45686 RESTAURANT	840	1,470	1,505
45690 TRANSIENT BUSINESS	105,000	104,370	106,855
45694 VENDING MACHINE	680	6,345	6,345
45696 DERELICT VEHICLE	200	1,200	1,200
45700 ANIMAL LICENSES	13,000	11,066	11,066
45710 MOBILE HOME	1,009,486	986,739	1,000,408
45715 TRADE SHOW	4,000	5,640	5,640
Permits, Licenses and Fines Total	1,292,706	1,277,933	1,296,504
	<b>1,293,906</b>	<b>1,282,333</b>	<b>1,300,854</b>
<b>Expenditures</b>			
Contract Services			
52069 PRINTING COSTS	0	1,925	1,925
Contract Services Total	0	1,925	1,925
Materials and Supplies			
54099 PARTS AND MATERIALS	0	800	800
Materials and Supplies Total	0	800	800
Other			
59003 ADVERTISING	0	214	214
Other Total	0	214	214
Salaries and Wages			
51083 REGULAR SALARIES	0	36,882	37,613
Salaries and Wages Total	0	36,882	37,613
Utilities			
53130 TELEPHONE	0	120	120
Utilities Total	0	120	120
	<b>0</b>	<b>39,941</b>	<b>40,672</b>
		100.00%	1.83%
<b>Net Total</b>	<b>1,293,906</b>	<b>1,242,392</b>	<b>1,260,182</b>

# Costing Center Summary

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*Costing Center: PROFESSIONAL & AUDIT FEES*

**Previous Costing Center:** PROFESSIONAL & AUDIT  
FEES

**Budget Year:** 2016

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 0022

**Department:** TREASURY

**Approved:** No

**Stage:** Council Review

**Manager:** Val Rochelle 729-2223

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## 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

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52264    AUDITING FEES	35,640	37,422	39,300
52265    SPECIAL AUDIT FEES	2,500	0	0
Contract Services Total	38,140	37,422	39,300
	<b>38,140</b>	<b>37,422</b>	<b>39,300</b>
 <b>Net Total</b>	 <b>(38,140)</b>	 <b>(37,422)</b>	 <b>(39,300)</b>

# Costing Center Summary

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*Costing Center: RESIDENT ASSISTANCE*

**Previous Costing Center:** RESIDENT ASSISTANCE

**Budget Year:** 2016

**Division:** PUBLIC HEALTH AND  
WELFARE SERVICES

**Accounting Reference:** 1442

**Department:** TREASURY - Welfare

**Approved:** No

**Stage:** Council Review

**Manager:** Val Rochelle 729-2223

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## Description:

This cost center covers the City's annual contribution under the one-tier system of income assistance.

## Comments:

The one-tier system began in 2004/2005. At that time the Province calculated the City's contribution to the system. The contribution has remained static ever since.

## Outlook:

There has been no correspondence on this issue since its inception. It is expected that if the contribution amounts are to change in the future there will be some negotiation on the issue.

# Costing Center Summary

Costing Center: RESIDENT ASSISTANCE

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52211    WELFARE	267,032	267,032	267,032
Contract Services Total	267,032	267,032	267,032
	<b>267,032</b>	<b>267,032</b>	<b>267,032</b>
<b>Net Total</b>	<b>(267,032)</b>	<b>(267,032)</b>	<b>(267,032)</b>

# Costing Center Summary

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*Costing Center: TAX REVENUES*

**Previous Costing Center:** TAX REVENUES

**Budget Year:** 2016

**Division:** GENERAL GOVERNMENT  
SERVICES - Taxes and  
Debt

**Accounting Reference:** 2443

**Department:** TREASURY - Fiscal

**Approved:** No

**Stage:** Council Review

**Manager:** Val Rochelle 729-2223

---

## Description:

This cost center consists of the funds raised by the municipal portion of the mill rate levy on Real and Personal Property as well as local improvement frontage levies.

## Comments:

The expense portion of this cost centre includes tax credits related to the Renaissance District Tax Credit program, tax credits to property owners as a result of the annexation of land from the RM of Cornwallis, compensation to the RM of Cornwallis for lost property tax revenue due to the annexation, and discounts for prepayment of property taxes.

## Outlook:

# Costing Center Summary

Costing Center: TAX REVENUES

		2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>				
Property Taxes				
41420	REAL PROPERTY TAXES	38,322,635	39,256,105	41,351,475
41422	FRONTAGE LEVIES	89,233	89,233	89,233
41433	PERSONAL PROPERTY - RP	0	22,644	24,830
41440	BUSINESS	118,992	118,003	118,003
41450	REAL PROPERTY SUPP TAXES	1,100,000	1,178,020	1,000,000
41480	ARREARS TAX PENALTY	210,000	265,000	265,000
41484	CURRENT YEAR TAX PENALTY	225,000	240,000	240,000
48430	PERSONAL PROPERTY - GIL	0	164,261	164,672
48500	TAX REVENUES FEDERAL GOVT	2,341,620	455,739	330,481
48510	TAX REVENUES PROVINCIAL GOVT	0	1,657,451	1,776,194
59486	TAX WRITE OFFS	0	0	0
Property Taxes Total		42,407,480	43,446,456	45,359,888
		<b>42,407,480</b>	<b>43,446,456</b>	<b>45,359,888</b>
<b>Expenditures</b>				
Grants and Contributions				
55442	TAX CREDITS	57,837	45,304	40,413
55450	RM OF CORNWALLIS	3,610	1,963	0
Grants and Contributions Total		61,447	47,267	40,413
Other				
59216	DISCOUNT	115,000	114,000	114,000
Other Total		115,000	114,000	114,000
Reserve Appropriation				
58548	TAX RESERVE	2,828	4,731	0
Reserve Appropriation Total		2,828	4,731	0
Transfers to/from Internal Accounts				
41997	TRANSFER TO UTILITY	0	0	0
Transfers to/from Internal Accounts Total		0	0	0
		<b>179,275</b>	<b>165,998</b>	<b>154,413</b>
<b>Net Total</b>		<b>42,228,205</b>	<b>43,280,458</b>	<b>45,205,475</b>

# Costing Center Summary

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*Costing Center: UNCONDITIONAL GRANT REVENUES*

**Previous Costing Center:** UNCONDITIONAL GRANT  
REVENUES

**Budget Year:** 2016

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 2447

**Department:** TREASURY

**Approved:** No

**Stage:** Council Review

**Manager:** Val Rochelle 729-2223

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## 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 the Municipal Programs grant.

## Comments:

The actual receipts for the Building Manitoba Fund and Municipal Programs have remained at the same level since 2013 and an equal amount has been budgeted in 2016 and 2017.

## Outlook:



# Costing Center Summary

Costing Center: UNCONDITIONAL GRANT REVENUES

		2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>				
Unconditional Government Transfers				
43540	PROVINCIAL BUILDING MB	7,306,783	7,306,783	7,306,783
43545	PROVINCIAL MUNICIPAL PROGRAMS	650,000	672,142	672,142
43550	PROVINCIAL GENERAL SUPPORT	825,000	870,000	890,000
Unconditional Government Transfers Total		8,781,783	8,848,925	8,868,925
		<b>8,781,783</b>	<b>8,848,925</b>	<b>8,868,925</b>
<b>Net Total</b>		<b>8,781,783</b>	<b>8,848,925</b>	<b>8,868,925</b>

# Costing Center Summary

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Costing Center: *ENGINEERING SERVICES*

**Previous Costing Center:** ENGINEERING SERVICES

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0132

**Department:** ENGINEERING SERVICES

**Approved:** No

**Stage:** Council Review

**Manager:** Patrick Pulak 729-2477

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## Description:

This costing center captures all costs associated with operating the Engineering Section of Development Services.

## Comments:

The continuing reorganization of the department and the redefining of priorities had lead and will continue to lead to more efficient methods of delivery of service especially in the area of development.

Budgeted revenues are down slightly to reflect a general slow down in the real estate and development market.

## Outlook:

# Costing Center Summary

Costing Center: *ENGINEERING SERVICES*

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Conditional Government Transfers			
43510 PROVINCIAL GOV'T	0	15,000	0
43640 PROV. GRANT-IN-AID	100,000	0	0
43643 MUNICIPAL ROADS IMPROVEMENT PROGRAM	0	400,000	400,000
44500 FEDERAL GOV'T	2,369,422	2,487,894	2,487,894
Conditional Government Transfers Total	2,469,422	2,902,894	2,887,894
Income from Enterprises			
49390 DEVELOPER CONTRIBUTIONS	0	0	0
Income from Enterprises Total	0	0	0
Other Income			
45999 REVENUE	0	0	0
Other Income Total	0	0	0
Permits, Licenses and Fines			
45001 DRIVEWAY APPROACH PERMIT	16,480	9,600	9,850
45002 CROSSING PERMIT	16,480	11,550	11,900
45251 FOOTING & GRADING	18,540	12,100	12,400
Permits, Licenses and Fines Total	51,500	33,250	34,150
User Fees and Sales of Goods			
45367 DEVELOPMENT AGREEMENTS	0	0	0
User Fees and Sales of Goods Total	0	0	0
	<b>2,520,922</b>	<b>2,936,144</b>	<b>2,922,044</b>
<b>Expenditures</b>			
Benefits			
51010 MISC EMPLOYEE ALLOWANCE		0	0
51122 BOOT ALLOWANCE	600	950	950
51123 PROTECTIVE CLOTHING	0	1,000	1,000
Benefits Total	600	1,950	1,950
Contract Services			
52015 CONTRACTS	11,000	11,000	11,000
52019 CONSULTING FEES	65,000	50,600	21,218
52028 GENERAL INSURANCE	72	0	0
52069 PRINTING COSTS	5,000	9,200	9,200
52072 LEGAL FEES		0	0
52696 FLOOD CONTRACTS		0	0
Contract Services Total	81,072	70,800	41,418

# Costing Center Summary

Costing Center: *ENGINEERING SERVICES*

## Equipment Purchases

54410	EQUIPMENT PURCHASES	17,000	0	0
Equipment Purchases Total		17,000	0	0

## Materials and Supplies

54021	FREIGHT		0	0
54065	LIABILITY RECOVERIES		0	0
54099	PARTS AND MATERIALS	18,000	13,500	13,500
54103	GASOLINE #2 (VEHICLE)	16,000	19,230	19,830
54118	OFFICE SUPPLIES	0	15,000	15,000
Materials and Supplies Total		34,000	47,730	48,330

## Other

51141	TRAINING & DEVELOPMENT COSTS	4,500	8,000	8,000
59003	ADVERTISING		0	0
59048	LUNCHEONS	1,000	1,000	1,000
59059	MEMBERSHIP	5,000	5,000	5,000
59080	INTERNAL EQUIPMENT RENTAL	24,200	22,700	22,700
59138	BUSINESS TRAVEL	1,000	1,000	1,000
59139	CONFERENCE COSTS	8,500	9,000	9,000
59241	SPECIAL PROGRAMS	45,000	45,000	45,000
59993	EQUIPMENT CAPITAL CONTRIBUTION	38,700	50,900	50,900
Other Total		127,900	142,600	142,600

## Reserve Appropriation

58520	CAPITAL DEVELOPMENT B/L 4976	252,500	200,000	200,000
58522	STORM SEWERS B/L 3835	177,500	200,000	200,000
58523	DIKING/FLOOD CONTROL B/L 4923	200,000	200,000	200,000
58527	PROFESSIONAL FEES B/L 5886		0	0
58531	8TH STR BRIDGE B/L 6661	75,000	0	0
58538	TRAFFIC CONTROL B/L 4751		0	0
58559	GENERAL GAS TAX RESERVE B/L	2,369,422	2,487,894	2,487,894
Reserve Appropriation Total		3,074,422	3,087,894	3,087,894

## Salaries and Wages

51083	REGULAR SALARIES	806,495	1,095,188	1,152,862
51084	OVERTIME SALARIES	4,000	4,000	4,000
51698	FLOOD OVERTIME		0	0
Salaries and Wages Total		810,495	1,099,188	1,156,862

## Transfers to/from Internal Accounts

59997	TRANSFER FR RESERVES	(135,000)	(60,000)	(45,000)
Transfers to/from Internal Accounts Total		(135,000)	(60,000)	(45,000)

## Utilities

53130	TELEPHONE	21,000	23,500	23,500
53445	CELLULAR TELEPHONE		0	0
Utilities Total		21,000	23,500	23,500
		<b>4,031,489</b>	<b>4,413,662</b>	<b>4,457,554</b>

## Net Total

<b>(1,510,567)</b>	<b>(1,477,518)</b>	<b>(1,535,510)</b>
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# Costing Center Summary

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Costing Center: GENERAL RECONSTRUCTION PROJECT	
Previous Costing Center: GENERAL RECONSTRUCTION PROJECT	Budget Year: 2016
Division: TRANSPORTATION SERVICES	Accounting Reference: 3957
Department: ENGINEERING SERVICES	Approved: No
Stage: Council Review	Manager: Patrick Pulak 729-2477

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## Description:

This costing center is the source of funds for all of the reconstruction work done on streets and roads. The funds are all generated by Property Taxes and do not include Utility or Grant revenue. The reconstruction work consists of larger scale work where complete blocks are reconstructed.

## Comments:

## Outlook:

As infrastructure needs increase in the future this costing center will require more funding.

# Costing Center Summary

Costing Center: GENERAL RECONSTRUCTION PROJECT

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Capital Contribution			
10300 CAPITAL PROJECTS	350,000	850,000	450,000
Capital Contribution Total	350,000	850,000	450,000
Transfers to/from Internal Accounts			
59997 TRANSFER FR RESERVES	(25,000)	(525,000)	(125,000)
Transfers to/from Internal Accounts Total	(25,000)	(525,000)	(125,000)
	<b>325,000</b>	<b>325,000</b>	<b>325,000</b>
<b>Net Total</b>	<b>(325,000)</b>	<b>(325,000)</b>	<b>(325,000)</b>

# Costing Center Summary

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<i>Costing Center: SIDEWALK &amp; CURB PROJECTS</i>	
<b>Previous Costing Center:</b> SIDEWALK & CURB PROJECTS	<b>Budget Year:</b> 2016
<b>Division:</b> TRANSPORTATION SERVICES	<b>Accounting Reference:</b> 2482
<b>Department:</b> ENGINEERING SERVICES	<b>Approved:</b> No
<b>Stage:</b> Council Review	<b>Manager:</b> Patrick Pulak 729-2477

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**Description:**

This budget provides the funds to install new sidewalks as well as repair existing curbs and sidewalks in conjunction with the street resurfacing program.

**Comments:**

**Outlook:**

The continuation of the Gas Tax Revenue in the future will continue to fund the construction of missing sidewalks.

# Costing Center Summary

Costing Center: SIDEWALK & CURB PROJECTS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52015    CONTRACTS	225,000	275,000	225,000
Contract Services Total	225,000	275,000	225,000
Salaries and Wages			
51083    REGULAR SALARIES	0	0	0
51084    OVERTIME SALARIES	0	0	0
Salaries and Wages Total	0	0	0
Transfers to/from Internal Accounts			
59997    TRANSFER FR RESERVES	(75,000)	(125,000)	(75,000)
Transfers to/from Internal Accounts Total	(75,000)	(125,000)	(75,000)
	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>Net Total</b>	<b>(150,000)</b>	<b>(150,000)</b>	<b>(150,000)</b>



# Costing Center Summary

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Costing Center: STREET RESURFACING PROJECTS	
Previous Costing Center: STREET RESURFACING PROJECTS	Budget Year: 2016
Division: TRANSPORTATION SERVICES	Accounting Reference: 2481
Department: ENGINEERING SERVICES	Approved: No
Stage: Council Review	Manager: Patrick Pulak 729-2477

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## Description:

This costing center allows for the resurfacing of paved streets. A number of resurfacing techniques are applied including grinding and removing the old asphalt and applying new asphalt, applying a chip seal and overlaying existing streets with asphalt to name a few.

## Comments:

This budget recognizes the limit of what can be done in a season by a contractor in Brandon. Programming is prioritized with other Gas Tax funded projects contained in the capital plan.

## Outlook:

# Costing Center Summary

Costing Center: STREET RESURFACING PROJECTS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52015    CONTRACTS	2,000,000	2,000,000	2,000,000
Contract Services Total	2,000,000	2,000,000	2,000,000
Salaries and Wages			
51083    REGULAR SALARIES	0	0	0
51084    OVERTIME SALARIES	0	0	0
Salaries and Wages Total	0	0	0
Transfers to/from Internal Accounts			
59997    TRANSFER FR RESERVES	(1,100,000)	(1,100,000)	(1,100,000)
Transfers to/from Internal Accounts Total	(1,100,000)	(1,100,000)	(1,100,000)
	<b>900,000</b>	<b>900,000</b>	<b>900,000</b>
<b>Net Total</b>	<b>(900,000)</b>	<b>(900,000)</b>	<b>(900,000)</b>

# Costing Center Summary

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Costing Center: BUILDING SAFETY

**Previous Costing Center:** BUILDING SAFETY

**Budget Year:** 2016

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 0270

**Department:** PLANNING - Inspections

**Approved:** No

**Stage:** Council Review

**Manager:** Louisa Garbo 729-2117

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## Description:

This costing center highlights the revenues generated by building permits, plumbing permits, and an assortment of other permits issued under the authority of the Building By-law. Expenditures to support the functions of the Building Safety department include salaries, inspector vehicles, training & development and administrative costs.

## Comments:

The mixed use commercial and industrial projects anticipated to increase in 2015 did not materialize. There is also a significant drop in the number of permits issued for single-family dwellings.

## Outlook:

There is a great need to improve our permitting system in order to improve the efficiency of our delivery of customer service and to improve transparency as well as access to information. In 2016, Building Safety will continue to work on the tasks identified in the Department's Work Program 2014-2016 and to tackle the various public outreach and educational initiatives. The goal for 2016 is to move forward with the much needed amendment to the by-laws that were delayed due to lack of manpower. We also hope to be able to get caught up with processing complaints and the Vacant and Derelict Building By-law.

# Costing Center Summary

Costing Center: BUILDING SAFETY

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Other Income			
42559 PRIVATE WORK	0	0	0
42988 MISCELLANEOUS REVENUE	0	0	0
Other Income Total	0	0	0
Permits, Licenses and Fines			
45514 BUILDING PERMITS	1,021,199	874,397	915,052
45515 PLUMBING PERMITS	112,044	71,282	81,198
45516 OCCUPANCY PERMITS	15,691	12,700	14,300
45532 VACANT/DERELICT BLDG PERMITS	20,000	10,000	15,000
45538 ORDER ISSUANCE FEES	10,000	5,000	5,000
Permits, Licenses and Fines Total	1,178,934	973,379	1,030,550
User Fees and Sales of Goods			
42535 INSPECTIONS & MILEAGE FEES	111,397	114,739	116,726
42539 CONTRACT INSPECTIONS		0	0
User Fees and Sales of Goods Total	111,397	114,739	116,726
	<b>1,290,331</b>	<b>1,088,118</b>	<b>1,147,276</b>
<b>Expenditures</b>			
Benefits			
51122 BOOT ALLOWANCE	990	880	880
51146 CLOTHING ALLOWANCE	1,500	800	800
Benefits Total	2,490	1,680	1,680
Contract Services			
52015 CONTRACTS	3,000	2,760	2,760
52020 PROFESSIONAL FEES	1,000	500	500
52057 SPEC PROG CONTRACTS	10,000	10,000	10,000
52069 PRINTING COSTS	3,000	2,500	2,500
52072 LEGAL FEES	0	0	0
52387 BANK PROCESSING FEES	23,000	15,500	15,500
Contract Services Total	40,000	31,260	31,260
Equipment Purchases			
54410 EQUIPMENT PURCHASES	5,500	4,200	5,500
59036 SAFETY EQUIPMENT	0	350	350
Equipment Purchases Total	5,500	4,550	5,850
Materials and Supplies			
54022 SPEC PROG PARTS & MATERIALS	0	0	0

# Costing Center Summary

Costing Center: *BUILDING SAFETY*

54099	PARTS AND MATERIALS	10,000	5,150	14,725
54103	GASOLINE #2 (VEHICLE)	4,592	4,257	4,367
Materials and Supplies Total		14,592	9,407	19,092
Other				
51141	TRAINING & DEVELOPMENT COSTS	23,338	22,514	22,514
59003	ADVERTISING	500	500	500
59025	SPEC PROG ADVERTISING		0	0
59059	MEMBERSHIP	1,100	950	770
59080	INTERNAL EQUIPMENT RENTAL	21,000	14,000	14,000
59138	BUSINESS TRAVEL	500	500	500
59139	CONFERENCE COSTS	2,672	4,204	4,289
59207	CASH OVER/SHORT	0	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	42,000	42,000	42,000
Other Total		91,110	84,668	84,573
Salaries and Wages				
51083	REGULAR SALARIES	998,767	1,018,254	1,057,528
51084	OVERTIME SALARIES	20,000	20,000	20,000
51183	SPECIAL OP - SALARIES	0	0	0
51185	SPECIAL OP - OVERTIME	0	0	0
51231	INTERNAL SALARIES	0	0	0
Salaries and Wages Total		1,018,767	1,038,254	1,077,528
Utilities				
53130	TELEPHONE	8,500	8,500	14,775
53445	CELLULAR TELEPHONE	0	0	0
Utilities Total		8,500	8,500	14,775
		1,180,959	1,178,319	1,234,758
Net Total		109,372	(90,201)	(87,482)

# Costing Center Summary

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Costing Center: HERITAGE ADMINISTRATION

**Previous Costing Center:** HERITAGE  
ADMINISTRATION

**Budget Year:** 2016

**Division:** REGIONAL PLANNING &  
DEVELOPMENT  
SERVICES

**Accounting Reference:** 2557

**Department:** PLANNING

**Approved:** No

**Stage:** Council Review

**Manager:** Louisa Garbo 729-2117

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## Description:

This cost center is utilized to capture costs associated with heritage initiatives and heritage conservation, including Municipal Heritage Tax Credits as per By-Law No. 6740, Doors Open and the Plaques program.

## 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, which is implemented by the Brandon Municipal Heritage Advisory Committee (MHAC).

## Outlook:

In 2015 the Heritage function was transferred to the Planning & Building Safety Department, which created an opportunity to evaluate all the educational and promotional programs, policies and incentives. As part of the reorganization and evaluation process, amendments to the Brandon Heritage Conservation By-law and the Brandon Heritage Resources Management Plan will be completed for adoption in 2016. New approaches to the annual Doors Open Program, the Heritage Tax Credit Program, and the plaques program will also be evaluated in order to ensure the promotion of historic preservation while providing fiscal sustainability to the programs.

# Costing Center Summary

Costing Center: HERITAGE ADMINISTRATION

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Conditional Government Transfers			
43660 PROVINCIAL OTHER	2,000	2,000	2,000
44565 FEDERAL OTHER	4,200	4,200	4,200
Conditional Government Transfers Total	6,200	6,200	6,200
Income from Enterprises			
49388 ORGANIZATIONS/FOUNDATIONS	1,000	1,000	1,000
Income from Enterprises Total	1,000	1,000	1,000
	<b>7,200</b>	<b>7,200</b>	<b>7,200</b>
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS		0	0
52019 CONSULTING FEES	5,000	0	0
52020 PROFESSIONAL FEES	800	600	600
52057 SPEC PROG CONTRACTS	900	1,575	1,600
52059 SPEC PROG PRINTING	1,350	1,350	1,350
52063 SPEC PROG SECURITY	220	220	220
52069 PRINTING COSTS	50	50	50
Contract Services Total	8,320	3,795	3,820
Equipment Purchases			
54410 EQUIPMENT PURCHASES	500	250	250
Equipment Purchases Total	500	250	250
Materials and Supplies			
54022 SPEC PROG PARTS & MATERIALS	250	250	250
54099 PARTS AND MATERIALS	1,300	19,000	4,000
Materials and Supplies Total	1,550	19,250	4,250
Other			
51141 TRAINING & DEVELOPMENT COSTS	350	0	0
59003 ADVERTISING	800	800	800
59025 SPEC PROG ADVERTISING	900	900	900
59027 SPEC PROG LUNCHEONS	500	700	700
59028 SPEC PROG BUSINESS TRAVEL	150	0	0
59048 LUNCHEONS		0	0
59059 MEMBERSHIP	115	115	115
59138 BUSINESS TRAVEL	300	0	0
59139 CONFERENCE COSTS	1,500	0	0

# Costing Center Summary

Costing Center: *HERITAGE ADMINISTRATION*

59157	REGIONAL HERITAGE INITIATIVE	2,270	2,766	2,322
Other Total		6,885	5,281	4,837
Salaries and Wages				
51083	REGULAR SALARIES	8,100	8,566	8,737
51084	OVERTIME SALARIES		0	0
Salaries and Wages Total		8,100	8,566	8,737
Transfers to/from Internal Accounts				
59997	TRANSFER FR RESERVES	(5,000)	0	0
Transfers to/from Internal Accounts Total		(5,000)	0	0
Utilities				
53130	TELEPHONE	440	440	440
Utilities Total		440	440	440
		20,795	37,582	22,334
Net Total		(13,595)	(30,382)	(15,134)



# Costing Center Summary

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*Costing Center: PLANNING AND DEVELOPMENT*

**Previous Costing Center:** PLANNING AND  
DEVELOPMENT

**Budget Year:** 2016

**Division:** REGIONAL PLANNING &  
DEVELOPMENT  
SERVICES

**Accounting Reference:** 0273

**Department:** PLANNING

**Approved:** No

**Stage:** Council Review

**Manager:** Louisa Garbo 729-2117

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## Description:

This costing centre highlights revenue generated by land use applications including conditional uses, variances, subdivisions, rezoning, and development plan amendment applications. Expenses associated with this cost centre include salaries, benefits, and administrative costs and cost of providing services to BAPD. Also included in the expenses are the costs for the preparation and operation of Planning Commission and the District Board meetings, and the fiscal impact analysis for the City and the community engagement program.

## Comments:

The anticipated mid-size to large-scale mixed use commercial and industrial projects in 2015 did not materialize. There is also a signification drop in revenue from development application fees. The goal for 2016 is to move forward and finalize some planning initiatives started in 2014 and to continue to serve and build the community.

## Outlook:

There is a great need to improve our permitting system in order to improve the efficiency of our delivery of customer service and to improve transparency as well as access to information. In 2016, Planning will start the preparation work for the major amendment to the BAPD Development Plan process and various planning initiatives such as the master plans, improving development policies and process requirements, and drafting new Industrial secondary plans. Planning will work toward completing the tasks identified in the Growth Strategy, the North Brandon Gateway Secondary Plan, the Southwest Brandon Secondary Plan, Downtown HUB and the existing Development Plan, and to work on the review of Urban Expansion requests as a result of the adoption of the Growth Strategy. Planning will continue to facilitate the public engagement program by providing educational events to educate the public on the various land use planning initiatives, including the Building a Sustainable Community initiative. Planning will continue to implement and promote internally the fiscal impact analysis on capital and land use development projects, and to assist Engineering staff in the development of the Front-ending by-law, the development levy program, as well as to implement the Public-Private Partnership program.

# Costing Center Summary

Costing Center: PLANNING AND DEVELOPMENT

		2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>				
Other Income				
42988	MISCELLANEOUS REVENUE	21,893	26,272	26,797
Other Income Total		21,893	26,272	26,797
Permits, Licenses and Fines				
42514	MOBILE SIGN FEES	1,260	1,350	1,350
42518	VARIANCE	13,125	10,399	10,711
42519	CONDITIONAL USE APPLICATIONS	6,660	11,180	11,515
42533	SUBDIVISION APPLICATIONS	6,240	5,880	8,400
42534	SUBDIVISION LOT FEE	28,125	32,625	30,522
42540	SECONDARY PLAN AMENDMENTS		0	0
42546	DEVELOPMENT PERMITS	51,060	43,720	45,753
42547	URBAN DESIGN REVIEW	7,000	4,000	4,000
45538	ORDER ISSUANCE FEES	1,000	1,000	1,000
Permits, Licenses and Fines Total		114,470	110,154	113,251
User Fees and Sales of Goods				
42517	ZONING BYLAW AMENDMENTS	9,500	6,300	7,200
42537	ZONING MEMORANDUMS	10,835	3,825	3,400
User Fees and Sales of Goods Total		20,335	10,125	10,600
		<b>156,698</b>	<b>146,551</b>	<b>150,648</b>
<b>Expenditures</b>				
Benefits				
51122	BOOT ALLOWANCE	220	0	110
Benefits Total		220	0	110
Contract Services				
52015	CONTRACTS		0	0
52019	CONSULTING FEES	65,000	65,000	65,000
52020	PROFESSIONAL FEES	1,500	1,000	1,000
52057	SPEC PROG CONTRACTS	15,000	15,000	15,000
52059	SPEC PROG PRINTING		0	0
52060	SPEC PROG LEGAL FEES		0	0
52062	SPEC PROG ROOM RENTAL EXPENSE		0	0
52069	PRINTING COSTS	3,000	2,000	2,000
52072	LEGAL FEES		0	0
52172	PLANNING DISTRICT BOARD	82,674	87,520	87,520
52387	BANK PROCESSING FEES	60	80	80

# Costing Center Summary

Costing Center: PLANNING AND DEVELOPMENT

52759	SECURITY	1,200	1,200	1,200
Contract Services Total		168,434	171,800	171,800
Equipment Purchases				
54410	EQUIPMENT PURCHASES	10,000	5,000	5,000
Equipment Purchases Total		10,000	5,000	5,000
Materials and Supplies				
54022	SPEC PROG PARTS & MATERIALS		0	0
54099	PARTS AND MATERIALS	11,000	7,000	7,000
54103	GASOLINE #2 (VEHICLE)	1,000	500	500
54136	PARTS & MATERIALS PLANNING COMMISSION	2,000	2,000	2,000
Materials and Supplies Total		14,000	9,500	9,500
Other				
51141	TRAINING & DEVELOPMENT COSTS	15,043	8,874	8,874
59003	ADVERTISING	5,000	3,000	3,000
59014	WORK ORDERS		0	0
59025	SPEC PROG ADVERTISING		0	0
59048	LUNCHEONS	720	360	360
59059	MEMBERSHIP	2,500	2,415	2,475
59080	INTERNAL EQUIPMENT RENTAL	1,800	1,800	1,800
59128	PROPERTY TAXES		0	0
59138	BUSINESS TRAVEL	500	200	200
59139	CONFERENCE COSTS	9,285	13,600	13,600
59993	EQUIPMENT CAPITAL CONTRIBUTION	4,000	5,000	5,000
Other Total		38,848	35,249	35,309
Salaries and Wages				
51026	INDEMNITY & HONORARIUM	5,000	5,000	5,000
51083	REGULAR SALARIES	719,950	742,445	805,168
51084	OVERTIME SALARIES	7,000	6,000	6,000
51185	SPECIAL OP - OVERTIME		0	0
51231	INTERNAL SALARIES		0	0
Salaries and Wages Total		731,950	753,445	816,168
Utilities				
53025	HEAT		0	0
53046	POWER		0	0
53130	TELEPHONE	3,388	3,030	3,030
53150	WATER		0	0
53445	CELLULAR TELEPHONE		0	0
Utilities Total		3,388	3,030	3,030
		966,840	978,024	1,040,917
Net Total		(810,142)	(831,473)	(890,269)

# Costing Center Summary

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Costing Center: *PARKING LOTS*

**Previous Costing Center:** PARKING LOTS

**Budget Year:** 2016

**Division:** REGIONAL PLANNING &  
DEVELOPMENT  
SERVICES

**Accounting Reference:** 1056

**Department:** DEVELOPMENT  
SERVICES - Property

**Approved:** No

**Stage:** Council Review

**Manager:** Patrick Pulak 729-2477

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## Description:

This costing center reflects the revenues from parking lot meters and monthly rentals at the City owned parking lots in the downtown area.

## Comments:

The City has 170 parking stalls available for monthly rental.

7th St 000 Block - 22 stalls

8th St E - 11 stalls

8th St W - 22 stalls

11th St - 59 stalls

7th St & Lorne Ave - 12 stalls

638 Princess on 7th St - 32 stalls

139 10th St - 12 stalls

## Outlook:

# Costing Center Summary

Costing Center: PARKING LOTS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
User Fees and Sales of Goods			
42242 7TH ST-000 BLK-METERED	2,500	2,500	2,500
42687 PARKING STALLS	96,900	95,000	95,000
User Fees and Sales of Goods Total	99,400	97,500	97,500
	<b>99,400</b>	<b>97,500</b>	<b>97,500</b>
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS	14,750	18,750	18,750
Contract Services Total	14,750	18,750	18,750
Materials and Supplies			
54099 PARTS AND MATERIALS	4,000	2,500	2,575
Materials and Supplies Total	4,000	2,500	2,575
Utilities			
53046 POWER	2,750	2,800	2,884
Utilities Total	2,750	2,800	2,884
	<b>21,500</b>	<b>24,050</b>	<b>24,209</b>
<b>Net Total</b>	<b>77,900</b>	<b>73,450</b>	<b>73,291</b>

# Costing Center Summary

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Costing Center: *PROPERTY ADMINISTRATION*

**Previous Costing Center:** PROPERTY  
ADMINISTRATION

**Budget Year:** 2016

**Division:** REGIONAL PLANNING &  
DEVELOPMENT  
SERVICES

**Accounting Reference:** 0272

**Department:** DEVELOPMENT  
SERVICES - Property

**Approved:** No

**Stage:** Council Review

**Manager:** Patrick Pulak 729-2477

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## Description:

This cost center captures the administrative costs associated with the acquisition, management, and disposal of municipal properties. Expenses include general administrative costs, survey fees, and rent offsetting grants provided to service organizations. Revenues include leases of lands, development agreements, easements, and sales of Municipally owned properties.

## Comments:

Property matters continue to be an integral component of any municipality and continue to grow in complexity and outside costs. With the privatization of the Land Titles Office in 2015 and implementation of new on-line systems, fees have increased and are proposed to increase further in 2016. 2016 budget also includes \$30,000 to lay plans over Queen Elizabeth Park and Eleanor Kidd Park to close the right-of-ways and lanes and clean up strips of land in these areas.

## Outlook:

The Property Administration department is currently working on a draft policy to standardize the City's leasing process and lease rates.

# Costing Center Summary

Costing Center: PROPERTY ADMINISTRATION

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Income from Enterprises			
49391 CAPITAL RES CONTRIBUTION	0	0	0
49392 PARKS RES CONTRIBUTION	0	0	0
Income from Enterprises Total	0	0	0
Other Income			
42988 MISCELLANEOUS REVENUE	2,300	1,250	1,250
Other Income Total	2,300	1,250	1,250
Permits, Licenses and Fines			
42728 EASEMENTS	22,000	19,000	19,000
Permits, Licenses and Fines Total	22,000	19,000	19,000
User Fees and Sales of Goods			
42468 ART GALLERY OF SW MANITOBA	213,573	217,844	222,201
42703 BRANDON NEIGHBORHOOD RENEWAL	1,666	0	0
42704 638 PRINCESS AVE		0	0
42732 100 BLACK STREET	7,395	7,086	6,195
42733 WESTMAN COMMUNICATIONS GROUP	512	522	532
42734 FEEDRITE RENTAL	777	793	809
42738 900 BLK 17TH ST	14,602	14,602	14,602
42739 LAGOON PROPERTY	4,030	4,030	4,030
42742 REGIONAL LIBRARY	198,488	202,457	206,506
42744 WESTBRAN	32,426	33,075	33,736
42746 CELL TOWER RENTAL	5,160	5,160	5,160
42747 VETERANS WAY LEASE	3,110	3,173	3,173
42749 1820 PACIFIC AVE LEASE	4,773	4,773	4,773
45367 DEVELOPMENT AGREEMENTS	8,750	9,375	9,375
49152 DISBURSEMENT		0	0
49166 LANE/STREET CLOSURES		0	0
49370 LAND INVENTORY - COG		0	0
49371 LAND SALES	558,650	25,000	25,000
User Fees and Sales of Goods Total	1,053,912	527,890	536,092
	<b>1,078,212</b>	<b>548,140</b>	<b>556,342</b>

## Expenditures

### Contract Services

52015 CONTRACTS	3,670	3,770	3,770
52028 GENERAL INSURANCE	77	0	0

# Costing Center Summary

Costing Center: PROPERTY ADMINISTRATION

52072	LEGAL FEES		0	0
Contract Services Total		3,747	3,770	3,770
Debenture Debt Servicing Costs				
57438	DEBENTURE DEBT PRINCIPAL	76,808	80,744	84,883
57439	DEBENTURE DEBT INTEREST	12,425	8,488	4,350
Debenture Debt Servicing Costs Total		89,233	89,232	89,233
Equipment Purchases				
54410	EQUIPMENT PURCHASES	0	0	0
Equipment Purchases Total		0	0	0
Grants and Contributions				
55458	REGIONAL LIBRARY	590,007	598,581	607,237
55477	ART GALLERY OF SW MANITOBA	213,573	217,844	222,201
Grants and Contributions Total		803,580	816,425	829,438
Materials and Supplies				
54099	PARTS AND MATERIALS	500	250	250
Materials and Supplies Total		500	250	250
Other				
51141	TRAINING & DEVELOPMENT COSTS	8,000	6,074	6,040
59003	ADVERTISING	1,000	1,000	1,000
59048	LUNCHEONS	200	0	0
59059	MEMBERSHIP	357	332	307
59128	PROPERTY TAXES	69,545	63,670	64,930
59138	BUSINESS TRAVEL	150	0	0
59139	CONFERENCE COSTS		0	0
59206	SURVEY FEES	12,000	42,000	12,000
59283	APPLICATION FEES	3,000	2,000	2,000
59507	LAND MAINTENANCE (PROPERTY)	1,500	0	0
Other Total		95,752	115,076	86,277
Reserve Appropriation				
58504	MUNICIPAL BUILDING B/L 3653	315,400	0	0
58520	CAPITAL DEVELOPMENT B/L 4976		0	0
58537	PARKS RESERVE B/L		0	0
Reserve Appropriation Total		315,400	0	0
Salaries and Wages				
51083	REGULAR SALARIES	199,625	209,843	216,324
51084	OVERTIME SALARIES		0	0
Salaries and Wages Total		199,625	209,843	216,324
Transfers to/from Internal Accounts				
59997	TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total		0	0	0
Utilities				
53130	TELEPHONE	645	645	645
Utilities Total		645	645	645
		1,508,482	1,235,241	1,225,937



# Costing Center Summary

Costing Center: *PROPERTY ADMINISTRATION*

Net Total	(430,270)	(687,101)	(669,595)
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# Costing Center Summary

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Costing Center: BRANDON MUNICIPAL AIRPORT

**Previous Costing Center:** BRANDON MUNICIPAL  
AIRPORT

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES - Airport

**Accounting Reference:** 1725

**Department:** AIRPORT

**Approved:** No

**Stage:** Council Review

**Manager:** Rod Sage 729-2247

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## Description:

This account reflects the costs and revenues associated with air-side and ground-side operations/maintenance for the Brandon Municipal Airport including requirements associated with meeting Transport Canada certification standards and supporting passenger air service. The Brandon Municipal Airport is heavily regulated by Civil Aviation Regulations and is audited annually by Transport Canada to ensure proper policies and procedures are being followed in order to maintain the airport certification for aerodromes.

## Comments:

The Brandon Municipal Airport serves and builds community by providing and maintaining the infrastructure required to support and encourage air industry activity to the Westman area, including passenger air service, civil aviation, air training and the services that support these activities. By maintaining and improving this Civic asset, citizens and visitors to the Westman area enjoy the option to travel by air via WestJet Encore.

For those who do not utilize the air service directly, a number of ancillary benefits are realized as well. These include increased business activity spurred by commercial air activity, availability of air ambulance services and increased economic activity related to noncommercial aviation activity.

## Outlook:

For 2016, operational costs have increased as a direct result of the additional service being provided by WestJet Encore. These additional costs are focused primarily on additional staffing to accommodate a longer span of operational service as well as increased costs for runway maintenance items such as de-icing chemical and sweeper brooms.

# Costing Center Summary

Costing Center: BRANDON MUNICIPAL AIRPORT

		2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>				
Other Income				
42988	MISCELLANEOUS REVENUE	6,300	6,600	6,600
42994	RECOVERIES OTHER	12,000	40,000	40,000
Other Income Total		18,300	46,600	46,600
User Fees and Sales of Goods				
42194	BUILDING RENTALS	42,750	68,800	74,300
42304	LANDINGS-OTHER	36,000	36,000	36,000
42305	CUSTOMS FEES - AIRPORT		0	0
42314	SNOW REMOVAL FEES	9,200	8,400	8,400
42317	LAND-INDUSTRIAL	32,100	35,351	35,748
42321	LAND-AGRICULTURAL	11,550	16,403	16,607
42322	TRAINING REVENUE	7,900	7,900	7,900
42342	MUSEUM USER FEE	3,000	1,500	1,500
42469	LANDINGS-AIRLINE	39,858	62,780	70,000
42470	AIRPORT IMPROVEMENT FEE	121,852	252,939	289,666
42472	TERMINAL FEES	58,772	104,262	119,000
42473	FUEL CONCESSION REVENUE	4,500	4,500	4,500
User Fees and Sales of Goods Total		367,482	598,835	663,621
		<b>385,782</b>	<b>645,435</b>	<b>710,221</b>
<b>Expenditures</b>				
Benefits				
51122	BOOT ALLOWANCE	440	660	660
51285	MEDICALS	0	60	60
Benefits Total		440	720	720
Capital Contribution				
10300	CAPITAL PROJECTS	0	0	0
Capital Contribution Total		0	0	0
Contract Services				
52015	CONTRACTS	170,256	150,185	128,250
52028	GENERAL INSURANCE	3,059	3,399	3,501
52032	VEHICLE INSURANCE	0	7,010	2,100
52054	MAINT OF EQUIP EXT	1,700	1,700	1,700
Contract Services Total		175,015	162,294	135,551
Equipment Purchases				
54410	EQUIPMENT PURCHASES	0	0	0

# Costing Center Summary

Costing Center: BRANDON MUNICIPAL AIRPORT

Equipment Purchases Total	0	0	0
Materials and Supplies			
54021 FREIGHT		0	0
54022 SPEC PROG PARTS & MATERIALS	5,000	5,000	5,000
54052 MAINT OF BUILD EXT	6,700	5,500	5,500
54099 PARTS AND MATERIALS	34,200	20,000	20,000
54102 PETROLEUM PRODUCTS	1,375	4,000	4,000
54103 GASOLINE #2 (VEHICLE)	2,350	2,350	2,550
54104 DIESEL (VEHICLE)	0	20,000	20,000
54106 FUEL-TRAINING	4,200	4,200	4,200
54107 CHEMICALS	7,000	37,100	37,100
54118 OFFICE SUPPLIES	950	950	950
54129 DIESEL (OPERATING)	40,000	0	0
Materials and Supplies Total	101,775	99,100	99,300
Other			
51141 TRAINING & DEVELOPMENT COSTS	6,100	9,500	8,000
59003 ADVERTISING	3,100	3,100	3,100
59014 WORK ORDERS		0	0
59080 INTERNAL EQUIPMENT RENTAL	23,600	25,000	25,000
59138 BUSINESS TRAVEL	500	500	500
59139 CONFERENCE COSTS	3,000	3,000	3,000
59339 EQUIPMENT MAINTENANCE	52,000	35,000	47,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	18,220	24,720	24,720
Other Total	106,520	100,820	111,320
Reserve Appropriation			
58507 BDN MUNICIPAL AIRPORT B/L 6353	113,322	236,392	270,716
Reserve Appropriation Total	113,322	236,392	270,716
Salaries and Wages			
51083 REGULAR SALARIES	278,354	421,300	449,599
51084 OVERTIME SALARIES	8,300	18,000	18,000
51090 SHIFT DIFFERENTIAL	1,320	4,000	4,000
51231 INTERNAL SALARIES		0	0
51698 FLOOD OVERTIME		0	0
Salaries and Wages Total	287,974	443,300	471,599
Transfers to/from Internal Accounts			
59997 TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total	0	0	0
Utilities			
53025 HEAT	21,500	25,000	35,000
53046 POWER	22,500	22,500	22,500
53130 TELEPHONE	5,900	2,900	3,150
53150 WATER	1,050	1,625	1,880
53295 RADIO COSTS	650	650	650
Utilities Total	51,600	52,675	63,180
	<b>836,646</b>	<b>1,095,301</b>	<b>1,152,386</b>

# Costing Center Summary

Costing Center: BRANDON MUNICIPAL AIRPORT

Net Total	(450,863)	(449,866)	(442,165)
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# Costing Center Summary

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*Costing Center: 208 22ND ST N*

**Previous Costing Center:** 208 22ND ST N

**Budget Year:** 2016

**Division:** REGIONAL PLANNING &  
DEVELOPMENT  
SERVICES

**Accounting Reference:** 0805

**Department:** BUILDING  
MAINTENANCE - Property

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This is a 2400 sq. ft. single storey wood frame structure built on grade, located at 208 22nd Street North.

## Comments:

Renovations will be completed in 2016 to retro fit the building for the skating oval and rugby change rooms and washrooms. At this time little maintenance is provided which leaves power the main driver of this budget.

## Outlook:

Proposedly 1/3 of the building is heated, after renovations the entire property will be heated.

# Costing Center Summary

Costing Center: 208 22ND ST N

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52028    GENERAL INSURANCE	125	0	0
Contract Services Total	125	0	0
Materials and Supplies			
54099    PARTS AND MATERIALS	288	200	200
Materials and Supplies Total	288	200	200
Utilities			
53046    POWER	9,000	8,000	10,000
53150    WATER	350	130	145
Utilities Total	9,350	8,130	10,145
	<b>9,763</b>	<b>8,330</b>	<b>10,345</b>
<b>Net Total</b>	<b>(9,763)</b>	<b>(8,330)</b>	<b>(10,345)</b>

# Costing Center Summary

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*Costing Center: BLDG & STRUCT SUPERVISION*

**Previous Costing Center:** BLDG & STRUCT  
SUPERVISION

**Budget Year:** 2016

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 5605

**Department:** BUILDING  
MAINTENANCE - Gen Gov

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

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

## Comments:

The Building Maintenance section provides maintenance for various buildings through out the City of Brandon.

## Outlook:

Several staff are very close to the retirement age and going forward departmental functions will be reviewed.



# Costing Center Summary

Costing Center: BLDG & STRUCT SUPERVISION

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Conditional Government Transfers			
43510    PROVINCIAL GOV'T	0	0	0
Conditional Government Transfers Total	0	0	0
Other Income			
42999    REVENUE	0	0	0
Other Income Total	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>			
Benefits			
51122    BOOT ALLOWANCE	1,053	1,053	1,053
51123    PROTECTIVE CLOTHING	850	850	850
51285    MEDICALS	140	140	140
Benefits Total	2,043	2,043	2,043
Contract Services			
52015    CONTRACTS	1,100	1,000	1,000
Contract Services Total	1,100	1,000	1,000
Materials and Supplies			
54099    PARTS AND MATERIALS	2,000	2,000	2,000
54103    GASOLINE #2 (VEHICLE)	14,500	12,500	12,500
54104    DIESEL (VEHICLE)	1,907	1,100	1,100
54693    FLOOD PARTS & MATERIALS		0	0
Materials and Supplies Total	18,407	15,600	15,600
Other			
51141    TRAINING & DEVELOPMENT COSTS	1,250	1,000	1,000
59080    INTERNAL EQUIPMENT RENTAL	27,600	25,400	25,400
59993    EQUIPMENT CAPITAL CONTRIBUTION	44,050	46,650	46,650
Other Total	72,900	73,050	73,050
Salaries and Wages			
51083    REGULAR SALARIES	646,457	662,008	692,241
51084    OVERTIME SALARIES	10,000	10,000	10,000
51090    SHIFT DIFFERENTIAL		0	0
51698    FLOOD OVERTIME		0	0
Salaries and Wages Total	656,457	672,008	702,241
Utilities			
53130    TELEPHONE	4,100	4,300	4,300

# Costing Center Summary

Costing Center: BLDG & STRUCT SUPERVISION

53295	RADIO COSTS	635	320	320
Utilities Total		4,735	4,620	4,620
		755,642	768,321	798,554
Net Total		(755,642)	(768,321)	(798,554)

# Costing Center Summary

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<i>Costing Center: CIVIC ADMIN BUILDING - 410 9th STREET</i>	
<b>Previous Costing Center:</b> CIVIC ADMIN BUILDING - 410 9th STREET	<b>Budget Year:</b> 2016
<b>Division:</b> GENERAL GOVERNMENT SERVICES	<b>Accounting Reference:</b> 0047
<b>Department:</b> BUILDING MAINTENANCE - Gen Gov	<b>Approved:</b> No
<b>Stage:</b> Council Review	<b>Manager:</b> 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:**

The City Manager, Mayor, and City Clerk offices, Human Resources, Treasury, Economic Development and Information Technology operate from this location.

**Outlook:**

# Costing Center Summary

Costing Center: CIVIC ADMIN BUILDING - 410 9th STREET

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS	7,895	57,232	57,242
52028 GENERAL INSURANCE	3,766	4,262	4,390
52755 CLEANING CONTRACT	48,732	0	0
Contract Services Total	60,393	61,494	61,632
Materials and Supplies			
54099 PARTS AND MATERIALS	28,000	25,200	25,200
Materials and Supplies Total	28,000	25,200	25,200
Other			
59050 MAINTENANCE OF GROUNDS	6,000	0	0
Other Total	6,000	0	0
Reserve Appropriation			
58536 MUNICIPAL BLDG MAINT B/L 4368	65,000	85,000	85,000
Reserve Appropriation Total	65,000	85,000	85,000
Salaries and Wages			
51083 REGULAR SALARIES	0	0	0
Salaries and Wages Total	0	0	0
Utilities			
53025 HEAT	52,500	45,000	45,000
53046 POWER	77,000	80,100	80,100
53150 WATER	2,200	6,455	7,490
Utilities Total	131,700	131,555	132,590
	<b>291,093</b>	<b>303,249</b>	<b>304,422</b>
<b>Net Total</b>	<b>(291,093)</b>	<b>(303,249)</b>	<b>(304,422)</b>

# Costing Center Summary

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*Costing Center: CIVIC COMPLEX (A. R. MCDIARMID BUILDING)*

**Previous Costing Center:** CIVIC COMPLEX (A. R.  
MCDIARMID BUILDING)

**Budget Year:** 2016

**Division:** REGIONAL PLANNING &  
DEVELOPMENT  
SERVICES

**Accounting Reference:** 0802

**Department:** BUILDING  
MAINTENANCE - Property

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

---

## Description:

This cost center covers all costs related to the operations and maintenance of the civic complex located at 638 Princess Avenue.

## Comments:

This building was built in 1966 and renovated in 2014 to meet the operating needs of the City. The main floor is approximately 60,000 sq. feet and is occupied by Development Services (Engineering, Planning & Building Safety, Property), Risk & Emergency Management, Community Services and a Youth Center. The lower level has a backup site for 911 Services and storage. The City is currently looking to lease out the remaining space on the lower level.

Starting in 2016, this account reflects the debt servicing costs relating to the retrofit of the building.

## Outlook:

# Costing Center Summary

Costing Center: CIVIC COMPLEX (A. R. MCDIARMID BUILDING)

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS	43,521	70,268	60,285
52028 GENERAL INSURANCE	2,415	2,693	2,773
Contract Services Total	45,936	72,961	63,058
Debenture Debt Servicing Costs			
57438 DEBENTURE DEBT PRINCIPAL	0	86,747	137,765
57439 DEBENTURE DEBT INTEREST	0	117,500	168,605
Debenture Debt Servicing Costs Total	0	204,247	306,370
Materials and Supplies			
54099 PARTS AND MATERIALS	12,000	9,000	9,000
Materials and Supplies Total	12,000	9,000	9,000
Other			
59014 WORK ORDERS	0	0	0
Other Total	0	0	0
Salaries and Wages			
51083 REGULAR SALARIES	0	0	0
Salaries and Wages Total	0	0	0
Transfers to/from Internal Accounts			
59997 TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total	0	0	0
Utilities			
53046 POWER	62,038	64,446	66,948
53130 TELEPHONE	0	350	350
53150 WATER	1,500	710	815
Utilities Total	63,538	65,506	68,113
	<b>121,474</b>	<b>351,714</b>	<b>446,541</b>
<b>Net Total</b>	<b>(121,474)</b>	<b>(351,714)</b>	<b>(446,541)</b>

# Costing Center Summary

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*Costing Center: CIVIC SERVICES COMPLEX*

**Previous Costing Center:** CIVIC SERVICES  
COMPLEX

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0136

**Department:** BUILDING  
MAINTENANCE -  
Transportation Serv

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This account covers the operating and maintenance costs of the building at 900 Richmond Avenue East, the salt shed/sand storage building and the scale. The internal recovery is funded through the garage and is reflected in the rates charged by the garage.

## Comments:

This building was built in 1987.

## Outlook:

With the current state of the salt shed, planning for replacement in the capital budget will be the near future.

# Costing Center Summary

Costing Center: CIVIC SERVICES COMPLEX

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS	2,158	18,114	18,192
52028 GENERAL INSURANCE	4,063	5,105	5,258
52755 CLEANING CONTRACT	15,288	0	0
Contract Services Total	21,509	23,219	23,450
Materials and Supplies			
54099 PARTS AND MATERIALS	22,867	18,000	18,000
Materials and Supplies Total	22,867	18,000	18,000
Reserve Appropriation			
58533 CIVIC SERVICES COMPLEX B/L5655	0	85,000	85,000
Reserve Appropriation Total	0	85,000	85,000
Salaries and Wages			
51083 REGULAR SALARIES	75,000	0	0
Salaries and Wages Total	75,000	0	0
Transfers to/from Internal Accounts			
59001 SHOP RATE CHARGES	250	0	0
59334 INTERNAL CHARGES	(225,567)	(232,323)	(236,185)
59997 TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total	(225,317)	(232,323)	(236,185)
Utilities			
53025 HEAT	35,000	31,330	32,711
53046 POWER	62,091	64,544	64,544
53130 TELEPHONE	350	350	350
53150 WATER	8,500	9,880	12,130
Utilities Total	105,941	106,104	109,735
	0	(0)	(0)
<b>Net Total</b>	0	0	0



# Costing Center Summary

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*Costing Center: DALY HOUSE MUSEUM MAINTENANCE*

**Previous Costing Center:** DALY HOUSE MUSEUM  
MAINTENANCE

**Budget Year:** 2016

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 4062

**Department:** BUILDING  
MAINTENANCE - Gen Gov

**Approved:** No

**Stage:** Council Review

**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 2,180 square feet per floor with two and a half floors.

## Comments:

This operating budget is used to maintain the building in areas as the heating system, lighting, painting, small drywall repairs, sidewalks, eavestroughs, windows and doors, etc.

## Outlook:

2016 capital budget includes replacing eavestroughs and fascia.

# Costing Center Summary

Costing Center: DALY HOUSE MUSEUM MAINTENANCE

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52028    GENERAL INSURANCE	165	224	230
Contract Services Total	165	224	230
Materials and Supplies			
54099    PARTS AND MATERIALS	2,471	2,400	2,400
Materials and Supplies Total	2,471	2,400	2,400
Transfers to/from Internal Accounts			
59997    TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total	0	0	0
	<b>2,636</b>	<b>2,624</b>	<b>2,630</b>
<b>Net Total</b>	<b>(2,636)</b>	<b>(2,624)</b>	<b>(2,630)</b>

# Costing Center Summary

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*Costing Center: FIRE STATION - 13TH STREET*

**Previous Costing Center:** FIRE STATION - 13TH STREET

**Budget Year:** 2016

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 0812

**Department:** BUILDING  
MAINTENANCE - Prot Serv

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

---

## Description:

The cost center covers all maintenance and upkeep costs for Fire Station #2 located at 13th Street & Queens Avenue.

## Comments:

#2 Fire Hall is a single storey block wall constructed building with a flat tar and gravel roof. It was built in the early to mid 1980's and houses an equipment storage bay as well as living area. There is also a second storage garage behind the main building.

## Outlook:

# Costing Center Summary

Costing Center: FIRE STATION - 13TH STREET

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS	0	0	0
52028 GENERAL INSURANCE	712	431	444
Contract Services Total	712	431	444
Materials and Supplies			
54099 PARTS AND MATERIALS	4,590	4,050	4,050
Materials and Supplies Total	4,590	4,050	4,050
Salaries and Wages			
51083 REGULAR SALARIES	0	0	0
Salaries and Wages Total	0	0	0
Transfers to/from Internal Accounts			
59001 SHOP RATE CHARGES	0	0	0
59997 TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total	0	0	0
Utilities			
53025 HEAT	10,014	8,600	8,995
53046 POWER	7,854	8,165	8,488
53150 WATER	1,044	1,165	1,370
Utilities Total	18,912	17,930	18,853
	<b>24,214</b>	<b>22,411</b>	<b>23,347</b>
<b>Net Total</b>	<b>(24,214)</b>	<b>(22,411)</b>	<b>(23,347)</b>

# Costing Center Summary

---

*Costing Center: FIRE STATION - 19TH STREET NORTH*

**Previous Costing Center:** FIRE STATION - 19TH  
STREET NORTH

**Budget Year:** 2016

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 0806

**Department:** BUILDING  
MAINTENANCE - Prot Serv

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This cost center covers all expenses related to general maintenance and upkeep of #1 Fire Hall located at 120 19th Street North.

## Comments:

The #1 Fire Hall opened in 2010 and this cost centre includes the debt serving principal and interest costs which is a 19 year debenture and expires in 2030.

## Outlook:

# Costing Center Summary

Costing Center: FIRE STATION - 19TH STREET NORTH

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS	5,034	12,130	12,148
52028 GENERAL INSURANCE	4,581	5,110	5,263
52755 CLEANING CONTRACT	5,460	0	0
Contract Services Total	15,075	17,240	17,411
Debenture Debt Servicing Costs			
57438 DEBENTURE DEBT PRINCIPAL	376,453	394,974	414,407
57439 DEBENTURE DEBT INTEREST	435,336	416,814	397,382
Debenture Debt Servicing Costs Total	811,789	811,788	811,789
Materials and Supplies			
54099 PARTS AND MATERIALS	7,900	6,300	6,300
Materials and Supplies Total	7,900	6,300	6,300
Salaries and Wages			
51083 REGULAR SALARIES	0	0	0
51084 OVERTIME SALARIES	0	0	0
Salaries and Wages Total	0	0	0
Utilities			
53025 HEAT	57,083	56,838	56,838
53150 WATER	3,121	3,390	4,085
Utilities Total	60,204	60,228	60,923
	<b>894,968</b>	<b>895,556</b>	<b>896,423</b>
<b>Net Total</b>	<b>(894,968)</b>	<b>(895,556)</b>	<b>(896,423)</b>

# Costing Center Summary

---

*Costing Center: LIBRARY/ARTS BUILDING*

**Previous Costing Center:** LIBRARY/ARTS BUILDING

**Budget Year:** 2016

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 0808

**Department:** BUILDING  
MAINTENANCE - Gen Gov

**Approved:** No

**Stage:** Council Review

**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 in 2003 including a new roof, electrical / plumbing systems, elevator, and HVAC. A building condition assessment has been planned for 2016 and until the results are known there are no capital improvements schedule except carpet replacement in 2017.

# Costing Center Summary

Costing Center: LIBRARY/ARTS BUILDING

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52015    CONTRACTS	19,649	19,688	19,701
52028    GENERAL INSURANCE	2,577	3,057	3,149
Contract Services Total	22,226	22,745	22,850
Debenture Debt Servicing Costs			
57438    DEBENTURE DEBT PRINCIPAL	0	0	0
Debenture Debt Servicing Costs Total	0	0	0
Materials and Supplies			
54099    PARTS AND MATERIALS	180,000	8,000	8,000
Materials and Supplies Total	180,000	8,000	8,000
Reserve Appropriation			
58526    LIBRARY/ARTS MAINT B/L 5259	50,000	50,000	50,000
Reserve Appropriation Total	50,000	50,000	50,000
Salaries and Wages			
51083    REGULAR SALARIES	0	0	0
Salaries and Wages Total	0	0	0
Transfers to/from Internal Accounts			
59997    TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total	0	0	0
Utilities			
53025    HEAT	28,500	20,000	20,000
53046    POWER	52,552	54,628	54,628
53130    TELEPHONE	1,000	550	550
53150    WATER	2,200	1,245	2,220
Utilities Total	84,252	76,423	77,398
	<b>174,478</b>	<b>157,168</b>	<b>158,248</b>
<b>Net Total</b>	<b>(174,478)</b>	<b>(157,168)</b>	<b>(158,248)</b>



# Costing Center Summary

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*Costing Center: PARKS BUILDINGS*

**Previous Costing Center:** PARKS BUILDINGS

**Budget Year:** 2016

**Division:** GENERAL GOVERNMENT  
SERVICES

**Accounting Reference:** 0152

**Department:** BUILDING  
MAINTENANCE - Gen Gov

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

---

## Description:

This cost center captures the operating costs of the parks complex at 2020 McGregor Avenue. The building houses a garage area, administrative offices, and several green houses.

## Comments:

The parks complex was built in 1990.

## Outlook:

In the past few years the roof has been inspected, the watertank replaced and heaters replaced and no immediate repairs are expected.

# Costing Center Summary

Costing Center: PARKS BUILDINGS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Capital Contribution			
10300    CAPITAL PROJECTS	10,000	0	0
Capital Contribution Total	10,000	0	0
Contract Services			
52015    CONTRACTS	6,500	9,500	9,500
52028    GENERAL INSURANCE	1,311	660	679
Contract Services Total	7,811	10,160	10,179
Materials and Supplies			
54099    PARTS AND MATERIALS	15,000	1,800	1,800
Materials and Supplies Total	15,000	1,800	1,800
Salaries and Wages			
51083    REGULAR SALARIES	0	0	0
Salaries and Wages Total	0	0	0
Transfers to/from Internal Accounts			
59997    TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total	0	0	0
Utilities			
53025    HEAT	20,000	20,000	20,000
53130    TELEPHONE	0	0	0
53150    WATER	5,000	4,325	5,100
Utilities Total	25,000	24,325	25,100
	<b>57,811</b>	<b>36,285</b>	<b>37,079</b>
<b>Net Total</b>	<b>(57,811)</b>	<b>(36,285)</b>	<b>(37,079)</b>

# Costing Center Summary

---

*Costing Center: POLICE STATION - VICTORIA AVE*

**Previous Costing Center:** POLICE STATION -  
VICTORIA AVE

**Budget Year:** 2016

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 0085

**Department:** BUILDING  
MAINTENANCE - Prot Serv

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

---

## Description:

This cost center is for the maintenance and upkeep costs for the Police Station at 1020 Victoria Avenue, as well as the annual debenture debt servicing costs.

## Comments:

This cost centre includes the debt serving principal and interest costs for the construction of this facility, which is an 18 year debenture and expires in 2030.

## Outlook:

# Costing Center Summary

Costing Center: POLICE STATION - VICTORIA AVE

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS	5,471	63,545	63,557
52028 GENERAL INSURANCE	4,736	4,502	4,637
52755 CLEANING CONTRACT	46,440	0	0
Contract Services Total	56,647	68,047	68,194
Debenture Debt Servicing Costs			
57438 DEBENTURE DEBT PRINCIPAL	528,383	552,160	577,008
57439 DEBENTURE DEBT INTEREST	540,203	516,426	491,579
Debenture Debt Servicing Costs Total	1,068,586	1,068,586	1,068,587
Materials and Supplies			
54099 PARTS AND MATERIALS	17,000	15,300	15,300
Materials and Supplies Total	17,000	15,300	15,300
Other			
59050 MAINTENANCE OF GROUNDS	0	0	0
Other Total	0	0	0
Salaries and Wages			
51083 REGULAR SALARIES	0	0	0
Salaries and Wages Total	0	0	0
Transfers to/from Internal Accounts			
59001 SHOP RATE CHARGES	0	0	0
Transfers to/from Internal Accounts Total	0	0	0
Utilities			
53046 POWER	78,866	80,000	83,000
53150 WATER	1,500	2,705	3,200
Utilities Total	80,366	82,705	86,200
	<b>1,222,599</b>	<b>1,234,638</b>	<b>1,238,281</b>
<b>Net Total</b>	<b>(1,222,599)</b>	<b>(1,234,638)</b>	<b>(1,238,281)</b>

# Costing Center Summary

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*Costing Center: STORAGE GARAGE-OPER+MTNCE*

**Previous Costing Center:** STORAGE GARAGE-  
OPER+MTNCE

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0139

**Department:** BUILDING  
MAINTENANCE -  
Transportation Serv

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This cost center is for the operation and maintenance of the storage garage. This is currently used to house equipment as well as for the Meter Repair Shop at the Civic Services Complex Site. The internal recovery is funded through the garage and is reflected in the rates charged by the garage.

## Comments:

This building is located at Civic Services Complex, 900 Richmond Avenue East, houses equipment owned by Fleet Services, used by various Operations Department. It also houses the Meter Shop where repairs to parking/water meters are completed.

## Outlook:

# Costing Center Summary

Costing Center: STORAGE GARAGE-OPER+MTNCE

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52028    GENERAL INSURANCE	429	0	0
Contract Services Total	429	0	0
Materials and Supplies			
54099    PARTS AND MATERIALS	3,300	2,970	2,970
Materials and Supplies Total	3,300	2,970	2,970
Salaries and Wages			
51083    REGULAR SALARIES	0	0	0
Salaries and Wages Total	0	0	0
Transfers to/from Internal Accounts			
59001    SHOP RATE CHARGES	0	250	250
59334    INTERNAL CHARGES	(17,729)	(17,214)	(17,802)
Transfers to/from Internal Accounts Total	(17,729)	(16,964)	(17,552)
Utilities			
53025    HEAT	13,000	13,494	14,007
53150    WATER	1,000	500	575
Utilities Total	14,000	13,994	14,582
	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Costing Center Summary

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*Costing Center: STREET LIGHTS*

**Previous Costing Center:** STREET LIGHTS

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0183

**Department:** BUILDING  
MAINTENANCE -  
Transportation Serv

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

---

## Description:

This cost center is for the costs associated with the maintenance and power consumption of the street lighting systems, Christmas decorations, Riverbank walk lighting, and downtown nostalgia lighting.

## Comments:

Manitoba Hydro looks after lamp replacements and upgrades to the street lights.  
The 2016 budget includes an allocation to replace the Christmas light displays on 18th Street.

## Outlook:

# Costing Center Summary

Costing Center: STREET LIGHTS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52028    GENERAL INSURANCE	235	0	0
Contract Services Total	235	0	0
Equipment Purchases			
54410    EQUIPMENT PURCHASES	40,000	40,000	40,000
Equipment Purchases Total	40,000	40,000	40,000
Materials and Supplies			
54099    PARTS AND MATERIALS	30,000	30,000	30,000
Materials and Supplies Total	30,000	30,000	30,000
Salaries and Wages			
51231    INTERNAL SALARIES	0	0	0
Salaries and Wages Total	0	0	0
Utilities			
53046    POWER	870,578	878,680	909,430
Utilities Total	870,578	878,680	909,430
	<b>940,813</b>	<b>948,680</b>	<b>979,430</b>
<b>Net Total</b>	<b>(940,813)</b>	<b>(948,680)</b>	<b>(979,430)</b>



# Costing Center Summary

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*Costing Center: TEST LAB BUILDING*

**Previous Costing Center:** TEST LAB BUILDING

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0801

**Department:** BUILDING  
MAINTENANCE -  
Transportation Serv

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This cost center is for the operation and maintenance of the Test Laboratory structure located at the Civic Services Complex.

## Comments:

The test lab is used by the Engineering Department for testing of soils, asphalt and concrete. It is a single storey wood frame structure, approximately 2,000 square feet, with a stucco finish and asphalt shingled roof. The construction date of this building is unknown.

## Outlook:

The building is in average condition.

# Costing Center Summary

Costing Center: TEST LAB BUILDING

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Materials and Supplies			
54099     PARTS AND MATERIALS	600	600	600
Materials and Supplies Total	600	600	600
Utilities			
53025     HEAT	1,425	1,482	1,541
53150     WATER	120	140	150
Utilities Total	1,545	1,622	1,691
	2,145	2,222	2,291
<b>Net Total</b>	(2,145)	(2,222)	(2,291)

# Costing Center Summary

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*Costing Center: TRAFFIC SIGNALS*

**Previous Costing Center:** TRAFFIC SIGNALS

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0190

**Department:** BUILDING  
MAINTENANCE -  
Transportation Serv

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This cost center is for the maintenance and upgrading of all traffic signals within the jurisdiction, street line painting, and traffic signs throughout the City. There are maintenance agreements with the 2 railways which have crossings within City boundaries.

## Comments:

As the City develops there will be extra requirements for line painting and traffic signals.

## Outlook:

Different materials are constantly being considered that would raise the life expectancy of materials required with in this cost center.

# Costing Center Summary

Costing Center: *TRAFFIC SIGNALS*

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Other Income			
42994    RECOVERIES OTHER	0	5,000	5,000
Other Income Total	0	5,000	5,000
	<b>0</b>	<b>5,000</b>	<b>5,000</b>
		(43.34%)	0.00%
<b>Expenditures</b>			
Contract Services			
52015    CONTRACTS	27,318	27,318	27,318
Contract Services Total	27,318	27,318	27,318
Materials and Supplies			
54099    PARTS AND MATERIALS	145,000	125,000	125,000
Materials and Supplies Total	145,000	125,000	125,000
Reserve Appropriation			
58538    TRAFFIC CONTROL B/L 4751	5,000	5,000	5,000
Reserve Appropriation Total	5,000	5,000	5,000
Salaries and Wages			
51083    REGULAR SALARIES	0	0	0
51084    OVERTIME SALARIES	0	0	0
Salaries and Wages Total	0	0	0
Transfers to/from Internal Accounts			
59001    SHOP RATE CHARGES	0	0	0
Transfers to/from Internal Accounts Total	0	0	0
	<b>177,318</b>	<b>157,318</b>	<b>157,318</b>
<b>Net Total</b>	<b>(177,318)</b>	<b>(152,318)</b>	<b>(152,318)</b>

# Costing Center Summary

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*Costing Center: TRANSIT COMFORT STATION*

**Previous Costing Center:** TRANSIT COMFORT  
STATION

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES - Transit

**Accounting Reference:** 0507

**Department:** BUILDING  
MAINTENANCE - Transit

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This cost center is for the operating and maintenance costs of the downtown Transit Comfort Station located at the 8th street bus mall.

## Comments:

## Outlook:

This building will eventually require renovations should it continue to be used as a place of rest for the transit operators.

# Costing Center Summary

Costing Center: TRANSIT COMFORT STATION

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS	0	3,024	3,024
52755 CLEANING CONTRACT	3,024	0	0
Contract Services Total	3,024	3,024	3,024
Materials and Supplies			
54099 PARTS AND MATERIALS	1,632	1,485	1,485
Materials and Supplies Total	1,632	1,485	1,485
Salaries and Wages			
51083 REGULAR SALARIES	0	0	0
Salaries and Wages Total	0	0	0
Utilities			
53046 POWER	3,636	3,780	3,929
53150 WATER	650	860	1,020
Utilities Total	4,286	4,640	4,949
	<b>8,942</b>	<b>9,149</b>	<b>9,458</b>
<b>Net Total</b>	<b>(8,942)</b>	<b>(9,149)</b>	<b>(9,458)</b>

# Costing Center Summary

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*Costing Center: COMMUNITY DEVELOPMENT*

**Previous Costing Center:** COMMUNITY  
DEVELOPMENT

**Budget Year:** 2016

**Division:** RECREATION &  
CULTURAL SERVICES

**Accounting Reference:** 0364

**Department:** COMMUNITY

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

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## Description:

Funding in this area includes the full time staffing and administrative cost for the delivery of programs and initiatives that are included in the Special Initiatives costing centre.

## Comments:

The Community Development Office works with communities of interest to bring about social change and improve the quality of life in Brandon, often acting as a link between communities and a range of other local authority and voluntary sector providers. The Office also works to secure funding for community development activities and programs in order to ensure that the community has the necessary resources for development. Some of the main activities in this area include: researching private and public sector funding opportunities; consulting with industry and government representatives concerning eligibility requirements for funding and; preparing proposals for funding to support community development.

We also work with volunteers, seniors, youth, ethnically diverse populations, cultural and minority groups – and assist in areas such as health, recreation, arts and culture. When addressing the recreational needs and local events of the community, we are often responsible for the strategic planning, fund-raising projects, and event planning and project development. We are frequently involved in addressing inequality and our projects often target communities perceived to be culturally, economically or geographically disadvantaged.

## Outlook:

# Costing Center Summary

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*Costing Center: COMMUNITY DEVELOPMENT*

Community Development forms an integrated part of the Community Services Department. The Department helps to create “livable communities” that are sustainable. A sustainable community is one that provides ample opportunity for sociability, personal development, and community participation. Brandon’s approach to designing neighbourhoods is to make a conscious effort to design a community as a whole, including the community facilities that make a place more than a set of roads flanked by houses. This is reflected in the recent adoption of the Greenspace Master Plan. Community Development’s place in the growth and development of the City is to work alongside of the residents – the people that live in the built community. We actively work at creating strategic partnerships to deliver capacity building programs to the community which in turn allows us to leverage funding and resources outside of the financial plans of the City and to offer a wide range of programming that breaks down barriers to participation. Our new facilities of the Cultural Resource Centre, City of Brandon Youth Centre and the Commercial Kitchen are not yet completed. However, we are seeing the potential for increased partnerships and programming in these areas even at this early stage. We are also working on Phase One of a Cultural Plan and a White Paper on the Community Centres.



# Costing Center Summary

Costing Center: COMMUNITY DEVELOPMENT

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52069    PRINTING COSTS	10,700	4,650	4,650
Contract Services Total	10,700	4,650	4,650
Equipment Purchases			
54410    EQUIPMENT PURCHASES	4,000	0	0
Equipment Purchases Total	4,000	0	0
Materials and Supplies			
54099    PARTS AND MATERIALS	7,800	7,800	8,000
54103    GASOLINE #2 (VEHICLE)	1,250	725	800
Materials and Supplies Total	9,050	8,525	8,800
Other			
51141    TRAINING & DEVELOPMENT COSTS	2,000	3,240	3,240
59003    ADVERTISING		0	0
59048    LUNCHEONS	500	500	500
59059    MEMBERSHIP	670	3,300	3,400
59080    INTERNAL EQUIPMENT RENTAL	3,000	2,000	2,000
59098    SUBSCRIPTIONS	255	310	310
59138    BUSINESS TRAVEL	2,600	1,000	1,100
59139    CONFERENCE COSTS	6,000	9,200	9,200
59993    EQUIPMENT CAPITAL CONTRIBUTION	7,745	3,872	3,872
Other Total	22,770	23,422	23,622
Salaries and Wages			
51083    REGULAR SALARIES	468,077	485,216	495,932
51084    OVERTIME SALARIES	5,000	3,000	3,000
51090    SHIFT DIFFERENTIAL		0	0
Salaries and Wages Total	473,077	488,216	498,932
Transfers to/from Internal Accounts			
59997    TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total	0	0	0
Utilities			
53130    TELEPHONE	7,000	7,000	7,000
Utilities Total	7,000	7,000	7,000
	<b>526,597</b>	<b>531,813</b>	<b>543,004</b>
<b>Net Total</b>	<b>(526,597)</b>	<b>(531,813)</b>	<b>(543,004)</b>

# Costing Center Summary

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Costing Center: *SPECIAL INITIATIVES*

**Previous Costing Center:** SPECIAL INITIATIVES

**Budget Year:** 2016

**Division:** RECREATION &  
CULTURAL SERVICES

**Accounting Reference:** 1413

**Department:** COMMUNITY

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

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## Description:

The Community Development Office serves to enhance the individual and the community by working in collaboration with community partners to foster healthy social development for the benefit of Brandon residents and supporting businesses. This cost center captures the funding and expenses for the various programs, initiatives and services delivered by the Community Development Office.

## Comments:

Funding in this area includes the initiatives and programs for:

- The operation of a Youth Centre and the Cultural Resource Centre at 638 Princess Avenue
- Community Centres
- Age Friendly (Committee of Council)
- Community Action Programs (Volunteers & Brandon in Bloom)
- Youth
- Culture

# Costing Center Summary

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*Costing Center: SPECIAL INITIATIVES*

## **Outlook:**

Over the past few years, demand for Community Development services has both diversified and intensified. The call for Community Development services is in two distinct areas:

### **SOCIAL EQUALITY**

- Education & Learning
- Healthy Lifestyles
- Food & Nutrition
- Inclusion
- Social Interaction and

### **CULTURAL VITALITY**

- Arts, Creativity & Entertainment
- Identity
- Active Citizenship
- Diversity

Operational expenses will increase due to citizen demand for concrete involvement by the City in these areas. The operation of a year round the Youth Centre & the Cultural Resource Centre will assist in helping to meet some of the demand. New initiatives undertaken and implemented in the area of Age Friendly and Community Centres are also part of the planning to assist in meeting public demand for services.

The Winter Festival has transition to a stand alone not for profit. In 2016 the organization will apply for all funding from sponsors and granting agencies and to the Grants Review Committee for funding support from the City of Brandon. We have expanded the Summer Lights program to include workshops with the performers followed by the concerts in the evenings. We are piloting a number of new initiatives such as those with Manitoba Arts Council & Prairie Mountain Health Teen Clinic. The new City of Brandon Youth Centre will see the re-energizing of the Youth Advisory Committee. 2016 will also see the City of Brandon Youth Centre open for a full year with approx. 364 days of operation. In 2015 we reduced our summer staff that delivered the Brandon in Bloom program. We have added this back into our programming as the working with volunteers needs more human resource time than our current staff complement can manage.

The Cultural Resource Centre is anticipated to open in 2016.

# Costing Center Summary

Costing Center: SPECIAL INITIATIVES

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Conditional Government Transfers			
43510 PROVINCIAL GOV'T	81,250	49,000	49,000
44500 FEDERAL GOV'T	26,300	18,000	18,000
Conditional Government Transfers Total	107,550	67,000	67,000
Income from Enterprises			
49388 ORGANIZATIONS/FOUNDATIONS	9,400	8,600	8,600
Income from Enterprises Total	9,400	8,600	8,600
Other Income			
42999 REVENUE	0	0	0
Other Income Total	0	0	0
	<b>116,950</b>	<b>75,600</b>	<b>75,600</b>
<b>Expenditures</b>			
Benefits			
51122 BOOT ALLOWANCE	0	0	0
Benefits Total	0	0	0
Contract Services			
52015 CONTRACTS	80,900	133,050	142,000
52069 PRINTING COSTS	6,986	3,700	3,700
52079 BUILDING RENTAL	10,050	13,000	13,000
52081 EXTERNAL EQUIPMENT RENTAL	17,430	7,000	7,000
Contract Services Total	115,366	156,750	165,700
Equipment Purchases			
54410 EQUIPMENT PURCHASES	0	10,000	0
Equipment Purchases Total	0	10,000	0
Materials and Supplies			
54099 PARTS AND MATERIALS	76,500	91,078	106,654
Materials and Supplies Total	76,500	91,078	106,654
Other			
51141 TRAINING & DEVELOPMENT COSTS	3,000	3,000	5,000
59003 ADVERTISING	23,993	22,500	22,815
59048 LUNCHEONS	18,200	25,000	25,375
59059 MEMBERSHIP	1,100	850	1,320
59070 COMMUNITIES IN BLOOM		0	0
59138 BUSINESS TRAVEL	4,761	2,500	2,540
59139 CONFERENCE COSTS	700	6,000	6,100

# Costing Center Summary

Costing Center: SPECIAL INITIATIVES

59142	REGISTRATION FEES	1,076	1,100	1,120
59317	YOUTH PROGRAMS		0	0
59343	CULTURE		0	0
59425	COMMUNITY ACTION PROGRAMS		0	0
59427	SIGNAGE	4,815	2,000	2,000
59688	WINTER FESTIVAL		0	0
Other Total		57,645	62,950	66,270
Salaries and Wages				
51026	INDEMNITY & HONORARIUM	27,200	3,500	3,600
51083	REGULAR SALARIES	286,837	414,430	462,063
51084	OVERTIME SALARIES	10,516	11,900	12,750
51090	SHIFT DIFFERENTIAL		0	0
Salaries and Wages Total		324,553	429,830	478,413
Utilities				
53130	TELEPHONE	500	263	263
Utilities Total		500	263	263
		574,564	750,871	817,300
Net Total		(457,614)	(675,271)	(741,700)

# Costing Center Summary

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*Costing Center: YMCA AQUATICS FACILITY*

**Previous Costing Center:** YMCA AQUATICS  
FACILITY

**Budget Year:** 2016

**Division:** RECREATION &  
CULTURAL SERVICES

**Accounting Reference:** 0372

**Department:** COMMUNITY

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

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## Description:

This cost centre is used for debt servicing costs related to the grant the City provided to the YMCA in support of the construction of their new aquatics facility.

## Comments:

This debt was issued in 2011, with principal and interest payable from 2012 to 2019 inclusive.

## Outlook:

# Costing Center Summary

Costing Center: YMCA AQUATICS FACILITY

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Debenture Debt Servicing Costs			
57438 DEBENTURE DEBT PRINCIPAL	339,533	350,734	362,304
57439 DEBENTURE DEBT INTEREST	59,822	48,622	37,051
Debenture Debt Servicing Costs Total	399,355	399,356	399,355
	399,355	399,356	399,355
<b>Net Total</b>	(399,355)	(399,356)	(399,355)

# Costing Center Summary

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Costing Center: FIRE DEPT VEHICLES

Previous Costing Center: FIRE DEPT VEHICLES

Budget Year: 2016

Division: TRANSPORTATION  
SERVICES

Accounting Reference: 4066

Department: FLEET SERVICES

Approved: No

Stage: Council Review

Manager: Carla Richardson 729-2594

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## Description:

The Fire Department cost center pertains to all vehicles and equipment that are owned by the City for use by the Fire Department. This account illustrates the relationship between the Fire Department, who budgets for all the costs of their vehicles and Fleet Services, which manages the fleet.

## Comments:

The Fire Department Vehicles cost center builds and supports community by providing the Fire Department with the right equipment at the right time, in order to facilitate this department's service delivery model.

## Outlook:



# Costing Center Summary

Costing Center: FIRE DEPT VEHICLES

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
User Fees and Sales of Goods			
49431    FIRE VEHICLE SALES	40,000	18,000	16,000
User Fees and Sales of Goods Total	40,000	18,000	16,000
	<b>40,000</b>	<b>18,000</b>	<b>16,000</b>
<b>Expenditures</b>			
Contract Services			
52015    CONTRACTS	0	0	0
52032    VEHICLE INSURANCE	21,400	21,400	21,400
Contract Services Total	21,400	21,400	21,400
Materials and Supplies			
54099    PARTS AND MATERIALS	25,600	23,600	23,600
54103    GASOLINE #2 (VEHICLE)	0	0	0
54104    DIESEL (VEHICLE)	0	0	0
54157    TIRES	3,000	4,000	4,000
Materials and Supplies Total	28,600	27,600	27,600
Other			
59080    INTERNAL EQUIPMENT RENTAL	(90,800)	(84,100)	(84,100)
59993    EQUIPMENT CAPITAL CONTRIBUTION	(225,000)	(225,000)	(282,750)
Other Total	(315,800)	(309,100)	(366,850)
Reserve Appropriation			
58554    FIRE VEHICLES B/L	265,000	243,000	298,750
Reserve Appropriation Total	265,000	243,000	298,750
Transfers to/from Internal Accounts			
59001    SHOP RATE CHARGES	40,800	35,100	35,100
Transfers to/from Internal Accounts Total	40,800	35,100	35,100
	<b>40,000</b>	<b>18,000</b>	<b>16,000</b>
<b>Net Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Costing Center Summary

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*Costing Center: FLEET EQUIPMENT*

**Previous Costing Center:** FLEET EQUIPMENT

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0700

**Department:** FLEET SERVICES

**Approved:** No

**Stage:** Council Review

**Manager:** Carla Richardson 729-2594

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## Description:

The Fleet Equipment cost center pertains to all vehicles and equipment that are owned by the City with the exception of Police, Fire and Transit. This account illustrates the relationship between the individual user departments, which budget for all the costs of their vehicles and Fleet Services, which manages the fleet.

## Comments:

The Fleet Services Cost Center builds and supports community by providing the user departments the right equipment at the right time, in order to facilitate their individual service delivery models.

## Outlook:

# Costing Center Summary

Costing Center: FLEET EQUIPMENT

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
User Fees and Sales of Goods			
49224 GARAGE EQUIPMENT SALES	887,914	1,124,560	574,700
User Fees and Sales of Goods Total	887,914	1,124,560	574,700
	<b>887,914</b>	<b>1,124,560</b>	<b>574,700</b>
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS	0	0	0
52032 VEHICLE INSURANCE	165,300	170,000	170,000
Contract Services Total	165,300	170,000	170,000
Equipment Purchases			
54410 EQUIPMENT PURCHASES	100,000	200,000	200,000
Equipment Purchases Total	100,000	200,000	200,000
Materials and Supplies			
54099 PARTS AND MATERIALS	557,404	566,065	566,065
54103 GASOLINE #2 (VEHICLE)	0	0	0
54104 DIESEL (VEHICLE)	0	0	0
54157 TIRES	65,000	85,300	85,300
54209 PREVENTATIVE MAINTENANCE	50,000	66,635	66,635
Materials and Supplies Total	672,404	718,000	718,000
Other			
59080 INTERNAL EQUIPMENT RENTAL	(1,409,655)	(1,338,000)	(1,338,000)
59993 EQUIPMENT CAPITAL CONTRIBUTION	(2,689,146)	(2,551,419)	(2,551,419)
Other Total	(4,098,801)	(3,889,419)	(3,889,419)
Reserve Appropriation			
58508 EQUIPMENT REPLACEMENT B/L 3675	3,349,060	3,375,979	2,926,119
Reserve Appropriation Total	3,349,060	3,375,979	2,926,119
Salaries and Wages			
51083 REGULAR SALARIES	0	0	0
Salaries and Wages Total	0	0	0
Transfers to/from Internal Accounts			
59001 SHOP RATE CHARGES	614,951	450,000	450,000
Transfers to/from Internal Accounts Total	614,951	450,000	450,000
	<b>802,914</b>	<b>1,024,560</b>	<b>574,700</b>
<b>Net Total</b>	<b>85,000</b>	<b>0</b>	<b>0</b>

# Costing Center Summary

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*Costing Center: GARAGE SERVICES*

**Previous Costing Center:** GARAGE SERVICES

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0135

**Department:** FLEET SERVICES

**Approved:** No

**Stage:** Council Review

**Manager:** Carla Richardson 729-2594

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## Description:

The Garage Services Cost Center captures all of the costs related to maintaining and repairing vehicles and equipment owned by the City of Brandon. These expenses are allocated to four distinct cost centers: Fire Department Vehicles, Police Department Vehicles, Fleet Equipment and Transit Equipment as shop rate charges.

## Comments:

This Cost Center assists most City departments in their mission to serve and build community by ensuring that their vehicles and equipment are maintained in a consistent state of readiness to ensure that they may be utilized for service delivery.

## Outlook:

# Costing Center Summary

Costing Center: GARAGE SERVICES

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
User Fees and Sales of Goods			
42506 SCRAP METAL SALES	1,500	1,500	1,500
42520 OIL & FILTER RECOVERIES	3,500	3,500	3,500
User Fees and Sales of Goods Total	5,000	5,000	5,000
	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Expenditures</b>			
Benefits			
51122 BOOT ALLOWANCE	1,540	1,760	1,760
51123 PROTECTIVE CLOTHING	8,000	8,500	8,500
51124 TOOL ALLOWANCE	4,000	5,320	5,320
51285 MEDICALS	300	300	300
Benefits Total	13,840	15,880	15,880
Contract Services			
52015 CONTRACTS	7,000	5,000	5,000
52029 LIABILITY INSURANCE	0	0	0
52054 MAINT OF EQUIP EXT	17,000	25,000	25,000
52069 PRINTING COSTS	500	500	500
Contract Services Total	24,500	30,500	30,500
Equipment Purchases			
54410 EQUIPMENT PURCHASES	3,000	5,000	5,000
Equipment Purchases Total	3,000	5,000	5,000
Materials and Supplies			
54021 FREIGHT	0	0	0
54095 SHOP SUPPLIES	20,000	26,500	26,500
54099 PARTS AND MATERIALS	10,000	17,500	17,500
54103 GASOLINE #2 (VEHICLE)	1,500	1,500	1,500
54104 DIESEL (VEHICLE)	3,000	1,500	1,500
54266 TOOLS	6,200	8,200	8,200
54324 INVENTORY VARIANCE	0	0	0
54443 WELDING SUPPLIES	7,000	0	0
Materials and Supplies Total	47,700	55,200	55,200
Other			
51141 TRAINING & DEVELOPMENT COSTS	20,600	16,500	14,000
59014 WORK ORDERS	0	0	0
59048 LUNCHEONS	0	0	0

# Costing Center Summary

Costing Center: GARAGE SERVICES

59080	INTERNAL EQUIPMENT RENTAL	12,900	14,900	14,900
59098	SUBSCRIPTIONS	6,200	6,350	6,350
59138	BUSINESS TRAVEL	300	320	320
59139	CONFERENCE COSTS	0	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	30,850	31,100	31,100
Other Total		70,850	69,170	66,670
Reserve Appropriation				
58508	EQUIPMENT REPLACEMENT B/L 3675	1,000	1,000	1,000
Reserve Appropriation Total		1,000	1,000	1,000
Salaries and Wages				
51001	LABOUR-SHOP MAINTENANCE	0	0	0
51083	REGULAR SALARIES	1,056,261	1,111,969	1,045,059
51084	OVERTIME SALARIES	23,000	63,000	63,000
51090	SHIFT DIFFERENTIAL	3,850	5,850	5,850
51231	INTERNAL SALARIES	0	0	0
Salaries and Wages Total		1,083,111	1,180,819	1,113,909
Transfers to/from Internal Accounts				
59001	SHOP RATE CHARGES	(1,540,797)	(1,756,156)	(1,691,196)
59002	SHOP RATE NON-MECHANICAL	37,000	150,000	150,000
59005	SHOP RATE GARAGE MAINTENANCE	18,000	0	0
59334	INTERNAL CHARGES	243,296	249,537	253,987
59997	TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total		(1,242,501)	(1,356,619)	(1,287,209)
Utilities				
53130	TELEPHONE	2,550	3,100	3,100
53295	RADIO COSTS	950	950	950
Utilities Total		3,500	4,050	4,050
		5,000	5,000	5,000
Net Total		(0)	(0)	0

# Costing Center Summary

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*Costing Center: POLICE DEPT VEHICLES*

**Previous Costing Center:** POLICE DEPT VEHICLES

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0084

**Department:** FLEET SERVICES

**Approved:** No

**Stage:** Council Review

**Manager:** Carla Richardson 729-2594

---

## Description:

The Police Department Vehicles cost center pertains to all vehicles and equipment that are owned by the City for use of the Brandon Police Service. This account illustrates the relationship between BPS, who budgets for all the costs of their vehicles and Fleet Services, which manages the fleet.

The net effect of this account captures the difference between what it costs Fleet Services to purchase and maintaining those vehicles versus the amounts charged to the Police Department as vehicle expense.

## Comments:

This Cost Center assists BPS in their mission to serve and build community by ensuring that their vehicles and equipment are maintained in a consistent state of readiness in order to ensure that they may be utilized for service delivery.

## Outlook:

# Costing Center Summary

Costing Center: POLICE DEPT VEHICLES

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
User Fees and Sales of Goods			
49452 POLICE VEHICLE SALES	25,700	33,500	39,400
User Fees and Sales of Goods Total	25,700	33,500	39,400
	<b>25,700</b>	<b>33,500</b>	<b>39,400</b>
		30.35%	17.61%
<b>Expenditures</b>			
Contract Services			
52032 VEHICLE INSURANCE	36,000	60,000	60,000
Contract Services Total	36,000	60,000	60,000
Materials and Supplies			
54099 PARTS AND MATERIALS	67,000	58,560	58,560
54103 GASOLINE #2 (VEHICLE)	0	0	0
54157 TIRES	20,000	20,000	20,000
Materials and Supplies Total	87,000	78,560	78,560
Other			
59080 INTERNAL EQUIPMENT RENTAL	(214,260)	(212,660)	(212,660)
59993 EQUIPMENT CAPITAL CONTRIBUTION	(339,744)	(325,000)	(368,086)
Other Total	(554,004)	(537,660)	(580,746)
Reserve Appropriation			
58549 POLICE VEHICLES B/L	365,444	358,500	407,486
Reserve Appropriation Total	365,444	358,500	407,486
Transfers to/from Internal Accounts			
59001 SHOP RATE CHARGES	91,260	74,100	74,100
Transfers to/from Internal Accounts Total	91,260	74,100	74,100
	<b>25,700</b>	<b>33,500</b>	<b>39,400</b>
<b>Net Total</b>	<b>(0)</b>	<b>0</b>	<b>0</b>



# Costing Center Summary

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*Costing Center: SCHOOL DIV EQUIPMENT*

**Previous Costing Center:** SCHOOL DIV EQUIPMENT

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0689

**Department:** FLEET SERVICES

**Approved:** No

**Stage:** Council Review

**Manager:** Carla Richardson 729-2594

---

## Description:

This cost center captures the net revenue generated by providing diesel fuel to the Brandon School Division.

## Comments:

## Outlook:

# Costing Center Summary

Costing Center: SCHOOL DIV EQUIPMENT

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Other Income			
42999    REVENUE	300,000	299,250	299,250
Other Income Total	300,000	299,250	299,250
	<b>300,000</b>	<b>299,250</b>	<b>299,250</b>
	(13.42%)	5.00%	0.00%
<b>Expenditures</b>			
Materials and Supplies			
54104    DIESEL (VEHICLE)	285,000	285,000	285,000
Materials and Supplies Total	285,000	285,000	285,000
	<b>285,000</b>	<b>285,000</b>	<b>285,000</b>
<b>Net Total</b>	<b>15,000</b>	<b>14,250</b>	<b>14,250</b>

# Costing Center Summary

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*Costing Center: STORES EXPENSES*

**Previous Costing Center:** STORES EXPENSES

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0016

**Department:** FLEET SERVICES

**Approved:** No

**Stage:** Council Review

**Manager:** Carla Richardson 729-2594

---

## Description:

The stores section is a service of the Fleet and Materials department. It is currently manned by three personnel who are responsible for the ordering, receipts, issuing, proper storage, and protection of all the parts and materials used throughout the City of Brandon. This cost center covers the administrative cost of operating the City Stores Department. This includes salaries, equipment and consumables.

## Comments:

The main objectives of store section is to avoid over and under-stocking of materials, to minimize delivery and storage costs, and to maintain systematic records of parts and materials while ensuring that all required items remain accessible to city personnel.

## Outlook:

# Costing Center Summary

Costing Center: STORES EXPENSES

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Benefits			
51122 BOOT ALLOWANCE	330	220	220
51123 PROTECTIVE CLOTHING	120	120	120
Benefits Total	450	340	340
Contract Services			
52069 PRINTING COSTS	340	340	340
52252 DELIVERY - IN CITY	9,000	16,000	16,000
Contract Services Total	9,340	16,340	16,340
Materials and Supplies			
54099 PARTS AND MATERIALS	700	900	900
54324 INVENTORY VARIANCE	0	0	0
Materials and Supplies Total	700	900	900
Other			
59014 WORK ORDERS	0	0	0
59080 INTERNAL EQUIPMENT RENTAL	700	2,000	2,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	5,500	5,500	5,500
Other Total	6,200	7,500	7,500
Salaries and Wages			
51083 REGULAR SALARIES	182,469	187,073	190,709
51084 OVERTIME SALARIES	5,000	14,000	14,000
Salaries and Wages Total	187,469	201,073	204,709
Utilities			
53130 TELEPHONE	994	1,294	1,294
Utilities Total	994	1,294	1,294
	<b>205,153</b>	<b>227,447</b>	<b>231,083</b>
<b>Net Total</b>	<b>(205,153)</b>	<b>(227,447)</b>	<b>(231,083)</b>

# Costing Center Summary

---

*Costing Center: TRANSIT EQUIPMENT*

**Previous Costing Center:** TRANSIT EQUIPMENT

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 3963

**Department:** FLEET SERVICES

**Approved:** No

**Stage:** Council Review

**Manager:** Carla Richardson 729-2594

---

## Description:

The Transit Equipment cost center pertains to all vehicles and equipment that are owned by the City for use by Brandon Transit. This account illustrates the relationship between Brandon Transit, which budgets for all the costs of the vehicles and Fleet Services, which manages the fleet.

## Comments:

The Transit Equipment cost center builds and serves community by providing Brandon Transit with the right equipment at the right time, in order to facilitate safe and reliable public transportation.

## Outlook:

# Costing Center Summary

Costing Center: TRANSIT EQUIPMENT

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Conditional Government Transfers			
43642    PROV-BUS PURCHASE	128,000	128,000	128,000
44500    FEDERAL GOV'T	403,685	423,870	423,870
Conditional Government Transfers Total	531,685	551,870	551,870
Other Income			
49263    TRANSIT EQUIPMENT SALES	0	35,000	0
Other Income Total	0	35,000	0
	<b>531,685</b>	<b>586,870</b>	<b>551,870</b>
<b>Expenditures</b>			
Contract Services			
52032    VEHICLE INSURANCE	25,000	62,000	62,000
Contract Services Total	25,000	62,000	62,000
Materials and Supplies			
54099    PARTS AND MATERIALS	345,900	500,000	500,000
54103    GASOLINE #2 (VEHICLE)	0	0	0
54157    TIRES	40,000	45,000	45,000
Materials and Supplies Total	385,900	545,000	545,000
Other			
59080    INTERNAL EQUIPMENT RENTAL	(1,106,500)	(1,317,000)	(1,317,000)
Other Total	(1,106,500)	(1,317,000)	(1,317,000)
Reserve Appropriation			
58510    TRANSIT EQUIPMENT B/L 3654	128,000	163,000	128,000
58558    TRANSIT GAS TAX RESERVE B/L	403,685	423,870	423,870
Reserve Appropriation Total	531,685	586,870	551,870
Salaries and Wages			
50001    LABOUR-SHOP MAINTENANCE	0	0	0
Salaries and Wages Total	0	0	0
Transfers to/from Internal Accounts			
59001    SHOP RATE CHARGES	695,600	710,000	710,000
Transfers to/from Internal Accounts Total	695,600	710,000	710,000
	<b>531,685</b>	<b>586,870</b>	<b>551,870</b>
<b>Net Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Costing Center Summary

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Costing Center: ENVIRONMENTAL INITIATIVES

**Previous Costing Center:** ENVIRONMENTAL  
INITIATIVES

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0143

**Department:** OPERATIONS ADMIN

**Approved:** No

**Stage:** Council Review

**Manager:** Rod Sage 729-2247

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## Description:

Environmental Initiatives is a Section of Operations which reports directly to the General Manager of Operations. This cost center exists to fund Environmental Initiatives in the City of Brandon in order to help address issues such as climate change, sustainable environments, environmental stewardship, and strategies related to reducing greenhouse gas emissions at both a community and corporate level. This section is very cognizant of alternative funding opportunities related to the environment and is always seeking sponsorships and grants when applicable to help offset operating budgets.

## Comments:

The operating budget is used to support the Environmental Strategic Plan as adopted by City Council in 2007 and further adopted by Council in June of 2013. Included are funds for the Environmental Strategic Plan, Environment Committee, Enviro Expo, Earth Day and Waste Reduction School Challenge in partnership with the Brandon School Division. To help accomplish a number of environmental initiatives an individual has been contracted to the Environmental Initiatives Department until the fall of 2016.

## Outlook:

The area of Environmental Initiatives will only continue to expand and take on new roles and initiatives as society becomes more aware of changes to help protect our environment. The City of Brandon is well recognized for being a leader with new environmental initiatives and will continue to be environmental stewards for the citizens of Brandon. As this section continues to grow and provide a vital component to the quality of life in the City of Brandon, additional resources and support will be required to sustain this section.

# Costing Center Summary

Costing Center: ENVIRONMENTAL INITIATIVES

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Conditional Government Transfers			
43510    PROVINCIAL GOV'T	0	0	0
Conditional Government Transfers Total	0	0	0
Income from Enterprises			
49388    ORGANIZATIONS/FOUNDATIONS	10,000	10,000	10,000
Income from Enterprises Total	10,000	10,000	10,000
	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Expenditures</b>			
Contract Services			
52015    CONTRACTS	39,700	33,900	4,900
52069    PRINTING COSTS	900	0	0
Contract Services Total	40,600	33,900	4,900
Materials and Supplies			
54099    PARTS AND MATERIALS	10,000	9,500	9,500
Materials and Supplies Total	10,000	9,500	9,500
Other			
59003    ADVERTISING	3,500	3,000	3,000
59048    LUNCHEONS	1,250	1,000	1,000
59138    BUSINESS TRAVEL	750	500	500
59139    CONFERENCE COSTS	4,500	4,500	4,500
Other Total	10,000	9,000	9,000
Salaries and Wages			
51083    REGULAR SALARIES	86,320	88,509	91,841
51084    OVERTIME SALARIES	3,000	3,000	3,000
Salaries and Wages Total	89,320	91,509	94,841
Utilities			
53130    TELEPHONE	720	1,244	744
Utilities Total	720	1,244	744
	<b>150,640</b>	<b>145,153</b>	<b>118,985</b>
<b>Net Total</b>	<b>(140,640)</b>	<b>(135,153)</b>	<b>(108,985)</b>



# Costing Center Summary

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*Costing Center: OPERATIONAL SERVICES DIVISION ADMINISTRATION*

**Previous Costing Center:** OPERATIONAL  
SERVICES DIVISION  
ADMINISTRATION

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 0142

**Department:** OPERATIONS ADMIN

**Approved:** No

**Stage:** Council Review

**Manager:** Rod Sage 729-2247

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## Description:

This cost center includes the administrative costs associated with the Operational Services Division including incidental costs relating to the front office.

## Comments:

The Operational Services Division is under the direction of the General Manager of Operations, who reports directly to the City Manager. Operational Services consists of three (3) Department Heads which includes Transportation Services, Public Works, and Community Services. Director positions are all structured to reflect true cohesive Departments within the Operations Division.

The Financial Supervisor for Operations is part of this Costing Center and is responsible for supporting and maintaining the financial management, financial controls, and planning activities for the Operational Services Division. This position involves a high degree of business interaction and customer contact as well as the need to continually improve the quality of the financial reporting to enhance business insights and make value added business decisions for Operations.

The Infrastructure Asset Management Coordinator is also part of this Costing Center and is responsible for the development, maintenance and enhancement of the Operational Services Division Asset Management Program. This Asset Management system provides the City of Brandon with a standardized and consistent approach to tracking and associated costs related to assets. The CityWorks Asset Management system is growing steadily and is quickly beginning to help identify areas of concerns for infrastructure and allowing for maintenance or replacement in effective cost efficient manners in all areas of Operations.

## Outlook:

Emphasis will be placed on operating standards for each Departments responsibility to ensure financial responsibilities are maintained. Greater financial controls will be enhanced by the Finance Supervisor - Operations, and Infrastructure will become categorized with further implementation of the Asset Management program.

Training will be required in all areas to ensure a high level of knowledge is acquired for administrative staff and the success of these initiatives.

# Costing Center Summary

Costing Center: OPERATIONAL SERVICES DIVISION ADMINISTRATION

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS	1,500	1,500	1,500
52069 PRINTING COSTS	1,000	250	250
52252 DELIVERY - IN CITY	800	800	800
Contract Services Total	3,300	2,550	2,550
Materials and Supplies			
54099 PARTS AND MATERIALS	3,000	4,050	4,050
Materials and Supplies Total	3,000	4,050	4,050
Other			
51141 TRAINING & DEVELOPMENT COSTS	2,400	2,400	2,400
59048 LUNCHEONS	450	450	450
59059 MEMBERSHIP	1,500	1,185	1,185
59080 INTERNAL EQUIPMENT RENTAL	0	0	0
59138 BUSINESS TRAVEL	1,500	1,500	1,500
59139 CONFERENCE COSTS	2,500	2,500	2,500
59993 EQUIPMENT CAPITAL CONTRIBUTION	0	0	0
Other Total	8,350	8,035	8,035
Salaries and Wages			
51083 REGULAR SALARIES	601,378	610,311	626,946
51084 OVERTIME SALARIES	500	500	500
51698 FLOOD OVERTIME	0	0	0
Salaries and Wages Total	601,878	610,811	627,446
Utilities			
53130 TELEPHONE	5,000	5,000	5,000
53295 RADIO COSTS	320	320	320
Utilities Total	5,320	5,320	5,320
	<b>621,848</b>	<b>630,766</b>	<b>647,401</b>
<b>Net Total</b>	<b>(621,848)</b>	<b>(630,766)</b>	<b>(647,401)</b>

# Costing Center Summary

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*Costing Center: PARKING METERS*

**Previous Costing Center:** PARKING METERS

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 1793

**Department:** PARKING

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This cost center captures the administrative and material costs associated with the maintenance of all City parking meters.

## Comments:

## Outlook:

# Costing Center Summary

Costing Center: PARKING METERS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Other Income			
42990    RECEIPTS	255,000	255,000	255,000
Other Income Total	255,000	255,000	255,000
	<b>255,000</b>	<b>255,000</b>	<b>255,000</b>
<b>Expenditures</b>			
Benefits			
51100    UNIFORMS	350	350	350
Benefits Total	350	350	350
Equipment Purchases			
54410    EQUIPMENT PURCHASES	21,242	21,122	5,000
Equipment Purchases Total	21,242	21,122	5,000
Materials and Supplies			
54099    PARTS AND MATERIALS	9,000	8,000	8,000
54103    GASOLINE #2 (VEHICLE)	1,750	1,500	1,500
Materials and Supplies Total	10,750	9,500	9,500
Other			
59080    INTERNAL EQUIPMENT RENTAL	3,800	2,500	2,500
59993    EQUIPMENT CAPITAL CONTRIBUTION	6,889	6,888	6,888
Other Total	10,689	9,388	9,388
Salaries and Wages			
51083    REGULAR SALARIES	6,007	5,807	5,923
Salaries and Wages Total	6,007	5,807	5,923
Transfers to/from Internal Accounts			
59001    SHOP RATE CHARGES	0	1,000	1,000
Transfers to/from Internal Accounts Total	0	1,000	1,000
	<b>49,038</b>	<b>47,167</b>	<b>31,161</b>
<b>Net Total</b>	<b>205,962</b>	<b>207,833</b>	<b>223,839</b>

# Costing Center Summary

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*Costing Center: STORM SEWERS*

**Previous Costing Center:** STORM SEWERS

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 1792

**Department:** PARKING

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

---

## Description:

This cost center provides funds for maintenance of infrastructure related to surface water that drains from the streets through catch basins and into the storm sewer system to the river.

## Comments:

This cost center can see drastic cost swings depending on the spring, freeze/thaw cycles, and the amounts of rainfall that the City experiences.

## Outlook:

Continued maintenance and cleaning of catch basins will help to reduce overall costs in this account.

# Costing Center Summary

Costing Center: STORM SEWERS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52696    FLOOD CONTRACTS	0	0	0
Contract Services Total	0	0	0
Materials and Supplies			
54099    PARTS AND MATERIALS	8,003	8,000	8,000
54693    FLOOD PARTS & MATERIALS	0	0	0
Materials and Supplies Total	8,003	8,000	8,000
Other			
59964    SOD RESTORATION	1,500	1,500	1,500
59965    PAVING RESTORATION	3,400	3,400	3,400
59966    CONCRETE RESTORATION	2,000	2,000	2,000
Other Total	6,900	6,900	6,900
Salaries and Wages			
51084    OVERTIME SALARIES	0	0	0
51698    FLOOD OVERTIME	0	0	0
Salaries and Wages Total	0	0	0
Utilities			
53150    WATER	250	0	0
Utilities Total	250	0	0
	<b>15,153</b>	<b>14,900</b>	<b>14,900</b>
<b>Net Total</b>	<b>(15,153)</b>	<b>(14,900)</b>	<b>(14,900)</b>

# Costing Center Summary

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*Costing Center: SURFACE DRAINAGE*

**Previous Costing Center:** SURFACE DRAINAGE

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 1791

**Department:** PARKING

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

---

## Description:

This cost center captures the administrative and materials costs associated with the regular cleaning of and improvements to the water run off ditch system. This system is utilized in cases where storm sewers do not exist.

## Comments:

The ditches within the City of Brandon require regular maintenance due to silt buildups and vegetation growth. There are several locations throughout the City needing larger culverts and ditch modifications to maintain and control run off in order to help eliminate the potential for flooding in residential areas.

## Outlook:

# Costing Center Summary

Costing Center: SURFACE DRAINAGE

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS	20,000	0	10,000
52081 EXTERNAL EQUIPMENT RENTAL	11,000	11,000	11,000
Contract Services Total	31,000	11,000	21,000
Materials and Supplies			
54099 PARTS AND MATERIALS	20,000	20,000	20,000
54104 DIESEL (VEHICLE)	55,000	11,275	11,275
54695 FLOOD DIESEL	0	0	0
Materials and Supplies Total	75,000	31,275	31,275
Other			
59080 INTERNAL EQUIPMENT RENTAL	5,150	7,750	7,750
59961 SOD RESTORATION	6,500	6,500	6,500
59993 EQUIPMENT CAPITAL CONTRIBUTION	37,000	19,000	19,000
Other Total	48,650	33,250	33,250
Salaries and Wages			
51084 OVERTIME SALARIES	0	0	0
Salaries and Wages Total	0	0	0
Transfers to/from Internal Accounts			
59001 SHOP RATE CHARGES	1,200	1,200	1,200
59997 TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total	1,200	1,200	1,200
	<b>155,850</b>	<b>76,725</b>	<b>86,725</b>
<b>Net Total</b>	<b>(155,850)</b>	<b>(76,725)</b>	<b>(86,725)</b>



# Costing Center Summary

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*Costing Center: ANDREWS FIELD OPERATIONS*

**Previous Costing Center:** ANDREWS FIELD  
OPERATIONS

**Budget Year:** 2016

**Division:** RECREATION &  
CULTURAL SERVICES

**Accounting Reference:** 1494

**Department:** PARKS

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

---

## Description:

This costing center captures the costs of Andrews field diamond & building as well as the senior baseball diamond directly west.

## Comments:

Andrews Field is a premiere baseball diamond in Canada. The addition of the second diamond has made this an overall premiere facility. This facility is operated under a management agreement with the Andrews Field Group. This group provides all field maintenance, operates the canteen and all bookings of the facility.

## Outlook:

The 2016 Capital budget includes the installation of a well at Andrews Field in order to address irrigation issues.

# Costing Center Summary

Costing Center: ANDREWS FIELD OPERATIONS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Other Income			
42999    REVENUE	0	0	0
Other Income Total	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>			
Contract Services			
52015    CONTRACTS	14,270	14,045	14,326
52028    GENERAL INSURANCE	446	496	510
Contract Services Total	14,716	14,541	14,836
Materials and Supplies			
54099    PARTS AND MATERIALS	3,000	4,000	4,500
54323    INSURANCE DEDUCTIBLE	0	0	0
Materials and Supplies Total	3,000	4,000	4,500
Other			
59014    WORK ORDERS	0	0	0
Other Total	0	0	0
Reserve Appropriation			
58540    ANDREWS FIELD RESERVE B/L	5,000	5,000	5,000
Reserve Appropriation Total	5,000	5,000	5,000
Utilities			
53046    POWER	800	0	0
53150    WATER	0	1,000	1,500
Utilities Total	800	1,000	1,500
	<b>23,516</b>	<b>24,541</b>	<b>25,836</b>
<b>Net Total</b>	<b>(23,516)</b>	<b>(24,541)</b>	<b>(25,836)</b>

# Costing Center Summary

---

*Costing Center: CEMETERY OPERATIONS*

**Previous Costing Center:** CEMETERY OPERATIONS

**Budget Year:** 2016

**Division:** PUBLIC HEALTH AND  
WELFARE SERVICES

**Accounting Reference:** 0231

**Department:** PARKS - Cemetery

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

---

## Description:

This cost center covers the maintenance and operation of the Brandon Municipal Cemetery. Revenues are based on the annual fee schedule.

## Comments:

The rates in the fee schedule are comparable to other municipal cemeteries throughout the province. The annual reserve appropriation is equal to 20% of revenues.

## Outlook:

# Costing Center Summary

Costing Center: CEMETERY OPERATIONS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Other Income			
42999 REVENUE	0	0	0
Other Income Total	0	0	0
User Fees and Sales of Goods			
42060 ADMIN FEE REVENUE	500	1,000	1,000
42327 CEMETERY PLOT SALES	80,000	80,000	80,000
42328 CEMETERY GRAVE DIGGING FEES	95,000	100,000	100,000
42329 CEMETERY FOUNDATION FEES	21,000	20,000	20,000
42330 CEMETERY COLUMBARIUM SALES	85,000	90,000	92,000
User Fees and Sales of Goods Total	281,500	291,000	293,000
	<b>281,500</b>	<b>291,000</b>	<b>293,000</b>
		11.49%	0.69%
<b>Expenditures</b>			
Benefits			
51122 BOOT ALLOWANCE	350	550	550
51123 PROTECTIVE CLOTHING	900	1,000	1,000
51285 MEDICALS	0	0	0
Benefits Total	1,250	1,550	1,550
Capital Contribution			
10300 CAPITAL PROJECTS	12,000	0	0
Capital Contribution Total	12,000	0	0
Contract Services			
52015 CONTRACTS	35,000	35,000	25,000
52020 PROFESSIONAL FEES	0	0	0
52028 GENERAL INSURANCE	90	187	192
52032 VEHICLE INSURANCE	150	150	150
52057 SPEC PROG CONTRACTS	0	0	0
54226 BRONZING	10,000	10,000	10,000
Contract Services Total	45,240	45,337	35,342
Equipment Purchases			
54410 EQUIPMENT PURCHASES	5,000	1,500	3,000
Equipment Purchases Total	5,000	1,500	3,000
Materials and Supplies			
54099 PARTS AND MATERIALS	16,000	14,400	14,400
54103 GASOLINE #2 (VEHICLE)	2,000	0	0
54104 DIESEL (VEHICLE)	600	850	850

# Costing Center Summary

## Costing Center: CEMETERY OPERATIONS

54128	GASOLINE (OPERATING)	7,000	6,200	6,200
54129	DIESEL (OPERATING)	4,000	2,300	2,300
Materials and Supplies Total		29,600	23,750	23,750
Other				
51141	TRAINING & DEVELOPMENT COSTS	1,500	0	0
59003	ADVERTISING	0	1,500	1,500
59059	MEMBERSHIP	230	230	230
59080	INTERNAL EQUIPMENT RENTAL	16,000	19,600	19,600
59138	BUSINESS TRAVEL	1,000	200	200
59139	CONFERENCE COSTS	0	1,000	1,000
59248	DISPOSAL SITE CHARGE	300	300	300
59993	EQUIPMENT CAPITAL CONTRIBUTION	39,033	42,633	42,633
Other Total		58,063	65,463	65,463
Reserve Appropriation				
58519	PERPETUAL CARE B/L 6562	56,200	58,000	58,400
Reserve Appropriation Total		56,200	58,000	58,400
Salaries and Wages				
51083	REGULAR SALARIES	291,421	286,737	295,368
51084	OVERTIME SALARIES	5,000	6,000	6,000
51090	SHIFT DIFFERENTIAL	25	25	25
51231	INTERNAL SALARIES	0	0	0
Salaries and Wages Total		296,446	292,762	301,393
Utilities				
53046	POWER	8,800	9,000	9,000
53130	TELEPHONE	2,200	2,064	2,064
53150	WATER	2,600	2,440	2,650
Utilities Total		13,600	13,504	13,714
		517,399	501,866	502,612
Net Total		(235,899)	(210,866)	(209,612)

# Costing Center Summary

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*Costing Center: DOWNTOWN MAINTENANCE*

**Previous Costing Center:** DOWNTOWN  
MAINTENANCE

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 2461

**Department:** PARKS - Boulevards

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

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## Description:

This cost center captures the cost for maintenance of the downtown area. This includes sidewalks, lamp posts, entrances, watering hanging baskets, weed control.

## Comments:

Parks staff maintain the downtown area which includes tree pruning, flowers and planters and parking lot maintenance. Seasonal maintenance staff are responsible for weed control, painting of benches and seasonal light standards, and general maintenance of the downtown area.

## Outlook:

The overall maintenance of the downtown area is vital in attracting individuals to the area. The maintenance of the number of parks, green spaces, flower baskets and sidewalks not only increase the use but also make people in the area feel safe.

# Costing Center Summary

Costing Center: DOWNTOWN MAINTENANCE

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Benefits			
51122 BOOT ALLOWANCE	92	92	92
Benefits Total	92	92	92
Contract Services			
52028 GENERAL INSURANCE	15	319	329
Contract Services Total	15	319	329
Materials and Supplies			
54099 PARTS AND MATERIALS	10,000	5,000	5,000
54103 GASOLINE #2 (VEHICLE)	1,000	1,325	1,325
54104 DIESEL (VEHICLE)	4,000	1,460	1,460
Materials and Supplies Total	15,000	7,785	7,785
Other			
59080 INTERNAL EQUIPMENT RENTAL	1,800	3,600	3,600
59993 EQUIPMENT CAPITAL CONTRIBUTION	4,000	10,000	10,000
Other Total	5,800	13,600	13,600
Salaries and Wages			
51083 REGULAR SALARIES	27,603	28,137	28,700
51084 OVERTIME SALARIES	200	200	200
51090 SHIFT DIFFERENTIAL	50	50	50
Salaries and Wages Total	27,853	28,387	28,950
	<b>48,760</b>	<b>50,183</b>	<b>50,756</b>
<b>Net Total</b>	<b>(48,760)</b>	<b>(50,183)</b>	<b>(50,756)</b>

# Costing Center Summary

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*Costing Center: GREEN AREAS & WEED CONTROL*

**Previous Costing Center:** GREEN AREAS & WEED CONTROL

**Budget Year:** 2016

**Division:** REGIONAL PLANNING & DEVELOPMENT SERVICES

**Accounting Reference:** 0155

**Department:** PARKS - WEED CONTROL

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

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## Description:

This cost center captures the costs associated with cutting grass and weed control on playgrounds, ball diamonds, soccer fields, and all green spaces throughout the City of Brandon.

## Comments:

The City continue to explore funding opportunities like the Green Team grant provided by the Province. This particular grant allows for hiring students as additional resources with the delivery of services in a municipality. Proposedly we have two students hired and the grant covers 1/2 of their salaries for the summer months.

## Outlook:

In the future this budget will increase to reflect the additional maintenance costs associated with a growing City as we take over the maintenance of new subdivision and greenspace.



# Costing Center Summary

Costing Center: GREEN AREAS & WEED CONTROL

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Conditional Government Transfers			
43510    PROVINCIAL GOV'T	3,000	3,000	3,000
Conditional Government Transfers Total	3,000	3,000	3,000
Other Income			
42999    REVENUE	3,000	5,500	5,500
Other Income Total	3,000	5,500	5,500
	<b>6,000</b>	<b>8,500</b>	<b>8,500</b>
<b>Expenditures</b>			
Contract Services			
52696    FLOOD CONTRACTS	0	0	0
Contract Services Total	0	0	0
Materials and Supplies			
54099    PARTS AND MATERIALS	12,000	12,600	12,600
54103    GASOLINE #2 (VEHICLE)	0	3,000	3,000
54104    DIESEL (VEHICLE)	3,000	2,660	2,660
54107    CHEMICALS	2,000	500	500
Materials and Supplies Total	17,000	18,760	18,760
Other			
59003    ADVERTISING	700	700	700
59014    WORK ORDERS	0	0	0
59080    INTERNAL EQUIPMENT RENTAL	11,800	17,100	17,100
59993    EQUIPMENT CAPITAL CONTRIBUTION	22,000	35,193	35,193
Other Total	34,500	52,993	52,993
Salaries and Wages			
51083    REGULAR SALARIES	265,137	259,443	264,487
51084    OVERTIME SALARIES	2,000	2,000	2,000
51090    SHIFT DIFFERENTIAL	100	100	100
51231    INTERNAL SALARIES	0	0	0
Salaries and Wages Total	267,237	261,543	266,587
Transfers to/from Internal Accounts			
59001    SHOP RATE CHARGES	1,500	3,000	3,500
Transfers to/from Internal Accounts Total	1,500	3,000	3,500
Utilities			
53150    WATER	0	0	0
Utilities Total	0	0	0

# Costing Center Summary

Costing Center: GREEN AREAS & WEED CONTROL

	320,237	336,296	341,840
Net Total	(314,237)	(327,796)	(333,340)

# Costing Center Summary

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*Costing Center: JOINT USE OF SCHOOLS*

**Previous Costing Center:** JOINT USE OF SCHOOLS

**Budget Year:** 2016

**Division:** RECREATION &  
CULTURAL SERVICES

**Accounting Reference:** 0308

**Department:** COMMUNITY

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

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## Description:

This cost center captures the revenues and expenses for the booking of the Brandon School Division facilities, including the schools and the grounds for meetings and recreation activities, as well as the City's contribution to playgrounds.

## Comments:

The City of Brandon has a joint use facilities agreement with Brandon School Division for community user groups. The City of Brandon receives a 10% administrative fee for the booking of these facilities.

This initiative is a partnership with the Brandon School Division. They are committed to providing their facilities, in return the City will provides booking support and the use of the Sportsplex for learn to swim programs. This program not only supports recreational activities but also provide classrooms for 4H clubs, camera clubs, neighborhood meetings and special events.

As per the Joint Use Agreement the City contributes \$30,000 towards playground structure replacement, which is matched by the School Division, with parent groups being responsible for the remainder of playground upgrade costs and \$20,000 towards ongoing playground maintenance.

## Outlook:

The City meets annually with the Brandon School Division to review the joint use agreement to ensure communities needs are being met. As of September 2015 the Minister of Education has increased the availability of gym facilities to seven (7), which are at no charge to the Public. These include: New Era, Betty Gibson, Linden Lanes, Riverheights, J. R. Reid, George Fitton and St. Augustine.

# Costing Center Summary

Costing Center: JOINT USE OF SCHOOLS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Other Income			
42999    REVENUE	70,400	72,600	74,800
Other Income Total	70,400	72,600	74,800
	<b>70,400</b>	<b>72,600</b>	<b>74,800</b>
<b>Expenditures</b>			
Contract Services			
52079    BUILDING RENTAL	64,000	66,000	68,000
Contract Services Total	64,000	66,000	68,000
Equipment Purchases			
54410    EQUIPMENT PURCHASES	30,000	30,000	30,000
Equipment Purchases Total	30,000	30,000	30,000
Other			
59450    SCHOOL FACILITIES MAINTENANCE	15,000	20,000	20,000
Other Total	15,000	20,000	20,000
Utilities			
53150    WATER	0	0	0
Utilities Total	0	0	0
	<b>109,000</b>	<b>116,000</b>	<b>118,000</b>
<b>Net Total</b>	<b>(38,600)</b>	<b>(43,400)</b>	<b>(43,200)</b>

# Costing Center Summary

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*Costing Center: MOSQUITO CONTROL*

**Previous Costing Center:** MOSQUITO CONTROL

**Budget Year:** 2016

**Division:** PROTECTIVE SERVICES

**Accounting Reference:** 0123

**Department:** PARKS - Prot Serv

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

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## Description:

This cost center captures the cost of managing the mosquito abatement program which is a partnership with the City of Brandon and Brandon University.

## Comments:

The City has a management agreement with Manitoba Health that provides the opportunity to recover costs associated with West Nile Disease and controlling the vector (mosquito species that can transmit the disease). The recovery is based on 75% of all costs associated with the control of West Nile Disease in the City. The City has also partnered with the Province with providing the expertise in mosquito control to help with spraying municipalities in the Westman region that have been issued an adulticiding order by Manitoba Health. All costs associated with this service are recovered.

## Outlook:

The Advisory Committee will use the Adulticiding Factor Analysis Guidelines (AFA) when making recommendations to fog the City, adulticide. Mosquito spraying will only be conducted when the AFA category falls into and remains in the high category (15 – 18). All adult mosquito control will be conducted according to the Pesticide Use Permit issued to the City of Brandon by Manitoba Conservation.

# Costing Center Summary

Costing Center: MOSQUITO CONTROL

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Conditional Government Transfers			
43510    PROVINCIAL GOV'T	40,000	40,000	40,000
Conditional Government Transfers Total	40,000	40,000	40,000
	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
		(13.66%)	0.00%
<b>Expenditures</b>			
Benefits			
51122    BOOT ALLOWANCE	125	135	135
Benefits Total	125	135	135
Contract Services			
52015    CONTRACTS	1,200	1,200	1,200
Contract Services Total	1,200	1,200	1,200
Materials and Supplies			
54099    PARTS AND MATERIALS	3,000	1,800	1,800
54103    GASOLINE #2 (VEHICLE)	0	1,800	1,800
54107    CHEMICALS	0	0	0
Materials and Supplies Total	3,000	3,600	3,600
Other			
59080    INTERNAL EQUIPMENT RENTAL	1,800	3,600	3,600
59145    MOSQUITO SPRAYING	30,000	30,000	30,000
59639    VECTOR CONTROL	3,000	2,500	2,500
59993    EQUIPMENT CAPITAL CONTRIBUTION	4,000	10,000	10,000
Other Total	38,800	46,100	46,100
Salaries and Wages			
51083    REGULAR SALARIES	38,560	40,534	41,344
51084    OVERTIME SALARIES	100	300	300
51090    SHIFT DIFFERENTIAL	25	20	20
Salaries and Wages Total	38,685	40,854	41,664
	<b>81,810</b>	<b>91,889</b>	<b>92,699</b>
<b>Net Total</b>	<b>(41,810)</b>	<b>(51,889)</b>	<b>(52,699)</b>

# Costing Center Summary

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*Costing Center: OUTDOOR POOL OPERATIONS*

**Previous Costing Center:** OUTDOOR POOL  
OPERATIONS

**Budget Year:** 2016

**Division:** RECREATION &  
CULTURAL SERVICES

**Accounting Reference:** 0371

**Department:** COMMUNITY

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

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## Description:

This cost center captures the operating and maintenance costs for the Kinsmen Pool, Keystone Pool, three paddling pools and four spray parks.

## Comments:

Paddling Pools are located at Riverheights Park, Kirkcaldy Playground and Valleyview Community Centre. Spray parks are located at Rideau, Stanley, Kin Park and Westridge. This budget reflects the City's agreement with the YMCA. The City covers all maintenance for the pools while the YMCA is contracted to operate the outdoor pool, paddle pools and spray parks. The two outdoor pool facilities are in need of extensive mechanical and structural repairs which are reflected in this budget. The City does not own the Keystone Pool. The cost of the contract with the YMCA to operate Rideau Spray Park has been increased to include an additional attendant and hours of operation (one extra hour per day plus one extra week).

## Outlook:

The condition of the paddle pools and 2 outdoor pools has significantly decreased and the cost to maintain these facilities will continue to increase.

# Costing Center Summary

Costing Center: OUTDOOR POOL OPERATIONS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS	112,000	114,000	114,000
52028 GENERAL INSURANCE	215	0	0
Contract Services Total	112,215	114,000	114,000
Equipment Purchases			
54410 EQUIPMENT PURCHASES	2,500	0	0
Equipment Purchases Total	2,500	0	0
Materials and Supplies			
54099 PARTS AND MATERIALS	25,000	22,500	25,000
Materials and Supplies Total	25,000	22,500	25,000
Salaries and Wages			
51084 OVERTIME SALARIES	0	0	0
Salaries and Wages Total	0	0	0
Utilities			
53025 HEAT	4,200	4,200	4,200
53046 POWER	5,500	5,500	5,500
53130 TELEPHONE	900	475	475
53150 WATER	27,500	39,000	42,390
Utilities Total	38,100	49,175	52,565
	<b>177,815</b>	<b>185,675</b>	<b>191,565</b>
<b>Net Total</b>	<b>(177,815)</b>	<b>(185,675)</b>	<b>(191,565)</b>



# Costing Center Summary

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*Costing Center: PARKS OPERATIONS*

**Previous Costing Center:** PARKS OPERATIONS

**Budget Year:** 2016

**Division:** RECREATION &  
CULTURAL SERVICES

**Accounting Reference:** 0151

**Department:** PARKS

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

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## Description:

This costing center covers the maintenance and administrative costs for the Parks, Recreation and Greenspace Operations. This account consists of costs associated with training, office costs, park maintenance, forestry maintenance, boulevard maintenance, disease and insect control, and school facility maintenance programs. The revenue budget for this account reflects; Dutch Elm Disease agreement, recoveries from the Brandon School Division for maintenance we provide at their facilities, and recoveries from the Province for a portion of the expenses for mowing grass on their right of ways.

## Comments:

This budget has been increased to reflect the additional maintenance costs associated with a growing City as we take over the maintenance of new subdivisions and the related green space.

## Outlook:

The City continues to provide a high standard of Parks and Green Space in the City of Brandon. The Green Space Master plan will be a document used by the City as we continue to develop more recreational parks and green space throughout the City.

# Costing Center Summary

Costing Center: PARKS OPERATIONS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Conditional Government Transfers			
43510 PROVINCIAL GOV'T	0	0	0
43625 PROVINCE - DISEASED TREES	23,031	109,156	73,031
Conditional Government Transfers Total	23,031	109,156	73,031
Other Income			
42999 REVENUE	21,000	22,000	23,000
49368 SALE PROCEEDS - EQUIPMENT	0	0	0
Other Income Total	21,000	22,000	23,000
User Fees and Sales of Goods			
42506 SCRAP METAL SALES	100	100	100
User Fees and Sales of Goods Total	100	100	100
	<b>44,131</b>	<b>131,256</b>	<b>96,131</b>
<b>Expenditures</b>			
Benefits			
51122 BOOT ALLOWANCE	1,000	2,200	2,200
51123 PROTECTIVE CLOTHING	10,000	15,000	16,000
51210 LICENSES	1,000	1,500	1,500
51285 MEDICALS	250	250	400
Benefits Total	12,250	18,950	20,100
Capital Contribution			
10300 CAPITAL PROJECTS	251,000	235,000	235,000
Capital Contribution Total	251,000	235,000	235,000
Contract Services			
52015 CONTRACTS	8,000	8,000	9,000
52028 GENERAL INSURANCE	1,538	1,759	1,811
52032 VEHICLE INSURANCE	400	592	600
52081 EXTERNAL EQUIPMENT RENTAL	3,000	1,500	1,500
52212 WORK ORDER CONTRACTS	0	0	0
52696 FLOOD CONTRACTS	0	0	0
52759 SECURITY	5,000	7,000	8,000
Contract Services Total	17,938	18,851	20,911
Equipment Purchases			
54410 EQUIPMENT PURCHASES	4,000	3,500	4,000
Equipment Purchases Total	4,000	3,500	4,000
Materials and Supplies			

# Costing Center Summary

## Costing Center: PARKS OPERATIONS

54062	LIABILITY CLAIMS	1,000	3,500	3,500
54099	PARTS AND MATERIALS	125,000	132,300	136,710
54103	GASOLINE #2 (VEHICLE)	24,000	9,500	10,000
54104	DIESEL (VEHICLE)	18,000	18,000	20,000
54105	OIL		0	0
54128	GASOLINE (OPERATING)	21,000	20,500	21,500
54129	DIESEL (OPERATING)	18,000	18,630	19,630
54228	PROPANE	0	0	0
54257	WORK ORDER PARTS & MATERIALS	0	0	0
54693	FLOOD PARTS & MATERIALS		0	0
Materials and Supplies Total		207,000	202,430	211,340
Other				
51141	TRAINING & DEVELOPMENT COSTS	5,000	5,000	6,000
52231	INSURANCE RECOVERIES	0	0	0
59003	ADVERTISING	400	0	0
59048	LUNCHEONS	500	500	500
59059	MEMBERSHIP	600	600	600
59080	INTERNAL EQUIPMENT RENTAL	103,150	105,525	105,525
59138	BUSINESS TRAVEL	4,000	3,500	3,500
59139	CONFERENCE COSTS	10,000	10,000	10,400
59248	DISPOSAL SITE CHARGE	45,000	90,000	90,000
59501	GREEN SPACE DEVELOPMENT	40,000	20,000	20,000
59993	EQUIPMENT CAPITAL CONTRIBUTION	203,826	255,113	255,113
Other Total		412,476	490,238	491,638
Reserve Appropriation				
58537	PARKS RESERVE B/L	400,000	400,000	400,000
Reserve Appropriation Total		400,000	400,000	400,000
Salaries and Wages				
51083	REGULAR SALARIES	1,030,472	1,029,021	1,069,456
51084	OVERTIME SALARIES	10,000	15,000	17,000
51090	SHIFT DIFFERENTIAL	300	500	500
51231	INTERNAL SALARIES	0	0	0
51698	FLOOD OVERTIME	0	0	0
Salaries and Wages Total		1,040,772	1,044,521	1,086,956
Transfers to/from Internal Accounts				
59001	SHOP RATE CHARGES	2,000	4,000	4,500
59997	TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total		2,000	4,000	4,500
Utilities				
53046	POWER	17,000	18,000	19,000
53130	TELEPHONE	7,500	9,000	9,000
53150	WATER	6,000	4,555	4,930
53295	RADIO COSTS	8,220	8,220	8,220
Utilities Total		38,720	39,775	41,150
		<b>2,386,156</b>	<b>2,457,265</b>	<b>2,515,596</b>

# Costing Center Summary

Costing Center: *PARKS OPERATIONS*

Net Total	(2,342,025)	(2,326,009)	(2,419,465)
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# Costing Center Summary

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*Costing Center: REC CENTRE*

**Previous Costing Center:** REC CENTRE

**Budget Year:** 2016

**Division:** RECREATION &  
CULTURAL SERVICES -  
Golf Course

**Accounting Reference:** 0284

**Department:** GOLF COURSE

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

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## Description:

This cost center captures the operations and maintain the Recreation Centre. The Recreation Centre consists of a golf course, tennis courts, toboggan hill, groomed ski trails, groomed show shoe trails, walking paths and clubhouse.

## Comments:

Due to the flood of 2014 and reconstruction in 2015, 2016 will be a year of attracting golfers back to the golf course.

## Outlook:

It is anticipated that the course will begin the year with a full 18 holes open. Revenue projections have been budgeted modest as it will take some time for golfers to come back to the course.

# Costing Center Summary

Costing Center: REC CENTRE

		2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42101	GOLF MEMBERSHIPS	42,855	105,469	132,761
42134	CART STORAGE FEE	17,527	17,876	23,717
42152	EQUIPMENT RENTAL REVENUE	71,685	148,122	178,416
42279	INVENTORY SALES	11,000	8,000	9,000
42297	GREEN FEES	171,432	252,720	259,200
42298	TRAIL FEES	700	500	600
42386	TENNIS FEES	8,500	11,500	11,750
User Fees and Sales of Goods Total		323,699	544,187	615,444
		<b>323,699</b>	<b>544,187</b>	<b>615,444</b>
<b>Expenditures</b>				
Benefits				
51122	BOOT ALLOWANCE	300	400	400
51210	LICENSES	200	300	350
Benefits Total		500	700	750
Contract Services				
52015	CONTRACTS	6,550	9,750	10,660
52028	GENERAL INSURANCE	1,257	2,297	2,366
52032	VEHICLE INSURANCE	0	0	0
52081	EXTERNAL EQUIPMENT RENTAL	0	2,500	2,500
52387	BANK PROCESSING FEES	6,000	7,000	7,500
52696	FLOOD CONTRACTS	6,000	0	0
Contract Services Total		19,807	21,547	23,026
Equipment Purchases				
54410	EQUIPMENT PURCHASES	0	0	0
Equipment Purchases Total		0	0	0
Materials and Supplies				
54099	PARTS AND MATERIALS	43,000	22,500	22,500
54103	GASOLINE #2 (VEHICLE)	0	1,200	1,300
54107	CHEMICALS	9,000	22,500	22,500
54128	GASOLINE (OPERATING)	6,500	4,500	5,500
54129	DIESEL (OPERATING)	9,000	10,000	11,000
54273	LANDSCAPING SUPPLIES	2,500	0	0
54274	EQUIPMENT PARTS	12,000	12,000	12,000
54397	INVENTORY PURCHASES	6,600	4,800	5,400

# Costing Center Summary

Costing Center: REC CENTRE

54693	FLOOD PARTS & MATERIALS	0	0	0
Materials and Supplies Total		88,600	77,500	80,200
Other				
52231	INSURANCE RECOVERIES	0	0	0
59003	ADVERTISING	7,000	6,000	6,000
59059	MEMBERSHIP	3,500	3,500	4,000
59080	INTERNAL EQUIPMENT RENTAL	3,800	1,800	1,800
59138	BUSINESS TRAVEL	200	50	50
59207	CASH OVER/SHORT	0	0	0
59429	PROMOTIONS EXPENSE	3,000	1,500	1,500
59993	EQUIPMENT CAPITAL CONTRIBUTION	14,078	5,000	5,000
Other Total		31,578	17,850	18,350
Reserve Appropriation				
58542	RECREATION CENTRE B/L 4750	113,750	150,000	150,000
Reserve Appropriation Total		113,750	150,000	150,000
Salaries and Wages				
51083	REGULAR SALARIES	307,613	326,188	333,218
51084	OVERTIME SALARIES	7,200	5,000	5,200
51090	SHIFT DIFFERENTIAL	2,000	2,000	2,000
51231	INTERNAL SALARIES	0	0	0
51698	FLOOD OVERTIME	0	0	0
Salaries and Wages Total		316,813	333,188	340,418
Transfers to/from Internal Accounts				
59997	TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total		0	0	0
Utilities				
53025	HEAT	11,000	9,000	9,000
53046	POWER	16,000	20,000	21,000
53130	TELEPHONE	2,000	2,000	2,200
53150	WATER	1,200	2,950	3,610
Utilities Total		30,200	33,950	35,810
		601,248	634,735	648,555
Net Total		(277,549)	(90,548)	(33,111)

# Costing Center Summary

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*Costing Center: SIDEWALK MAINTENANCE*

**Previous Costing Center:** SIDEWALK  
MAINTENANCE

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 9796

**Department:** PARKS - Boulevards

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

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## Description:

This cost center captures the maintenance and upgrade costs for city sidewalks.

## Comments:

Maintenance is specific to replacing deteriorated sidewalks, grinding trip hazards, and establishing wheel chair accessibility on sidewalks.

Sidewalk replacements that exceed 1/2 block sections are managed through Development Services as per the tender process. This allows our staff to concentrate specifically on safety concerns on smaller sections throughout our community.

## Outlook:

We will continue to do repairs throughout the city to an aging sidewalk system. Trip hazards will continue to be addressed on a regular basis with our sidewalk grinding program.



# Costing Center Summary

Costing Center: SIDEWALK MAINTENANCE

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Benefits			
51122 BOOT ALLOWANCE	600	670	670
Benefits Total	600	670	670
Contract Services			
52015 CONTRACTS	43,000	30,000	30,000
52032 VEHICLE INSURANCE	0	200	200
52081 EXTERNAL EQUIPMENT RENTAL	36,000	26,000	26,000
Contract Services Total	79,000	56,200	56,200
Equipment Purchases			
54410 EQUIPMENT PURCHASES	3,500	3,500	4,000
Equipment Purchases Total	3,500	3,500	4,000
Materials and Supplies			
54099 PARTS AND MATERIALS	20,000	40,000	40,000
54103 GASOLINE #2 (VEHICLE)	5,500	9,000	10,000
54104 DIESEL (VEHICLE)	2,700	0	0
Materials and Supplies Total	28,200	49,000	50,000
Other			
59080 INTERNAL EQUIPMENT RENTAL	15,410	16,725	16,725
59993 EQUIPMENT CAPITAL CONTRIBUTION	40,120	41,000	41,000
Other Total	55,530	57,725	57,725
Salaries and Wages			
51083 REGULAR SALARIES	300,346	243,543	250,564
51084 OVERTIME SALARIES	2,000	1,500	1,500
51090 SHIFT DIFFERENTIAL	100	500	500
Salaries and Wages Total	302,446	245,543	252,564
Transfers to/from Internal Accounts			
59001 SHOP RATE CHARGES	0	0	0
Transfers to/from Internal Accounts Total	0	0	0
	<b>469,276</b>	<b>412,638</b>	<b>421,159</b>
<b>Net Total</b>	<b>(469,276)</b>	<b>(412,638)</b>	<b>(421,159)</b>

# Costing Center Summary

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*Costing Center: SKATING OVAL*

**Previous Costing Center:** SKATING OVAL

**Budget Year:** 2016

**Division:** RECREATION &  
CULTURAL SERVICES

**Accounting Reference:** 2478

**Department:** PARKS

**Approved:** No

**Stage:** Council Review

**Manager:** Perry Roque 729-2170

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## Description:

This cost center reflects the costs of establishing the skating oval located in the Canada Games Park, as well as general maintenance and security costs for the skating oval, skating trails, and winter lights.

## Comments:

The skating oval is open the first week of December and closes the last week of February, weather permitting. Lights come on each day during this period from 5:00 pm to 11:00 pm.

## Outlook:

Brandon Riverbank Inc. will continue to seek sponsorship for additional displays for this area.

# Costing Center Summary

Costing Center: SKATING OVAL

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS	12,000	12,000	12,000
52028 GENERAL INSURANCE	94	0	0
52081 EXTERNAL EQUIPMENT RENTAL	500	700	800
Contract Services Total	12,594	12,700	12,800
Materials and Supplies			
54099 PARTS AND MATERIALS	6,000	6,500	7,000
54228 PROPANE	1,000	1,000	1,100
Materials and Supplies Total	7,000	7,500	8,100
Salaries and Wages			
51231 INTERNAL SALARIES	0	0	0
Salaries and Wages Total	0	0	0
Utilities			
53046 POWER	450	450	500
Utilities Total	450	450	500
	<b>20,044</b>	<b>20,650</b>	<b>21,400</b>
<b>Net Total</b>	<b>(20,044)</b>	<b>(20,650)</b>	<b>(21,400)</b>

# Costing Center Summary

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*Costing Center: COMPOSTING OPERATIONS*

**Previous Costing Center:** COMPOSTING  
OPERATIONS

**Budget Year:** 2016

**Division:** ENVIRONMENTAL  
HEALTH SERVICES -  
SANITATION

**Accounting Reference:** 1021

**Department:** SANITATION

**Approved:** No

**Stage:** Council Review

**Manager:** Pam Penner 729-2248

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## Description:

This cost center is for all composting operations taking place at Eastview Landfill as well as collection of residential carts and depots.

Composting operations at the landfill consist of building, watering and turning compost windrows which include feed stock and residential organics. This account also will cover the cost of trauma screening, testing and equipment needed for this operation.

## Comments:

With the residential composting curb side collection now in effect, the City's diversion rate is increasing and diverting material that would otherwise be placed in the Landfill. There are approximately 5,500 green carts currently in the collection system at the end of 2015. Green Manitoba pays a \$10 per tonne support payment for all qualifying organic material that is collected and diverted from the tipping face. With this funding the City will be required to meet certain criteria, such as having an onsite certified compost facilitator, provide detailed reporting, and submit a marketing plan for a end use product in the future.

## Outlook:

The Landfill's next piece of needed equipment will be a trauma screener which would be utilized in this section as well as Streets & Roads for road sand for winter maintenance. An application for funding will be made to Green Manitoba in hopes of solidifying money to purchase a screener.

# Costing Center Summary

Costing Center: COMPOSTING OPERATIONS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Conditional Government Transfers			
43510    PROVINCIAL GOV'T	100,000	250,000	100,000
Conditional Government Transfers Total	100,000	250,000	100,000
	<b>100,000</b>	<b>250,000</b>	<b>100,000</b>
<b>Expenditures</b>			
Contract Services			
52049    LABORATORY TESTING	0	2,000	2,000
52081    EXTERNAL EQUIPMENT RENTAL	30,000	0	0
Contract Services Total	30,000	2,000	2,000
Equipment Purchases			
54410    EQUIPMENT PURCHASES	0	13,000	13,000
Equipment Purchases Total	0	13,000	13,000
Materials and Supplies			
54099    PARTS AND MATERIALS	15,000	0	0
Materials and Supplies Total	15,000	0	0
Other			
51141    TRAINING & DEVELOPMENT COSTS	2,500	5,000	5,000
59003    ADVERTISING	10,000	10,000	10,000
59059    MEMBERSHIP	600	600	600
59080    INTERNAL EQUIPMENT RENTAL	109,000	115,000	115,000
59993    EQUIPMENT CAPITAL CONTRIBUTION	168,000	162,000	162,000
Other Total	290,100	292,600	292,600
Reserve Appropriation			
58508    EQUIPMENT REPLACEMENT B/L 3675	0	150,000	0
Reserve Appropriation Total	0	150,000	0
Salaries and Wages			
51083    REGULAR SALARIES	0	0	0
Salaries and Wages Total	0	0	0
	<b>335,100</b>	<b>457,600</b>	<b>307,600</b>
<b>Net Total</b>	<b>(235,100)</b>	<b>(207,600)</b>	<b>(207,600)</b>

# Costing Center Summary

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*Costing Center: LANDFILL SITE OPERATIONS*

**Previous Costing Center:** LANDFILL SITE  
OPERATIONS

**Budget Year:** 2016

**Division:** ENVIRONMENTAL  
HEALTH SERVICES -  
SANITATION

**Accounting Reference:** 0204

**Department:** SANITATION

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This cost center captures the operating and administrative costs for the Sanitation Department. This account reflects the recoveries from charges to the residential collection, commercial collection and other City accounts for disposal site fees.

## Comments:

The Sanitation department will continue to focus on advertising to educate the public on various landfill programs, such as Household Hazardous Waste, E-waste, and other landfill diversion programs offered. The increased demand by Provincial regulations for Landfills in Manitoba requires an additional increase in the fee schedule to ensure that funds are available in the future.

## Outlook:

The Sanitation Department will continue to pay a Provincial tax (The Waste Reduction and Recycling Support (WRARS) levy) of \$10 per tonne for the refuse collection coming across the scale and being placed at the tipping face of the active cell. The Province will then disburse 80% of the provincial fund annually based on the City's proportionate share of captured recycling that has been reported to Multi-Material Stewardship Manitoba (MMSM). With this fee structure in place, the Sanitation department will continue its efforts to promote recycling incentives and activities.

# Costing Center Summary

Costing Center: LANDFILL SITE OPERATIONS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Income from Enterprises			
49388 ORGANIZATIONS/FOUNDATIONS	40,000	70,000	0
Income from Enterprises Total	40,000	70,000	0
Other Income			
42990 RECEIPTS	2,196,050	2,304,000	2,306,000
42999 REVENUE	500	6,000	6,000
44992 ECO CENTRE RECOVERIES	4,000	4,000	4,000
Other Income Total	2,200,550	2,314,000	2,316,000
Permits, Licenses and Fines			
42991 MUNICIPAL FEES	68,297	70,267	74,426
Permits, Licenses and Fines Total	68,297	70,267	74,426
User Fees and Sales of Goods			
42506 SCRAP METAL SALES	75,000	75,000	75,000
42544 DIESEL FUEL SALES	0	0	0
42557 HHW RECOVERY	1,000	3,000	3,000
42558 E-WASTE SALES	25,000	30,000	30,000
42901 HOUSEHOLD REFUSE FEES	1,800	2,300	2,358
42903 FREON HANDLING FEE	15,000	12,000	12,000
42908 MATERIAL RECYCLING FEES	0	0	0
42909 RECYCLING-EXTERNAL	0	0	0
42921 TIRE DISPOSAL FEES	35,000	35,000	35,000
42986 ENVIRONMENTAL SURCHARGE	437,000	484,500	484,500
User Fees and Sales of Goods Total	589,800	641,800	641,858
	<b>2,898,647</b>	<b>3,096,067</b>	<b>3,032,284</b>
<b>Expenditures</b>			
Benefits			
51100 UNIFORMS	500	0	0
51122 BOOT ALLOWANCE	2,420	2,068	2,068
51123 PROTECTIVE CLOTHING	2,500	2,500	2,500
51285 MEDICALS	180	210	210
Benefits Total	5,600	4,778	4,778
Contract Services			
52015 CONTRACTS	239,350	297,400	348,900
52028 GENERAL INSURANCE	0	208	215
52081 EXTERNAL EQUIPMENT RENTAL	173	10,000	10,000

# Costing Center Summary

## Costing Center: LANDFILL SITE OPERATIONS

52696	FLOOD CONTRACTS	10,000	0	0
52902	FREON DISPOSAL	25,000	5,000	5,000
Contract Services Total		274,523	312,608	364,115
Materials and Supplies				
54057	ECO CENTRE PARTS & MATERIALS	500	500	500
54099	PARTS AND MATERIALS	35,000	13,500	13,500
54103	GASOLINE #2 (VEHICLE)	6,000	6,500	6,500
54104	DIESEL (VEHICLE)	130,000	89,000	89,000
54128	GASOLINE (OPERATING)	0	0	0
54228	PROPANE	1,000	0	0
54257	WORK ORDER PARTS & MATERIALS	0	0	0
54323	INSURANCE DEDUCTIBLE	0	0	0
54693	FLOOD PARTS & MATERIALS	0	0	0
Materials and Supplies Total		172,500	109,500	109,500
Other				
51141	TRAINING & DEVELOPMENT COSTS	5,500	12,000	6,500
59003	ADVERTISING	10,000	8,000	8,000
59047	ECO CENTRE ADVERTISING	2,000	2,000	2,000
59048	LUNCHEONS	0	0	0
59059	MEMBERSHIP	1,060	1,690	1,690
59066	ENVIRONMENTAL LEVY	437,000	484,500	484,500
59080	INTERNAL EQUIPMENT RENTAL	177,800	134,400	134,400
59138	BUSINESS TRAVEL	1,500	500	500
59139	CONFERENCE COSTS	2,000	0	0
59248	DISPOSAL SITE CHARGE	(50,000)	(110,500)	(110,500)
59250	RECOVERY RESIDENTIAL	(740,000)	(740,000)	(760,000)
59339	EQUIPMENT MAINTENANCE	0	20,000	20,000
59611	LANDFILL CLOSURE COSTS	0	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	349,075	343,213	343,213
Other Total		195,935	155,803	130,303
Reserve Appropriation				
58544	DISPOSAL SITE B/L 4528	410,000	325,000	325,000
Reserve Appropriation Total		410,000	325,000	325,000
Salaries and Wages				
51055	ECO CENTRE SALARIES	0	0	0
51083	REGULAR SALARIES	1,108,771	1,041,745	1,082,797
51084	OVERTIME SALARIES	10,000	10,000	10,000
51090	SHIFT DIFFERENTIAL	1,500	1,500	1,500
51231	INTERNAL SALARIES	0	0	0
51698	FLOOD OVERTIME	0	0	0
Salaries and Wages Total		1,120,271	1,053,245	1,094,297
Transfers to/from Internal Accounts				
59001	SHOP RATE CHARGES	2,000	2,000	2,000
59997	TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total		2,000	2,000	2,000



# Costing Center Summary

Costing Center: LANDFILL SITE OPERATIONS

Utilities				
53025	HEAT	7,100	7,000	7,000
53046	POWER	7,500	8,000	8,000
53130	TELEPHONE	7,000	7,000	7,000
53150	WATER	200	275	300
53295	RADIO COSTS	6,650	9,480	9,480
Utilities Total		28,450	31,755	31,780
		2,209,279	1,994,689	2,061,773
Net Total		689,368	1,101,378	970,511

# Costing Center Summary

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Costing Center: *RECYCLING OPERATIONS*

**Previous Costing Center:** RECYCLING  
OPERATIONS

**Budget Year:** 2016

**Division:** ENVIRONMENTAL  
HEALTH SERVICES -  
SANITATION

**Accounting Reference:** 1023

**Department:** SANITATION

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This cost center covers the costs of operating and maintaining the recycling depots located throughout the City and at the Eastview Landfill Site, as well as the operations of the Materials Recycling Facility (MRF). In addition, costs related to residential collection are recorded here. Revenues recorded in this cost center include the Provincial Recycling Rebate, the MMSM (Multi Material Stewardship Manitoba) grant and proceeds from the sale of cardboard.

## Comments:

On a daily basis collection trucks are picking up 4 hours of recycling and 4 hours of residential refuse. Transportation covers the cost of shipping and marketing the baled or loose recyclable materials. If contamination can be controlled and the amount of residue goes below 10% these costs will decrease. \$25,000 has been added to the contracts line for trimming trees in back lanes. This trimming has not been done in several years and is damaging the trucks. This cost centre includes the debt serving principal and interest costs relating to the MRF which expires in 2023.

## Outlook:

The price of OCC (old corrugated cardboard) that is processed in the facility is dependant on what the markets can bear. It is unknown from month to month what the selling price per tonne will be. With the fluctuation in the price on the market for cardboard it is difficult to estimate the revenue for the MRF as well as the future volumes that the facility will process.

# Costing Center Summary

Costing Center: RECYCLING OPERATIONS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Conditional Government Transfers			
43510 PROVINCIAL GOV'T	370,000	370,000	370,000
43641 PROV-RECYCLING	546,894	706,455	557,774
Conditional Government Transfers Total	916,894	1,076,455	927,774
Other Income			
42999 REVENUE	350,000	300,000	300,000
Other Income Total	350,000	300,000	300,000
	<b>1,266,894</b>	<b>1,376,455</b>	<b>1,227,774</b>
<b>Expenditures</b>			
Benefits			
51122 BOOT ALLOWANCE	0	550	550
Benefits Total	0	550	550
Contract Services			
52015 CONTRACTS	19,700	47,038	72,038
52028 GENERAL INSURANCE	1,704	1,901	1,958
52081 EXTERNAL EQUIPMENT RENTAL	5,000	0	0
52124 PROCESSING FEES		0	0
52755 CLEANING CONTRACT	11,832	0	0
Contract Services Total	38,236	48,939	73,996
Debenture Debt Servicing Costs			
57438 DEBENTURE DEBT PRINCIPAL	127,928	132,379	137,218
57439 DEBENTURE DEBT INTEREST	62,149	57,800	52,902
Debenture Debt Servicing Costs Total	190,077	190,179	190,120
Equipment Purchases			
54410 EQUIPMENT PURCHASES	0	5,000	5,000
Equipment Purchases Total	0	5,000	5,000
Grants and Contributions			
55024 OTHER GRANTS	0	0	0
Grants and Contributions Total	0	0	0
Materials and Supplies			
54099 PARTS AND MATERIALS	48,000	28,000	28,000
54104 DIESEL (VEHICLE)	16,000	10,215	10,215
54228 PROPANE	0	3,000	3,000
54880 GRAVEL	0	10,000	10,000
Materials and Supplies Total	64,000	51,215	51,215

# Costing Center Summary

Costing Center: RECYCLING OPERATIONS

Other				
52144	TRANSPORTATION	289,680	517,020	517,020
59003	ADVERTISING	3,000	3,000	3,000
59014	WORK ORDERS		0	0
59048	LUNCHEONS	0	200	200
59080	INTERNAL EQUIPMENT RENTAL	164,200	114,000	114,000
59339	EQUIPMENT MAINTENANCE	0	5,000	5,000
59357	SURCHARGES		0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	199,500	168,100	168,100
Other Total		656,380	807,320	807,320
Salaries and Wages				
51083	REGULAR SALARIES	184,543	429,489	439,098
51084	OVERTIME SALARIES	0	3,000	3,000
51090	SHIFT DIFFERENTIAL		0	0
Salaries and Wages Total		184,543	432,489	442,098
Transfers to/from Internal Accounts				
59001	SHOP RATE CHARGES	5,000	3,000	3,000
59997	TRANSFER FR RESERVES		0	0
Transfers to/from Internal Accounts Total		5,000	3,000	3,000
Utilities				
53046	POWER	56,000	60,000	60,000
53150	WATER	1,500	1,050	1,210
Utilities Total		57,500	61,050	61,210
		<b>1,195,736</b>	<b>1,599,742</b>	<b>1,634,509</b>
<b>Net Total</b>		<b>71,158</b>	<b>(223,287)</b>	<b>(406,735)</b>

# Costing Center Summary

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Costing Center: REFUSE COLLECTION

**Previous Costing Center:** REFUSE COLLECTION

**Budget Year:** 2016

**Division:** ENVIRONMENTAL  
HEALTH SERVICES -  
SANITATION

**Accounting Reference:** 0166

**Department:** SANITATION

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This cost center captures costs associated with the refuse program for both residential and multi-family collection. For a 5 year term, beginning in 2014, Overland Waste was hired and is responsible for the refuse and recycling collection for multi-family housing with 7 or more units. In addition, revenue for collection bins from new development, as well as damaged and replaced bins from residents is included here. This cost center also covers the cost of maintaining approximately 200 litter bins in the downtown area and on the walkways throughout the City.

In addition to the residential pickup, revenue is also generated from apartment buildings that pay for extra refuse collection.

## Comments:

With the refuse/recycling system in place, the Sanitation Department is finding that there is a strong need to increase manpower within city limits to control litter that is discarded in the lanes, and to control the location of containers so that the refuse trucks have reasonable access in order that the trucks can function safely and efficiently.

\$25,000 has been added to the contracts line for trimming trees in back lanes. This trimming has not been done in several years and is damaging the trucks.

## Outlook:

As the City continues to expand and new developments are being built the department will need to look at adjusting or adding to the existing routes for collection. This may require additional equipment operators to operate the trucks to ensure that the same level of service is continued.

# Costing Center Summary

Costing Center: REFUSE COLLECTION

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Other Income			
42999 REVENUE	50,000	58,000	58,000
Other Income Total	50,000	58,000	58,000
	<b>50,000</b>	<b>58,000</b>	<b>58,000</b>
		0.00%	0.00%
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS	404,851	342,304	271,055
Contract Services Total	404,851	342,304	271,055
Materials and Supplies			
54062 LIABILITY CLAIMS	0	0	0
54099 PARTS AND MATERIALS	5,000	5,000	5,000
54103 GASOLINE #2 (VEHICLE)	5,000	5,000	5,000
54104 DIESEL (VEHICLE)	125,000	117,120	117,120
Materials and Supplies Total	135,000	127,120	127,120
Other			
59003 ADVERTISING	0	5,000	5,000
59080 INTERNAL EQUIPMENT RENTAL	102,800	95,000	95,000
59248 DISPOSAL SITE CHARGE	740,000	740,000	760,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	144,865	132,000	132,000
Other Total	987,665	972,000	992,000
Reserve Appropriation			
58544 DISPOSAL SITE B/L 4528	0	30,000	30,000
Reserve Appropriation Total	0	30,000	30,000
Salaries and Wages			
51083 REGULAR SALARIES	0	0	0
51084 OVERTIME SALARIES	0	0	0
Salaries and Wages Total	0	0	0
	<b>1,527,516</b>	<b>1,471,424</b>	<b>1,420,175</b>
<b>Net Total</b>	<b>(1,477,516)</b>	<b>(1,413,424)</b>	<b>(1,362,175)</b>

# Costing Center Summary

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*Costing Center: SPORTSPLEX ARENA*

**Previous Costing Center:** SPORTSPLEX ARENA

**Budget Year:** 2016

**Division:** RECREATION &  
CULTURAL SERVICES -  
Sportsplex

**Accounting Reference:** 2426

**Department:** SPORTSPLEX

**Approved:** No

**Stage:** Council Review

**Manager:** Jeff Elliott 729-2472

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## Description:

This cost center captures revenues and program expenses for the Sportsplex Arena which is generated from ice rentals, public skating and programs such as Learn to Skate.

## Comments:

The arena is used by community groups who book the ice for tournaments, hockey practice and game use. A Learn to Skate program and public skate ice times are offered throughout the year. The arena is also used free of charge by the Brandon School division as part of the Joint Use Agreement between the City and the Division. The arena is booked to capacity during prime time. September to March the arena is busiest from 4 pm to 11 pm daily, Saturday and Sundays from 7 am to 11 pm. During the summer months hockey schools rent the ice to deliver their hockey schools.

The Sportsplex arena rental rates will increase in September 2016 by 3%. Fees continue to be in the mid range for what other western cities are charging for ice rental. The gift in kind for the Tournament of Champions and facility use by Brandon School Division through the joint-use agreement totals \$14,544.00 for 2015. This amount will increase for 2016.

## Outlook:

Key to maximizing arena revenue is to continue efforts to fully utilize ice time to the maximum extent possible. One example is scheduling Sticks & Pucks during slow periods, which is offered to two age groups - 12 & under and 13 & older. This program is a very popular activity for the youth.

# Costing Center Summary

Costing Center: SPORTSPLEX ARENA

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
User Fees and Sales of Goods			
42113 PROGRAMS REVENUE	20,000	20,600	21,200
42193 SPORT RENTAL	410,000	381,100	392,500
42195 ROOM RENTALS	3,525	3,705	3,715
42196 PUBLIC SKATING	37,000	38,000	39,000
42197 SCHOOL PASSES	1,300	1,000	1,000
User Fees and Sales of Goods Total	471,825	444,405	457,415
	<b>471,825</b>	<b>444,405</b>	<b>457,415</b>
<b>Expenditures</b>			
Other			
54124 PROGRAM EXPENSES	4,635	4,635	4,635
Other Total	4,635	4,635	4,635
Salaries and Wages			
51083 REGULAR SALARIES	0	0	0
Salaries and Wages Total	0	0	0
	<b>4,635</b>	<b>4,635</b>	<b>4,635</b>
<b>Net Total</b>	<b>467,190</b>	<b>439,770</b>	<b>452,780</b>



# Costing Center Summary

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*Costing Center: SPORTSPLEX CONCESSION*

**Previous Costing Center:** SPORTSPLEX  
CONCESSION

**Budget Year:** 2016

**Division:** RECREATION &  
CULTURAL SERVICES -  
Sportsplex

**Accounting Reference:** 0293

**Department:** SPORTSPLEX

**Approved:** No

**Stage:** Council Review

**Manager:** Jeff Elliott 729-2472

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## Description:

This cost center captures the revenues and operating costs of the Sportsplex canteen. This includes costs for staffing and supplies purchased for resale at the canteen.

## Comments:

The Sportsplex offers concession services, operated by city employees, as a compliment to the other main services. It operates year round with the busiest time being during track and field season. Canteen sales are highly variable depending on which activities are booked into the facility. The canteen normally operates with one staff person but during the busy times, such as larger events extra staff is brought in. Projected increase in expenses in 2016 due to pool reopening and increased traffic flow.

## Outlook:

The catering service and menu choices at the canteen continue to develop to meet customer expectations. The sales point profit is being reviewed to ensure reasonable product pricing.

# Costing Center Summary

Costing Center: SPORTSPLEX CONCESSION

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Other Income			
42999    REVENUE	103,084	123,378	133,248
Other Income Total	103,084	123,378	133,248
User Fees and Sales of Goods			
42301    CATERING REVENUE	5,000	3,000	3,000
42334    VENDING MACHINE REVENUE	10,500	16,000	18,000
User Fees and Sales of Goods Total	15,500	19,000	21,000
	<b>118,584</b>	<b>142,378</b>	<b>154,248</b>
<b>Expenditures</b>			
Equipment Purchases			
54410    EQUIPMENT PURCHASES	2,000	2,000	2,000
Equipment Purchases Total	2,000	2,000	2,000
Materials and Supplies			
54021    FREIGHT	0	0	0
54099    PARTS AND MATERIALS	1,000	2,000	2,000
54149    SUPPLIES	59,292	65,000	65,000
Materials and Supplies Total	60,292	67,000	67,000
Other			
54302    CATERING EXPENSES	500	500	500
59003    ADVERTISING	0	0	0
59207    CASH OVER/SHORT	0	0	0
59339    EQUIPMENT MAINTENANCE	2,000	2,000	2,000
Other Total	2,500	2,500	2,500
Salaries and Wages			
51083    REGULAR SALARIES	89,572	101,968	103,998
51084    OVERTIME SALARIES	1,200	1,200	1,200
51090    SHIFT DIFFERENTIAL	1,172	1,000	1,000
Salaries and Wages Total	91,944	104,168	106,198
	<b>156,736</b>	<b>175,668</b>	<b>177,698</b>
<b>Net Total</b>	<b>(38,152)</b>	<b>(33,290)</b>	<b>(23,450)</b>

# Costing Center Summary

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*Costing Center: SPORTSPLEX GENERAL FACILITY*

**Previous Costing Center:** SPORTSPLEX GENERAL FACILITY

**Budget Year:** 2016

**Division:** RECREATION &  
CULTURAL SERVICES -  
Sportsplex

**Accounting Reference:** 0292

**Department:** SPORTSPLEX

**Approved:** No

**Stage:** Council Review

**Manager:** Jeff Elliott 729-2472

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## Description:

This account captures the operating and maintenance costs of the entire Sportsplex facility including an outdoor track. Salaries, utilities, and parts & materials account for the largest portion of expenses.

## Comments:

2016 will focus on the reopening of the Sportsplex pool and the redevelopment of the track to host the Legion Track and Field Championships in 2017 & 2018. 2015 included \$69,763 of net reduced expenses for the Sportsplex budget. 2016 assumes full operations which results in increased expenses compared to the prior year. Also seeing significant water rate increases as per 5 year plan submitted to the Public Utilities Board and electricity rate increases.

## Outlook:

Brandon will be hosting the Provincial Track & Field championships in 2016 and has been awarded the Legion Track & Field Championships in 2017 and 2018. With the cost of the track refurbishing at approximately \$700,000, redevelopment may only be possible if multiparty funding is secured.

# Costing Center Summary

Costing Center: SPORTSPLEX GENERAL FACILITY

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Conditional Government Transfers			
43510 PROVINCIAL GOV'T	500,000	0	0
44500 FEDERAL GOV'T	0	500,000	0
Conditional Government Transfers Total	500,000	500,000	0
Other Income			
42365 COMMISSION REVENUES	5,450	8,500	9,500
49368 SALE PROCEEDS - EQUIPMENT	0	30,000	0
Other Income Total	5,450	38,500	9,500
User Fees and Sales of Goods			
42060 ADMIN FEE REVENUE	1,000	2,000	2,000
42113 PROGRAMS REVENUE	58,710	60,471	63,100
42142 MERCHANDISE SALES	1,350	1,800	2,000
42152 EQUIPMENT RENTAL REVENUE	0	70	100
42153 COURT FEE REVENUE	11,000	11,800	12,300
42169 LOCKER REVENUE	3,886	9,000	9,200
42172 TRACK REVENUE	4,200	5,000	4,500
42174 OVAL ROOM RENTAL		0	0
42195 ROOM RENTALS	18,540	19,096	19,475
42333 STICKER MACHINE		0	0
42334 VENDING MACHINE REVENUE		0	0
42390 ADVERTISING REVENUE	16,000	18,000	18,000
42412 MEMBERSHIP REVENUES	11,000	20,000	21,000
User Fees and Sales of Goods Total	125,686	147,237	151,675
	<b>631,136</b>	<b>685,737</b>	<b>161,175</b>
<b>Expenditures</b>			
Benefits			
51122 BOOT ALLOWANCE	1,034	1,034	1,034
Benefits Total	1,034	1,034	1,034
Contract Services			
52015 CONTRACTS	8,000	8,000	9,000
52019 CONSULTING FEES		0	0
52020 PROFESSIONAL FEES	300	600	600
52028 GENERAL INSURANCE	5,142	5,758	5,930
52043 EXTERNAL LAUNDRY	600	600	600
52054 MAINT OF EQUIP EXT	20,400	23,900	26,500

# Costing Center Summary

Costing Center: SPORTSPLEX GENERAL FACILITY

52081	EXTERNAL EQUIPMENT RENTAL	3,000	1,600	1,600
52282	BLADE SHARPENING	2,000	2,200	2,600
Contract Services Total		39,442	42,658	46,830
Equipment Purchases				
54410	EQUIPMENT PURCHASES	5,000	4,000	4,000
Equipment Purchases Total		5,000	4,000	4,000
Materials and Supplies				
54021	FREIGHT		0	0
54099	PARTS AND MATERIALS	44,400	56,629	58,597
54103	GASOLINE #2 (VEHICLE)	700	750	750
54228	PROPANE	5,000	5,000	5,000
54266	TOOLS	1,000	1,000	1,000
54274	EQUIPMENT PARTS	2,500	2,500	2,500
54275	JANITORIAL SUPPLIES	1,500	1,500	1,500
54397	INVENTORY PURCHASES	1,300	1,500	1,500
Materials and Supplies Total		56,400	68,879	70,847
Other				
51141	TRAINING & DEVELOPMENT COSTS	3,500	3,000	3,000
54124	PROGRAM EXPENSES	6,000	5,000	5,500
59003	ADVERTISING	2,500	1,000	1,000
59014	WORK ORDERS		0	0
59138	BUSINESS TRAVEL	1,600	1,100	1,100
59139	CONFERENCE COSTS	3,300	2,500	2,800
59207	CASH OVER/SHORT		0	0
59354	PROGRAM ADVERTISING	15,000	15,000	16,000
Other Total		31,900	27,600	29,400
Reserve Appropriation				
58512	SPORTSPLEX MAINTENANCE B/L5066	700,000	730,000	200,000
Reserve Appropriation Total		700,000	730,000	200,000
Salaries and Wages				
51083	REGULAR SALARIES	769,302	836,624	919,161
51084	OVERTIME SALARIES	20,000	18,000	18,000
51090	SHIFT DIFFERENTIAL	7,800	7,800	7,800
51231	INTERNAL SALARIES		0	0
Salaries and Wages Total		797,102	862,424	944,961
Transfers to/from Internal Accounts				
59001	SHOP RATE CHARGES	0	2,000	2,000
59997	TRANSFER FR RESERVES	0	0	0
Transfers to/from Internal Accounts Total		0	2,000	2,000
Utilities				
53025	HEAT	54,000	77,250	78,800
53046	POWER	128,184	129,151	134,317
53130	TELEPHONE	6,225	6,225	6,875
53150	WATER	16,500	39,925	43,275
Utilities Total		204,909	252,551	263,267

# Costing Center Summary

Costing Center: SPORTSPLEX GENERAL FACILITY

	1,835,787	1,991,146	1,562,339
Net Total	(1,204,651)	(1,305,409)	(1,401,164)

# Costing Center Summary

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Costing Center: SPORTSPLEX POOL

**Previous Costing Center:** SPORTSPLEX POOL

**Budget Year:** 2016

**Division:** RECREATION &  
CULTURAL SERVICES -  
Sportsplex

**Accounting Reference:** 0296

**Department:** SPORTSPLEX

**Approved:** No

**Stage:** Council Review

**Manager:** Jeff Elliott 729-2472

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## Description:

This cost center captures the Sportsplex Pool revenues and expenses for user rentals, public swim and pool programs.

## Comments:

The pool is rented by a number of external groups such as School Divisions in the Westman area, the Fire College, and Assiniboine Community College for some of their training. Brandon School Division now gets the facility free of charge as part of the Joint Use Agreement between the Division and the City of Brandon. One of the largest external users of the pool is the Blue Fins Swim Club. They have continued to expand their programs over the years and now also provide learn to swim programs. This has had some impact on participation in the swim programs offered by the City. The Blue Fins also hosts two provincial swim meets annually, one in the spring and one in the fall. The opening of the new YMCA and loss of our pool inflatable have resulted in lower public swim attendance. The Canadian Red Cross and Lifesaving programs are our largest revenue programs offered in the swimming pool while our largest expenses are salaries and chemicals. Salary budget has been adjusted and is expected to increase 10% due to increased traffic and programming with a new pool.

## Outlook:

Maximization of the use of the pool facility will be achieved through aggressive programming. In 2016 the focus is on the reopening of the pool and marketing to fill our programs to capacity.

# Costing Center Summary

Costing Center: SPORTSPLEX POOL

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Income from Enterprises			
49388 ORGANIZATIONS/FOUNDATIONS	2,250	2,250	2,250
Income from Enterprises Total	2,250	2,250	2,250
User Fees and Sales of Goods			
42113 PROGRAMS REVENUE	32,500	70,000	71,400
42168 LANE RENTAL	100	200	0
42175 PUBLIC SWIM REVENUE	28,500	72,000	73,000
42176 SWIM PASS REVENUE	8,000	19,400	20,200
42178 FULL POOL RENTAL	19,000	45,000	46,000
42181 HALF POOL RENTAL	13,500	30,000	30,000
42183 QUARTER POOL - RENTAL	2,250	6,500	6,700
42184 LIFEGUARD CHARGES	14,000	33,100	34,100
42185 SWIM LESSONS	80,000	175,000	184,550
42384 WATERSLIDE & 1/2 POOL,EARLY	1,900	4,600	4,800
42506 SCRAP METAL SALES	0	0	0
User Fees and Sales of Goods Total	199,750	455,800	470,750
	<b>202,000</b>	<b>458,050</b>	<b>473,000</b>
<b>Expenditures</b>			
Benefits			
51100 UNIFORMS	0	0	0
51146 CLOTHING ALLOWANCE	500	1,000	1,000
Benefits Total	500	1,000	1,000
Contract Services			
52387 BANK PROCESSING FEES	7,500	12,000	12,000
Contract Services Total	7,500	12,000	12,000
Equipment Purchases			
54410 EQUIPMENT PURCHASES	1,000	7,500	8,000
Equipment Purchases Total	1,000	7,500	8,000
Materials and Supplies			
54107 CHEMICALS	10,000	16,500	16,000
54109 CHLORINE	2,250	4,000	4,200
54201 BADGES	2,450	5,000	5,000
59293 CYLINDER DEPOSITS	0	0	0
Materials and Supplies Total	14,700	25,500	25,200
Other			



# Costing Center Summary

Costing Center: SPORTSPLEX POOL				
51141	TRAINING & DEVELOPMENT COSTS	1,250	2,500	3,000
54124	PROGRAM EXPENSES	8,000	15,000	16,000
59059	MEMBERSHIP	444	444	444
59139	CONFERENCE COSTS	2,200	2,200	2,500
Other Total		11,894	20,144	21,944
Salaries and Wages				
51083	REGULAR SALARIES	169,763	285,651	303,455
51084	OVERTIME SALARIES	1,000	2,000	2,000
51090	SHIFT DIFFERENTIAL	1,925	3,850	3,850
Salaries and Wages Total		172,688	291,501	309,305
		208,282	357,645	377,449
Net Total		(6,282)	100,405	95,551

# Costing Center Summary

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*Costing Center: SNOW REMOVAL & SANDING*

**Previous Costing Center:** SNOW REMOVAL &  
SANDING

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 1055

**Department:** STREETS

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This cost center covers all costs associated with sanding, plowing and removal of snow from City streets, lanes and walkways. Also included in this account are the costs of maintaining approximately 1481 feet of snow fencing.

## Comments:

Funds have been allocated for external equipment rental to hire outside parties for snow removal after significant snow falls.

## Outlook:

The snow removal procedure is revised annually to maximize efficiencies. As the City grows staff and equipment needs will increase in order to maintain the level of service expected by residents.

# Costing Center Summary

Costing Center: SNOW REMOVAL & SANDING

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52081 EXTERNAL EQUIPMENT RENTAL	150,000	140,000	140,000
Contract Services Total	150,000	140,000	140,000
Materials and Supplies			
54062 LIABILITY CLAIMS	2,000	2,000	2,000
54099 PARTS AND MATERIALS	25,000	35,000	35,000
54104 DIESEL (VEHICLE)	70,000	56,535	56,535
54396 SALT	40,000	30,000	30,000
Materials and Supplies Total	137,000	123,535	123,535
Other			
59080 INTERNAL EQUIPMENT RENTAL	201,150	121,883	121,883
59993 EQUIPMENT CAPITAL CONTRIBUTION	420,000	239,726	239,726
Other Total	621,150	361,609	361,609
Salaries and Wages			
51083 REGULAR SALARIES	0	0	0
51084 OVERTIME SALARIES	0	0	0
Salaries and Wages Total	0	0	0
Transfers to/from Internal Accounts			
59001 SHOP RATE CHARGES	10,000	10,000	10,000
Transfers to/from Internal Accounts Total	10,000	10,000	10,000
	<b>918,150</b>	<b>635,144</b>	<b>635,144</b>
<b>Net Total</b>	<b>(918,150)</b>	<b>(635,144)</b>	<b>(635,144)</b>

# Costing Center Summary

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Costing Center: STREET & WALKWAY MAINTENANCE	
Previous Costing Center: STREET & WALKWAY MAINTENANCE	Budget Year: 2016
Division: TRANSPORTATION SERVICES	Accounting Reference: 1052
Department: STREETS	Approved: No
Stage: Council Review	Manager: Ian Broome 729-2292

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**Description:**

This cost center covers costs associated with surface repair maintenance on City streets and lanes including gravel boundary roads as well as walkways. Pothole Repair, Street Repairs, Gravel Roads and Lanes, Dust Control, Paved Lane repair and Crackfill are all a part of this account.

**Comments:**

Working with Engineering it is estimated that one back lane block per year can be restored.

**Outlook:**

# Costing Center Summary

Costing Center: STREET & WALKWAY MAINTENANCE

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS	20,000	20,000	20,000
Contract Services Total	20,000	20,000	20,000
Materials and Supplies			
54099 PARTS AND MATERIALS	80,000	80,000	80,000
54103 GASOLINE #2 (VEHICLE)	1,050	500	500
54104 DIESEL (VEHICLE)	54,550	45,410	45,410
54395 CALCIUM CHLORIDE	30,000	20,000	25,000
Materials and Supplies Total	165,600	145,910	150,910
Other			
59080 INTERNAL EQUIPMENT RENTAL	111,145	194,450	194,450
59993 EQUIPMENT CAPITAL CONTRIBUTION	203,816	310,075	310,075
Other Total	314,961	504,525	504,525
Salaries and Wages			
51084 OVERTIME SALARIES	0	0	0
Salaries and Wages Total	0	0	0
Transfers to/from Internal Accounts			
59001 SHOP RATE CHARGES	500	500	500
Transfers to/from Internal Accounts Total	500	500	500
Utilities			
53150 WATER	500	200	215
Utilities Total	500	200	215
	<b>501,561</b>	<b>671,135</b>	<b>676,150</b>
<b>Net Total</b>	<b>(501,561)</b>	<b>(671,135)</b>	<b>(676,150)</b>

# Costing Center Summary

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*Costing Center: STREET SWEEPING*

**Previous Costing Center:** STREET SWEEPING

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 1054

**Department:** STREETS

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This cost center reflects all costs associated with cleaning City streets. The main expense occurs during spring cleanup sweeping where all streets and paved lanes are swept free of accumulations of winter sand and debris.

## Comments:

The fleet of equipment includes a 4 wheel sweeper which allows us to provide services to other communities, during off peak times, without the need to transport the equipment.

## Outlook:

As each new development is built within the City the sweeping program must keep up with the needs of the communities we serve.

# Costing Center Summary

Costing Center: STREET SWEEPING

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Other Income			
42999    REVENUE	0	0	0
Other Income Total	0	0	0
User Fees and Sales of Goods			
42508    SWEEPING SERVICES	15,000	25,000	25,000
User Fees and Sales of Goods Total	15,000	25,000	25,000
	<b>15,000</b>	<b>25,000</b>	<b>25,000</b>
<b>Expenditures</b>			
Materials and Supplies			
54099    PARTS AND MATERIALS	20,000	20,000	20,000
54103    GASOLINE #2 (VEHICLE)	1,900	0	0
54104    DIESEL (VEHICLE)	8,500	3,000	3,000
Materials and Supplies Total	30,400	23,000	23,000
Other			
59080    INTERNAL EQUIPMENT RENTAL	75,400	88,667	88,667
59248    DISPOSAL SITE CHARGE	0	0	0
59993    EQUIPMENT CAPITAL CONTRIBUTION	129,969	146,511	146,511
Other Total	205,369	235,178	235,178
Transfers to/from Internal Accounts			
59001    SHOP RATE CHARGES	10,000	10,000	10,000
Transfers to/from Internal Accounts Total	10,000	10,000	10,000
Utilities			
53150    WATER	2,000	750	800
Utilities Total	2,000	750	800
	<b>247,769</b>	<b>268,928</b>	<b>268,978</b>
<b>Net Total</b>	<b>(232,769)</b>	<b>(243,928)</b>	<b>(243,978)</b>

# Costing Center Summary

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*Costing Center: STREETS SUPERVISION*

**Previous Costing Center:** STREETS SUPERVISION

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES

**Accounting Reference:** 1051

**Department:** STREETS

**Approved:** No

**Stage:** Council Review

**Manager:** Ian Broome 729-2292

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## Description:

This cost center covers the costs related to the administration of the Streets Section. All salaries associated with the Streets section come out of this account.

## Comments:

## Outlook:

As the City continues to grow more demands are placed on current staff to meet all the needs within the City.



# Costing Center Summary

Costing Center: *STREETS SUPERVISION*

		2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Expenditures</b>				
Benefits				
51122	BOOT ALLOWANCE	2,000	2,025	2,025
51123	PROTECTIVE CLOTHING	2,500	2,000	2,000
51285	MEDICALS	240	280	280
Benefits Total		4,740	4,305	4,305
Contract Services				
52015	CONTRACTS	1,500	1,500	1,500
Contract Services Total		1,500	1,500	1,500
Equipment Purchases				
54410	EQUIPMENT PURCHASES	0	9,500	0
Equipment Purchases Total		0	9,500	0
Materials and Supplies				
54099	PARTS AND MATERIALS	3,800	3,000	3,000
54103	GASOLINE #2 (VEHICLE)	6,000	4,550	4,550
54693	FLOOD PARTS & MATERIALS	0	0	0
Materials and Supplies Total		9,800	7,550	7,550
Other				
51141	TRAINING & DEVELOPMENT COSTS	500	1,500	1,500
59003	ADVERTISING	0	0	0
59080	INTERNAL EQUIPMENT RENTAL	3,800	3,100	3,100
59139	CONFERENCE COSTS	1,000	1,000	1,000
59993	EQUIPMENT CAPITAL CONTRIBUTION	6,000	6,000	6,000
Other Total		11,300	11,600	11,600
Salaries and Wages				
51083	REGULAR SALARIES	1,051,323	1,085,658	1,116,177
51084	OVERTIME SALARIES	32,000	32,000	32,000
51090	SHIFT DIFFERENTIAL	5,000	5,000	5,000
51698	FLOOD OVERTIME	0	0	0
Salaries and Wages Total		1,088,323	1,122,658	1,153,177
Utilities				
53130	TELEPHONE	3,215	3,814	3,814
53295	RADIO COSTS	12,330	12,330	12,330
Utilities Total		15,545	16,144	16,144
		<b>1,131,208</b>	<b>1,173,257</b>	<b>1,194,276</b>
<b>Net Total</b>		<b>(1,131,208)</b>	<b>(1,173,257)</b>	<b>(1,194,276)</b>

# Costing Center Summary

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*Costing Center: HANDI-TRANSIT OPERATIONS*

**Previous Costing Center:** HANDI-TRANSIT  
OPERATIONS

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES - Transit

**Accounting Reference:** 3212

**Department:** TRANSIT / HANDI-  
TRANSIT

**Approved:** No

**Stage:** Council Review

**Manager:** Carla Richardson 729-2594

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## Description:

This cost center captures all revenues and expenses associated with Handi-Transit operations.

## Comments:

Handi-Transit serves and builds community by providing door to door transit service to persons whose disability does not allow them make use of the fixed route transit system and are located in the City of Brandon. This essential service vastly improves the quality of life of those with mobility challenges as it is the only way for them to access employment, healthcare, shopping and leisure activities.

## Outlook:

# Costing Center Summary

Costing Center: HANDI-TRANSIT OPERATIONS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
User Fees and Sales of Goods			
42331 TICKETS	83,000	77,000	86,625
User Fees and Sales of Goods Total	83,000	77,000	86,625
	<b>83,000</b>	<b>77,000</b>	<b>86,625</b>
<b>Expenditures</b>			
Contract Services			
52015 CONTRACTS	6,600	4,700	4,700
52069 PRINTING COSTS	400	450	225
Contract Services Total	7,000	5,150	4,925
Materials and Supplies			
54099 PARTS AND MATERIALS	1,000	1,000	1,000
54104 DIESEL (VEHICLE)	43,500	40,000	45,000
Materials and Supplies Total	44,500	41,000	46,000
Other			
59080 INTERNAL EQUIPMENT RENTAL	100,000	125,000	125,000
Other Total	100,000	125,000	125,000
Salaries and Wages			
51083 REGULAR SALARIES	0	0	0
51121 TRANSIT REPORTING PAY	0	0	0
Salaries and Wages Total	0	0	0
Transfers to/from Internal Accounts			
59334 INTERNAL CHARGES	14,500	14,500	14,500
Transfers to/from Internal Accounts Total	14,500	14,500	14,500
	<b>166,000</b>	<b>185,650</b>	<b>190,425</b>
<b>Net Total</b>	<b>(83,000)</b>	<b>(108,650)</b>	<b>(103,800)</b>

# Costing Center Summary

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*Costing Center: TRANSIT OPERATIONS*

**Previous Costing Center:** TRANSIT OPERATIONS

**Budget Year:** 2016

**Division:** TRANSPORTATION  
SERVICES - Transit

**Accounting Reference:** 3202

**Department:** TRANSIT / HANDI-  
TRANSIT

**Approved:** No

**Stage:** Council Review

**Manager:** Carla Richardson 729-2594

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## Description:

This cost center captures all revenues and expenses associated with Fixed Route Transit Service. Under the leadership of the Director of Transportation Services, Transit Operations provides the Citizens of Brandon with fixed route and charter transit services. Routes are offered to most areas of the City, including major destinations, 7 days per week, with reduced service on Sundays and Statutory Holidays. A downtown terminal, which includes a staffed information booth is located on Rosser Ave, between 7th and 9th.

## Comments:

Brandon Transit serves and builds community by providing an inexpensive, safe and reliable transportation option to both citizens and visitors to Brandon. Not only does Brandon Transit provide an alternative to a personal vehicle for some, it also provides a link to work, shopping, medical appointments and leisure activities for those who either choose not to drive, do not have use of a vehicle or cannot drive for a variety of reasons. As such dual markets are served - the business community receives benefit by providing employees and consumers access and individuals benefit by receiving the benefits of this access as well.

## Outlook:

# Costing Center Summary

Costing Center: TRANSIT OPERATIONS

	2015 Approved Budget	2016 Approved Budget	2017 Forecast
<b>Revenues</b>			
Conditional Government Transfers			
43644 PROVINCIAL OPERATING GRANT	1,917,682	1,997,805	2,004,844
Conditional Government Transfers Total	1,917,682	1,997,805	2,004,844
User Fees and Sales of Goods			
42332 BUS MEDIA SALES	615,000	580,000	600,000
42335 BUS PASS AGREEMENTS	75,000	78,440	83,200
42404 BUS CHARTER REVENUES	45,500	35,000	35,000
42405 BUS ADVERTISING	38,500	49,667	49,667
42406 BUS SHELTER ADVERTISING	14,000	14,000	14,000
42407 BUS BENCH ADVERTISING	63,000	63,000	63,000
42467 ROUTE REVENUE	390,000	405,000	410,000
42491 SCHOOL PATROL PASSES	10,000	10,000	10,000
User Fees and Sales of Goods Total	1,251,000	1,235,107	1,264,867
	<b>3,168,682</b>	<b>3,232,912</b>	<b>3,269,711</b>
<b>Expenditures</b>			
Benefits			
51100 UNIFORMS	34,000	35,000	35,000
51122 BOOT ALLOWANCE	440	440	440
51210 LICENSES	800	800	800
51259 SAFETY AWARDS	0	0	0
51285 MEDICALS	1,120	1,200	1,200
Benefits Total	36,360	37,440	37,440
Contract Services			
52015 CONTRACTS	55,029	57,200	57,200
52028 GENERAL INSURANCE	157	189	195
52029 LIABILITY INSURANCE	3,005	3,445	3,549
52069 PRINTING COSTS	32,600	27,600	27,600
52089 COMMISSION	1,680	1,500	1,500
52458 PROFESSIONAL FEES-TRANSIT	2,500	1,000	1,000
Contract Services Total	94,971	90,935	91,044
Equipment Purchases			
54410 EQUIPMENT PURCHASES	21,000	5,000	5,000
Equipment Purchases Total	21,000	5,000	5,000
Materials and Supplies			
54099 PARTS AND MATERIALS	29,800	29,800	29,800

# Costing Center Summary

Costing Center: TRANSIT OPERATIONS

54103	GASOLINE #2 (VEHICLE)	3,400	3,400	3,400
54104	DIESEL (VEHICLE)	715,171	613,625	623,625
54257	WORK ORDER PARTS & MATERIALS	0	0	0
54323	INSURANCE DEDUCTIBLE	0	0	0
Materials and Supplies Total		748,371	646,825	656,825
Other				
51141	TRAINING & DEVELOPMENT COSTS	9,500	32,750	10,000
59003	ADVERTISING	20,000	17,500	17,500
59048	LUNCHEONS	0	0	0
59059	MEMBERSHIP	5,500	5,200	5,200
59080	INTERNAL EQUIPMENT RENTAL	1,014,700	1,195,100	1,195,100
59138	BUSINESS TRAVEL	200	200	200
59139	CONFERENCE COSTS	0	0	0
59207	CASH OVER/SHORT	0	0	0
59608	LABOUR RELATIONS-TRANSIT	5,000	2,500	2,500
59993	EQUIPMENT CAPITAL CONTRIBUTION	14,000	6,000	6,000
Other Total		1,068,900	1,259,250	1,236,500
Salaries and Wages				
51083	REGULAR SALARIES	2,844,470	2,876,912	2,967,933
51084	OVERTIME SALARIES	35,500	37,000	37,000
51090	SHIFT DIFFERENTIAL	13,180	14,200	14,200
51121	TRANSIT REPORTING PAY	59,500	30,000	0
51125	TRAVEL TIME PAY	0	36,115	36,115
51231	INTERNAL SALARIES	0	0	0
51291	REST BREAK RENUMERATION	51,360	53,650	53,650
51698	FLOOD OVERTIME	0	0	0
Salaries and Wages Total		3,004,010	3,047,877	3,108,898
Utilities				
53046	POWER	4,550	6,250	6,250
53130	TELEPHONE	6,460	7,240	7,240
53295	RADIO COSTS	9,800	12,100	12,100
Utilities Total		20,810	25,590	25,590
		4,994,422	5,112,917	5,161,297
Net Total		(1,825,740)	(1,880,005)	(1,891,586)