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Costing Center Summary

Costing Center: CITY MANAGER

Previous Costing Center: CITY MANAGER

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 6270

Department: CITY MANAGER

Approved: No

Stage: Council Approved

Manager: Rod Sage 729-2247

Description:

This cost center is for the operation of the City Manager's Office including salaries and related benefits for the City Manager and Executive Assistant.

Comments:

The City Manager/Chief Administrative Officer oversees all City departments and works closely with Mayor and Council on matters of importance to the citizens of Brandon. The City Manager is responsible to ensure City staff provide relevant services and programs for the community, together with excellent customer service. Included in the costs for the City Manager is attendance at conferences such as the Canadian Association of Municipal Administrators, Association of Manitoba Municipalities and International City Management Association. Participation at these events promotes the sharing of best-practices, public relations, public engagement strategies, and networking opportunities with other municipal/public sector administrators.

Outlook:

Expenses for this department are consistent year over year.

Costing Center Summary

Costing Center: CITY MANAGER

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures					
Benefits					
51010	MISC EMPLOYEE ALLOWANCE	6,000	6,000	6,000	6,000
Benefits Total		6,000	6,000	6,000	6,000
Contract Services					
52015	CONTRACTS	0	0	0	0
52069	PRINTING COSTS	500	180	500	500
Contract Services Total		500	180	500	500
Equipment Purchases					
54410	EQUIPMENT PURCHASES	500	1,200	250	250
Equipment Purchases Total		500	1,200	250	250
Grants and Contributions					
55167	PUBLIC RELATIONS	600	600	700	700
Grants and Contributions Total		600	600	700	700
Materials and Supplies					
54099	PARTS AND MATERIALS	1,500	1,300	1,200	1,200
Materials and Supplies Total		1,500	1,300	1,200	1,200
Other					
51141	PROFESSIONAL DEVELOPMENT	1,500	870	5,800	10,000
59048	LUNCHEONS	2,000	1,850	2,500	2,500
59059	MEMBERSHIP	1,090	926	975	975
59098	SUBSCRIPTIONS	225	225	230	235
59138	BUSINESS TRAVEL	2,000	43	570	570
59139	CONFERENCE COSTS	8,700	4,250	0	0
Other Total		15,515	8,164	10,075	14,280
Salaries and Wages					
51083	REGULAR SALARIES	285,113	285,113	318,609	318,609
51084	OVERTIME SALARIES	500	500	500	500
Salaries and Wages Total		285,613	285,613	319,109	319,109
Utilities					
53130	TELEPHONE	1,708	1,558	1,244	1,244
Utilities Total		1,708	1,558	1,244	1,244
		311,936	304,615	339,078	343,283
Net Total		(311,936)	(304,615)	(339,078)	(343,283)

Costing Center Summary

Costing Center: CORPORATE COMMUNICATIONS

Previous Costing Center: CORPORATE
COMMUNICATIONS

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 2089

Department: CITY MANAGER

Approved: No

Stage: Council Approved

Manager: Rod Sage 729-2247

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 internal and external communication and public relations strategies and activities for the City of Brandon. In addition, the Director is a member of the Canadian Public Relations Society-Manitoba Chapter and attends the organization's annual national conference, which provides a valuable 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

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Conditional Government Transfers				
44500 FEDERAL GOV'T	10,833	0	0	0
Conditional Government Transfers Total	10,833	0	0	0
	10,833	0	0	0
Expenditures				
Contract Services				
52069 PRINTING COSTS	100	0	100	100
Contract Services Total	100	0	100	100
Materials and Supplies				
54099 PARTS AND MATERIALS	300	115	300	300
Materials and Supplies Total	300	115	300	300
Other				
51141 PROFESSIONAL DEVELOPMENT	0	0	3,575	3,500
59003 ADVERTISING	3,000	1,435	2,500	2,500
59048 LUNCHEONS	200	200	200	200
59059 MEMBERSHIP	350	350	350	350
59098 SUBSCRIPTIONS	150	150	150	150
59139 CONFERENCE COSTS	3,000	3,565	0	0
Other Total	6,700	5,700	6,775	6,700
Salaries and Wages				
51083 REGULAR SALARIES	106,652	93,231	98,039	98,639
51084 OVERTIME SALARIES	0	2,587	0	0
Salaries and Wages Total	106,652	95,818	98,039	98,639
Utilities				
53130 TELEPHONE	693	716	622	622
Utilities Total	693	716	622	622
	114,445	102,349	105,836	106,361
Net Total	(103,611)	(102,349)	(105,836)	(106,361)

Costing Center Summary

Costing Center: AFFORDABLE HOUSING GRANTS

Previous Costing Center: AFFORDABLE HOUSING GRANTS

Budget Year: 2019

Division: REGIONAL PLANNING & DEVELOPMENT SERVICES

Accounting Reference: 2490

Department: ECONOMIC DEVELOPMENT - Housing & Renewal

Approved: No

Stage: Council Approved

Manager: Sandy Trudel 729-2131

Description:

This cost center centralizes the tracking of affordable housing grants that the City of Brandon provides as part of the overall strategy to increase the availability of affordable housing in Brandon.

Comments:

The following property tax offsetting grants are included in this budget:

- Western Manitoba Seniors Housing Co-op (WMSHC) at 620 McDiarmid Drive and 2105 Brandon Avenue
- Company 697720 Manitoba Association Inc. (formerly known as CMHA Western MB Region) at 1202 Rosser Avenue, 22 - 11th Street; and 19 13th Street
- Youth For Christ project at 139-5th Street.

Also contained within the budget a \$126,000 capital grant to Company 697720 Manitoba Association Inc. for 19 13th Street which will be funded through a transfer from the Affordable Housing Reserve.

Outlook:

Demand for affordable housing in Brandon remains high. With a slight softening in the Brandon rental market, more private developers are once again considering developing affordable housing. It is anticipated that the demand for affordable housing grants will increase over time.

Costing Center Summary

Costing Center: AFFORDABLE HOUSING GRANTS

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Grants and Contributions				
55446 CANADIAN MENTAL HEALTH	24,850	24,649	151,142	28,718
55463 MB SENIORS HOUSING CO-OP	64,155	52,305	36,336	37,244
55482 YOUTH FOR CHRIST	3,159	3,133	3,196	3,276
Grants and Contributions Total	92,164	80,087	190,674	69,238
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(22,900)	(22,900)	(126,000)	0
Transfers to/from Internal Accounts Total	(22,900)	(22,900)	(126,000)	0
	69,264	57,187	64,674	69,238
Net Total	(69,264)	(57,187)	(64,674)	(69,238)

Costing Center Summary

Costing Center: *ECONOMIC DEVELOPMENT*

Previous Costing Center: ECONOMIC
DEVELOPMENT

Budget Year: 2019

Division: RESOURCE
CONSERVATION &
INDUSTRIAL
Department: ECONOMIC
DEVELOPMENT

Accounting Reference: 0202

Approved: No

Stage: Council Approved

Manager: Sandy Trudel 729-2131

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 has two primary goals, to grow the local economy and to grow the population. To achieve these goals the EDB office proactively works with existing businesses to assist with growth and strives to attract new industry and businesses to Brandon. The office acts as a business advocate and liaison, is active in finding workforce solutions and opportunities, collects and shares Brandon statistics, insights, community and lifestyle information. In addition to the core functions listed above, the Economic Development office oversees the:

- City of Brandon's affordable housing portfolio;
- Brandon Tourism and Brandon First service delivery contracts;
- Accommodation Tax Grant Program; and
- Acts as the lead on immigration initiatives

As set forth in Prosperity by Design, the Department's work will focus on the proactive implementation of identified action items aligned with the five priority sectors and six strategic directions.

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, and enables the City of Brandon to participate in the Conference Board of Canada's Mid Cities Report, a mid city comparative and forecast of GDP growth for the current and upcoming year. A portion of the Soybean Attraction initiative has been included in the budget, with work dependent upon securing equally offsetting Federal funding, thus the project has no net impact on the EDB budget. The Westman HR conference also appears in this cost centre but is a flow through with equal offsetting revenue budgeted, so has no net impact on the EDB budget.

Outlook:

Costing Center Summary

Costing Center: ECONOMIC DEVELOPMENT

The attraction of skilled labour and new industry to Brandon remains extremely competitive and is forecasted to remain the same for the near future. Existing businesses continue to be challenged with rising hydro costs, the slowdown in the oil and gas sector and ever-changing national and international business environments. Working to enhance Brandon's overall business competitiveness, investment readiness and enhancing Brandon's business climate remain a priority.

Costing Center Summary

Costing Center: ECONOMIC DEVELOPMENT

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Conditional Government Transfers				
44500 FEDERAL GOV'T	148,500	20,000	25,000	0
Conditional Government Transfers Total	148,500	20,000	25,000	0
Other Income				
42988 MISCELLANEOUS REVENUE	16,500	36,500	39,500	14,500
Other Income Total	16,500	36,500	39,500	14,500
	165,000	56,500	64,500	14,500
			14.16%	
Expenditures				
Contract Services				
52028 GENERAL INSURANCE	45	45	47	48
52057 SPEC PROG CONTRACTS	0	7,300	0	0
52058 SPEC PROG CONSULTING	0	10,000	0	0
52059 SPEC PROG PRINTING	0	28	0	0
52061 SPEC PROG FACILITATOR EXPENSE	0	445	0	0
52062 SPEC PROG ROOM RENTAL EXPENSE	0	0	0	0
52069 PRINTING COSTS	10,000	9,500	9,382	13,157
Contract Services Total	10,045	27,318	9,429	13,205
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	0	500
Equipment Purchases Total	0	0	0	500
Materials and Supplies				
54022 SPEC PROG PARTS & MATERIALS		4,714	0	0
54099 PARTS AND MATERIALS	3,000	1,300	2,500	2,500
Materials and Supplies Total	3,000	6,014	2,500	2,500
Other				
51141 PROFESSIONAL DEVELOPMENT	3,935	4,414	7,700	8,700
59003 ADVERTISING	25,000	17,460	20,000	5,500
59025 SPEC PROG ADVERTISING	0	15,000	0	0
59026 SPEC PROG CONFERENCES	0	408	0	0
59027 SPEC PROG LUNCHEONS	0	1,452	0	0
59028 SPEC PROG BUSINESS TRAVEL	0	5,300	0	0
59048 LUNCHEONS	1,200	1,338	700	700
59059 MEMBERSHIP	1,173	1,147	1,205	1,180
59098 SUBSCRIPTIONS	3,532	3,505	3,518	3,518
59138 BUSINESS TRAVEL	5,000	3,850	5,000	5,000
59139 CONFERENCE COSTS	4,700	3,610	0	0
59241 SPECIAL PROGRAMS	230,000	37,599	130,300	80,300
59427 SIGNAGE	300	0	0	0

Costing Center Summary

Costing Center: ECONOMIC DEVELOPMENT

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
59428 PHOTO LIBRARY	3,400	4,200	4,500	4,500
Other Total	278,240	99,283	172,923	109,398
Reserve Appropriation				
58515 SIGNAGE RESERVE B/L	10,000	10,000	10,000	10,000
Reserve Appropriation Total	10,000	10,000	10,000	10,000
Salaries and Wages				
51083 REGULAR SALARIES	296,643	297,143	303,593	303,593
51084 OVERTIME SALARIES	0	0	0	0
Salaries and Wages Total	296,643	297,143	303,593	303,593
Utilities				
53130 TELEPHONE	1,600	1,650	1,425	1,425
Utilities Total	1,600	1,650	1,425	1,425
	599,528	441,408	499,870	440,621
Net Total	(434,528)	(384,908)	(435,370)	(426,121)

Costing Center Summary

Costing Center: HOUSING INITIATIVES

Previous Costing Center: HOUSING INITIATIVES

Budget Year: 2019

Division: REGIONAL PLANNING &
DEVELOPMENT
SERVICES
Department: ECONOMIC
DEVELOPMENT - Housing
& Renewal
Stage: Council Approved

Accounting Reference: 2489

Approved: No

Manager: Sandy Trudel 729-2131

Description:

This cost center provides funds for to support BNRC's core operations as well as the housing contract the City of Brandon has with the Brandon Neighbourhood Renewal Corporation (BNRC) and allocations to the Affordable Housing Reserve.

Comments:

The City's annual financial contribution to the BNRC includes \$46,000 in cash for core funding, \$26,000 for enhanced allocation of staff resources to work on City of Brandon affordable housing initiatives, and \$9,000 that can be used on mutually agreed upon affordable housing projects. The City of Brandon also provides in-kind contributions comprised of city staff support. The BNRC housing contract is a one year term and expires on March 31st each year. A new contract is entered into prior to the expiry date.

Outlook:

Brandon continues to experience a 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. Additionally a slight softening in the Brandon rental market has generated increased interest from private developers to once again consider the development of affordable housing. Based on these factors we anticipate continued upward pressure on this cost centre.

Costing Center Summary

Costing Center: HOUSING INITIATIVES

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	81,000	77,389	81,000	81,000
Contract Services Total	81,000	77,389	81,000	81,000
Reserve Appropriation				
58505 AFFORDABLE HOUSING B/L	150,000	150,000	0	200,000
Reserve Appropriation Total	150,000	150,000	0	200,000
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total	0	0	0	0
Utilities				
53130 TELEPHONE	576	576	0	0
Utilities Total	576	576	0	0
	231,576	227,965	81,000	281,000
Net Total	(231,576)	(227,965)	(81,000)	(281,000)

Costing Center Summary

Costing Center: *TOURISM INITIATIVES*

Previous Costing Center: TOURISM INITIATIVES

Budget Year: 2019

Division: RESOURCE
CONSERVATION &
INDUSTRIAL
Department: ECONOMIC
DEVELOPMENT

Accounting Reference: 2453

Approved: No

Stage: Council Approved

Manager: Sandy Trudel 729-2131

Description:

This account provides funding for the delivery of Tourism Services which also includes core funding for Brandon First. The Accommodation Tax grant program flows through this cost centre.

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 two 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.

To fulfill the City of Brandon's tourism service delivery requirements, Brandon Riverbank Inc. employs a full time tourism manager, tourism coordinator, facility coordinator, part time tourism hosts and an interpretative coordinator.

The proactive attraction of events to Brandon is handled by Brandon First who employs a full time Executive Director and a full time Marketing & Communications Assistant. The City of Brandon provides core funding to Brandon First as well as enhanced funding for event attraction made possible from Accommodation Tax funding.

This cost centre also provides core funding for Brandon Riverbank Inc. 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 funding perspective, the cost centre provides funding for capital projects as set forth in the River Corridor Master Plan. The capital contributions enable Brandon Riverbank Inc. to leverage the City of Brandon funds to secure financial contributions from other levels of government, the private sector and residents.

Comments:

The multi year operating contract with Brandon Riverbank Inc. and Brandon First expires Dec. 31st, 2020. The majority of the operational costs related to this cost centre remain status quo with minor inflationary increases. To support the implementation of the Back to the River Master Plan, the cost centre includes ongoing capital funding provided on a dollar for dollar matching arrangement, to the maximum budgeted.

Outlook:

Costing Center Summary

Costing Center: TOURISM INITIATIVES

The Riverbank Discovery Centre is an aging facility that continues to face increased operational maintenance costs. This operational reality combined with continued momentum implementing the Back to the River master plan, lead us to anticipate increased upward pressure on this cost centre.

Costing Center Summary

Costing Center: TOURISM INITIATIVES

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Other Income				
49146 ACCOMMODATION TAX RECEIPTS	0	0	0	0
Other Income Total	0	0	0	0
	0	0	0	0
Expenditures				
Grants and Contributions				
55429 ACCOMMODATION GRANT	488,200	488,200	348,930	308,000
55430 LARGE EVENT GRANT	407,500	407,500	0	0
55518 RIVERBANK INC	625,357	625,357	661,767	679,350
55519 BRANDON FIRST	143,282	143,014	156,369	157,497
Grants and Contributions Total	1,664,339	1,664,071	1,167,066	1,144,847
Reserve Appropriation				
58529 ACCOMMODATION TAX B/L 7016	0	0	0	0
58530 LARGE EVENT ACQ B/L 7020	0	0	0	0
Reserve Appropriation Total	0	0	0	0
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(983,218)	(982,950)	(448,930)	(408,000)
Transfers to/from Internal Accounts Total	(983,218)	(982,950)	(448,930)	(408,000)
	681,121	681,121	718,136	736,847
Net Total	(681,121)	(681,121)	(718,136)	(736,847)

Costing Center Summary

Costing Center: URBAN RENEWAL

Previous Costing Center: URBAN RENEWAL

Budget Year: 2019

Division: REGIONAL PLANNING &
DEVELOPMENT
SERVICES
Department: ECONOMIC
DEVELOPMENT - Housing
& Renewal
Stage: Council Approved

Accounting Reference: 2492

Approved: No

Manager: Sandy Trudel 729-2131

Description:

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

Comments:

The City of Brandon's funding for the Brandon Downtown Development Corporation has always been considered core organizational funding that enabled the organization to fulfill their mandate of revitalizing downtown Brandon. The core funding also enables the organization to leverage from other parties such as the Province of Manitoba and private sector investment. Historically the City of Brandon's financial support leveraged provincial funding for specific projects on a dollar for dollar ratio. The dollar for dollar provincial leveraging option was not available in 2018 and there is no indication that it will be available in 2019. However the Brandon Downtown Development Corporation continues discussions with the Province of Manitoba regarding future funding.

Outlook:

In 2017 the Provincial Government served notice of their intent to cancel the multi year funding agreement they had with the Brandon Downtown Development Corporation. Efforts continue to secure a funding relationship with the Province going forward. Though there has been positive progress made in efforts to revitalize Downtown Brandon, there remains much to be done and government funding is essential to continuing the positive momentum.

Costing Center Summary

Costing Center: URBAN RENEWAL

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	0	0	0	0
Conditional Government Transfers Total	0	0	0	0
	0	0	0	0
Expenditures				
Contract Services				
52015 CONTRACTS	300,000	300,000	300,000	250,000
Contract Services Total	300,000	300,000	300,000	250,000
Grants and Contributions				
55025 UPPER STOREY GRANT	0	0	0	0
Grants and Contributions Total	0	0	0	0
	300,000	300,000	300,000	250,000
Net Total	(300,000)	(300,000)	(300,000)	(250,000)

Costing Center Summary

Costing Center: *AMBULANCE SERVICE*

Previous Costing Center: AMBULANCE SERVICE

Budget Year: 2019

Division: PROTECTIVE SERVICES

Accounting Reference: 0114

Department: FIRE & AMBULANCE

Approved: No

Stage: Council Approved

Manager: Brent Dane 729-2404

Description:

This cost center reflects 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 Services 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 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 a major service Brandon Fire & Emergency Services (BFES) provides.

Comments:

The Provincial Government covers the difference between the ambulance rates set out in the City's annual fee schedule and the ambulance rates set by the Province.

Outlook:

In late 2018, and through 2019, Shared Health Services is introducing several changes that will have a direct impact on operations. Some of the areas under review are Inter-facility Transfers, introduction of electronic Personal Care Reports, and the possibility of direct billing. These are all currently in the planning stages. BFES is part of the planning stage and will be able to closely monitor the situation to know the impact. These changes will be monitored to determine the impact on the BFES department financially and operationally.

Costing Center Summary

Costing Center: AMBULANCE SERVICE

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues					
Conditional Government Transfers					
43580	PROV. AMBULANCE--BRANDON	1,278,642	1,349,654	1,349,654	1,349,654
Conditional Government Transfers Total		1,278,642	1,349,654	1,349,654	1,349,654
Other Income					
42999	REVENUE	2,000	4,900	2,000	2,000
49145	DONATIONS	0	4,210	0	0
Other Income Total		2,000	9,110	2,000	2,000
User Fees and Sales of Goods					
42188	AMBULANCE FEES - LONG DISTANCE	600,000	715,000	630,000	630,000
42191	AMBULANCE FEES - LOCAL	1,700,000	1,960,000	1,830,000	1,830,000
User Fees and Sales of Goods Total		2,300,000	2,675,000	2,460,000	2,460,000
		3,580,642	4,033,764	3,811,654	3,811,654
				(5.51%)	
Expenditures					
Contract Services					
52015	CONTRACTS	4,540	3,762	3,800	3,800
52043	EXTERNAL LAUNDRY	4,000	3,000	4,000	4,000
Contract Services Total		8,540	6,762	7,800	7,800
Equipment Purchases					
54410	EQUIPMENT PURCHASES	13,000	17,210	13,000	13,000
Equipment Purchases Total		13,000	17,210	13,000	13,000
Materials and Supplies					
54099	PARTS AND MATERIALS	7,000	7,000	7,000	7,000
54120	MEDICAL SUPPLIES	34,000	30,000	34,000	34,000
54253	PHARMACEUTICALS	5,500	10,500	8,500	8,500
Materials and Supplies Total		46,500	47,500	49,500	49,500
Other					
51141	PROFESSIONAL DEVELOPMENT	12,472	12,472	16,972	19,472
59049	MEAL PERDIEMS	10,000	12,000	11,000	11,000
59139	CONFERENCE COSTS	7,000	8,677	0	0
59393	FLEET AMBULANCES	1,500	1,500	1,500	1,500
Other Total		30,972	34,649	29,472	31,972
Salaries and Wages					
51083	REGULAR SALARIES	127,537	127,537	131,709	131,709
51084	OVERTIME SALARIES	140,000	240,000	210,000	210,000
51997	FIRE/AMB ALLOCATION	4,000,000	4,000,000	4,000,000	4,000,000
Salaries and Wages Total		4,267,537	4,367,537	4,341,709	4,341,709
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	500	500	500	500

Costing Center Summary

Costing Center: *AMBULANCE SERVICE*

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
59997 TRANSFER FR RESERVES	0	0	(200,000)	0
Transfers to/from Internal Accounts Total	500	500	(199,500)	500
	4,367,049	4,474,158	4,241,981	4,444,481
Net Total	(786,407)	(440,394)	(430,327)	(632,827)

Costing Center Summary

Costing Center: FIRE SERVICE

Previous Costing Center: FIRE SERVICE

Budget Year: 2019

Division: PROTECTIVE SERVICES

Accounting Reference: 0092

Department: FIRE & AMBULANCE

Approved: No

Stage: Council Approved

Manager: Brent Dane 729-2404

Description:

This cost center covers the costs associated with running the fire service. It includes the salaries for all staff excluding the EMS Training Officer. Other costs include 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:

Revenues have decreased as a result of fewer merchandise sales and fewer rural responses. Wages have been budgeted according to the collective agreement. 2019 will see an increase in protective clothing to reflect the increase in cost of firefighter protective equipment.

Outlook:

The current Firefighters'/Paramedics' Association Collective Agreement expires December 31, 2021.

Costing Center Summary

Costing Center: FIRE SERVICE

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	332,300	332,300	332,300	332,300
Conditional Government Transfers Total	332,300	332,300	332,300	332,300
Other Income				
42999 REVENUE	189,836	189,836	180,000	180,000
49145 DONATIONS	2,000	5,625	2,000	2,000
49291 FIRE EQUIPMENT SALES	0	0	0	0
Other Income Total	191,836	195,461	182,000	182,000
Permits, Licenses and Fines				
45731 COMPLIANCE TICKETS	0	800	0	0
Permits, Licenses and Fines Total	0	800	0	0
User Fees and Sales of Goods				
42142 MERCHANDISE SALES	4,000	2,000	1,500	1,500
42287 FIRE/RESCUE INSURANCE COVERAGE	145,000	155,000	145,000	145,000
User Fees and Sales of Goods Total	149,000	157,000	146,500	146,500
	673,136	685,561	660,800	660,800
Expenditures				
Benefits				
51100 UNIFORMS	32,000	32,000	32,000	32,000
51123 PROTECTIVE CLOTHING	29,300	33,300	31,000	31,000
51285 MEDICALS	1,100	600	1,100	1,100
Benefits Total	62,400	65,900	64,100	64,100
Contract Services				
52015 CONTRACTS	15,210	15,402	15,402	15,402
52019 CONSULTING FEES	2,000	4,620	2,000	2,000
52028 GENERAL INSURANCE	422	422	768	783
52069 PRINTING COSTS	4,000	3,000	4,000	4,000
Contract Services Total	21,632	23,444	22,170	22,185
Equipment Purchases				
54410 EQUIPMENT PURCHASES	25,000	26,000	25,000	25,000
Equipment Purchases Total	25,000	26,000	25,000	25,000
Grants and Contributions				
55167 PUBLIC RELATIONS	5,000	2,000	5,000	5,000
Grants and Contributions Total	5,000	2,000	5,000	5,000
Materials and Supplies				
54099 PARTS AND MATERIALS	22,686	21,686	25,000	25,000
54103 GASOLINE (VEHICLE)	0	0	0	0
54118 OFFICE SUPPLIES	6,000	7,000	6,000	6,000

Costing Center Summary

Costing Center: FIRE SERVICE

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Materials and Supplies Total	28,686	28,686	31,000	31,000
Other				
51141 PROFESSIONAL DEVELOPMENT	41,150	41,150	63,650	66,150
59048 LUNCHEONS	3,000	3,000	3,000	3,000
59059 MEMBERSHIP	2,531	2,531	2,531	2,531
59098 SUBSCRIPTIONS	2,500	2,500	2,500	2,500
59138 BUSINESS TRAVEL	0	0	0	0
59139 CONFERENCE COSTS	25,000	23,000	0	0
59156 PUBLIC EDUCATION	1,000	1,420	1,000	1,000
59241 SPECIAL PROGRAMS	2,000	4,625	2,000	2,000
59248 DISPOSAL SITE CHARGE	0	45	0	0
Other Total	77,181	78,271	74,681	77,181
Salaries and Wages				
51083 REGULAR SALARIES	7,855,178	7,705,178	8,122,329	8,205,642
51084 OVERTIME SALARIES	200,000	245,000	220,000	220,000
51090 SHIFT DIFFERENTIAL	32,000	50,000	50,000	50,000
51227 SPECIAL OT PAYMENTS	104,987	104,987	108,084	111,272
51352 TRAINING OVERTIME	37,500	37,500	35,000	35,000
51997 FIRE/AMB ALLOCATION	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)
Salaries and Wages Total	4,229,665	4,142,665	4,535,413	4,621,914
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	500	567	500	500
59997 TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total	500	567	500	500
Utilities				
53130 TELEPHONE	10,086	12,086	12,045	12,045
53150 WATER	250,000	250,000	250,600	250,600
53295 RADIO COSTS	11,288	12,288	11,288	11,288
Utilities Total	271,374	274,374	273,933	273,933
	4,721,438	4,641,907	5,031,797	5,120,813
Net Total	(4,048,302)	(3,956,346)	(4,370,997)	(4,460,013)

Costing Center Summary

Costing Center: FIRE VEHICLES

Previous Costing Center: FIRE VEHICLES

Budget Year: 2019

Division: PROTECTIVE SERVICES

Accounting Reference: 0106

Department: FIRE & AMBULANCE

Approved: No

Stage: Council Approved

Manager: Brent Dane 729-2404

Description:

This cost center includes the cost of renting all fire vehicles from Fleet Services. Fleet rental rates include the operational costs as well as an allocation to the Fire Vehicles Reserve for the equipment's future replacement. Ambulances are provided by Manitoba Health.

Comments:

Outlook:

Costing Center Summary

Costing Center: FIRE VEHICLES

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52032 VEHICLE INSURANCE	450	0	0	0
Contract Services Total	450	0	0	0
Materials and Supplies				
54103 GASOLINE (VEHICLE)	9,300	14,300	12,300	12,300
54104 DIESEL (VEHICLE)	14,340	20,840	22,000	22,000
54125 DIESEL EXHAUST FLUID	0	116	295	295
Materials and Supplies Total	23,640	35,256	34,595	34,595
Other				
59080 FLEET EQUIP MAINTENANCE	118,500	118,500	127,250	127,250
59993 EQUIPMENT CAPITAL CONTRIBUTION	254,693	254,693	162,536	162,536
Other Total	373,193	373,193	289,786	289,786
	397,283	408,449	324,381	324,381
Net Total	(397,283)	(408,449)	(324,381)	(324,381)

Costing Center Summary

Costing Center: HUMAN RESOURCES

Previous Costing Center: HUMAN RESOURCES

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 1401

Department: HUMAN RESOURCES

Approved: No

Stage: Council Approved

Manager: Linda Poole 729-2174

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, pension plans, and training & development.

Comments:

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

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, Attendance Support, Employee Engagement 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. We also continue to work to meet legislative requirements in regards to Accessibility.

Outlook:

On the labour front:

ATU (Transit) Collective Agreement expired on December 31, 2018. Collective Bargaining has commenced, with the City proposing a 3-year contract which would expire on December 31, 2021.

Brandon Police Association Collective Agreement expires December 31, 2019.

CUPE Collective Agreement expired on December 31, 2018. Collective Bargaining has commenced, with the City proposing a 3-year contract which would expire on December 31, 2021.

E911/Police Operator- Dispatcher Division Collective Agreement expires December 31, 2021.

Firefighters'/Paramedics' Association Collective Agreement expires December 31, 2021.

Costing Center Summary

Costing Center: HUMAN RESOURCES

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures					
Benefits					
51002	EMPLOYEE APPRECIATION	4,000	5,500	12,000	12,000
51071	EMPLOYEE WELLNESS PROGRAMS	3,500	1,300	0	0
51174	RETIREMENTS	6,000	4,538	6,000	6,000
51176	LONG SERVICE RECOGNITION	4,700	4,700	4,700	4,700
51285	MEDICALS	3,500	1,500	3,500	3,500
51294	MEDICALS-RECRUITMENT/STAFFING	1,000	500	1,500	1,500
51389	HEARING TESTS	0	0	0	0
51531	EMPLOYEE BBQ	6,500	4,843	0	0
51709	SEVERANCE PAYMENT EXPENSE	75,000	37,370	75,000	75,000
Benefits Total		104,200	60,251	102,700	102,700
Contract Services					
52019	CONSULTING FEES	17,500	8,510	0	0
52031	LIFE INSURANCE	4,800	4,752	4,800	4,800
52069	PRINTING COSTS	1,500	1,720	1,700	1,500
52070	METRICS	1,485	0	0	0
52239	TESTING-RECRUITMENT/STAFFING	25,000	20,000	25,000	25,000
52278	FACILITATOR EXPENSE	0	0	0	0
52297	CPR/FIRST AID TRAINING	0	0	0	0
52453	PROFESSIONAL FEES-CUPE	0	0	0	0
52456	PROFESSIONAL FEES-OOS	0	0	0	0
52457	PROFESSIONAL FEES-POLICE	0	0	0	0
59242	SALARY SURVEYS	5,000	0	4,000	4,000
Contract Services Total		55,285	34,982	35,500	35,300
Equipment Purchases					
54410	EQUIPMENT PURCHASES	3,500	900	3,500	3,500
Equipment Purchases Total		3,500	900	3,500	3,500
Materials and Supplies					
54099	PARTS AND MATERIALS	8,740	5,582	8,000	8,000
54261	PART AND MATERIALS-SAFETY	0	0	0	0
54460	PARTS AND MATERIALS-TRAINING	1,000	0	500	500
Materials and Supplies Total		9,740	5,582	8,500	8,500
Other					
51141	PROFESSIONAL DEVELOPMENT	21,825	10,475	31,950	34,950
51145	CORP TRAINING & DEVELOPMENT	23,375	23,375	22,000	45,000
51179	COMPASSIONATE GIFTS	750	750	750	750
51182	SAFETY INITIATIVES	0	0	0	0
59007	ADVERTISING-RECRUIT/STAFFING	13,500	9,500	15,000	15,000
59023	SYMPOSIUMS	2,000	1,041	2,000	2,000

Costing Center Summary

Costing Center: HUMAN RESOURCES

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
59048	LUNCHEONS	1,000	368	1,000	1,000
59059	MEMBERSHIP	2,050	2,328	2,050	2,050
59098	SUBSCRIPTIONS	6,450	2,450	4,450	4,450
59138	BUSINESS TRAVEL	1,082	1,082	1,500	1,500
59139	CONFERENCE COSTS	11,160	7,850	0	0
59603	LABOUR RELATIONS-CUPE	20,000	67,702	21,000	25,000
59604	LABOUR RELATIONS-E911	9,000	0	10,000	5,000
59605	LABOUR RELATIONS-FIRE	19,000	96,430	19,000	19,000
59606	LABOUR RELATIONS-OOS	3,500	3,971	3,500	5,000
59607	LABOUR RELATIONS-POLICE	15,000	6,000	15,000	15,000
59608	LABOUR RELATIONS-TRANSIT	0	0	25,000	25,000
Other Total		149,692	233,322	174,200	200,700
Salaries and Wages					
51083	REGULAR SALARIES	971,384	926,384	980,242	1,009,802
51084	OVERTIME SALARIES	6,000	1,000	2,500	2,500
Salaries and Wages Total		977,384	927,384	982,742	1,012,302
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES	(75,000)	(37,370)	(75,000)	(75,000)
Transfers to/from Internal Accounts Total		(75,000)	(37,370)	(75,000)	(75,000)
Utilities					
53130	TELEPHONE	5,365	5,115	4,436	4,436
Utilities Total		5,365	5,115	4,436	4,436
		1,230,166	1,230,166	1,236,578	1,292,438
Net Total		(1,230,166)	(1,230,166)	(1,236,578)	(1,292,438)

Costing Center Summary

Costing Center: SAFETY & HEALTH

Previous Costing Center: SAFETY & HEALTH

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 1402

Department: HUMAN RESOURCES

Approved: No

Stage: Council Approved

Manager: Linda Poole 729-2174

Description:

This cost center encompasses costs related to Safety and Health initiatives throughout the corporation and the City of Brandon.

Comments:

The Occupational Safety and Health Section of Human Resources is responsible for a number of corporate initiatives as well as specialized services. Corporate initiatives include those under the safety campaign of Mission Zero and the wellness campaign of Creating Healthier Employees. The section also provides specialized services including incident investigation, training, industrial hygiene sampling and ergonomic assessments. The services coordinated or provided by the section are required under the Manitoba Workplace Safety and Health Act and Regulation or industry best practices.

Outlook:

Costing Center Summary

Costing Center: SAFETY & HEALTH

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Benefits				
51071 EMPLOYEE WELLNESS PROGRAMS	0	0	3,050	3,050
51389 HEARING TESTS	10,500	10,500	11,000	11,000
Benefits Total	10,500	10,500	14,050	14,050
Contract Services				
52019 CONSULTING FEES	4,500	0	5,000	6,000
52297 CPR/FIRST AID TRAINING	6,500	5,500	6,500	6,500
Contract Services Total	11,000	5,500	11,500	12,500
Materials and Supplies				
54099 PARTS AND MATERIALS	4,460	4,460	4,460	4,460
Materials and Supplies Total	4,460	4,460	4,460	4,460
Other				
51141 PROFESSIONAL DEVELOPMENT	1,500	300	2,500	2,500
51182 SAFETY INITIATIVES	6,000	5,500	6,000	6,000
59059 MEMBERSHIP	1,265	1,265	1,265	1,265
59098 SUBSCRIPTIONS	1,000	1,000	1,000	1,000
59138 BUSINESS TRAVEL	1,068	1,068	1,440	1,440
59139 CONFERENCE COSTS	1,000	420	0	0
Other Total	11,833	9,553	12,205	12,205
Salaries and Wages				
51083 REGULAR SALARIES	187,271	183,671	242,502	243,953
Salaries and Wages Total	187,271	183,671	242,502	243,953
Utilities				
53130 TELEPHONE	1,790	1,557	1,683	1,683
Utilities Total	1,790	1,557	1,683	1,683
	226,854	215,241	286,400	288,851
Net Total	(226,854)	(215,241)	(286,400)	(288,851)

Costing Center Summary

Costing Center: ABORIGINAL RELATIONS LIAISON

Previous Costing Center: ABORIGINAL RELATIONS
LIAISON

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 2088

Department: LEGISLATIVE SERVICES

Approved: No

Stage: Council Approved

Manager: Heather Ewasuik 729-2206

Description:

This costing centre covers the costs associated with delivery of programs and services in partnership with the Brandon Urban Aboriginal Peoples' Council.

Comments:

A 3-year coalition funding agreement has been entered into with the Federal Department of Indian Affairs and Northern Development for the delivery of urban programming and services for Indigenous Peoples, including the funding of the Aboriginal Relations Coordinator position.

Outlook:

The duration of the current agreement is from November 1, 2017 to March 31, 2020.

Costing Center Summary

Costing Center: ABORIGINAL RELATIONS LIAISON

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Conditional Government Transfers				
44500 FEDERAL GOV'T	75,000	102,038	75,000	75,000
Conditional Government Transfers Total	75,000	102,038	75,000	75,000
	75,000	102,038	75,000	75,000
Expenditures				
Contract Services				
52015 CONTRACTS	0	0	0	0
52020 PROFESSIONAL FEES	0	0	0	0
52069 PRINTING COSTS	0	0	0	0
Contract Services Total	0	0	0	0
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	0	0
Equipment Purchases Total	0	0	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	0	0	0	0
Materials and Supplies Total	0	0	0	0
Other				
51141 PROFESSIONAL DEVELOPMENT	0	0	0	0
59003 ADVERTISING	0	0	0	0
59048 LUNCHEONS	0	0	0	0
59059 MEMBERSHIP	0	0	0	0
59098 SUBSCRIPTIONS	0	0	0	0
59138 BUSINESS TRAVEL	0	0	0	0
59139 CONFERENCE COSTS	0	0	0	0
59241 SPECIAL PROGRAMS	75,000	102,038	75,000	75,000
Other Total	75,000	102,038	75,000	75,000
Salaries and Wages				
51026 INDEMNITY & HONORARIUM	0	0	0	0
51083 REGULAR SALARIES	0	0	0	0
51084 OVERTIME SALARIES	0	0	0	0
Salaries and Wages Total	0	0	0	0
Utilities				
53130 TELEPHONE	0	0	0	0
Utilities Total	0	0	0	0
	75,000	102,038	75,000	75,000
Net Total	0	0	0	0

Costing Center Summary

Costing Center: CLERKS

Previous Costing Center: CLERKS

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 2090

Department: LEGISLATIVE SERVICES

Approved: No

Stage: Council Approved

Manager: Heather Ewasuk 729-2206

Description:

This cost center is for the costs associated with the City Clerk's section of Legislative Services.

Comments:

Clerk's Operations 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 and as required by Provincial legislation. 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 certification of documents.

Outlook:

Costing Center Summary

Costing Center: CLERKS

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Other Income				
42999 REVENUE	3,700	2,100	3,570	3,690
Other Income Total	3,700	2,100	3,570	3,690
	3,700	2,100	3,570	3,690
Expenditures				
Contract Services				
52015 CONTRACTS		0	0	0
52069 PRINTING COSTS	700	1,003	1,000	1,000
52755 CLEANING CONTRACT	460	230	540	560
52759 SECURITY	600	300	600	600
Contract Services Total	1,760	1,533	2,140	2,160
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	0	400
Equipment Purchases Total	0	0	0	400
Materials and Supplies				
54099 PARTS AND MATERIALS	2,400	2,000	2,200	2,404
Materials and Supplies Total	2,400	2,000	2,200	2,404
Other				
51141 PROFESSIONAL DEVELOPMENT	4,300	1,543	10,000	8,770
59048 LUNCHEONS	280	185	280	292
59059 MEMBERSHIP	1,575	1,175	1,535	1,590
59098 SUBSCRIPTIONS	200	510	220	370
59138 BUSINESS TRAVEL	500	0	200	200
59139 CONFERENCE COSTS	7,290	5,685	0	0
Other Total	14,145	9,098	12,235	11,222
Salaries and Wages				
51083 REGULAR SALARIES	330,858	315,838	368,026	368,051
51084 OVERTIME SALARIES	7,200	3,500	6,000	6,000
51231 INTERNAL SALARIES	0	245	0	0
Salaries and Wages Total	338,058	319,583	374,026	374,051
Utilities				
53130 TELEPHONE	1,662	1,987	1,436	1,436
Utilities Total	1,662	1,987	1,436	1,436
	358,025	334,201	392,037	391,673
Net Total	(354,325)	(332,101)	(388,467)	(387,983)

Costing Center Summary

Costing Center: COMMUNITY GRANTS

Previous Costing Center: COMMUNITY GRANTS

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 2436

Department: LEGISLATIVE SERVICES

Approved: No

Stage: Council Approved

Manager: Heather Ewasuk 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 through the Grants Review Committee 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.

Major building capital such as construction, redevelopment, or property purchases are not considered.

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: COMMUNITY GRANTS

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Grants and Contributions				
55024 OTHER GRANTS	51,000	26,000	20,000	20,000
55405 COMMUNITY CENTRE ASSISTANCE	155,000	175,584	155,000	55,000
55449 CULTURAL/PERFORMANCE GRANTS	46,250	45,250	52,550	61,050
55451 SERVICE ORGANIZATIONS GRANTS	108,700	105,700	110,050	110,050
55464 MUSEUMS	65,000	65,000	55,000	25,000
Grants and Contributions Total	425,950	417,534	392,600	271,100
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(25,000)	(20,584)	0	0
Transfers to/from Internal Accounts Total	(25,000)	(20,584)	0	0
	400,950	396,950	392,600	271,100
Net Total	(400,950)	(396,950)	(392,600)	(271,100)

Costing Center Summary

Costing Center: COUNCIL

Previous Costing Center: COUNCIL

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 2431

Department: LEGISLATIVE SERVICES

Approved: No

Stage: Council Approved

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 2019 and 2020.

Effective in 2019, the 1/3 tax free exemption for non-accountable expense allowances paid to Elected Officials has been eliminated.

This account includes the City's membership in the Federation of Canadian Municipalities, Association of Manitoba Municipalities, Brandon Chamber of Commerce, and the Manitoba Good Roads Association.

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

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Benefits				
51010 MISC EMPLOYEE ALLOWANCE	4,200	4,200	4,200	4,200
51159 MAX COUNCIL PER DIEM	1,990	450	6,800	6,870
51163 MAX TAXABLE PER DIEM	3,980	900	0	0
51187 RRSP CONTRIBUTION	3,570	3,570	3,640	3,714
Benefits Total	13,740	9,120	14,640	14,784
Contract Services				
52020 PROFESSIONAL FEES	150	0	0	0
52028 GENERAL INSURANCE	471	471	503	513
52079 BUILDING RENTAL	0	0	0	0
52759 SECURITY	2,300	1,750	2,135	2,135
Contract Services Total	2,921	2,221	2,638	2,648
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	500	0	0
Equipment Purchases Total	0	500	0	0
Grants and Contributions				
55167 PUBLIC RELATIONS	33,500	18,500	9,000	7,000
55462 ECKHARDT-GRAMATTE	1,000	1,000	1,000	1,000
Grants and Contributions Total	34,500	19,500	10,000	8,000
Materials and Supplies				
54099 PARTS AND MATERIALS	3,605	3,605	2,805	2,910
Materials and Supplies Total	3,605	3,605	2,805	2,910
Other				
51141 PROFESSIONAL DEVELOPMENT	200	0	12,960	14,500
59003 ADVERTISING	2,760	2,760	2,760	2,900
59048 LUNCHEONS	7,500	7,500	7,000	7,000
59059 MEMBERSHIP	0	0	0	0
59098 SUBSCRIPTIONS	1,750	1,750	0	0
59138 BUSINESS TRAVEL	1,500	1,380	1,500	1,500
59139 CONFERENCE COSTS	17,550	14,500	0	0
59158 MAX COUNCIL EXPENSES	3,980	3,000	4,037	4,120
59164 FED OF CANADIAN MUNICIPALITIES	7,260	7,986	8,225	8,472
59183 GOOD ROADS MEMBERSHIP	200	200	200	200
59196 ASSOCIATION OF MB MUNICIPALITI	4,284	4,200	4,200	4,200
59197 BDN CHAMBER OF COMMERCE	1,225	1,248	1,273	1,298
59198 POVERTY COMMITTEE	0	0	10,000	0
59241 SPECIAL PROGRAMS	0	0	25,000	0
59901 COUNCIL RETREATS	0	0	3,400	300
Other Total	48,209	44,524	80,555	44,490

Costing Center Summary

Costing Center: COUNCIL

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
<hr/>					
Salaries and Wages					
51026	INDEMNITY & HONORARIUM	90,065	89,715	8,160	8,160
51083	REGULAR SALARIES	276,608	274,068	419,592	419,592
51084	OVERTIME SALARIES	500	500	500	500
51126	TAXABLE HONORARIUM	4,400	3,700	0	0
Salaries and Wages Total		371,573	367,983	428,252	428,252
<hr/>					
Utilities					
53130	TELEPHONE	884	854	744	744
Utilities Total		884	854	744	744
		475,432	448,307	539,634	501,828
<hr/>					
Net Total		(475,432)	(448,307)	(539,634)	(501,828)

Costing Center Summary

Costing Center: *ELECTION COSTS*

Previous Costing Center: ELECTION COSTS

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 2456

Department: LEGISLATIVE SERVICES

Approved: No

Stage: Council Approved

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 2022. Funding will come from the Election Reserve and include provisions for advertising, printing of ballots, building rental and election staff.

There is an annual requirement to advertise for any revisions to the Voters List.

Outlook:

It is anticipated that electronic vote counting machines will be utilized once again in 2022 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

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Other Income				
42521 ELECTION RECOVERIES	44,115	37,266	0	0
Other Income Total	44,115	37,266	0	0
	44,115	37,266	0	0
Expenditures				
Contract Services				
52015 CONTRACTS	50,000	33,500	0	0
52069 PRINTING COSTS	4,525	4,575	0	0
52079 BUILDING RENTAL	2,250	2,742	0	0
52759 SECURITY	2,400	1,500	0	0
Contract Services Total	59,175	42,317	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	1,750	1,000	0	0
Materials and Supplies Total	1,750	1,000	0	0
Other				
51141 PROFESSIONAL DEVELOPMENT	150	548	0	0
59003 ADVERTISING	5,040	3,600	225	225
59138 BUSINESS TRAVEL	150	158	0	0
59241 SPECIAL PROGRAMS	10,000	16,226	0	0
Other Total	15,340	20,532	225	225
Reserve Appropriation				
58543 ELECTIONS B/L 5760	15,000	15,000	15,000	15,000
Reserve Appropriation Total	15,000	15,000	15,000	15,000
Salaries and Wages				
51026 INDEMNITY & HONORARIUM	32,840	30,306	0	0
51083 REGULAR SALARIES	37,150	28,150	0	0
51084 OVERTIME SALARIES	415	0	0	0
Salaries and Wages Total	70,405	58,456	0	0
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(102,935)	(85,419)	0	0
Transfers to/from Internal Accounts Total	(102,935)	(85,419)	0	0
Utilities				
53130 TELEPHONE	380	380	0	0
Utilities Total	380	380	0	0
	59,115	52,266	15,225	15,225
Net Total	(15,000)	(15,000)	(15,225)	(15,225)

Costing Center Summary

Costing Center: LEGAL SERVICES

Previous Costing Center: LEGAL SERVICES

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 2087

Department: LEGISLATIVE SERVICES

Approved: No

Stage: Council Approved

Manager: Heather Ewasuik 729-2206

Description:

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

Comments:

The Legal Services section of Legislative Services provides a full range of legal and legislative administrative support to the corporation through the preparation and management of by-laws, agreements, and other legal documents. The Manager of Legal Services acts as the liaison with the City-contracted legal counsel and manages all related contract services for the City, reviewing all legal documents including by-laws to ensure necessary provisions are included and statutory obligations are met.

External legal services are provided under contract to provide verbal and written advice and opinions on diverse legal matters to the City. The contractee acts as the City's solicitor in any litigious matters. However the Manager of Legal Services will be representing the City non-litigious matters such as real estate acquisitions and disposals, subdivisions and site plan agreements and will be taking the bar admissions course for the Law Society of Manitoba (CPLD), which will further reduce the need for outside legal counsel.

Outlook:

Costing Center Summary

Costing Center: LEGAL SERVICES

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52019 CONSULTING FEES	0	12,000	4,500	0
52072 LEGAL FEES	135,000	100,000	100,000	80,000
Contract Services Total	135,000	112,000	104,500	80,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	0	0
Equipment Purchases Total	0	0	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	100	300	400	400
Materials and Supplies Total	100	300	400	400
Other				
51141 PROFESSIONAL DEVELOPMENT	0	2,065	3,500	1,000
59048 LUNCHEONS	100	100	0	0
59059 MEMBERSHIP	0	0	0	2,650
59098 SUBSCRIPTIONS	6,250	7,495	7,250	7,250
Other Total	6,350	9,660	10,750	10,900
Salaries and Wages				
51083 REGULAR SALARIES	128,398	148,300	167,130	168,318
Salaries and Wages Total	128,398	148,300	167,130	168,318
Utilities				
53130 TELEPHONE	195	1,048	683	683
Utilities Total	195	1,048	683	683
	270,043	271,308	283,463	260,301
Net Total	(270,043)	(271,308)	(283,463)	(260,301)

Costing Center Summary

Costing Center: *PROPERTY ASSESSMENT*

Previous Costing Center: PROPERTY
ASSESSMENT

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0037

Department: LEGISLATIVE SERVICES

Approved: No

Stage: Council Approved

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 1% increase over the 2018 actual costs for assessment services is estimated for 2019 to cover general increases in the cost allocation along with estimated growth in the assessment base.

Application filing fees for assessment appeals are consistent with those charged by The Municipal Board. 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.

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. As 2020 is a re-assessment year, it is anticipated that the number of applications for revision and related costs to conduct Board Hearings in 2019 will increase over 2018.

Outlook:

Costing Center Summary

Costing Center: PROPERTY ASSESSMENT

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Other Income				
42999 REVENUE	2,500	150	4,000	2,500
Other Income Total	2,500	150	4,000	2,500
	2,500	150	4,000	2,500
Expenditures				
Contract Services				
52015 CONTRACTS	741,133	733,888	734,327	742,639
52421 BOARD OF REVISION	3,795	2,995	6,390	3,670
Contract Services Total	744,928	736,883	740,717	746,309
	744,928	736,883	740,717	746,309
Net Total	(742,428)	(736,733)	(736,717)	(743,809)

Costing Center Summary

Costing Center: RECORDS SERVICES

Previous Costing Center: RECORDS SERVICES

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0011

Department: LEGISLATIVE SERVICES

Approved: No

Stage: Council Approved

Manager: Heather Ewasuik 729-2206

Description:

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

Comments:

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

Outlook:

Canada Post is proposing a \$0.05 increase to domestic Lettermail items for 2019 (just under a 6% increase).

Costing Center Summary

Costing Center: RECORDS SERVICES

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52054 MAINT OF EQUIP EXT		728	0	0
52069 PRINTING COSTS	50	0	0	0
52081 EXTERNAL EQUIPMENT RENTAL	970	1,175	1,150	1,250
52252 DELIVERY - IN CITY	9,639	11,374	11,455	11,455
Contract Services Total	10,659	13,277	12,605	12,705
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	0	0
Equipment Purchases Total	0	0	0	0
Materials and Supplies				
54068 POSTAGE	47,783	51,283	47,934	48,418
54099 PARTS AND MATERIALS	1,230	1,475	1,505	1,575
Materials and Supplies Total	49,013	52,758	49,439	49,993
Other				
51141 PROFESSIONAL DEVELOPMENT	3,000	1,500	4,345	4,000
59059 MEMBERSHIP	1,180	1,023	900	945
59138 BUSINESS TRAVEL	0	94	0	0
59139 CONFERENCE COSTS	2,800	2,695	0	0
Other Total	6,980	5,312	5,245	4,945
Salaries and Wages				
51083 REGULAR SALARIES	264,914	214,000	222,720	221,408
51084 OVERTIME SALARIES	0	0	0	0
Salaries and Wages Total	264,914	214,000	222,720	221,408
Utilities				
53130 TELEPHONE	384	288	183	183
Utilities Total	384	288	183	183
	331,950	285,635	290,192	289,234
Net Total	(331,950)	(285,635)	(290,192)	(289,234)

Costing Center Summary

Costing Center: POLICE SERVICE

Previous Costing Center: POLICE SERVICE

Budget Year: 2019

Division: PROTECTIVE SERVICES

Accounting Reference: 0074

Department: POLICE

Approved: No

Stage: Council Approved

Manager: Wayne Balcaen

Description:

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

Comments:

The Brandon Police Service is under the direction of the Chief of Police who reports directly to the Brandon Police Board. The Brandon Police Board provides civilian governance and non-operational oversight of the Service. At present, service is delivered by two distinct areas: Operations Division and Support Services Division, each overseen by an Inspector. The Inspectors report to the Deputy Chief of Police who in turn reports to the Chief of Police. The Executive team is supported by an Executive Assistant and a Finance Analyst for the administration of the Service. Operationally, the Executive is supported by a Crime Analyst.

The Operations Division consists of the Patrol Section and the Crime Section. The Patrol Section is comprised of four Platoons who provide day-to-day policing response on a 24/7/365 basis. The Crime Section includes the Criminal Investigation Unit and the Crime Support Unit. The Crime Units work in a collaborative approach with Patrol and concentrate on the more serious offences investigated by the Service. The Crime Support Unit deals with vice-related issues and has Intelligence Officers who monitor, gather, and share information with other agencies. This unit works very closely in an integrated approach with Policing Partners throughout the province and nationwide. The Police Service Dog Unit, consisting of PSD Karma and PSD Storm along with their handlers, completes the Operations Division. Operations is supported by the Emergency Response Team. This team consists of Incident Commanders, Crisis Negotiators, and Tactical Response and is deployed during potentially high risk situations, such as gun-related calls.

The Support Services area contains the Patrol Support Unit, Community Support, Community Mobilization, Administrative Services, Clerical Front Desk Attendants, and Victim Services. The Patrol Support Unit includes Traffic and Bylaw Units. Community Support oversees the public information aspect, Crime Stoppers strategy and the Forensic Identification Unit. The Community Mobilization function is an extremely valued and important part of our "Commitment to Community Safety". The Community Mobilization program is a multi-agency approach to address people who are at an acutely elevated risk of criminal involvement, either as a victim or suspect, as well as being at risk for self-harm due to high-risk behaviours they may be engaged in. School Resource Officers and Community Policing Officers help connect the Service to the public and provide collaborative support to the Community Mobilization initiative. These officers will help supplement the Service's commitment to this greatly valued program. Support Services also provides clerical support to the organization in the form of the Administrative Services Unit comprised of Central Records, Court Services, and Property and the Clerical Front Desk Attendants, who are the first point of contact for many service calls. The Organizational Development unit monitors and updates policies for the Service in the continually evolving policing environment. The Training Unit ensures the Service maintains adequate training for all members and also oversees the recruiting process. Lastly, Victim Services provides assistance to victims of crime in accordance with the Canadian Victims Bill of Rights

Costing Center Summary

Costing Center: POLICE SERVICE

Previous Costing Center: POLICE SERVICE

Budget Year: 2019

Division: PROTECTIVE SERVICES

Accounting Reference: 0074

Department: POLICE

Approved: No

Stage: Council Approved

Manager: Wayne Balcaen

Outlook:

The Brandon Police Service strives to serve the community through the framework of its strategic plan. The strategic plan, implemented in 2017, provides direction for the upcoming year and consists of four pillars: Community Safety, Community Engagement & Relationships, Sustainability & Diversity, and Employee Wellbeing & Accountability.

In 2019, the crystal methamphetamine epidemic will be a challenge at the forefront for BPS and the community. The increasing presence of the drug into the community has led to an exponential increase in seizures in recent years along with an increased rate in crimes against persons and property, particularly weapons related offences. This has led to more high risk incidents, deployments of the Emergency Response Team and increased demand on members. BPS and the City of Brandon demonstrated our commitment to targeting this issue with the addition of two members part way through 2018 to specifically address crystal methamphetamine and child exploitation. These positions will be in place for a full year in 2019, further contributing to the Community Safety objective.

Community Engagement & Relationships is the primary tool available in achieving crime prevention. The primary initiative to accomplishing this is the Community Mobilization model. A collaborative approach with community service providers in the Westman area focuses on identifying and assisting families, individuals, and youth most at risk. In 2019, the Service will continue to provide resources to this initiative with dedicated personnel and commitment to Community Safety & Well-Being in Action.

The third aspect of the Service's plan is Sustainability & Diversity. This objective is accomplished by continuing to examine potential efficiencies and plan for the long term growth of the Service. BPS is achieving efficiencies through technological innovations such as voice transcription software and e-ticketing software for traffic fines. Other sustainability and diversity initiatives include continuing to find ways to utilize City resources rather than external contractors and examining areas within the Service that can be performed by highly trained civilians, allowing more police officers for front line policing.

The last factor of the plan is Employee Wellbeing & Accountability. This is an important issue in policing and the Service has signaled its commitment with the implementation of an Employee Wellness Team (EWT). The EWT is available to members in crisis or requiring mental health assistance. The Service will continue to assess performance appraisal systems for all members, ensuring members receive useful feedback and assistance in goal-setting and professional growth. 2019 will be the final year of the current working agreement with the Brandon Police Association and will present the opportunity to progress relations between the BPA and Executive in preparing a new agreement.

Costing Center Summary

Costing Center: POLICE SERVICE

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Conditional Government Transfers				
43510	PROVINCIAL GOVT	1,190,000	1,190,000	1,190,000
43660	PROVINCIAL OTHER	187,200	336,100	227,100
Conditional Government Transfers Total		1,377,200	1,526,100	1,417,100
Other Income				
42999	REVENUE	2,200	3,700	1,000
Other Income Total		2,200	3,700	1,000
Permits, Licenses and Fines				
45701	TRAFFIC TICKETS	340,000	285,000	335,000
45702	PARKING TICKETS	280,000	175,000	250,000
45731	COMPLIANCE TICKETS	10,000	13,000	12,000
Permits, Licenses and Fines Total		630,000	473,000	597,000
User Fees and Sales of Goods				
42195	ROOM RENTALS	49,933	50,533	52,075
42315	SPECIAL DUTY	152,241	159,431	148,410
42374	SEARCH FEES	180,000	189,000	194,000
42375	TRAINING FEES RECOVERED	16,500	13,450	23,180
45269	ANIMAL BOARDING FEES	8,000	7,500	8,800
User Fees and Sales of Goods Total		406,673	419,913	426,065
		2,416,073	2,422,713	2,441,165
Expenditures				
Benefits				
51100	UNIFORMS	60,000	68,400	61,400
51122	BOOT ALLOWANCE	13,450	14,990	14,892
51146	CLOTHING ALLOWANCE	29,600	27,457	30,500
51285	MEDICALS	2,500	2,000	2,100
51345	PERFORM BASED EMP RECOGNITION	1,500	1,500	1,500
Benefits Total		107,050	114,347	109,192
Capital Contribution				
54010	TRANSFER TO TCA	0	0	0
Capital Contribution Total		0	0	0
Contract Services				
52015	CONTRACTS	113,330	85,020	80,925
52020	PROFESSIONAL FEES	8,000	20,770	7,300
52028	GENERAL INSURANCE	1,608	1,608	1,700
52029	LIABILITY INSURANCE	1,000	1,000	1,050
52054	MAINT OF EQUIP EXT	2,600	6,100	4,900
52069	PRINTING COSTS	8,850	7,350	8,220

Costing Center Summary

Costing Center: POLICE SERVICE

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
52072	LEGAL FEES	35,000	25,000	38,000	40,000
52078	DETENTION FEES	215,000	232,060	230,000	233,000
52079	BUILDING RENTAL	1,000	0	0	0
52220	COMPETITION PROFESSIONAL FEES	20,500	12,500	15,500	18,000
52387	BANK PROCESSING FEES	1,740	1,740	1,660	1,720
Contract Services Total		408,628	393,148	389,205	439,924
Equipment Purchases					
54410	EQUIPMENT PURCHASES	29,717	28,898	32,090	18,175
54412	FUNDED EQUIPMENT	0	109,000	0	0
Equipment Purchases Total		29,717	137,898	32,090	18,175
Grants and Contributions					
55024	OTHER GRANTS	16,000	14,500	14,500	14,500
55167	PUBLIC RELATIONS	13,475	11,895	14,240	14,270
Grants and Contributions Total		29,475	26,395	28,740	28,770
Materials and Supplies					
54061	MISCELLANEOUS		0	0	0
54062	LIABILITY CLAIMS	750	750	750	750
54099	PARTS AND MATERIALS	36,700	40,525	40,320	41,835
54101	AMMUNITION	55,725	53,925	52,000	55,300
54199	SPECIAL OP - PARTS & MATERIALS	25,453	10,795	10,828	7,650
54299	COMPETITION-PARTS & MATERIALS	500	0	500	500
54337	PARTS & MAT - INVESTIGATIONS	22,700	22,700	22,000	22,325
54338	PARTS & MAT - IDENT	26,800	19,200	24,985	24,695
54358	PARTS & MAT - OPERATIONS	21,100	16,100	19,910	20,535
54359	PARTS & MAT - TRU	8,600	9,800	10,500	10,000
54360	PARTS & MAT - NEGOTIATORS	300	300	300	300
54361	PARTS & MAT - ACO	3,500	750	2,500	2,500
54363	PARTS & MAT - PSD	9,450	9,450	10,350	10,350
54383	PARTS & MAT - COURT SERVICES	5,000	5,790	5,150	5,250
Materials and Supplies Total		216,578	190,085	200,093	201,990
Other					
51141	PROFESSIONAL DEVELOPMENT	140,000	137,000	158,750	163,250
59003	ADVERTISING	2,500	2,500	2,500	2,500
59006	POLICE BOARD	11,000	11,000	12,500	13,550
59045	LIBRARY	2,500	1,750	2,000	2,000
59048	LUNCHEONS	3,000	2,000	3,000	3,000
59059	MEMBERSHIP	5,945	6,465	6,510	6,585
59098	SUBSCRIPTIONS	885	885	760	765
59137	SPECIAL OP - BUSINESS TRAVEL	1,000	1,841	1,000	1,000
59138	BUSINESS TRAVEL	22,000	15,000	18,000	18,000

Costing Center Summary

Costing Center: POLICE SERVICE

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
59139	CONFERENCE COSTS	15,000	14,000	0	0
59207	CASH OVER/SHORT	0	0	0	0
59241	SPECIAL PROGRAMS	0	0	3,600	0
Other Total		203,830	192,441	208,620	210,650
Reserve Appropriation					
58500	POLICE EQUIPMENT B/L 4442	325,000	325,000	250,000	300,000
Reserve Appropriation Total		325,000	325,000	250,000	300,000
Salaries and Wages					
51016	SALARY VACANCY ALLOWANCE	(200,000)	0	(275,770)	(250,000)
51083	REGULAR SALARIES	13,500,981	13,012,781	13,842,459	14,177,147
51084	OVERTIME SALARIES	450,000	617,974	475,000	500,000
51090	SHIFT DIFFERENTIAL	13,200	57,500	55,000	55,000
51094	FUNDED OVERTIME	157,000	195,300	197,100	197,100
51095	SPECIAL DUTY OVERTIME	14,250	7,510	14,110	14,465
51183	SPECIAL OP - SALARIES	0	67,000	208,100	0
51185	SPECIAL OP - OVERTIME	45,000	22,309	45,000	45,000
Salaries and Wages Total		13,980,431	13,980,374	14,560,999	14,738,712
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	3,200	6,800	5,400	5,400
59997	TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total		3,200	6,800	5,400	5,400
Utilities					
53130	TELEPHONE	13,928	14,120	10,776	10,776
53295	RADIO COSTS	48,600	45,100	48,000	48,000
53445	CELLULAR TELEPHONE	40,500	40,229	44,100	44,280
Utilities Total		103,028	99,449	102,876	103,056
		15,406,937	15,465,937	15,887,214	16,157,069
Net Total		(12,990,864)	(13,043,224)	(13,446,049)	(13,773,704)

Costing Center Summary

Costing Center: POLICE VEHICLES

Previous Costing Center: POLICE VEHICLES

Budget Year: 2019

Division: PROTECTIVE SERVICES

Accounting Reference: 0073

Department: POLICE

Approved: No

Stage: Council Approved

Manager: Wayne Balcaen

Description:

This cost center covers vehicle expenditures for all fleet police vehicles from the Central Garage and external lease agreements.

Comments:

Outlook:

Costing Center Summary

Costing Center: POLICE VEHICLES

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52307 LEASED VEHICLES	98,150	90,110	100,380	101,180
Contract Services Total	98,150	90,110	100,380	101,180
Materials and Supplies				
54103 GASOLINE (VEHICLE)	155,000	175,000	185,000	200,000
54104 DIESEL (VEHICLE)	700	700	800	900
54323 INSURANCE DEDUCTIBLE	3,500	3,500	4,000	4,000
Materials and Supplies Total	159,200	179,200	189,800	204,900
Other				
59080 FLEET EQUIP MAINTENANCE	226,000	226,000	237,550	237,550
59318 WASHING VEHICLES	11,000	10,000	10,000	10,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	290,124	290,124	235,783	285,783
Other Total	527,124	526,124	483,333	533,333
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	0	0	0	0
Transfers to/from Internal Accounts Total	0	0	0	0
	784,474	795,434	773,513	839,413
Net Total	(784,474)	(795,434)	(773,513)	(839,413)

Costing Center Summary

Costing Center: E 911 COMMUNICATIONS

Previous Costing Center: E 911 COMMUNICATIONS

Budget Year: 2019

Division: PROTECTIVE SERVICES

Accounting Reference: 1911

Department: COMMUNICATIONS (911)

Approved: No

Stage: Council Approved

Manager: Robert Stewart

Description:

This account covers the operating costs and associated revenues of the Brandon Public Safety Answering Point (PSAP).

Comments:

The City of Brandon began offering E911 services to Municipalities in September of 1996. The Emergency Communications department is located on the second floor of #1 Fire Hall.

The E911 Centre provides call-taking and dispatching services to 466,194 Provincial residents, in 120 Municipalities, outside of the City of Winnipeg. Services are also provided to 1 National Park, 12 Provincial Parks, 8 First Nations, and 196 Fire Departments.

Revenues are collected through a per capita fee for Municipal E911 clients. Services are also contracted with other agencies such as Provincial and National parks, the Office of the Fire Commissioner (OFC), and the Emergency Measures Organization (EMO). Fees are subject to change each year, as long as notice is sent to each client by October.

Public Safety Answering Points (PSAP's) are governed by regulations administered by the Emergency Measures Organization (EMO), on behalf of the Minister. Licenses are issued through that body, and must be renewed every 5 years. The City of Brandon licenses were last renewed in 2015.

As of 2019, fair-market rents for the Emergency Communication Centre facilities are included as an operational expense of the department. Rental revenues for such are recognized in the Property Administration costing center. The goal is to pass all relevant costs on to the purchasers of 911 and dispatch services such that the citizens of Brandon do not end up subsidizing these services.

Outlook:

The Province is currently reviewing the funding model for Provincial PSAP's. One proposal is that instead of a per-capita fee levied on each Municipality, the costs of 911 services would instead be covered by a levy placed on each telephone.

Costing Center Summary

Costing Center: E 911 COMMUNICATIONS

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Other Income				
42990 RECEIPTS	7,210	7,210	7,400	7,600
42999 REVENUE	2,198,941	2,194,806	2,270,079	2,338,182
Other Income Total	2,206,151	2,202,016	2,277,479	2,345,782
User Fees and Sales of Goods				
42286 FIRE COMM/MEMO DISPATCH FEE	7,466	7,466	7,839	8,073
User Fees and Sales of Goods Total	7,466	7,466	7,839	8,073
	2,213,617	2,209,482	2,285,318	2,353,855
Expenditures				
Benefits				
51010 MISC EMPLOYEE ALLOWANCE	0	3,300	0	0
Benefits Total	0	3,300	0	0
Contract Services				
52015 CONTRACTS	136,896	108,442	118,050	118,050
52019 CONSULTING FEES	0	0	0	0
52079 BUILDING RENTAL	0	0	257,929	257,929
52232 E911 CHARGES	205,696	205,696	212,048	218,409
52292 SOFTWARE LICENSES & MTNCE	0	268	0	0
Contract Services Total	342,592	314,406	588,027	594,388
Equipment Purchases				
54410 EQUIPMENT PURCHASES	10,000	3,000	5,000	5,000
Equipment Purchases Total	10,000	3,000	5,000	5,000
Materials and Supplies				
54099 PARTS AND MATERIALS	9,074	9,074	9,800	10,000
Materials and Supplies Total	9,074	9,074	9,800	10,000
Other				
51141 PROFESSIONAL DEVELOPMENT	9,500	6,235	18,524	21,065
59048 LUNCHEONS	430	580	680	680
59059 MEMBERSHIP	320	320	1,050	1,050
59098 SUBSCRIPTIONS	0	0	0	0
59138 BUSINESS TRAVEL	6,400	2,000	2,800	2,800
59139 CONFERENCE COSTS	4,382	4,507	0	0
59156 PUBLIC EDUCATION	0	0	3,000	3,000
Other Total	21,032	13,642	26,055	28,595
Reserve Appropriation				
58513 E-911 EQUIPMENT B/L 6563	50,000	50,000	0	50,000
Reserve Appropriation Total	50,000	50,000	0	50,000
Salaries and Wages				

Costing Center Summary

Costing Center: E 911 COMMUNICATIONS

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
51017	TRAINING PAY	2,912	2,912	2,476	2,549
51083	REGULAR SALARIES	1,542,832	1,400,832	1,366,628	1,377,174
51084	OVERTIME SALARIES	108,146	132,146	128,625	132,484
51090	SHIFT DIFFERENTIAL	17,297	17,297	16,692	17,193
51227	SPECIAL OT PAYMENTS	18,810	18,810	18,152	18,696
Salaries and Wages Total		1,689,997	1,571,997	1,532,573	1,548,096
Utilities					
53130	TELEPHONE	12,857	16,802	15,088	15,088
53295	RADIO COSTS	1,875	2,036	2,148	2,148
Utilities Total		14,732	18,838	17,236	17,236
		2,137,427	1,984,257	2,178,691	2,253,315
Net Total		76,190	225,225	106,627	100,540

Costing Center Summary

Costing Center: POLICE DISPATCH

Previous Costing Center: POLICE DISPATCH

Budget Year: 2019

Division: PROTECTIVE SERVICES

Accounting Reference: 1912

Department: COMMUNICATIONS (911)

Approved: No

Stage: Council Approved

Manager: Robert Stewart

Description:

This cost center is for the operating costs, and associated revenues, for the Police Dispatching Centre.

Comments:

The Emergency Communications department, located on the second floor of #1 Fire Hall, provides full dispatching services to Brandon Police Service. The center also provides partial dispatching services to Altona, Winkler, Morden, Rivers, as well as Manitoba First Nations Police (MFNP).

As of 2019, fair-market rents for the Emergency Communication Centre facilities are included as an operational expense of the department. Rental revenues for such are recognized in the Property Administration costing center. The goal is to pass all relevant costs on to the purchasers of 911 and dispatch services such that the citizens of Brandon do not end up subsidizing these services.

Outlook:

As resources allow, the department will seek other dispatching opportunities which would compliment the range of services currently provided.

Costing Center Summary

Costing Center: POLICE DISPATCH

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
User Fees and Sales of Goods				
42288 POLICE DISPATCH FEES	367,233	358,768	377,703	389,033
User Fees and Sales of Goods Total	367,233	358,768	377,703	389,033
	367,233	358,768	377,703	389,033
Expenditures				
Benefits				
51010 MISC EMPLOYEE ALLOWANCE	0	3,300	0	0
Benefits Total	0	3,300	0	0
Contract Services				
52015 CONTRACTS	114,726	86,272	67,050	67,050
52079 BUILDING RENTAL	0	0	84,000	84,000
52292 SOFTWARE LICENSES & MTNCE	0	268	0	0
Contract Services Total	114,726	86,540	151,050	151,050
Equipment Purchases				
54410 EQUIPMENT PURCHASES	10,000	3,000	5,000	5,000
Equipment Purchases Total	10,000	3,000	5,000	5,000
Materials and Supplies				
54099 PARTS AND MATERIALS	4,000	4,000	4,200	4,300
Materials and Supplies Total	4,000	4,000	4,200	4,300
Other				
51141 PROFESSIONAL DEVELOPMENT	4,000	4,035	10,925	12,215
59048 LUNCHEONS	0	11	0	0
59098 SUBSCRIPTIONS	0	0	0	0
59138 BUSINESS TRAVEL	1,200	400	1,200	1,200
59139 CONFERENCE COSTS	2,795	3,125	0	0
Other Total	7,995	7,571	12,125	13,415
Salaries and Wages				
51017 TRAINING PAY	4,368	4,368	4,805	4,949
51083 REGULAR SALARIES	1,001,441	934,441	1,364,444	1,399,990
51084 OVERTIME SALARIES	67,764	83,764	128,625	132,484
51090 SHIFT DIFFERENTIAL	11,532	11,532	16,692	17,193
51227 SPECIAL OT PAYMENTS	12,540	12,540	18,152	18,696
Salaries and Wages Total	1,097,645	1,046,645	1,532,718	1,573,312
Utilities				
53130 TELEPHONE	2,331	2,331	2,370	2,370
53295 RADIO COSTS	1,875	2,036	2,148	2,148
Utilities Total	4,206	4,367	4,518	4,518
	1,238,572	1,155,423	1,709,611	1,751,595

Costing Center Summary

Costing Center: POLICE DISPATCH

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Net Total	(871,339)	(796,655)	(1,331,908)	(1,362,562)

Costing Center Summary

Costing Center: ACCOUNTING

Previous Costing Center: ACCOUNTING

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0030

Department: FINANCE

Approved: No

Stage: Council Approved

Manager: Val Rochelle 729-2223

Description:

This cost center includes revenues and expenses related to the administration and operations of the Finance Department. This includes staffing costs as well as general office costs.

Comments:

Finance is a professional services department responsible for procurement, accounts payable, accounts receivable, utility billing, licensing, property taxes, penalty appeals 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

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues					
Investment Income					
46042	INTEREST EARNED	0	0	0	0
46053	INCOME ON LONG TERM INVESTMENT	0	0	0	0
46173	INTEREST REALLOCATION	0	0	0	0
Investment Income Total		0	0	0	0
Other Income					
42365	COMMISSION REVENUES	480	480	360	360
42369	US FUNDS	0	0	0	0
42999	REVENUE	15,000	73,339	35,000	35,000
46117	INTEREST ON OVERDUE ACCOUNTS	50,000	33,000	35,000	35,000
Other Income Total		65,480	106,819	70,360	70,360
User Fees and Sales of Goods					
42299	ACCOUNT CONFIRMATIONS	60,000	56,000	60,000	60,000
User Fees and Sales of Goods Total		60,000	56,000	60,000	60,000
		125,480	162,819	130,360	130,360
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	0	87	0	0
Benefits Total		0	87	0	0
Contract Services					
52015	CONTRACTS	9,593	9,686	8,348	8,514
52020	PROFESSIONAL FEES	1,500	680	1,000	1,000
52069	PRINTING COSTS	6,000	5,500	4,630	4,630
52089	COMMISSION	16,000	12,500	12,500	12,500
52387	BANK PROCESSING FEES	2,400	1,882	2,000	2,000
Contract Services Total		35,493	30,248	28,478	28,644
Equipment Purchases					
54410	EQUIPMENT PURCHASES	4,125	2,100	4,125	3,000
Equipment Purchases Total		4,125	2,100	4,125	3,000
Materials and Supplies					
54099	PARTS AND MATERIALS	10,113	10,113	9,782	9,968
Materials and Supplies Total		10,113	10,113	9,782	9,968
Other					
51141	PROFESSIONAL DEVELOPMENT	13,333	11,193	12,662	14,462
59003	ADVERTISING	3,380	3,380	3,549	3,549
59048	LUNCHEONS	300	300	300	300
59059	MEMBERSHIP	4,400	4,928	4,742	4,742
59098	SUBSCRIPTIONS	200	210	220	220

Costing Center Summary

Costing Center: ACCOUNTING

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
59138	BUSINESS TRAVEL	400	390	400	400
59139	CONFERENCE COSTS	4,920	2,052	0	0
59207	CASH OVER/SHORT	0	0	0	0
59311	LIEN ADMINISTRATION FEES	0	0	0	0
59500	BAD DEBT EXPENSE	0	13,609	0	0
Other Total		26,933	36,062	21,873	23,673
Salaries and Wages					
51016	SALARY VACANCY ALLOWANCE	(600,000)	0	(800,000)	(800,000)
51083	REGULAR SALARIES	983,259	958,926	1,009,909	1,016,287
51084	OVERTIME SALARIES	6,891	6,241	6,254	6,379
Salaries and Wages Total		390,150	965,167	216,163	222,666
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES	(550,000)	(550,000)	0	0
Transfers to/from Internal Accounts Total		(550,000)	(550,000)	0	0
Utilities					
53130	TELEPHONE	2,966	2,592	2,046	2,046
Utilities Total		2,966	2,592	2,046	2,046
		(80,220)	496,369	282,467	289,998
Net Total		205,700	(333,550)	(152,107)	(159,638)

Costing Center Summary

Costing Center: CENTENNIAL AUDITORIUM

Previous Costing Center: CENTENNIAL
AUDITORIUM

Budget Year: 2019

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 0320

Department: FINANCE - Cultural
Services

Approved: No

Stage: Council Approved

Manager: Val Rochelle 729-2223

Description:

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

Comments:

An annual appropriation to the Centennial Auditorium Reserve is budgeted to support capital improvements at the auditorium.

Outlook:

Costing Center Summary

Costing Center: CENTENNIAL AUDITORIUM

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Grants and Contributions				
55024 OTHER GRANTS	127,667	127,667	134,000	134,000
Grants and Contributions Total	127,667	127,667	134,000	134,000
Reserve Appropriation				
58524 CENTENNIAL AUDITORIUM B/L 4647	50,000	50,000	50,000	50,000
Reserve Appropriation Total	50,000	50,000	50,000	50,000
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total	0	0	0	0
	177,667	177,667	184,000	184,000
Net Total	(177,667)	(177,667)	(184,000)	(184,000)

Costing Center Summary

Costing Center: GRANTS-LONG TERM AGREEMENTS

Previous Costing Center: GRANTS-LONG TERM
AGREEMENTS

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 2410

Department: FINANCE

Approved: No

Stage: Council Approved

Manager: Val Rochelle 729-2223

Description:

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

Comments:

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

Outlook:

Costing Center Summary

Costing Center: GRANTS-LONG TERM AGREEMENTS

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Grants and Contributions				
55302 ASSINIBOINE COMMUNITY COLLEGE	254,217	252,180	257,224	263,654
Grants and Contributions Total	254,217	252,180	257,224	263,654
	254,217	252,180	257,224	263,654
Net Total	(254,217)	(252,180)	(257,224)	(263,654)

Costing Center Summary

Costing Center: *KEYSTONE CENTRE GRANT*

Previous Costing Center: KEYSTONE CENTRE
GRANT

Budget Year: 2019

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 2455

Department: FINANCE - Cultural
Services

Approved: No

Stage: Council Approved

Manager: Val Rochelle 729-2223

Description:

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

Comments:

The budget includes funding as follows:

- 1) The 10 year funding agreement which included \$250,000 per year for operating costs and \$125,000 per year for debt reduction expired in 2018. Although a new agreement had not been executed at the time the 2019 and 2020 budgets were prepared, an equal amount has been included.
- 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:
 - a) Capital improvements – Expires in 2022
 - b) Memorial Cup upgrades – Expires in 2023
 - c) Roof repairs – Expires in 2026

Outlook:

Costing Center Summary

Costing Center: KEYSTONE CENTRE GRANT

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	601,317	601,317	624,206	648,225
57439 DEBENTURE INTEREST	181,861	181,861	159,232	134,980
Debenture Debt Servicing Costs Total	783,178	783,178	783,438	783,205
Grants and Contributions				
55024 OTHER GRANTS	875,000	875,000	875,000	375,000
55442 TAX CREDITS	136,612	135,517	138,227	141,683
Grants and Contributions Total	1,011,612	1,010,517	1,013,227	516,683
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(500,000)	(500,000)	(500,000)	0
Transfers to/from Internal Accounts Total	(500,000)	(500,000)	(500,000)	0
	1,294,790	1,293,695	1,296,665	1,299,888
Net Total	(1,294,790)	(1,293,695)	(1,296,665)	(1,299,888)

Costing Center Summary

Costing Center: LICENSING

Previous Costing Center: LICENSING

Budget Year: 2019

Division: PROTECTIVE SERVICES

Accounting Reference: 2452

Department: FINANCE - Prot Serv

Approved: No

Stage: Council Approved

Manager: Val Rochelle 729-2223

Description:

This cost center is comprised of various types of business licenses and the permit fees in-lieu-of-tax for mobile homes. Expenses include labour related costs for the By-law Compliance Clerk and general administrative expenses.

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 By-law Compliance Clerk 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 1.6% for 2019 and estimated at 1.50% for 2020.

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:

Costing Center Summary

Costing Center: LICENSING

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Other Income				
45999 REVENUE	4,400	4,400	4,400	4,400
Other Income Total	4,400	4,400	4,400	4,400
Permits, Licenses and Fines				
45672 AUTO LIVERY	30,120	29,990	29,990	29,250
45679 MOVING PERMITS	40,000	49,662	50,000	50,000
45682 HOME DEALER	99,535	92,808	94,210	94,210
45686 RESTAURANT	4,730	7,310	7,310	7,310
45690 TRANSIENT BUSINESS	101,260	90,931	94,058	94,058
45694 VENDING MACHINE	6,345	6,345	6,345	7,050
45696 DERELICT VEHICLE	400	100	400	400
45700 ANIMAL LICENSES	12,980	12,010	12,180	12,180
45710 MOBILE HOME	1,010,350	1,016,350	1,019,541	1,024,101
45715 TRADE SHOW	4,440	4,440	4,440	4,440
Permits, Licenses and Fines Total	1,310,160	1,309,946	1,318,474	1,322,999
	1,314,560	1,314,346	1,322,874	1,327,399
Expenditures				
Contract Services				
52069 PRINTING COSTS	1,925	1,925	1,725	1,725
Contract Services Total	1,925	1,925	1,725	1,725
Materials and Supplies				
54099 PARTS AND MATERIALS	600	365	500	500
Materials and Supplies Total	600	365	500	500
Other				
51141 PROFESSIONAL DEVELOPMENT	0	235	235	235
59003 ADVERTISING	214	0	0	0
Other Total	214	235	235	235
Salaries and Wages				
51083 REGULAR SALARIES	40,233	40,233	41,145	41,145
51084 OVERTIME SALARIES	400	400	400	400
Salaries and Wages Total	40,633	40,633	41,545	41,545
Utilities				
53130 TELEPHONE	216	216	181	277
Utilities Total	216	216	181	277
	43,588	43,374	44,186	44,282
Net Total	1,270,972	1,270,972	1,278,688	1,283,117

Costing Center Summary

Costing Center: PROFESSIONAL & AUDIT FEES

Previous Costing Center: PROFESSIONAL & AUDIT
FEES

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0022

Department: FINANCE

Approved: No

Stage: Council Approved

Manager: Val Rochelle 729-2223

Description:

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

Comments:

The City engages its auditors for five year terms. The current term expires in 2020.

Services included in the current contract are:

Consolidated Financial Statements

Compensation Disclosure Report

Federal Gas Tax Report

Outlook:

Costing Center Summary

Costing Center: PROFESSIONAL & AUDIT FEES

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52264 AUDITING FEES	47,520	47,520	50,004	52,488
Contract Services Total	47,520	47,520	50,004	52,488
	47,520	47,520	50,004	52,488
Net Total	(47,520)	(47,520)	(50,004)	(52,488)

Costing Center Summary

Costing Center: RESIDENT ASSISTANCE

Previous Costing Center: RESIDENT ASSISTANCE

Budget Year: 2019

Division: PUBLIC HEALTH AND
WELFARE SERVICES

Accounting Reference: 1442

Department: FINANCE - Welfare

Approved: No

Stage: Council Approved

Manager: Val Rochelle 729-2223

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

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52211 WELFARE	267,032	267,032	267,032	267,032
Contract Services Total	267,032	267,032	267,032	267,032
	267,032	267,032	267,032	267,032
Net Total	(267,032)	(267,032)	(267,032)	(267,032)

Costing Center Summary

Costing Center: TAX REVENUES

Previous Costing Center: TAX REVENUES

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES - Taxes and
Debt
Department: FINANCE - Fiscal

Accounting Reference: 2443

Approved: No

Stage: Council Approved

Manager: Val Rochelle 729-2223

Description:

This cost center reflects 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 – 7 active properties and 2 pending completion of renovations and submission of final documentation;

Tax credits related to the Heritage Tax Credit program - 1 property pending completion of renovations and submission of final documentation;

Outlook:

Costing Center Summary

Costing Center: TAX REVENUES

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues					
Property Taxes					
41420	REAL PROPERTY TAXES	40,250,140	40,230,221	41,617,103	44,091,981
41422	FRONTAGE LEVIES	0	0	0	0
41433	PERSONAL PROPERTY - RP	0	22,582	27,531	0
41440	BUSINESS	116,730	116,730	113,908	113,908
41450	REAL PROPERTY SUPP TAXES	1,400,000	2,065,700	1,500,000	1,500,000
41480	ARREARS TAX PENALTY	271,055	308,469	314,600	320,000
41484	CURRENT YEAR TAX PENALTY	275,000	281,000	286,620	292,350
48430	PERSONAL PROPERTY - GIL	0	171,508	175,979	178,985
48500	TAX REVENUES FEDERAL GOVT	2,329,825	348,047	352,131	363,221
48510	TAX REVENUES PROVINCIAL GOVT	0	1,807,325	1,836,036	1,886,118
59486	TAX WRITE OFFS	0	(259,612)	0	0
Property Taxes Total		44,642,750	45,091,970	46,223,908	48,746,563
		44,642,750	45,091,970	46,223,908	48,746,563
Expenditures					
Grants and Contributions					
55442	TAX CREDITS	35,807	41,909	47,600	45,160
Grants and Contributions Total		35,807	41,909	47,600	45,160
Other					
59216	DISCOUNT	130,000	165,193	165,000	165,000
Other Total		130,000	165,193	165,000	165,000
Reserve Appropriation					
58548	TAX RESERVE	6,123	5,840	10,446	0
Reserve Appropriation Total		6,123	5,840	10,446	0
		171,930	212,942	223,046	210,160
Net Total		44,470,820	44,879,029	46,000,862	48,536,403

Costing Center Summary

Costing Center: UNCONDITIONAL GRANT REVENUES

Previous Costing Center: UNCONDITIONAL GRANT
REVENUES

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 2447

Department: FINANCE

Approved: No

Stage: Council Approved

Manager: Val Rochelle 729-2223

Description:

This cost center reflects the Municipal Operating grant received from the Provincial Government through the Strategic Municipal Investment Fund.

Comments:

The proposed 2019 budget and forecast for 2020 are equal to the amount received in 2018.

Outlook:

Costing Center Summary

Costing Center: UNCONDITIONAL GRANT REVENUES

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	100,000	0	0	0
Conditional Government Transfers Total	100,000	0	0	0
Unconditional Government Transfers				
43540 PROVINCIAL MUNICIPAL OPERATING	7,335,484	8,876,335	8,876,335	8,876,335
43545 PROVINCIAL MUNICIPAL PROGRAMS	676,748	0	0	0
43550 PROVINCIAL GENERAL SUPPORT	874,778	0	0	0
Unconditional Government Transfers Total	8,887,010	8,876,335	8,876,335	8,876,335
	8,987,010	8,876,335	8,876,335	8,876,335
Net Total	8,987,010	8,876,335	8,876,335	8,876,335

Costing Center Summary

Costing Center: INFORMATION TECHNOLOGY

Previous Costing Center: INFORMATION
TECHNOLOGY

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0031

Department: INFORMATION
TECHNOLOGY

Approved: No

Stage: Council Approved

Manager: Todd Burton 729-2297

Description:

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

Comments:

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

Diamond - Enterprise Resource Planning (ERP) system

Avanti - Human Resources and Payroll system

CityWorks for asset management

City View for permitting

ESRI (Environmental Systems Research Institute) for mapping

Fusion for facility bookings

and numerous other applications.

The department performs custom development of highly specialized applications and interfaces, as well as looking after 25+ corporate websites and a social media presence. Over 400 desktop computers and laptops are maintained on a complex Cisco based network of fibre optic cable and wireless links, as well as over 100 servers, and approximately 300 VOIP (voice over internet phone) phones.

Support is provided to all City departments including Police, Fire, and Provincial 911.

The department strives 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 the needs of the citizens of Brandon are met.

With the increasing number of cyber-attacks focused on municipalities and public sector organizations, we intend to further strengthen our security infrastructure and frameworks used to protect our organization.

Outlook:

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

We will 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

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Other Income				
42988 MISCELLANEOUS REVENUE	3,000	3,000	3,000	3,000
Other Income Total	3,000	3,000	3,000	3,000
	3,000	3,000	3,000	3,000
Expenditures				
Capital Contribution				
54010 TRANSFER TO TCA	0	0	0	0
Capital Contribution Total	0	0	0	0
Contract Services				
52019 CONSULTING FEES	33,750	17,950	35,000	35,000
52028 GENERAL INSURANCE	45	45	52	53
52029 LIABILITY INSURANCE	0	0	1,235	1,259
52054 MAINT OF EQUIP EXT	32,300	18,100	28,000	28,000
52292 SOFTWARE LICENSES & MTNCE	773,690	717,809	771,665	817,665
52305 CONTRACTED COMPUTER MAINT.	162,700	170,946	252,908	275,000
Contract Services Total	1,002,485	924,850	1,088,860	1,156,977
Equipment Purchases				
54410 EQUIPMENT PURCHASES	166,000	164,000	163,450	166,000
54411 NETWORK EQUIPMENT	50,600	73,725	50,600	50,600
Equipment Purchases Total	216,600	237,725	214,050	216,600
Materials and Supplies				
54099 PARTS AND MATERIALS		0	0	0
54103 GASOLINE (VEHICLE)	900	900	900	900
54118 OFFICE SUPPLIES	4,600	3,600	4,600	4,600
Materials and Supplies Total	5,500	4,500	5,500	5,500
Other				
51141 PROFESSIONAL DEVELOPMENT	28,000	28,000	41,000	41,000
59048 LUNCHEONS	500	500	500	500
59059 MEMBERSHIP	400	410	750	750
59080 FLEET EQUIP MAINTENANCE	2,500	2,500	2,500	2,500
59098 SUBSCRIPTIONS	0	0	0	0
59138 BUSINESS TRAVEL	3,000	500	500	500
59139 CONFERENCE COSTS	13,000	13,000	0	0
59993 EQUIPMENT CAPITAL CONTRIBUTION	4,036	4,036	3,128	4,049
Other Total	51,436	48,946	48,378	49,299
Reserve Appropriation				
58539 TECHNOLOGY RESERVE B/L 7162	150,000	150,000	250,000	250,000
Reserve Appropriation Total	150,000	150,000	250,000	250,000

Costing Center Summary

Costing Center: INFORMATION TECHNOLOGY

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Salaries and Wages				
51083 REGULAR SALARIES	1,079,288	1,009,288	1,271,162	1,273,914
51084 OVERTIME SALARIES	38,500	38,500	34,500	34,500
Salaries and Wages Total	1,117,788	1,047,788	1,305,662	1,308,414
Transfers to/from Internal Accounts				
59334 INTERNAL CHARGES	(14,200)	(14,200)	(16,756)	(17,835)
59997 TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total	(14,200)	(14,200)	(16,756)	(17,835)
Utilities				
53130 TELEPHONE	8,592	15,092	10,008	10,008
53295 RADIO COSTS	0	0	0	0
59134 DATA COMMUNICATIONS	31,003	23,003	43,151	39,000
Utilities Total	39,595	38,095	53,159	49,008
Net Total	(2,566,204)	(2,434,704)	(2,945,853)	(3,014,964)

Costing Center Summary

Costing Center: ACCESSIBILITY

Previous Costing Center: ACCESSIBILITY

Budget Year: 2019

Division: PROTECTIVE SERVICES

Accounting Reference: 2473

Department: RISK & EMERGENCY
MGMT

Approved: No

Stage: Council Approved

Manager: Brian Kayes 729-2239

Description:

This cost center captures administrative expenses relating to the City's accessibility plan.

Comments:

The Accessibility for Manitobans Act, enacted by the Province of Manitoba in 2013 requires the Province, Municipalities, and various agencies to have in place an accessibility plan. The City's plan was developed in 2016 and is reviewed with a view to meeting legal and moral obligations. No revisions have been required to date. This ongoing program will incur administrative expenses for things such as training, advertising, and translation services.

The Accessibility Working Groups continue to consult and work with user groups and city employees to further incorporate accessibility within the City's culture. The City's orientation process now includes an accessibility training component.

Outlook:

A new standard for employment accessibility under The Accessibility for Manitobans Act is expected to take place in 2019. According to the Act, the City can expect additional standards to be added every two years. These will include accessible information and communication, accessible built environment, and accessible transportation. There will also be capital expenses as various improvements are made to the built environment.

The Accessibility Program will continue to embrace accessibility and address legislated requirements related to these issues.

Costing Center Summary

Costing Center: ACCESSIBILITY

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Conditional Government Transfers				
44500 FEDERAL GOV'T	0	0	0	0
Conditional Government Transfers Total	0	0	0	0
	0	0	0	0
Expenditures				
Contract Services				
52020 PROFESSIONAL FEES	1,600	0	800	800
Contract Services Total	1,600	0	800	800
Other				
51141 PROFESSIONAL DEVELOPMENT	2,000	500	500	500
59003 ADVERTISING	4,000	0	2,000	2,000
59048 LUNCHEONS	200	0	200	200
59138 BUSINESS TRAVEL	1,000	0	0	0
59427 SIGNAGE	0	0	4,000	4,000
Other Total	7,200	500	6,700	6,700
	8,800	500	7,500	7,500
Net Total	(8,800)	(500)	(7,500)	(7,500)

Costing Center Summary

Costing Center: *INSURANCE EXPENSES*

Previous Costing Center: INSURANCE EXPENSES

Budget Year: 2019

Division: PROTECTIVE SERVICES

Accounting Reference: 0060

Department: RISK & EMERGENCY
MGMT

Approved: No

Stage: Council Approved

Manager: Brian Kayes 729-2239

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 operating departments, as well as the Utility Fund, wherever possible. Insurance for third-party partner organizations, covered under the City's policy, are billed for their respective insurance premiums.

All insurance costs which cannot be otherwise allocated remain in this cost center.

Outlook:

Costing Center Summary

Costing Center: INSURANCE EXPENSES

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures					
Contract Services					
52028	GENERAL INSURANCE	109,971	129,681	119,917	122,315
52029	LIABILITY INSURANCE	187,215	185,299	181,937	185,576
52030	FIDELITY INSURANCE	5,732	5,544	5,657	5,771
52035	ACCIDENT INSURANCE	744	1,785	735	749
52307	LEASED VEHICLES	0	0	0	0
Contract Services Total		303,662	322,309	308,246	314,411
Other					
52155	REBATES OR SURCHARGES	(60,000)	(133,432)	(80,000)	(80,000)
Other Total		(60,000)	(133,432)	(80,000)	(80,000)
Transfers to/from Internal Accounts					
52997	PREMIUM RECOVERIES	(170,216)	(157,622)	(176,524)	(180,052)
Transfers to/from Internal Accounts Total		(170,216)	(157,622)	(176,524)	(180,052)
		73,446	31,255	51,722	54,359
Net Total		(73,446)	(31,255)	(51,722)	(54,359)

Costing Center Summary

Costing Center: RISK AND EMERGENCY MANAGEMENT

Previous Costing Center: RISK AND EMERGENCY
MANAGEMENT

Budget Year: 2019

Division: PROTECTIVE SERVICES

Accounting Reference: 2472

Department: RISK & EMERGENCY
MGMT

Approved: No

Stage: Council Approved

Manager: Brian Kayes 729-2239

Description:

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

Comments:

On the Emergency Management front, the Director of Risk and 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. Industry memberships in BEST support the costs associated with conducting a full scale emergency exercise as well as emergency preparedness promotional activities and materials. The Brandon Emergency Alerting Program (BEAP) continues to monitor development within the city and is prepared to expand the number of siren stations (currently 11) to accommodate growth. BEAP also continues to enhance overall community awareness and acceptance of this emergency notification system and now includes Twitter notifications as part of the system.

The Risk Management Program provides expertise in insurance claims management for the City's General Insurance portfolio. The Risk Management Coordinator and Claims Clerk / Risk Management Specialist will continue to raise the profile of risk management so that it will be a component of all City activities. This will encompass increased inspections; capturing and utilizing data to understand and compare risk situations; making recommendations to reduce risk exposure on City property and during City activities; providing training to employees and assisting departments in managing claims.

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 mature. Community based exercises and other programs will continue. It is anticipated that the City's emergency siren alerting system will require an additional 2 to 4 siren stations over the next several years. Timing of these installations is dependent on future growth of the city and would bring the total number of sirens in the range of 13 to 15.

The Risk Management Program will continue to use training and education to enhance the City's organizational risk management processes. Public education and awareness will continue to further expose residents to a better understanding of their risk management responsibilities.

Costing Center Summary

Costing Center: RISK AND EMERGENCY MANAGEMENT

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	0	0	0	14,033
Income from Enterprises Total	0	0	0	14,033
Other Income				
42999 REVENUE	45,000	40,095	45,000	45,000
Other Income Total	45,000	40,095	45,000	45,000
	45,000	40,095	45,000	59,033
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	0	81	0	0
Benefits Total	0	81	0	0
Capital Contribution				
10300 CAPITAL PROJECTS	0	0	0	42,000
Capital Contribution Total	0	0	0	42,000
Contract Services				
52015 CONTRACTS		10,821	0	0
52028 GENERAL INSURANCE	14	144	153	156
Contract Services Total	14	10,965	153	156
Materials and Supplies				
54062 LIABILITY CLAIMS	0	59,600	0	0
54099 PARTS AND MATERIALS	1,500	2,000	1,500	1,500
54103 GASOLINE (VEHICLE)	1,650	1,150	1,500	1,500
54693 FLOOD PARTS & MATERIALS	0	0	0	0
Materials and Supplies Total	3,150	62,750	3,000	3,000
Other				
51141 PROFESSIONAL DEVELOPMENT	4,080	1,580	8,650	10,150
59048 LUNCHEONS	200	400	100	100
59059 MEMBERSHIP	270	270	270	270
59080 FLEET EQUIP MAINTENANCE	3,500	3,500	3,500	3,500
59138 BUSINESS TRAVEL	1,914	1,914	1,914	1,914
59139 CONFERENCE COSTS	3,600	800	0	0
59156 PUBLIC EDUCATION	35,000	30,000	35,000	35,000
59256 EMERGENCY ALERT SYSTEM	3,000	3,000	3,000	3,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	4,346	4,346	3,369	4,360
Other Total	55,910	45,810	55,803	58,294
Salaries and Wages				
51083 REGULAR SALARIES	243,068	243,068	245,874	249,669
51084 OVERTIME SALARIES	0	48	0	0

Costing Center Summary

Costing Center: RISK AND EMERGENCY MANAGEMENT

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
51698 FLOOD OVERTIME	0	0	0	0
Salaries and Wages Total	243,068	243,116	245,874	249,669
Utilities				
53046 POWER	2,500	2,500	1,940	2,010
53130 TELEPHONE	2,076	2,076	1,866	1,866
Utilities Total	4,576	4,576	3,806	3,876
	306,718	367,298	308,636	356,995
Net Total	(261,718)	(327,203)	(263,636)	(297,962)

Costing Center Summary

Costing Center: *ENGINEERING SERVICES*

Previous Costing Center: ENGINEERING
SERVICES

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 0132

Department: ENGINEERING
SERVICES

Approved: No

Stage: Council Approved

Manager: Patrick Pulak 729-2477

Description:

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

Comments:

With the establishment of an Asset Management policy, work continues with condition assessments and priority criteria of infrastructure with the goal in 2019 of having certain components of the 10 year capital budget driven by the asset management program (AMP). This program will be monitored though software purchased in 2018 and has an annual licence fee of \$45,000. Additionally, progress will continue towards the standardization of development documents and standards perhaps in conjunction with the implementation of development charges.

Effective with the 2019 budget the Municipal Roads Improvement Program will be discontinued by the Province resulting in a loss of up to \$400,000 available to the City for the infrastructure renewal program.

Outlook:

As progress is made in implementing asset management throughout the corporation, it is expected that capital costs will be easier to establish and justify.

Costing Center Summary

Costing Center: ENGINEERING SERVICES

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues					
Conditional Government Transfers					
43643	MUNICIPAL ROADS IMPROVEMENT PROGRAM	400,000	200,000	0	0
43660	PROVINCIAL OTHER	0	0	0	0
44500	FEDERAL GOV'T	2,606,035	2,606,035	2,606,035	2,728,519
44565	FEDERAL OTHER	50,000	50,000	0	0
Conditional Government Transfers Total		3,056,035	2,856,035	2,606,035	2,728,519
Income from Enterprises					
49390	DEVELOPER CONTRIBUTED TCA	0	0	0	0
Income from Enterprises Total		0	0	0	0
Permits, Licenses and Fines					
45001	DRIVEWAY APPROACH PERMIT	11,500	8,500	11,500	11,500
45002	CROSSING PERMIT	12,800	12,800	12,800	13,000
45251	FOOTING & GRADING	12,800	12,800	13,200	13,500
Permits, Licenses and Fines Total		37,100	34,100	37,500	38,000
User Fees and Sales of Goods					
45004	PROPERTY REVIEW	0	450	0	0
User Fees and Sales of Goods Total		0	450	0	0
		3,093,135	2,890,585	2,643,535	2,766,519
Expenditures					
Benefits					
51010	MISC EMPLOYEE ALLOWANCE	0	3,687	0	0
51122	BOOT ALLOWANCE	1,242	1,242	641	641
51123	PROTECTIVE CLOTHING	1,000	1,000	1,000	1,000
Benefits Total		2,242	5,929	1,641	1,641
Capital Contribution					
10300	CAPITAL PROJECTS	0	0	0	0
Capital Contribution Total		0	0	0	0
Contract Services					
52015	CONTRACTS	67,643	52,103	114,443	107,443
52019	CONSULTING FEES	268,250	203,250	123,000	15,000
52028	GENERAL INSURANCE	537	537	562	573
52069	PRINTING COSTS	12,500	12,500	12,000	12,500
52696	FLOOD CONTRACTS	0	0	0	0
Contract Services Total		348,930	268,390	250,005	135,516
Equipment Purchases					
54410	EQUIPMENT PURCHASES	0	1,210	0	0
59036	SAFETY EQUIPMENT	0	0	0	0
Equipment Purchases Total		0	1,210	0	0

Costing Center Summary

Costing Center: ENGINEERING SERVICES

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Materials and Supplies					
54099	PARTS AND MATERIALS	14,700	17,700	22,000	22,000
54103	GASOLINE (VEHICLE)	20,600	22,600	23,500	25,000
54118	OFFICE SUPPLIES	9,000	9,000	9,000	9,000
54323	INSURANCE DEDUCTIBLE	0	0	0	0
54693	FLOOD PARTS & MATERIALS	0	0	0	0
Materials and Supplies Total		44,300	49,300	54,500	56,000
Other					
51141	PROFESSIONAL DEVELOPMENT	12,000	8,000	19,000	36,000
59003	ADVERTISING	1,000	500	0	0
59048	LUNCHEONS	2,200	1,500	1,400	1,400
59059	MEMBERSHIP	6,100	5,229	4,845	5,000
59080	FLEET EQUIP MAINTENANCE	26,900	26,900	30,400	30,400
59098	SUBSCRIPTIONS	3,000	4,250	4,400	4,400
59138	BUSINESS TRAVEL	1,000	500	500	500
59139	CONFERENCE COSTS	20,000	13,000	0	0
59194	LOSS ON DISPOSAL OF TCA	0	0	0	0
59241	SPECIAL PROGRAMS	45,000	45,000	45,000	45,000
59993	EQUIPMENT CAPITAL CONTRIBUTION	47,481	47,481	41,300	47,568
Other Total		164,681	152,360	146,845	170,268
Reserve Appropriation					
58520	CAPITAL DEVELOPMENT B/L 4976	100,000	100,000	100,000	100,000
58522	STORM SEWERS B/L 3835	550,000	550,000	550,000	550,000
58523	DIKING/FLOOD CONTROL B/L 4923	0	0	0	0
58527	PROFESSIONAL FEES B/L 5886	0	0	0	0
58559	GENERAL GAS TAX RESERVE B/L	2,606,035	2,606,035	2,606,035	2,728,519
Reserve Appropriation Total		3,256,035	3,256,035	3,256,035	3,378,519
Salaries and Wages					
51083	REGULAR SALARIES	969,739	900,739	1,147,140	1,153,957
51084	OVERTIME SALARIES	6,000	4,000	4,000	4,000
51698	FLOOD OVERTIME	0	0	0	0
Salaries and Wages Total		975,739	904,739	1,151,140	1,157,957
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	0	0	0	0
59997	TRANSFER FR RESERVES	(138,000)	(123,000)	(113,000)	(55,000)
Transfers to/from Internal Accounts Total		(138,000)	(123,000)	(113,000)	(55,000)
Utilities					
53130	TELEPHONE	17,592	15,592	15,597	15,597
Utilities Total		17,592	15,592	15,597	15,597
		4,671,519	4,530,555	4,762,763	4,860,498

Costing Center Summary

Costing Center: ENGINEERING SERVICES

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Net Total	(1,578,384)	(1,639,970)	(2,119,228)	(2,093,979)

Costing Center Summary

Costing Center: GENERAL RECONSTRUCTION PROJECT

Previous Costing Center: GENERAL
RECONSTRUCTION
PROJECT
Division: TRANSPORTATION
SERVICES

Budget Year: 2019

Accounting Reference: 3957

Department: ENGINEERING
SERVICES

Approved: No

Stage: Council Approved

Manager: Patrick Pulak 729-2477

Description:

This costing center provides the funds for reconstruction work done on streets and roads on a larger scale work where complete blocks are rebuilt. Improvements to the existing infrastructure functionality is the overall goal, including the underground components where applicable.

Comments:

Programming is prioritized with the use of asset management data and with other Gas Tax funded projects contained in the Capital Plan.

Outlook:

The continuation of the Gas Tax Revenue in the future will continue to fund the reconstruction of roads.

Costing Center Summary

Costing Center: GENERAL RECONSTRUCTION PROJECT

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Capital Contribution				
10300 CAPITAL PROJECTS	1,375,000	600,000	1,310,000	1,300,000
Capital Contribution Total	1,375,000	600,000	1,310,000	1,300,000
Salaries and Wages				
51084 OVERTIME SALARIES	0	0	20,000	20,000
Salaries and Wages Total	0	0	20,000	20,000
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(1,050,000)	(275,000)	(1,005,000)	(995,000)
Transfers to/from Internal Accounts Total	(1,050,000)	(275,000)	(1,005,000)	(995,000)
	325,000	325,000	325,000	325,000
Net Total	(325,000)	(325,000)	(325,000)	(325,000)

Costing Center Summary

Costing Center: SIDEWALK & CURB PROJECTS

Previous Costing Center: SIDEWALK & CURB
PROJECTS

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 2482

Department: ENGINEERING
SERVICES

Approved: No

Stage: Council Approved

Manager: Alexia Stangherlin 729-
2231

Description:

This costing center provides the funds for sidewalk installations and improving accessibility with sidewalk ramp replacements, as well as repairing existing curbs and sidewalks in conjunction with the street resurfacing program.

Comments:

Programming is prioritized with the use of asset management data and with other Gas Tax funded projects contained in the Capital Plan.

Outlook:

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

Costing Center Summary

Costing Center: SIDEWALK & CURB PROJECTS

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	275,000	285,000	325,000	275,000
Contract Services Total	275,000	285,000	325,000	275,000
Salaries and Wages				
51084 OVERTIME SALARIES	20,000	10,000	10,000	10,000
Salaries and Wages Total	20,000	10,000	10,000	10,000
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(145,000)	(145,000)	(185,000)	(135,000)
Transfers to/from Internal Accounts Total	(145,000)	(145,000)	(185,000)	(135,000)
	150,000	150,000	150,000	150,000
Net Total	(150,000)	(150,000)	(150,000)	(150,000)

Costing Center Summary

Costing Center: STREET RESURFACING PROJECTS

Previous Costing Center: STREET RESURFACING
PROJECTS

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 2481

Department: ENGINEERING
SERVICES

Approved: No

Stage: Council Approved

Manager: Patrick Pulak 729-2477

Description:

This costing center allows for the resurfacing of streets and roads. A number of resurfacing techniques may be applied, including grinding and removing the old asphalt and laying 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 the use of asset management data and with other Gas Tax funded projects contained in the Capital Plan.

Outlook:

The continuation of the Gas Tax Revenue in the future will continue to fund street resurfacing projects.

Costing Center Summary

Costing Center: STREET RESURFACING PROJECTS

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	2,200,000	2,125,000	2,035,000	2,000,000
Contract Services Total	2,200,000	2,125,000	2,035,000	2,000,000
Materials and Supplies				
54099 PARTS AND MATERIALS	0	0	0	0
Materials and Supplies Total	0	0	0	0
Salaries and Wages				
51083 REGULAR SALARIES		0	0	0
51084 OVERTIME SALARIES	20,000	30,000	25,000	25,000
Salaries and Wages Total	20,000	30,000	25,000	25,000
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(1,120,000)	(1,055,000)	(1,160,000)	(1,125,000)
Transfers to/from Internal Accounts Total	(1,120,000)	(1,055,000)	(1,160,000)	(1,125,000)
	1,100,000	1,100,000	900,000	900,000
Net Total	(1,100,000)	(1,100,000)	(900,000)	(900,000)

Costing Center Summary

Costing Center: BUILDING SAFETY

Previous Costing Center: BUILDING SAFETY

Budget Year: 2019

Division: REGIONAL PLANNING &
DEVELOPMENT
SERVICES
Department: PLANNING

Accounting Reference: 0270

Approved: No

Stage: Council Approved

Manager: Greg Merke

Description:

This costing center highlights the revenues generated by building permits, plumbing permits, and 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:

Permit revenue forecasts were made using adjusted five year averages combined with increases to fee types and fee costs. Projected revenue is decreased in 2019 over previous years due to industry trends that are currently at the bottom of the building cycle. Expenses have been modified to reflect decreased revenue.

Outlook:

Amendments to the multiple by-laws should be completed in 2019. Internal focus for 2019 will include refining the CityView Portal, Electronic Plans Review and Mobile Inspections as well as working in house to create stronger systems with existing personnel. Focusing internally should prepare the department for the industry recovery.

Costing Center Summary

Costing Center: BUILDING SAFETY

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues					
Other Income					
42559	PRIVATE WORK	0	0	0	0
Other Income Total		0	0	0	0
Permits, Licenses and Fines					
45514	BUILDING PERMITS	915,615	712,815	721,089	735,510
45515	PLUMBING PERMITS	90,018	78,018	87,062	88,803
45516	OCCUPANCY PERMITS	7,020	4,191	6,075	6,197
45532	VACANT/DERELICT BLDG PERMITS	20,000	3,500	8,272	8,437
45538	ORDER ISSUANCE FEES	8,000	2,000	6,000	6,000
Permits, Licenses and Fines Total		1,040,653	800,524	828,498	844,947
User Fees and Sales of Goods					
42535	INSPECTIONS & MILEAGE FEES	118,703	109,507	120,769	0
User Fees and Sales of Goods Total		118,703	109,507	120,769	0
		1,159,356	910,031	949,267	844,947
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	1,155	1,103	706	1,188
51123	PROTECTIVE CLOTHING	700	628	500	500
Benefits Total		1,855	1,731	1,206	1,688
Contract Services					
52015	CONTRACTS	2,640	2,725	3,000	3,000
52020	PROFESSIONAL FEES	1,000	300	500	500
52057	SPEC PROG CONTRACTS	10,000	0	5,000	5,000
52069	PRINTING COSTS	1,500	1,175	1,000	1,000
52387	BANK PROCESSING FEES	20,521	16,417	16,570	16,899
Contract Services Total		35,661	20,617	26,070	26,399
Equipment Purchases					
54410	EQUIPMENT PURCHASES	4,500	0	0	0
59036	SAFETY EQUIPMENT	350	30	250	250
Equipment Purchases Total		4,850	30	250	250
Materials and Supplies					
54022	SPEC PROG PARTS & MATERIALS		1,003	0	0
54099	PARTS AND MATERIALS	5,000	2,100	3,500	3,500
54103	GASOLINE (VEHICLE)	4,500	3,850	4,000	4,000
54118	OFFICE SUPPLIES	0	1,155	1,500	1,500
Materials and Supplies Total		9,500	8,108	9,000	9,000
Other					
51141	PROFESSIONAL DEVELOPMENT	29,184	9,282	15,416	26,200

Costing Center Summary

Costing Center: BUILDING SAFETY

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
59003	ADVERTISING	500	0	500	500
59025	SPEC PROG ADVERTISING	0	0	0	0
59059	MEMBERSHIP	800	743	800	700
59080	FLEET EQUIP MAINTENANCE	17,500	17,500	17,500	17,500
59138	BUSINESS TRAVEL	500	0	200	200
59139	CONFERENCE COSTS	4,182	3,382	0	0
59207	CASH OVER/SHORT	0	0	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	24,451	24,451	18,951	24,530
Other Total		77,117	55,358	53,367	69,630
Salaries and Wages					
51083	REGULAR SALARIES	1,007,947	941,353	1,020,169	1,157,878
51084	OVERTIME SALARIES	10,000	1,250	2,500	2,500
51183	SPECIAL OP - SALARIES	0	715	0	0
51185	SPECIAL OP - OVERTIME	0	2,411	0	0
Salaries and Wages Total		1,017,947	945,729	1,022,669	1,160,378
Utilities					
53130	TELEPHONE	13,704	9,704	10,805	10,979
Utilities Total		13,704	9,704	10,805	10,979
		1,160,634	1,041,277	1,123,367	1,278,325
Net Total		(1,278)	(131,246)	(174,100)	(433,378)

Costing Center Summary

Costing Center: HERITAGE ADMINISTRATION

Previous Costing Center: HERITAGE
ADMINISTRATION

Budget Year: 2019

Division: REGIONAL PLANNING &
DEVELOPMENT
SERVICES
Department: PLANNING

Accounting Reference: 2557

Approved: No

Stage: Council Approved

Manager: Greg Merke

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 the community through the endorsement of the Heritage Resources Management Plan, which is implemented by the Brandon Municipal Heritage Advisory Committee (MHAC). Staff serve as a resource to the committee to complete heritage assessments, process heritage permits and promote the municipal heritage designations.

This budget includes funding for a 14-week summer student to administer and deliver the Doors Open Brandon Heritage Tour and to research heritage opportunities and projects for the community.

Outlook:

The focus of 2019 will be to complete condition assessments on current municipal heritage sites and promote the updated heritage incentive by-law adopted by City Council on November 20, 2017. The heritage incentive is being used by the Chamber of Commerce to update the exterior of their building at 1043 Rosser Avenue and administration is looking to increase property owners investment in heritage sites and buildings for 2019.

Costing Center Summary

Costing Center: HERITAGE ADMINISTRATION

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget	
Revenues					
Conditional Government Transfers					
43660	PROVINCIAL OTHER	2,000	0	2,000	2,000
44565	FEDERAL OTHER	4,200	4,800	4,800	4,800
Conditional Government Transfers Total		6,200	4,800	6,800	6,800
Income from Enterprises					
49388	ORGANIZATIONS/FOUNDATIONS	1,500	1,500	1,500	1,500
Income from Enterprises Total		1,500	1,500	1,500	1,500
		7,700	6,300	8,300	8,300
Expenditures					
Contract Services					
52015	CONTRACTS		0	0	0
52020	PROFESSIONAL FEES	800	0	300	300
52057	SPEC PROG CONTRACTS	1,350	660	1,350	1,350
52059	SPEC PROG PRINTING	1,350	806	1,850	1,650
52063	SPEC PROG SECURITY	0	0	0	0
52069	PRINTING COSTS	50	0	30	30
Contract Services Total		3,550	1,466	3,530	3,330
Materials and Supplies					
54022	SPEC PROG PARTS & MATERIALS	450	699	450	450
54099	PARTS AND MATERIALS	4,150	94	200	200
Materials and Supplies Total		4,600	793	650	650
Other					
59003	ADVERTISING	1,150	1,016	1,150	1,150
59025	SPEC PROG ADVERTISING	2,320	2,758	2,320	2,320
59027	SPEC PROG LUNCHEONS	700	584	700	700
59059	MEMBERSHIP	115	115	115	115
59157	REGIONAL HERITAGE INITIATIVE	2,322	2,322	1,672	1,672
Other Total		6,607	6,795	5,957	5,957
Reserve Appropriation					
58536	MUNICIPAL BLDG MAINT B/L 4368	0	0	0	0
Reserve Appropriation Total		0	0	0	0
Salaries and Wages					
51026	INDEMNITY & HONORARIUM		575	0	0
51083	REGULAR SALARIES	13,528	11,980	12,104	12,551
51084	OVERTIME SALARIES	700	134	300	300
Salaries and Wages Total		14,228	12,689	12,404	12,851
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES	0	0	0	0

Costing Center Summary

Costing Center: HERITAGE ADMINISTRATION

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Transfers to/from Internal Accounts Total	0	0	0	0
Utilities				
53130 TELEPHONE	261	140	200	200
Utilities Total	261	140	200	200
	29,246	21,883	22,741	22,988
Net Total	(21,546)	(15,583)	(14,441)	(14,688)

Costing Center Summary

Costing Center: PLANNING AND DEVELOPMENT

Previous Costing Center: PLANNING AND
DEVELOPMENT

Budget Year: 2019

Division: REGIONAL PLANNING &
DEVELOPMENT
SERVICES
Department: PLANNING

Accounting Reference: 0273

Approved: No

Stage: Council Approved

Manager: Greg Merke

Description:

This costing center highlights revenue generated by land use applications including conditional uses, variances, subdivisions, rezoning, and development plan amendment applications. Expenses associated with this cost center include salaries, benefits, and administrative costs, and the cost of providing services to BAPD. Also included in the expenses are the costs for the preparation and operation of the Planning Commission, and planning initiatives including and public engagement.

Comments:

Improved customer service by implementing on-line application system and integrating planning and engineering functions (e.g. development permits). Engage the community and focus planning efforts on implementing existing plans that will lead to tangible changes for the betterment of the residents of Brandon.

With the goal to better serve the residents of Brandon, Planning will continue to be involved in implementing the on-line application system (CityView) and further integrating planning and engineering functions. Through the Special Program Contracts line, this budget continues to support the Division's citizen engagement initiative including education with a focus on information sessions for both the general public and for industry.

Outlook:

Planning initiatives for 2019 will focus on implementing the industrial, north gateway and downtown plans and completing further planning to enable commercial development to the south of the City.

Costing Center Summary

Costing Center: PLANNING AND DEVELOPMENT

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget	
Revenues					
Conditional Government Transfers					
43510	PROVINCIAL GOVT	20,000	20,000	0	0
Conditional Government Transfers Total		20,000	20,000	0	0
Other Income					
42988	MISCELLANEOUS REVENUE	27,306	31,322	28,702	4,500
Other Income Total		27,306	31,322	28,702	4,500
Permits, Licenses and Fines					
42514	TEMPORARY SIGN FEES	2,250	2,250	2,170	2,170
42518	VARIANCE	7,982	10,702	9,711	9,905
42519	CONDITIONAL USE APPLICATIONS	12,740	14,165	11,447	11,676
42533	SUBDIVISION APPLICATIONS	7,140	5,600	5,720	5,834
42534	SUBDIVISION LOT FEE	25,425	1,800	29,700	29,700
42540	SECONDARY PLAN AMENDMENTS	0	1,750	0	0
42546	DEVELOPMENT PERMITS	57,924	46,822	40,614	41,426
42547	URBAN DESIGN REVIEW	0	0	0	0
45538	ORDER ISSUANCE FEES	1,000	1,000	1,000	1,000
Permits, Licenses and Fines Total		114,461	84,089	100,362	101,711
User Fees and Sales of Goods					
42517	ZONING BYLAW AMENDMENTS	10,400	12,800	8,400	8,400
42536	DEVELOPMENT PLAN AMENDMENTS	0	0	0	0
42537	ZONING MEMORANDUMS	7,105	7,105	6,701	6,835
User Fees and Sales of Goods Total		17,505	19,905	15,101	15,235
		179,272	155,316	144,165	121,446
Expenditures					
Contract Services					
52019	CONSULTING FEES	139,000	73,230	65,000	65,000
52020	PROFESSIONAL FEES	1,000	600	500	500
52057	SPEC PROG CONTRACTS	15,000	0	10,000	10,000
52062	SPEC PROG ROOM RENTAL EXPENSE	0	60	0	0
52069	PRINTING COSTS	1,500	466	500	500
52172	PLANNING DISTRICT BOARD	90,000	77,508	80,000	0
52387	BANK PROCESSING FEES	100	20	20	40
52759	SECURITY	1,200	760	800	1,000
Contract Services Total		247,800	152,644	156,820	77,040
Equipment Purchases					
54410	EQUIPMENT PURCHASES	7,000	500	1,500	3,000
Equipment Purchases Total		7,000	500	1,500	3,000
Materials and Supplies					

Costing Center Summary

Costing Center: PLANNING AND DEVELOPMENT

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
54022	SPEC PROG PARTS & MATERIALS		1,600	0	0
54099	PARTS AND MATERIALS	7,000	500	1,500	1,500
54103	GASOLINE (VEHICLE)	300	140	0	0
54118	OFFICE SUPPLIES	0	1,500	1,200	1,200
54136	PLANNING COMMISSION	1,500	200	500	500
Materials and Supplies Total		8,800	3,940	3,200	3,200
Other					
51141	PROFESSIONAL DEVELOPMENT	11,464	2,276	14,310	14,310
59003	ADVERTISING	4,000	3,075	2,000	2,000
59025	SPEC PROG ADVERTISING	0	3,021	0	0
59048	LUNCHEONS	1,000	750	1,000	1,000
59059	MEMBERSHIP	2,800	2,584	2,481	2,481
59080	FLEET EQUIP MAINTENANCE	1,800	1,800	0	0
59138	BUSINESS TRAVEL	200	0	200	200
59139	CONFERENCE COSTS	16,592	6,624	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	5,000	5,000	0	0
Other Total		42,856	25,130	19,991	19,991
Reserve Appropriation					
58527	PROFESSIONAL FEES B/L 5886	0	0	0	0
Reserve Appropriation Total		0	0	0	0
Salaries and Wages					
51026	INDEMNITY & HONORARIUM	5,000	3,500	3,250	3,250
51083	REGULAR SALARIES	662,980	632,980	572,527	583,107
51084	OVERTIME SALARIES	6,000	3,000	4,000	4,000
51185	SPECIAL OP - OVERTIME	0	1,179	0	0
Salaries and Wages Total		673,980	640,659	579,777	590,357
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES	(54,000)	(53,052)	0	0
Transfers to/from Internal Accounts Total		(54,000)	(53,052)	0	0
Utilities					
53130	TELEPHONE	2,512	1,952	1,570	2,170
Utilities Total		2,512	1,952	1,570	2,170
		928,948	771,773	762,858	695,758
Net Total		(749,676)	(616,457)	(618,693)	(574,312)

Costing Center Summary

Costing Center: *PARKING LOTS*

Previous Costing Center: PARKING LOTS

Budget Year: 2019

Division: REGIONAL PLANNING &
DEVELOPMENT
SERVICES
Department: DEVELOPMENT
SERVICES - Property

Accounting Reference: 1056

Approved: No

Stage: Council Approved

Manager: Patrick Pulak 729-2477

Description:

This cost center reflects the revenues and expenses relating to City owned parking lots in the downtown area.

Comments:

The City has 111 parking stalls available for monthly rental including 55 stalls that are under contracts (library, YMCA, Prairie Oasis and BSD) and the 7th Street-000 Blk lot which is metered. The most significant cost reflected in this account is for the snow clearing contract.

Outlook:

Costing Center Summary

Costing Center: PARKING LOTS

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
User Fees and Sales of Goods				
42242 7TH ST-000 BLK-METERED	2,500	1,979	2,500	2,500
42687 PARKING STALLS	54,697	46,422	45,877	45,877
User Fees and Sales of Goods Total	57,197	48,401	48,377	48,377
	57,197	48,401	48,377	48,377
Expenditures				
Contract Services				
52015 CONTRACTS	18,750	6,190	8,500	8,500
52089 COMMISSION	0	0	0	0
Contract Services Total	18,750	6,190	8,500	8,500
Materials and Supplies				
54099 PARTS AND MATERIALS	1,500	2,000	3,000	1,000
Materials and Supplies Total	1,500	2,000	3,000	1,000
Utilities				
53046 POWER	2,050	1,650	1,475	1,530
Utilities Total	2,050	1,650	1,475	1,530
	22,300	9,840	12,975	11,030
			31.86%	(14.99%)
Net Total	34,897	38,561	35,402	37,347

Costing Center Summary

Costing Center: *PROPERTY ADMINISTRATION*

Previous Costing Center: PROPERTY
ADMINISTRATION

Budget Year: 2019

Division: REGIONAL PLANNING &
DEVELOPMENT
SERVICES

Accounting Reference: 0272

Department: DEVELOPMENT
SERVICES - Property

Approved: No

Stage: Council Approved

Manager: Patrick Pulak 729-2477

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 are an integral component of any municipality and continue to grow in complexity and outside costs.

The 2019 budget includes an allocation of \$30,000 to lay a Plan of Easement over the dike system (north and south).

As of 2019, fair-market rents for the Emergency Communication Centre facilities will be recorded in this cost center.

The reserve appropriation to the ARM Building Reserve is equal to 50% of the lease payments received from the Brandon School Division.

The reserve appropriation to the Municipal Building Reserve is equal to 50% of the lease payments received from the property at 2005 McGregor Ave.

Outlook:

Revenue from the sales of municipally owned properties is captured within this costing center. There is no plan, at this time, to market properties in 2019 and, as such, no revenue is budgeted.

Costing Center Summary

Costing Center: PROPERTY ADMINISTRATION

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Income from Enterprises				
49391 CAPITAL RES CONTRIBUTION	0	0	0	0
49392 PARKS RES CONTRIBUTION	0	0	0	0
Income from Enterprises Total	0	0	0	0
Other Income				
42988 MISCELLANEOUS REVENUE	1,000	629	1,000	1,000
49380 LEASE IMPROVEMENT RECOVERIES	30,415	30,415	30,415	30,415
Other Income Total	31,415	31,044	31,415	31,415
Permits, Licenses and Fines				
42728 EASEMENTS	21,000	21,000	21,000	21,000
Permits, Licenses and Fines Total	21,000	21,000	21,000	21,000
User Fees and Sales of Goods				
42468 ART GALLERY OF SW MANITOBA	226,645	226,645	231,178	235,802
42704 638 PRINCESS AVE	88,000	88,000	88,000	88,000
42732 100 BLACK STREET	4,560	4,560	4,560	4,560
42733 WESTMAN COMMUNICATIONS GROUP	543	543	554	565
42734 MASTERFEEDS RENTAL	825	825	841	859
42737 COMMUNICATIONS CENTRE	0	0	341,929	341,929
42738 900 BLK 17TH ST	14,602	14,602	14,602	14,602
42739 LAGOON PROPERTY	4,030	4,030	4,030	4,030
42742 REGIONAL LIBRARY	231,057	231,057	241,913	241,913
42744 WESTBRAN	34,411	34,411	34,411	35,099
42746 CELL TOWER RENTAL	5,547	5,547	5,547	5,547
42747 VETERANS WAY LEASE	3,301	0	0	0
42749 1820 PACIFIC AVE LEASE	0	0	0	0
45367 DEVELOPMENT AGREEMENTS	4,420	5,945	4,670	4,670
49166 LANE/STREET CLOSURES	0	0	0	0
49370 LAND INVENTORY - COG	0	0	0	0
49371 LAND SALES	25,000	0	0	0
User Fees and Sales of Goods Total	642,941	616,165	972,235	977,576
	695,356	668,209	1,024,650	1,029,991

Expenditures

Contract Services

52015 CONTRACTS	3,745	22,396	33,745	3,745
52028 GENERAL INSURANCE	6,896	6,896	7,306	7,452
52069 PRINTING COSTS	0	67	0	0
Contract Services Total	10,641	29,359	41,051	11,197

Debenture Debt Servicing Costs

Costing Center Summary

Costing Center: PROPERTY ADMINISTRATION

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
57438	DEBENTURE PRINCIPAL	0	0	0	0
57439	DEBENTURE INTEREST	0	0	0	0
Debenture Debt Servicing Costs Total		0	0	0	0
Equipment Purchases					
54410	EQUIPMENT PURCHASES	2,000	0	700	0
Equipment Purchases Total		2,000	0	700	0
Grants and Contributions					
55458	REGIONAL LIBRARY	651,244	651,244	666,986	666,986
55477	ART GALLERY OF SW MANITOBA	226,645	226,645	231,178	235,802
Grants and Contributions Total		877,889	877,889	898,164	902,788
Materials and Supplies					
54099	PARTS AND MATERIALS	300	600	300	300
54323	INSURANCE DEDUCTIBLE	0	2,703	0	0
Materials and Supplies Total		300	3,303	300	300
Other					
51141	PROFESSIONAL DEVELOPMENT	8,739	375	3,450	1,800
52231	INSURANCE RECOVERIES	0	0	0	0
59003	ADVERTISING	1,000	307	600	600
59048	LUNCHEONS	204	304	200	200
59059	MEMBERSHIP	745	745	760	600
59128	PROPERTY TAXES	60,772	61,115	60,188	61,374
59139	CONFERENCE COSTS	0	344	0	0
59206	SURVEY FEES	8,000	16,000	10,000	10,000
59283	APPLICATION FEES	2,000	2,000	2,000	2,000
59507	LAND MAINTENANCE (PROPERTY)	500	500	500	500
Other Total		81,960	81,690	77,698	77,074
Reserve Appropriation					
58504	MUNICIPAL BUILDING B/L 3653	47,621	47,621	47,621	47,965
58520	CAPITAL DEVELOPMENT B/L 4976	0	0	0	0
58537	PARKS RESERVE B/L	0	0	0	0
58547	ARM BULDING RESERVE B/L 7215	44,000	44,000	44,000	44,000
Reserve Appropriation Total		91,621	91,621	91,621	91,965
Salaries and Wages					
51083	REGULAR SALARIES	410,335	299,835	215,882	217,472
51084	OVERTIME SALARIES	500	346	500	500
Salaries and Wages Total		410,835	300,181	216,382	217,972
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total		0	0	0	0
Utilities					

Costing Center Summary

Costing Center: *PROPERTY ADMINISTRATION*

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
53130 TELEPHONE	1,672	1,572	768	783
Utilities Total	1,672	1,572	768	783
	1,476,918	1,385,615	1,326,683	1,302,080
Net Total	(781,562)	(717,406)	(302,033)	(272,089)

Costing Center Summary

Costing Center: BRANDON MUNICIPAL AIRPORT

Previous Costing Center: BRANDON MUNICIPAL
AIRPORT

Budget Year: 2019

Division: TRANSPORTATION
SERVICES - Airport

Accounting Reference: 1725

Department: AIRPORT

Approved: No

Stage: Council Approved

Manager: Carla Richardson 729-2594

Description:

This account reflects the costs and revenues associated with air-side and ground-side operations of 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.

For 2019 the maintenance expenses related to building operations (such as utilities and contracts) have been relocated to a new cost center managed by Building Maintenance.

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 with WestJet.

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 the upcoming fiscal year, the maintenance expenses related to building operations (such as utilities and contracts) have been relocated to a new cost center managed by Building Maintenance.

Costing Center Summary

Costing Center: BRANDON MUNICIPAL AIRPORT

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues					
Conditional Government Transfers					
43510	PROVINCIAL GOVT	0	0	0	0
44500	FEDERAL GOVT	0	0	0	0
Conditional Government Transfers Total		0	0	0	0
Other Income					
42365	COMMISSION REVENUES	2,060	2,060	2,000	2,000
42988	MISCELLANEOUS REVENUE	1,445	2,500	2,045	2,105
42994	RECOVERIES OTHER	29,000	42,000	40,000	42,000
49368	SALE PROCEEDS - EQUIPMENT	0	0	0	0
Other Income Total		32,505	46,560	44,045	46,105
User Fees and Sales of Goods					
42194	BUILDING RENTALS	65,060	65,220	70,568	70,568
42304	LANDINGS-OTHER	24,720	22,720	25,460	26,220
42305	CUSTOMS FEES - AIRPORT	0	0	0	0
42314	SNOW REMOVAL FEES	8,690	8,690	8,690	8,690
42317	LAND-INDUSTRIAL	42,430	43,650	43,150	43,190
42321	LAND-AGRICULTURAL	19,620	13,858	18,418	18,418
42322	TRAINING REVENUE	7,200	8,549	7,200	7,200
42342	MUSEUM USER FEE	1,500	1,500	1,500	1,500
42469	LANDINGS-AIRLINE	46,221	46,221	64,746	71,280
42470	AIRPORT IMPROVEMENT FEE	280,153	193,838	280,790	346,595
42472	TERMINAL FEES	57,593	57,593	70,329	72,438
42473	FUEL CONCESSION REVENUE	4,753	4,753	4,896	5,042
User Fees and Sales of Goods Total		557,940	466,592	595,747	671,141
		590,445	513,152	639,792	717,246
Expenditures					
Benefits					
51010	MISC EMPLOYEE ALLOWANCE	0	0	0	0
51122	BOOT ALLOWANCE	618	780	710	710
51123	PROTECTIVE CLOTHING	650	756	1,000	1,000
51124	TOOL ALLOWANCE	360	661	410	415
51285	MEDICALS	70	170	220	150
Benefits Total		1,698	2,367	2,340	2,275
Contract Services					
52015	CONTRACTS	163,101	155,809	106,000	106,662
52019	CONSULTING FEES	0	0	0	0
52028	GENERAL INSURANCE	3,926	3,926	1,425	1,453
52029	LIABILITY INSURANCE	8,659	6,503	9,632	9,825

Costing Center Summary

Costing Center: BRANDON MUNICIPAL AIRPORT

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
52032	VEHICLE INSURANCE	7,500	8,700	7,500	7,700
52054	MAINT OF EQUIP EXT	3,000	2,000	2,000	2,000
Contract Services Total		186,186	176,938	126,557	127,640
Debenture Debt Servicing Costs					
57438	DEBENTURE PRINCIPAL	205,724	205,724	0	0
57439	DEBENTURE INTEREST	211,701	211,701	0	0
Debenture Debt Servicing Costs Total		417,425	417,425	0	0
Equipment Purchases					
54410	EQUIPMENT PURCHASES	3,000	3,000	2,000	2,000
Equipment Purchases Total		3,000	3,000	2,000	2,000
Materials and Supplies					
54022	SPEC PROG PARTS & MATERIALS	5,000	11,000	7,500	8,000
54052	MAINT OF BUILD EXT	13,000	3,604	8,000	8,500
54099	PARTS AND MATERIALS	27,223	24,223	25,000	26,000
54102	PETROLEUM PRODUCTS	3,500	2,000	2,500	2,600
54103	GASOLINE (VEHICLE)	6,500	7,000	6,800	7,000
54104	DIESEL (VEHICLE)	24,000	24,000	22,500	24,000
54106	FUEL-TRAINING	3,000	3,500	3,000	3,000
54107	CHEMICALS	29,000	24,000	25,000	25,000
54118	OFFICE SUPPLIES	500	500	500	500
54125	DIESEL EXHAUST FLUID	0	140	220	220
54323	INSURANCE DEDUCTIBLE	0	0	0	0
Materials and Supplies Total		111,723	99,967	101,020	104,820
Other					
51141	PROFESSIONAL DEVELOPMENT	11,300	11,300	11,300	11,300
59003	ADVERTISING	4,200	2,800	3,664	3,850
59059	MEMBERSHIP	0	0	825	850
59080	FLEET EQUIP MAINTENANCE	8,000	8,000	8,000	8,000
59138	BUSINESS TRAVEL	250	0	0	0
59339	EQUIPMENT MAINTENANCE	20,000	20,000	23,000	24,500
59993	EQUIPMENT CAPITAL CONTRIBUTION	31,800	31,800	24,651	31,905
Other Total		75,550	73,900	71,440	80,405
Reserve Appropriation					
58507	BDN MUNICIPAL AIRPORT B/L 6353		0	0	0
58535	AIRPORT IMPROVEMENT B/L 7161	260,542	180,269	261,134	322,333
Reserve Appropriation Total		260,542	180,269	261,134	322,333
Salaries and Wages					
51083	REGULAR SALARIES	552,829	544,829	550,020	556,322
51084	OVERTIME SALARIES	18,000	18,000	15,000	16,000
51090	SHIFT DIFFERENTIAL	3,376	2,376	2,200	2,300

Costing Center Summary

Costing Center: BRANDON MUNICIPAL AIRPORT

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Salaries and Wages Total	574,205	565,205	567,220	574,622
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	4,000	4,000	4,000	4,100
59997 TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total	4,000	4,000	4,000	4,100
Utilities				
53025 HEAT	17,000	17,000	0	0
53046 POWER	33,075	36,775	0	0
53130 TELEPHONE	4,923	5,523	5,471	5,471
53150 WATER	6,990	6,990	0	0
53295 RADIO COSTS	1,225	1,225	2,152	2,200
Utilities Total	63,213	67,513	7,623	7,671
	1,697,542	1,590,584	1,143,335	1,225,866
Net Total	(1,107,097)	(1,077,432)	(503,543)	(508,620)

Costing Center Summary

Costing Center: 208 22ND ST N

Previous Costing Center: 208 22ND ST N

Budget Year: 2019

Division: REGIONAL PLANNING &
DEVELOPMENT
SERVICES
Department: BUILDING MAINTENANCE
- Property

Accounting Reference: 0805

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

Description:

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

Comments:

The building renovations have been put on hold. In the 2020 Parks Capital Budget, a consultant is scheduled to be contracted to conduct a building assessment and design for renovations. Renovations will start after consultation with user groups on the design of the building.

During the summer months the hardball and rugby groups will utilize the facility and in the winter visitors of the skating oval and light display could access it. The building is currently unoccupied.

Outlook:

Costing Center Summary

Costing Center: 208 22ND ST N

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52028 GENERAL INSURANCE	145	145	153	156
Contract Services Total	145	145	153	156
Materials and Supplies				
54099 PARTS AND MATERIALS	100	0	0	0
Materials and Supplies Total	100	0	0	0
Utilities				
53046 POWER	1,135	1,385	1,300	1,350
53150 WATER	150	0	0	0
Utilities Total	1,285	1,385	1,300	1,350
	1,530	1,530	1,453	1,506
Net Total	(1,530)	(1,530)	(1,453)	(1,506)

Costing Center Summary

Costing Center: AIRPORT BUILDINGS

Previous Costing Center: AIRPORT BUILDINGS

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 0804

Department: BUILDING MAINTENANCE
- Transportation Serv

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

Description:

This cost center captures the maintenance and utility costs associated with the buildings at the Brandon Municipal Airport including the main terminal building, the maintenance garage/fire hall, sweeper shed, sand shed and Field Electrical Centre (FEC).

The buildings are located at the Brandon Municipal Airport, 405 Agnew Drive.

Prior to 2019 the costs associated with these buildings were included in the Airport cost center.

Comments:

The main terminal building was originally constructed in 1970 and recently underwent a rehabilitation and expansion to meet the needs of commercial air service at the airport. Completed in 2017, the terminal building is 1371 m² (14757 sq ft). The maintenance garage was built pre 1959 and renovated in 1981/92 and is 409 m² (4400 sq feet). The sweeper shed was built in 1982 and is 167 m² (1800 sq ft) and the sand shed was built in 1986 and is 133 m² (1430 sq ft.). The field electrical centre (FEC) was constructed in 1988/89 and is 84 m² (900 sq ft)

Terminal building is used to support commercial air service and is occupied by commercial air carrier staff, a rental car agency, passenger screening staff, ground servicing crew and the airport manager. The maintenance garage is used to store and maintain airport vehicles and heavy equipment; it is occupied by the airport chargehand and the equipment operators. The sweeper shed is used to store the tandem, runway sweeper and de-ice truck. The sand shed is used to store sand and chemical for runway maintenance. The field electrical centre houses all of the electrical equipment for the airfield lighting system and the backup generator for airport emergency power.

This cost center also includes debt servicing principal and interest costs for the Terminal Redevelopment Project, which is a seventeen (17) year debenture expiring in 2034.

Outlook:

Costing Center Summary

Costing Center: AIRPORT BUILDINGS

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	0	0	42,122	44,390
52028 GENERAL INSURANCE	0	0	6,739	6,874
Contract Services Total	0	0	48,861	51,264
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	0	0	214,468	233,583
57439 DEBENTURE INTEREST	0	0	202,958	193,843
Debenture Debt Servicing Costs Total	0	0	417,426	427,426
Materials and Supplies				
54099 PARTS AND MATERIALS	0	0	15,000	6,000
Materials and Supplies Total	0	0	15,000	6,000
Utilities				
53025 HEAT	0	0	16,100	16,500
53046 POWER	0	0	36,500	39,500
53130 TELEPHONE	0	0	400	400
53150 WATER	0	0	6,708	6,800
Utilities Total	0	0	59,708	63,200
	0	0	540,995	547,890
Net Total	0	0	(540,995)	(547,890)

Costing Center Summary

Costing Center: BLDG & STRUCT SUPERVISION

Previous Costing Center: BLDG & STRUCT
SUPERVISION

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 5605

Department: BUILDING MAINTENANCE
- Gen Gov

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

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 throughout the City of Brandon. Overtime charges to this account relate to after hours call outs for events such as building security alarms. The 2019 budget includes funds to purchase and implement a Facility Management module with Cityworks. The main objective in utilizing this module is to have a proactive maintenance program that allows the City to track building maintenance issues and building condition issues

Outlook:

Costing Center Summary

Costing Center: BLDG & STRUCT SUPERVISION

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget	
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	1,100	1,100	1,076	1,197
51123	PROTECTIVE CLOTHING	1,000	500	500	500
51285	MEDICALS	140	70	140	140
Benefits Total		2,240	1,670	1,716	1,837
Contract Services					
52015	CONTRACTS	5,850	3,850	1,020	1,020
52028	GENERAL INSURANCE	7	7	7	8
Contract Services Total		5,857	3,857	1,027	1,028
Equipment Purchases					
54410	EQUIPMENT PURCHASES	0	0	17,000	0
Equipment Purchases Total		0	0	17,000	0
Materials and Supplies					
54099	PARTS AND MATERIALS	1,500	620	1,500	1,500
54103	GASOLINE (VEHICLE)	10,000	10,000	10,500	11,000
54104	DIESEL (VEHICLE)	2,700	7,200	7,700	7,700
54125	DIESEL EXHAUST FLUID	0	30	0	0
Materials and Supplies Total		14,200	17,850	19,700	20,200
Other					
51141	PROFESSIONAL DEVELOPMENT	250	0	0	0
59080	FLEET EQUIP MAINTENANCE	30,113	30,113	32,200	32,200
59248	DISPOSAL SITE CHARGE	0	400	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	42,204	42,204	32,713	42,340
Other Total		72,567	72,717	64,913	74,540
Salaries and Wages					
51083	REGULAR SALARIES	697,318	599,199	712,043	724,274
51084	OVERTIME SALARIES	12,000	12,000	12,000	12,000
51090	SHIFT DIFFERENTIAL	0	0	0	0
Salaries and Wages Total		709,318	611,199	724,043	736,274
Utilities					
53130	TELEPHONE	4,200	3,405	3,243	3,243
53295	RADIO COSTS	335	324	324	324
Utilities Total		4,535	3,729	3,567	3,567
		808,717	711,022	831,966	837,446
Net Total		(808,717)	(711,022)	(831,966)	(837,446)

Costing Center Summary

Costing Center: CIVIC ADMIN BUILDING - 410 9th STREET

Previous Costing Center: CIVIC ADMIN BUILDING -
410 9th STREET

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0047

Department: BUILDING MAINTENANCE
- Gen Gov

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

Description:

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

Comments:

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

A building condition assessment will take place in 2019 which will identify areas that need repair or maintenance.

Outlook:

Costing Center Summary

Costing Center: CIVIC ADMIN BUILDING - 410 9th STREET

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	64,999	82,537	67,987	68,026
52028 GENERAL INSURANCE	4,412	4,412	4,739	5,834
Contract Services Total	69,411	86,949	72,726	73,860
Materials and Supplies				
54099 PARTS AND MATERIALS	14,818	11,063	11,500	11,500
Materials and Supplies Total	14,818	11,063	11,500	11,500
Reserve Appropriation				
58536 MUNICIPAL BLDG MAINT B/L 4368	50,000	50,000	35,000	50,000
Reserve Appropriation Total	50,000	50,000	35,000	50,000
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total	0	0	0	0
Utilities				
53025 HEAT	35,000	33,000	25,240	25,750
53046 POWER	74,350	70,350	75,550	78,270
53150 WATER	5,339	7,939	6,636	6,636
Utilities Total	114,689	111,289	107,426	110,656
	248,918	259,301	226,652	246,016
Net Total	(248,918)	(259,301)	(226,652)	(246,016)

Costing Center Summary

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

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

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0802

Department: BUILDING MAINTENANCE
- Gen Gov

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

Description:

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

Comments:

This building was constructed 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 has a 10 year agreement to lease space in the basement to the Brandon School Division, which expires June 30, 2027.

Outlook:

Costing Center Summary

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

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	69,312	74,552	71,872	71,903
52028 GENERAL INSURANCE	2,790	2,790	3,187	3,251
Contract Services Total	72,102	77,342	75,059	75,154
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	161,343	161,343	166,184	171,170
57439 DEBENTURE INTEREST	49,173	49,173	44,333	39,347
Debenture Debt Servicing Costs Total	210,516	210,516	210,517	210,517
Materials and Supplies				
54099 PARTS AND MATERIALS	9,827	6,832	8,000	8,000
Materials and Supplies Total	9,827	6,832	8,000	8,000
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total	0	0	0	0
Utilities				
53046 POWER	71,525	74,525	74,112	76,780
53130 TELEPHONE	350	350	350	350
53150 WATER	821	1,721	1,686	1,753
Utilities Total	72,696	76,596	76,148	78,883
	365,141	371,286	369,724	372,554
Net Total	(365,141)	(371,286)	(369,724)	(372,554)

Costing Center Summary

Costing Center: CIVIC SERVICES COMPLEX - 900 RICHMOND AVENUE

Previous Costing Center: CIVIC SERVICES
COMPLEX - 900
RICHMOND AVENUE
Division: TRANSPORTATION
SERVICES

Budget Year: 2019

Accounting Reference: 0136

Department: BUILDING MAINTENANCE
- Transportation Serv

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

Description:

This account covers the operating and maintenance costs of the building at 900 Richmond Avenue East and the salt shed/sand storage building. 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.

A building condition assessment will take place in 2019 which will identify areas that need repair or maintenance.

Outlook:

Costing Center Summary

Costing Center: CIVIC SERVICES COMPLEX - 900 RICHMOND AVENUE

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget	
Expenditures					
Contract Services					
52015	CONTRACTS	26,996	51,769	29,003	29,043
52028	GENERAL INSURANCE	5,747	5,747	6,070	6,191
Contract Services Total		32,743	57,516	35,073	35,234
Equipment Purchases					
54410	EQUIPMENT PURCHASES	0	7,398	0	0
Equipment Purchases Total		0	7,398	0	0
Materials and Supplies					
54099	PARTS AND MATERIALS	16,000	13,858	11,000	14,000
54323	INSURANCE DEDUCTIBLE	0	0	0	0
Materials and Supplies Total		16,000	13,858	11,000	14,000
Other					
52231	INSURANCE RECOVERIES	0	0	0	0
Other Total		0	0	0	0
Reserve Appropriation					
58533	CIVIC SERVICES COMPLEX B/L5655	75,000	75,000	0	75,000
Reserve Appropriation Total		75,000	75,000	0	75,000
Transfers to/from Internal Accounts					
59334	INTERNAL CHARGES	(218,639)	(218,639)	(214,537)	(220,702)
59997	TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total		(218,639)	(218,639)	(214,537)	(220,702)
Utilities					
53025	HEAT	27,000	27,500	24,555	25,050
53046	POWER	57,600	57,600	58,215	60,310
53130	TELEPHONE	350	350	350	350
53150	WATER	9,946	10,446	10,344	10,758
Utilities Total		94,896	95,896	93,464	96,468
		0	31,029	(75,000)	0
Net Total		0	(31,029)	75,000	0

Costing Center Summary

Costing Center: DALY HOUSE MUSEUM

Previous Costing Center: DALY HOUSE MUSEUM

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 4062

Department: BUILDING MAINTENANCE
- Gen Gov

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 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:

Outlook:

Costing Center Summary

Costing Center: DALY HOUSE MUSEUM

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	0	0	0	0
Conditional Government Transfers Total	0	0	0	0
	0	0	0	0
Expenditures				
Contract Services				
52015 CONTRACTS	0	130	16	1,266
52028 GENERAL INSURANCE	232	232	244	249
Contract Services Total	232	362	260	1,515
Materials and Supplies				
54099 PARTS AND MATERIALS	1,500	370	1,200	1,200
Materials and Supplies Total	1,500	370	1,200	1,200
Reserve Appropriation				
58536 MUNICIPAL BLDG MAINT B/L 4368	0	0	0	0
Reserve Appropriation Total	0	0	0	0
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total	0	0	0	0
	1,732	732	1,460	2,715
Net Total	(1,732)	(732)	(1,460)	(2,715)

Costing Center Summary

Costing Center: FIRE STATION - 13TH STREET

Previous Costing Center: FIRE STATION - 13TH STREET

Budget Year: 2019

Division: PROTECTIVE SERVICES

Accounting Reference: 0812

Department: BUILDING MAINTENANCE
- Prot Serv

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

Description:

This cost center covers maintenance 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

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	1,026	2,203	26	26
52028 GENERAL INSURANCE	447	447	621	634
Contract Services Total	1,473	2,650	647	660
Materials and Supplies				
54099 PARTS AND MATERIALS	4,400	3,223	3,000	3,000
Materials and Supplies Total	4,400	3,223	3,000	3,000
Utilities				
53025 HEAT	6,520	6,820	6,470	6,600
53046 POWER	8,723	7,823	8,060	8,350
53150 WATER	1,346	546	1,400	1,450
Utilities Total	16,589	15,189	15,930	16,400
	22,462	21,062	19,577	20,060
Net Total	(22,462)	(21,062)	(19,577)	(20,060)

Costing Center Summary

Costing Center: FIRE STATION - 19TH STREET NORTH

Previous Costing Center: FIRE STATION - 19TH
STREET NORTH

Budget Year: 2019

Division: PROTECTIVE SERVICES

Accounting Reference: 0806

Department: BUILDING MAINTENANCE
- Prot Serv

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

Description:

This cost center covers maintenance costs for #1 Fire Hall located at 120 19th Street North.

Comments:

#1 Fire Hall opened in 2010. This cost centre includes the debt servicing principal and interest costs which is a nineteen (19) year debenture expiring in 2030.

Outlook:

Costing Center Summary

Costing Center: FIRE STATION - 19TH STREET NORTH

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	14,255	16,223	11,952	12,088
52028 GENERAL INSURANCE	5,291	5,291	5,593	5,705
Contract Services Total	19,546	21,514	17,545	17,793
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	434,796	434,796	456,188	478,632
57439 DEBENTURE INTEREST	376,993	376,993	355,601	333,156
Debenture Debt Servicing Costs Total	811,789	811,789	811,789	811,788
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	0	0
Equipment Purchases Total	0	0	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	6,900	6,413	6,900	6,900
Materials and Supplies Total	6,900	6,413	6,900	6,900
Utilities				
53025 HEAT	56,850	59,250	57,060	58,200
53150 WATER	3,917	5,197	4,074	4,237
Utilities Total	60,767	64,447	61,134	62,437
	899,002	904,163	897,368	898,918
Net Total	(899,002)	(904,163)	(897,368)	(898,918)

Costing Center Summary

Costing Center: LIBRARY/ARTS BUILDING

Previous Costing Center: LIBRARY/ARTS BUILDING

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0808

Department: BUILDING MAINTENANCE
- Gen Gov

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 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 building was fully renovated in 2003 and houses the Art Gallery on the second level and the Regional Library on the main floor and lower level.

Outlook:

In 2017 a building assessment was done. The report had minor repairs to be done. These repairs have been put into capital to be done in 2019.

Costing Center Summary

Costing Center: LIBRARY/ARTS BUILDING

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	22,557	31,054	22,578	22,599
52028 GENERAL INSURANCE	3,165	3,165	3,346	3,413
Contract Services Total	25,722	34,219	25,924	26,012
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	0	0	0	0
Debenture Debt Servicing Costs Total	0	0	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	9,500	5,217	8,000	8,000
Materials and Supplies Total	9,500	5,217	8,000	8,000
Reserve Appropriation				
58526 LIBRARY/ARTS MAINT B/L 5259	50,000	50,000	50,000	50,000
Reserve Appropriation Total	50,000	50,000	50,000	50,000
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total	0	0	0	0
Utilities				
53025 HEAT	11,000	11,000	11,400	11,806
53046 POWER	53,160	57,760	55,074	57,057
53130 TELEPHONE	1,704	1,704	1,704	1,704
53150 WATER	1,612	1,492	1,676	1,743
Utilities Total	67,476	71,956	69,854	72,310
	152,698	161,392	153,778	156,322
Net Total	(152,698)	(161,392)	(153,778)	(156,322)

Costing Center Summary

Costing Center: *PARKS BUILDINGS*

Previous Costing Center: PARKS BUILDINGS

Budget Year: 2019

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0152

Department: BUILDING MAINTENANCE
- Gen Gov

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 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.

A building condition assessment will take place in 2019 which will identify areas that need repair or maintenance.

Outlook:

Costing Center Summary

Costing Center: PARKS BUILDINGS

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Capital Contribution				
10300 CAPITAL PROJECTS	40,000	0	0	40,000
Capital Contribution Total	40,000	0	0	40,000
Contract Services				
52015 CONTRACTS	9,091	9,319	8,851	9,002
52028 GENERAL INSURANCE	2,345	2,345	2,691	2,744
Contract Services Total	11,436	11,664	11,542	11,746
Materials and Supplies				
54099 PARTS AND MATERIALS	3,600	2,410	2,500	2,500
Materials and Supplies Total	3,600	2,410	2,500	2,500
Utilities				
53025 HEAT	16,050	18,050	14,610	14,905
53150 WATER	4,997	6,597	5,198	5,405
Utilities Total	21,047	24,647	19,808	20,310
	76,083	38,721	33,850	74,556
Net Total	(76,083)	(38,721)	(33,850)	(74,556)

Costing Center Summary

Costing Center: POLICE STATION - VICTORIA AVE

Previous Costing Center: POLICE STATION -
VICTORIA AVE

Budget Year: 2019

Division: PROTECTIVE SERVICES

Accounting Reference: 0085

Department: BUILDING MAINTENANCE
- Prot Serv

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

Description:

This cost center is for the maintenance costs for the Police Station at 1020 Victoria Avenue.

Comments:

This cost centre includes the debt servicing principal and interest costs for the construction of this facility, which is an eighteen (18) year debenture expiring in 2030.

Outlook:

Costing Center Summary

Costing Center: POLICE STATION - VICTORIA AVE

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	66,285	65,982	60,643	61,753
52028 GENERAL INSURANCE	5,136	5,136	5,597	5,709
Contract Services Total	71,421	71,118	66,240	67,462
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	602,973	602,973	630,107	658,461
57439 DEBENTURE INTEREST	465,613	465,613	438,480	410,125
Debenture Debt Servicing Costs Total	1,068,586	1,068,586	1,068,587	1,068,586
Materials and Supplies				
54099 PARTS AND MATERIALS	11,914	19,614	18,500	16,000
Materials and Supplies Total	11,914	19,614	18,500	16,000
Utilities				
53046 POWER	75,500	81,020	82,743	85,722
53150 WATER	3,125	2,125	2,210	2,294
Utilities Total	78,625	83,145	84,953	88,016
	1,230,546	1,242,463	1,238,280	1,240,064
Net Total	(1,230,546)	(1,242,463)	(1,238,280)	(1,240,064)

Costing Center Summary

Costing Center: STORAGE GARAGE

Previous Costing Center: STORAGE GARAGE

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 0139

Department: BUILDING MAINTENANCE
- Transportation Serv

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

Description:

This cost center is for the operation and maintenance of the storage garage located at 900 Richmond Avenue East. The building is used to house equipment owned by Fleet Services, as well as for the Meter Repair Shop. The internal recovery is funded through the garage and is reflected in the rates charged by the garage.

Comments:

This building is approximately 15,000 square feet (250 x 60).

Outlook:

Costing Center Summary

Costing Center: STORAGE GARAGE

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	0	755	0	0
Contract Services Total	0	755	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	2,000	245	2,000	2,000
Materials and Supplies Total	2,000	245	2,000	2,000
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES		0	0	0
59334 INTERNAL CHARGES	(11,898)	(11,898)	(11,298)	(11,504)
Transfers to/from Internal Accounts Total	(11,898)	(11,898)	(11,298)	(11,504)
Utilities				
53025 HEAT	8,785	8,000	8,140	8,300
53150 WATER	1,113	938	1,158	1,204
Utilities Total	9,898	8,938	9,298	9,504
	0	(1,960)	0	0
Net Total	0	1,960	0	0

Costing Center Summary

Costing Center: STREET LIGHTS

Previous Costing Center: STREET LIGHTS

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 0183

Department: BUILDING MAINTENANCE
- Transportation Serv

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 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.
A number of blocks will begin to be extended to have Christmas light decorations on 18th Street, Victoria Avenue and Richmond Avenue.

Outlook:

As the City continues to expand budget increases will be required in relation to physical expansion.

Costing Center Summary

Costing Center: STREET LIGHTS

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	26,000	10,656	15,000	15,000
Contract Services Total	26,000	10,656	15,000	15,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	40,000	0	0	0
Equipment Purchases Total	40,000	0	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	14,972	14,316	21,500	21,500
Materials and Supplies Total	14,972	14,316	21,500	21,500
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(16,000)	0	0	0
Transfers to/from Internal Accounts Total	(16,000)	0	0	0
Utilities				
53046 POWER	883,728	863,728	894,822	927,035
Utilities Total	883,728	863,728	894,822	927,035
	948,700	888,700	931,322	963,535
Net Total	(948,700)	(888,700)	(931,322)	(963,535)

Costing Center Summary

Costing Center: TEST LAB BUILDING

Previous Costing Center: TEST LAB BUILDING

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 0801

Department: BUILDING MAINTENANCE
- Transportation Serv

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

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:

Costing Center Summary

Costing Center: TEST LAB BUILDING

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	497	498	502	505
Contract Services Total	497	498	502	505
Materials and Supplies				
54099 PARTS AND MATERIALS	200	174	200	200
Materials and Supplies Total	200	174	200	200
Utilities				
53025 HEAT	800	825	829	859
53150 WATER	162	162	168	175
Utilities Total	962	987	997	1,034
	1,659	1,659	1,699	1,739
Net Total	(1,659)	(1,659)	(1,699)	(1,739)

Costing Center Summary

Costing Center: TRAFFIC SIGNALS

Previous Costing Center: TRAFFIC SIGNALS

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 0190

Department: BUILDING MAINTENANCE
- Transportation Serv

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

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.

Comments:

There are maintenance agreements with the 2 railways which have crossings within City boundaries.

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

With the effects of the weather and salt on the City's aging light standards, there is a need for a light standard replacement program. The 2019 budget includes funds to replace 25 light standards per year over the next 3 years in a proactive maintenance program.

Outlook:

Different materials are constantly being considered that would raise the life expectancy of materials such as road paint.

Costing Center Summary

Costing Center: TRAFFIC SIGNALS

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Other Income				
42994 RECOVERIES OTHER	1,500	6,598	1,500	1,500
Other Income Total	1,500	6,598	1,500	1,500
	1,500	6,598	1,500	1,500
Expenditures				
Contract Services				
52015 CONTRACTS	24,515	27,196	24,515	24,515
Contract Services Total	24,515	27,196	24,515	24,515
Materials and Supplies				
54099 PARTS AND MATERIALS	95,279	57,258	81,000	100,000
Materials and Supplies Total	95,279	57,258	81,000	100,000
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	0	340	0	0
Transfers to/from Internal Accounts Total	0	340	0	0
	119,794	84,794	105,515	124,515
Net Total	(118,294)	(78,196)	(104,015)	(123,015)

Costing Center Summary

Costing Center: TRANSIT COMFORT STATION

Previous Costing Center: TRANSIT COMFORT
STATION

Budget Year: 2019

Division: TRANSPORTATION
SERVICES - Transit

Accounting Reference: 0507

Department: BUILDING MAINTENANCE
- Transit

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

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:

Funding approval has been received under the Public Transit Infrastructure Fund (PTIF) for the renovation of this building and to relocate the downtown Transit Information Center to this building. The renovations are scheduled to start in the spring of 2019 and be completed before year end.

Outlook:

Costing Center Summary

Costing Center: TRANSIT COMFORT STATION

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	1,576	3,858	3,878	3,956
Contract Services Total	1,576	3,858	3,878	3,956
Materials and Supplies				
54099 PARTS AND MATERIALS	500	1,350	1,200	1,200
Materials and Supplies Total	500	1,350	1,200	1,200
Utilities				
53046 POWER	1,706	3,686	3,301	3,420
53150 WATER	497	967	650	676
Utilities Total	2,203	4,653	3,951	4,096
	4,279	9,861	9,029	9,252
Net Total	(4,279)	(9,861)	(9,029)	(9,252)

Costing Center Summary

Costing Center: *COMMUNITY DEVELOPMENT*

Previous Costing Center: COMMUNITY
DEVELOPMENT

Budget Year: 2019

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 0364

Department: COMMUNITY

Approved: No

Stage: Council Approved

Manager: Perry Roque 729-2170

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:

Community Development 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 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.

In almost any kind of community initiative, finding other groups and organizations with similar interests, that are willing to work with us on common issues or projects, is strategically advantageous. Community Development, on a continual basis, works to build synergies, share resources, overcome obstacles and avoid duplication.

Outlook:

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 neighborhoods 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 turns 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.

Costing Center Summary

Costing Center: COMMUNITY DEVELOPMENT

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52069 PRINTING COSTS	4,300	4,968	3,375	4,455
Contract Services Total	4,300	4,968	3,375	4,455
Equipment Purchases				
54410 EQUIPMENT PURCHASES	650	0	300	300
Equipment Purchases Total	650	0	300	300
Materials and Supplies				
54099 PARTS AND MATERIALS	5,850	3,226	4,526	4,526
54103 GASOLINE (VEHICLE)	1,000	1,000	1,000	1,000
Materials and Supplies Total	6,850	4,226	5,526	5,526
Other				
51141 PROFESSIONAL DEVELOPMENT	1,625	6,150	5,610	10,855
59048 LUNCHEONS	100	300	500	500
59059 MEMBERSHIP	5,250	3,150	655	655
59080 FLEET EQUIP MAINTENANCE	3,000	3,000	3,000	3,000
59098 SUBSCRIPTIONS	315	2,739	215	215
59138 BUSINESS TRAVEL	300	300	300	300
59139 CONFERENCE COSTS	14,400	4,099	0	0
59241 SPECIAL PROGRAMS	30,000	30,000	40,000	0
59993 EQUIPMENT CAPITAL CONTRIBUTION	5,200	5,200	4,030	5,216
Other Total	60,190	54,938	54,310	20,741
Salaries and Wages				
51083 REGULAR SALARIES	505,112	461,034	447,583	508,013
51084 OVERTIME SALARIES	3,000	4,078	4,000	4,000
51090 SHIFT DIFFERENTIAL	0	4	0	0
Salaries and Wages Total	508,112	465,116	451,583	512,013
Utilities				
53130 TELEPHONE	4,441	8,466	5,249	5,329
Utilities Total	4,441	8,466	5,249	5,329
	584,543	537,714	520,343	548,364
Net Total	(584,543)	(537,714)	(520,343)	(548,364)

Costing Center Summary

Costing Center: COMMUNITY INITIATIVES

Previous Costing Center: COMMUNITY INITIATIVES

Budget Year: 2019

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 1413

Department: COMMUNITY

Approved: No

Stage: Council Approved

Manager: Perry Roque 729-2170

Description:

This cost center captures the funding and expenses for the various programs, initiatives and services delivered by Community Development.

Comments:

Summary of Special Initiatives 2019 Budget

Outlook:

Costing Center Summary

Costing Center: COMMUNITY INITIATIVES

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues					
Conditional Government Transfers					
43510	PROVINCIAL GOVT	53,000	38,200	28,000	28,000
44500	FEDERAL GOVT	22,000	23,738	22,000	22,000
Conditional Government Transfers Total		75,000	61,938	50,000	50,000
Income from Enterprises					
49388	ORGANIZATIONS/FOUNDATIONS	6,100	11,191	6,900	6,300
Income from Enterprises Total		6,100	11,191	6,900	6,300
Other Income					
42999	REVENUE	11,200	15,896	18,550	18,550
Other Income Total		11,200	15,896	18,550	18,550
		92,300	89,025	75,450	74,850
Expenditures					
Contract Services					
52015	CONTRACTS	121,472	118,472	117,540	113,040
52032	VEHICLE INSURANCE	65	67	65	65
52069	PRINTING COSTS	4,640	2,465	3,090	7,590
52079	BUILDING RENTAL	6,050	6,750	6,700	6,700
52081	EXTERNAL EQUIPMENT RENTAL	5,000	9,456	2,000	5,500
Contract Services Total		137,227	137,210	129,395	132,895
Equipment Purchases					
54410	EQUIPMENT PURCHASES	3,300	1,292	3,000	3,200
Equipment Purchases Total		3,300	1,292	3,000	3,200
Materials and Supplies					
54099	PARTS AND MATERIALS	54,399	38,393	50,404	60,529
54149	SUPPLIES	11,100	9,836	9,200	9,200
Materials and Supplies Total		65,499	48,229	59,604	69,729
Other					
51141	PROFESSIONAL DEVELOPMENT	9,100	846	8,400	11,200
59003	ADVERTISING	19,200	12,700	12,170	16,870
59048	LUNCHEONS	10,730	10,730	11,255	13,055
59059	MEMBERSHIP	2,440	840	340	340
59080	FLEET EQUIP MAINTENANCE	300	300	350	350
59138	BUSINESS TRAVEL	665	766	630	700
59139	CONFERENCE COSTS	6,400	2,197	0	0
59142	REGISTRATION FEES	1,300	415	415	1,275
59207	CASH OVER/SHORT	0	0	0	0
59427	SIGNAGE	4,476	1,343	2,125	2,675
Other Total		54,611	30,137	35,685	46,465

Costing Center Summary

Costing Center: COMMUNITY INITIATIVES

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Salaries and Wages					
51026	INDEMNITY & HONORARIUM	4,460	4,460	3,780	5,380
51083	REGULAR SALARIES	423,769	397,577	386,210	408,987
51084	OVERTIME SALARIES	12,000	10,500	10,120	10,320
51090	SHIFT DIFFERENTIAL	1,800	3,285	3,285	3,285
Salaries and Wages Total		442,029	415,822	403,395	427,972
Utilities					
53130	TELEPHONE	700	2,140	855	1,035
53150	WATER	2,000	2,000	2,000	2,000
Utilities Total		2,700	4,140	2,855	3,035
		705,366	636,830	633,934	683,296
Net Total					
		(613,066)	(547,805)	(558,484)	(608,446)

Costing Center Summary

Costing Center: ENVIRONMENTAL INITIATIVES

Previous Costing Center: ENVIRONMENTAL
INITIATIVES

Budget Year: 2019

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 0143

Department: COMMUNITY

Approved: No

Stage: Council Approved

Manager: Perry Roque 729-2170

Description:

This cost center funds Environmental Initiatives 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.

Comments:

Environmental Initiatives is a Section of Community Services which reports to the Director of Community Services. The operating budget is used to support the Environmental Strategic Plan as adopted by City Council in 2007 and further adopted in June of 2013. Included are funds for the Environmental Strategic Plan, Bee City, Urban Forestry, Textiles Diversion Program, Environment Committee, Enviro Expo, Earth Day and Waste Reduction School Challenge in partnership with the Brandon School Division.

The 2019 budget includes a casual position to assist with Earth Day activities, Team UP to Clean Up, Eco Day, the Brandon Enviro Expo, organizing tree plantings, the waste reduction school challenge and the Brandon Environment Committee.

This section is very cognizant of alternative funding opportunities related to the environment and is always seeking sponsorship and grants when applicable to help offset operating budgets.

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

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	10,000	7,512	10,000	10,000
Income from Enterprises Total	10,000	7,512	10,000	10,000
	10,000	7,512	10,000	10,000
			33.12%	
Expenditures				
Contract Services				
52015 CONTRACTS	16,000	4,000	4,000	4,000
Contract Services Total	16,000	4,000	4,000	4,000
Materials and Supplies				
54099 PARTS AND MATERIALS	19,982	8,859	8,000	8,000
Materials and Supplies Total	19,982	8,859	8,000	8,000
Other				
51141 PROFESSIONAL DEVELOPMENT	1,400	548	4,725	4,600
59003 ADVERTISING	4,000	12,000	6,000	6,000
59048 LUNCHEONS	750	800	750	750
59138 BUSINESS TRAVEL	800	800	800	800
59139 CONFERENCE COSTS	3,500	2,537	0	0
Other Total	10,450	16,685	12,275	12,150
Salaries and Wages				
51083 REGULAR SALARIES	101,410	108,410	104,353	105,866
51084 OVERTIME SALARIES	3,500	2,264	3,500	3,500
51090 SHIFT DIFFERENTIAL	0	18	50	50
Salaries and Wages Total	104,910	110,692	107,903	109,416
Utilities				
53130 TELEPHONE	692	692	1,122	622
Utilities Total	692	692	1,122	622
	152,034	140,928	133,300	134,188
Net Total	(142,034)	(133,416)	(123,300)	(124,188)

Costing Center Summary

Costing Center: YMCA AQUATICS FACILITY

Previous Costing Center: YMCA AQUATICS
FACILITY

Budget Year: 2019

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 0372

Department: COMMUNITY

Approved: No

Stage: Council Approved

Manager: Perry Roque 729-2170

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 the 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

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	374,256	374,256	386,602	0
57439 DEBENTURE INTEREST	25,100	25,100	12,753	0
Debenture Debt Servicing Costs Total	399,356	399,356	399,355	0
	399,356	399,356	399,355	0
Net Total	(399,356)	(399,356)	(399,355)	0

Costing Center Summary

Costing Center: FIRE DEPT VEHICLES

Previous Costing Center: FIRE DEPT VEHICLES

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 4066

Department: FLEET SERVICES

Approved: No

Stage: Council Approved

Manager: Carla Richardson 729-2594

Description:

The Fire Department Vehicles cost center covers the maintenance and repairs of all vehicles and equipment owned by the City for use by the Fire Department. The maintenance charges are then allocated to the Fire operating budget.

Comments:

There are eighteen vehicles and equipment contained within this cost center providing a number of different functions. This cost center includes firefighting equipment such as tankers, pumpers and rescue units as well as, support vehicles such as trailers and prevention vans.

An electronic software system is used to track preventative maintenance schedules, repairs and warranty information. This ensures that all vehicles and equipment are well maintained so that they perform when required, and retain maximum residual value upon replacement.

Outlook:

Costing Center Summary

Costing Center: FIRE DEPT VEHICLES

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
User Fees and Sales of Goods				
49431 FIRE VEHICLE SALES	0	0	0	11,543
User Fees and Sales of Goods Total	0	0	0	11,543
	0	0	0	11,543
Expenditures				
Contract Services				
52032 VEHICLE INSURANCE	27,000	28,050	28,100	28,100
Contract Services Total	27,000	28,050	28,100	28,100
Materials and Supplies				
54099 PARTS AND MATERIALS	33,500	38,500	35,000	35,000
54157 TIRES	4,000	4,000	4,500	4,500
Materials and Supplies Total	37,500	42,500	39,500	39,500
Other				
59080 FLEET EQUIP MAINTENANCE	(118,500)	(118,500)	(127,250)	(127,250)
59993 EQUIPMENT CAPITAL CONTRIBUTION	(254,693)	(254,693)	(162,536)	(162,536)
Other Total	(373,193)	(373,193)	(289,786)	(289,786)
Reserve Appropriation				
58554 FIRE VEHICLES B/L	254,693	254,693	162,536	174,079
Reserve Appropriation Total	254,693	254,693	162,536	174,079
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	54,000	65,435	59,650	59,650
Transfers to/from Internal Accounts Total	54,000	65,435	59,650	59,650
	0	17,485	0	11,543
Net Total	0	(17,485)	0	0

Costing Center Summary

Costing Center: *FLEET EQUIPMENT*

Previous Costing Center: FLEET EQUIPMENT

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 0700

Department: FLEET SERVICES

Approved: No

Stage: Council Approved

Manager: Carla Richardson 729-2594

Description:

The Fleet Equipment cost center covers the maintenance and repairs of City owned vehicles and equipment (excluding Police, Fire and Transit). The maintenance charges are then allocated to the respective operating departments.

Comments:

As the largest equipment cost center, Fleet Equipment encompasses 280 pieces of light and heavy duty, off road and specialty vehicles that the City owns.

An electronic software system is used to track preventative maintenance schedules, repairs and warranty information. This ensures that all vehicles and equipment are well maintained so that they perform when required, and retain maximum residual value upon replacement.

Encompassed in this cost center are funds transferred to the Machinery and Equipment Reserve. Capital contributions are allocated to the user departments' operating budget in order to ensure sufficient funds are in the reserve when the asset needs to be replaced. A robust asset management program guiding the long term capital plan for over 280 pieces of fleet equipment is utilized. It is a systematic process that ensures the right equipment is procured at the most prudent time.

When determining the replacement plan for each asset, a number of factors are taken into consideration including the initial purchase price, inflation, condition assessment, residual value and how the asset is being utilized. Factoring all of these components in a scientific, mathematical format produces a consistent and defensible lifecycle schedule and annual capital contribution amount (calculated on an asset by asset basis).

Fleet Services works collaboratively with all departments to ensure the right vehicles and equipment are procured at the most prudent time as well as maintained and repaired in a timely, effective and efficient manner. Fleet Services is committed to being a reliable support system for other city departments so they can effectively provide their services to the citizens of Brandon. By doing this we can continue to Build and Serve our community together.

Outlook:

Costing Center Summary

Costing Center: FLEET EQUIPMENT

Costing Center Summary

Costing Center: FLEET EQUIPMENT

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Other Income				
42999 REVENUE	0	0	0	0
Other Income Total	0	0	0	0
User Fees and Sales of Goods				
49224 GARAGE EQUIPMENT SALES	350,200	230,719	561,687	280,769
User Fees and Sales of Goods Total	350,200	230,719	561,687	280,769
	350,200	230,719	561,687	280,769
Expenditures				
Contract Services				
52032 VEHICLE INSURANCE	178,160	210,666	220,385	220,792
Contract Services Total	178,160	210,666	220,385	220,792
Materials and Supplies				
54099 PARTS AND MATERIALS	436,950	405,194	444,415	449,008
54103 GASOLINE (VEHICLE)	0	0	0	0
54157 TIRES	85,000	85,000	91,000	91,000
54209 PREVENTATIVE MAINTENANCE	94,656	94,654	91,057	63,151
Materials and Supplies Total	616,606	584,848	626,472	603,159
Other				
59080 FLEET EQUIP MAINTENANCE	(1,414,766)	(1,415,266)	(1,525,750)	(1,525,750)
59993 EQUIPMENT CAPITAL CONTRIBUTION	(2,778,557)	(2,778,557)	(2,320,497)	(2,820,497)
Other Total	(4,193,323)	(4,193,823)	(3,846,247)	(4,346,247)
Reserve Appropriation				
58508 EQUIPMENT REPLACEMENT B/L 3675	3,128,757	3,009,276	2,882,184	3,101,266
Reserve Appropriation Total	3,128,757	3,009,276	2,882,184	3,101,266
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	620,000	643,355	678,893	701,799
Transfers to/from Internal Accounts Total	620,000	643,355	678,893	701,799
	350,200	254,322	561,687	280,769
Net Total	0	(23,603)	0	(0)

Costing Center Summary

Costing Center: GARAGE SERVICES

Previous Costing Center: GARAGE SERVICES

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 0135

Department: FLEET SERVICES

Approved: No

Stage: Council Approved

Manager: Carla Richardson 729-2594

Description:

This cost center captures the operating costs associated with the functions of the City Garage as they relate to maintaining and repairing vehicles and equipment owned by the City of Brandon. There is an offsetting recovery through a shop rate which is charged to the various fleet accounts as work is performed.

Comments:

An electronic software system is used, which tracks preventive maintenance schedules, repairs and warranty information. This helps to ensure that all equipment is well maintained to ensure they perform well when required, as well as to retain maximum residual value upon replacement.

Fleet Services works collaboratively with all departments to ensure the right vehicles and equipment are procured at the most prudent time as well as maintained and repaired in a timely, effective and efficient manner. We are committed to being a reliable support system for other city departments so they can effectively provide their services to the citizens of Brandon. By doing this we can continue to Build and Serve our community together.

Outlook:

Costing Center Summary

Costing Center: GARAGE SERVICES

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget	
Revenues					
User Fees and Sales of Goods					
42506	SCRAP METAL SALES	3,500	2,700	2,000	2,100
42520	OIL & FILTER RECOVERIES	3,000	2,000	2,200	2,100
User Fees and Sales of Goods Total		6,500	4,700	4,200	4,200
		6,500	4,700	4,200	4,200
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	1,620	1,914	1,563	1,563
51123	PROTECTIVE CLOTHING	8,000	7,000	8,750	9,200
51124	TOOL ALLOWANCE	4,320	5,720	4,320	4,320
51285	MEDICALS	280	457	625	625
Benefits Total		14,220	15,091	15,258	15,708
Contract Services					
52015	CONTRACTS	3,500	57,942	5,000	5,500
52028	GENERAL INSURANCE	413	1,530	430	438
52029	LIABILITY INSURANCE	0	0	1,654	1,687
52032	VEHICLE INSURANCE	0	521	570	600
52054	MAINT OF EQUIP EXT	20,650	40,650	24,200	26,200
52069	PRINTING COSTS	250	0	250	300
Contract Services Total		24,813	100,643	32,104	34,726
Equipment Purchases					
54410	EQUIPMENT PURCHASES	4,100	2,615	4,800	5,400
Equipment Purchases Total		4,100	2,615	4,800	5,400
Materials and Supplies					
54095	SHOP SUPPLIES	25,000	28,000	25,000	27,500
54099	PARTS AND MATERIALS	15,000	9,000	15,000	17,000
54103	GASOLINE (VEHICLE)	2,250	2,425	2,023	2,250
54104	DIESEL (VEHICLE)	2,100	1,925	2,332	2,400
54266	TOOLS	12,000	10,000	12,000	13,500
Materials and Supplies Total		56,350	51,350	56,355	62,650
Other					
51141	PROFESSIONAL DEVELOPMENT	18,300	32,923	11,000	12,100
59003	ADVERTISING	0	2,688	0	0
59080	FLEET EQUIP MAINTENANCE	12,600	12,600	13,500	13,500
59098	SUBSCRIPTIONS	9,645	9,645	10,415	10,960
59138	BUSINESS TRAVEL	0	0	200	225
59993	EQUIPMENT CAPITAL CONTRIBUTION	28,110	28,110	19,921	25,784
Other Total		68,655	85,966	55,036	62,569

Costing Center Summary

Costing Center: GARAGE SERVICES

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Reserve Appropriation				
58508 EQUIPMENT REPLACEMENT B/L 3675	19,875	19,875	1,500	1,500
Reserve Appropriation Total	19,875	19,875	1,500	1,500
Salaries and Wages				
51083 REGULAR SALARIES	1,173,582	1,065,035	1,197,799	1,210,006
51084 OVERTIME SALARIES	25,000	37,000	22,500	22,500
51090 SHIFT DIFFERENTIAL	6,350	6,350	5,310	5,600
Salaries and Wages Total	1,204,932	1,108,385	1,225,609	1,238,106
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	(1,696,285)	(1,589,560)	(1,697,640)	(1,728,505)
59002 SHOP RATE NON-MECHANICAL	76,400	68,400	76,040	76,400
59334 INTERNAL CHARGES	230,537	230,537	225,835	232,206
59997 TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total	(1,389,348)	(1,290,623)	(1,395,765)	(1,419,899)
Utilities				
53130 TELEPHONE	1,783	2,283	2,320	2,320
53295 RADIO COSTS	1,120	1,072	1,120	1,120
Utilities Total	2,903	3,355	3,440	3,440
	6,500	96,656	(1,663)	4,200
Net Total	0	(91,956)	5,863	0

Costing Center Summary

Costing Center: POLICE DEPT VEHICLES

Previous Costing Center: POLICE DEPT VEHICLES

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 0084

Department: FLEET SERVICES

Approved: No

Stage: Council Approved

Manager: Carla Richardson 729-2594

Description:

The Police Department Vehicles cost center covers the maintenance and repairs of all vehicles and equipment owned by the City for use by the Police Department. The maintenance charges are then allocated to the Police Department.

Comments:

The Police Department has a number of different vehicle types providing different functions within the community. This cost center includes marked and unmarked patrol and traffic, undercover and community program vehicles.

An electronic software system is used to track preventative maintenance schedules, repairs and warranty information. This ensures that all vehicles and equipment are well maintained so that they perform when required and retain maximum residual value upon replacement.

Encompassed in this cost center are funds transferred to the Police Vehicle Reserve. Capital contributions are allocated to the Police Departments' operating budget in order to ensure sufficient funds are in the reserve when the asset needs to be replaced. A robust asset management program guiding the long term capital plan for over 30 Police assets is utilized. It is a systematic process that ensures the right equipment is procured at the most prudent time.

When determining the replacement plan for each asset, a number of factors are taken into consideration including the initial purchase price, inflation, condition assessment, residual value and how the asset is being utilized. Factoring all of these components in a scientific, mathematical format produces a consistent and defensible lifecycle schedule and annual capital contribution amount (calculated on an asset by asset basis).

Fleet Services works collaboratively with the Police department to ensure the right vehicles and equipment are procured at the most prudent time as well as maintained and repaired in a timely, effective and efficient manner. Fleet Services is committed to being a reliable partner for the Brandon Police Service so they can continue to serve and protect the citizens of Brandon. By doing this we can continue to Build and Serve our community together.

Outlook:

Costing Center Summary

Costing Center: POLICE DEPT VEHICLES

Costing Center Summary

Costing Center: POLICE DEPT VEHICLES

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
User Fees and Sales of Goods				
49452 POLICE VEHICLE SALES	29,300	85,901	15,937	39,581
User Fees and Sales of Goods Total	29,300	85,901	15,937	39,581
	29,300	85,901	15,937	39,581
Expenditures				
Contract Services				
52032 VEHICLE INSURANCE	55,000	55,000	58,000	58,000
Contract Services Total	55,000	55,000	58,000	58,000
Materials and Supplies				
54099 PARTS AND MATERIALS	60,000	57,000	57,000	57,000
54157 TIRES	26,000	26,000	35,000	35,000
Materials and Supplies Total	86,000	83,000	92,000	92,000
Other				
59080 FLEET EQUIP MAINTENANCE	(226,000)	(226,000)	(237,550)	(237,550)
59993 EQUIPMENT CAPITAL CONTRIBUTION	(290,124)	(290,124)	(235,783)	(285,783)
Other Total	(516,124)	(516,124)	(473,333)	(523,333)
Reserve Appropriation				
58549 POLICE VEHICLES B/L	319,424	376,025	251,720	325,364
Reserve Appropriation Total	319,424	376,025	251,720	325,364
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	85,000	112,457	87,550	87,550
Transfers to/from Internal Accounts Total	85,000	112,457	87,550	87,550
	29,300	110,358	15,937	39,581
Net Total	0	(24,457)	0	0

Costing Center Summary

Costing Center: SCHOOL DIV EQUIPMENT

Previous Costing Center: SCHOOL DIV
EQUIPMENT

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 0689

Department: FLEET SERVICES

Approved: No

Stage: Council Approved

Manager: Carla Richardson 729-2594

Description:

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

Comments:

Fleet Services works collaboratively with the Brandon School Division to provide fueling services for their fleet of buses, and is committed to being a reliable partner for the School Division by keeping the administrative charges for this service as low as possible. By doing this we can continue to Build and Serve our community together.

Outlook:

It is anticipated that the revenue in this cost center will begin decreasing in the upcoming years as the School Division transitions their fleet over to propane-fueled buses.

Costing Center Summary

Costing Center: SCHOOL DIV EQUIPMENT

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Other Income				
42999 REVENUE	210,000	241,710	230,160	199,710
Other Income Total	210,000	241,710	230,160	199,710
	210,000	241,710	230,160	199,710
Expenditures				
Materials and Supplies				
54104 DIESEL (VEHICLE)	200,000	230,000	219,000	190,000
54125 DIESEL EXHAUST FLUID	0	200	200	200
Materials and Supplies Total	200,000	230,200	219,200	190,200
	200,000	230,200	219,200	190,200
Net Total	0	11,510	10,960	9,510

Costing Center Summary

Costing Center: STORES EXPENSES

Previous Costing Center: STORES EXPENSES

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 0016

Department: FLEET SERVICES

Approved: No

Stage: Council Approved

Manager: Carla Richardson 729-2594

Description:

The Stores cost center covers the administrative cost of the stores operations. Stores functions include ordering, receiving, storage and issuing of parts and materials used throughout the city. The stores personnel are responsible for maintaining systematic records of inventory items through the financial software system.

Comments:

The Stores section works collaboratively with city departments to ensure the right materials are stocked in a timely, efficient and effective manner.

Outlook:

Costing Center Summary

Costing Center: STORES EXPENSES

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget	
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	220	249	294	244
51123	PROTECTIVE CLOTHING	150	0	150	175
Benefits Total		370	249	444	419
Contract Services					
52069	PRINTING COSTS	1,000	300	1,000	1,100
52252	DELIVERY - IN CITY	17,500	13,000	15,000	15,000
Contract Services Total		18,500	13,300	16,000	16,100
Materials and Supplies					
54096	INTERNAL STATIONERY		0	0	0
54099	PARTS AND MATERIALS	1,000	821	1,000	1,000
54324	INVENTORY VARIANCE	0	0	0	0
Materials and Supplies Total		1,000	821	1,000	1,000
Other					
59080	FLEET EQUIP MAINTENANCE	2,000	2,000	2,000	2,000
59993	EQUIPMENT CAPITAL CONTRIBUTION	5,280	5,280	4,093	5,297
Other Total		7,280	7,280	6,093	7,297
Salaries and Wages					
51083	REGULAR SALARIES	117,300	117,300	119,958	119,958
51084	OVERTIME SALARIES	5,000	6,000	5,000	5,000
Salaries and Wages Total		122,300	123,300	124,958	124,958
Utilities					
53130	TELEPHONE	1,352	1,212	1,143	1,143
Utilities Total		1,352	1,212	1,143	1,143
		150,802	146,162	149,638	150,917
Net Total		(150,802)	(146,162)	(149,638)	(150,917)

Costing Center Summary

Costing Center: TRANSIT EQUIPMENT

Previous Costing Center: TRANSIT EQUIPMENT

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 3963

Department: FLEET SERVICES

Approved: No

Stage: Council Approved

Manager: Carla Richardson 729-2594

Description:

The Transit Equipment cost center covers the maintenance and repairs of all vehicles and equipment owned by the City for use by Transit. The maintenance charges are then allocated to the Transit operating budgets.

Comments:

The Transit fleet is made up of a total of 23 buses providing paratransit (door to door) and conventional (scheduled) services. There are five specialized paratransit buses, four of them were purchased in 2017 and the spare unit is a 2013. There are 18 buses in the conventional fleet providing scheduled service, 11 are 40 foot and 7 buses are 35 foot. The next buses needing replacement are the eleven 2010 units which are scheduled in 2025.

An electronic software system is used, which tracks preventative maintenance schedules, repairs and warranty information. This ensures that all equipment is well maintained so that they may perform when required and to retain maximum residual value upon replacement.

Encompassed in this cost center are funds transferred to the Transit Equipment Reserve. Capital contributions are allocated to the Transit Departments' operating budget in order to ensure sufficient funds are in the reserve when the asset needs to be replaced. A robust asset management program guiding the long term capital plan for 23 pieces of Transit related equipment is utilized. It is a systematic process that ensures the right equipment is procured at the most prudent time.

When determining the replacement plan for each asset, a number of factors are taken into consideration including the initial purchase price, inflation, condition assessment, residual value and how the asset is being utilized. Factoring all of these components in a scientific, mathematical format produces a consistent and defensible lifecycle schedule and annual capital contribution amount (calculated on an asset by asset basis).

Fleet Services works collaboratively with Brandon Transit to ensure the right vehicles and equipment are procured at the most prudent time as well as maintained and repaired in a timely, effective and efficient manner. Fleet Services is committed to being a reliable partner so public transportation continues to be effectively provided to the citizens of Brandon. By doing this we can continue to Build and Serve our community together.

Outlook:

Costing Center Summary

Costing Center: TRANSIT EQUIPMENT

Historically transit equipment replacements were funded through Gas Tax. Cost sharing programs are being released more often, where the municipalities share cannot be from Gas Tax monies received. Annual capital contributions for Transit are critical to ensure the funds are present when equipment fails (engines/transmissions) and at end of life when a full replacement is required. As a result, the equipment capital contribution lines will increase to contribute to the replacement previously funded through Gas Tax.

The equipment maintenance line will also increase due on ongoing repairs to the 2010 buses (11 in total) as they are reaching their mid-life, all in the same time frame.

Costing Center Summary

Costing Center: TRANSIT EQUIPMENT

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Conditional Government Transfers				
43642 PROV-BUS PURCHASE	128,000	0	0	0
44500 FEDERAL GOVT	444,054	444,054	444,054	465,191
Conditional Government Transfers Total	572,054	444,054	444,054	465,191
Other Income				
49263 TRANSIT EQUIPMENT SALES	50,600	55,480	0	0
Other Income Total	50,600	55,480	0	0
	622,654	499,534	444,054	465,191
Expenditures				
Contract Services				
52032 VEHICLE INSURANCE	63,000	61,068	66,000	66,000
Contract Services Total	63,000	61,068	66,000	66,000
Materials and Supplies				
54099 PARTS AND MATERIALS	460,000	335,000	505,000	505,000
54157 TIRES	50,000	50,000	55,000	55,000
Materials and Supplies Total	510,000	385,000	560,000	560,000
Other				
59080 FLEET EQUIP MAINTENANCE	(1,373,000)	(1,373,000)	(1,343,800)	(1,343,800)
59993 EQUIPMENT CAPITAL CONTRIBUTION	(278,672)	(278,672)	(290,000)	(303,050)
Other Total	(1,651,672)	(1,651,672)	(1,633,800)	(1,646,850)
Reserve Appropriation				
58510 TRANSIT EQUIPMENT B/L 3654	457,272	334,152	290,000	303,050
58558 TRANSIT GAS TAX RESERVE B/L	444,054	444,054	444,054	465,191
Reserve Appropriation Total	901,326	778,206	734,054	768,241
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	800,000	536,525	717,800	717,800
Transfers to/from Internal Accounts Total	800,000	536,525	717,800	717,800
	622,654	109,127	444,054	465,191
Net Total	0	390,407	0	0

Costing Center Summary

Costing Center: OPERATIONS ADMINISTRATION

Previous Costing Center: OPERATIONS
ADMINISTRATION

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 0142

Department: OPERATIONS ADMIN

Approved: No

Stage: Council Approved

Manager: Lorrie O'Brien 729-2247

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. Financial controls are enhanced by the Finance Supervisor for Operations, and Infrastructure is becoming categorized for levels of service with further development 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: OPERATIONS ADMINISTRATION

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures					
Contract Services					
52015	CONTRACTS	2,050	32,293	1,020	1,020
52069	PRINTING COSTS	250	38	250	250
52252	DELIVERY - IN CITY	1,000	1,000	2,040	2,040
Contract Services Total		3,300	33,331	3,310	3,310
Equipment Purchases					
54410	EQUIPMENT PURCHASES	0	1,849	1,700	0
Equipment Purchases Total		0	1,849	1,700	0
Materials and Supplies					
54099	PARTS AND MATERIALS	6,000	6,000	6,500	7,000
Materials and Supplies Total		6,000	6,000	6,500	7,000
Other					
51141	PROFESSIONAL DEVELOPMENT	2,400	482	13,108	13,800
59048	LUNCHEONS	550	550	600	650
59059	MEMBERSHIP	1,395	1,005	1,910	1,965
59138	BUSINESS TRAVEL	1,000	800	1,000	1,000
59139	CONFERENCE COSTS	2,500	0	0	0
Other Total		7,845	2,837	16,618	17,415
Salaries and Wages					
51083	REGULAR SALARIES	608,104	608,104	605,779	609,734
51084	OVERTIME SALARIES	500	500	500	500
Salaries and Wages Total		608,604	608,604	606,279	610,234
Utilities					
53130	TELEPHONE	3,324	3,724	2,796	2,796
53295	RADIO COSTS	320	320	325	325
Utilities Total		3,644	4,044	3,121	3,121
		629,393	656,665	637,528	641,080
Net Total		(629,393)	(656,665)	(637,528)	(641,080)

Costing Center Summary

Costing Center: OPERATIONS BY-LAW GEN

Previous Costing Center: OPERATIONS BY-LAW
GEN

Budget Year: 2019

Division: ENVIRONMENTAL
HEALTH SERVICES -
SANITATION
Department: SANITATION

Accounting Reference: 1797

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

Description:

This cost center covers the costs related to the Public Works Educator position. The costs are shared on a 50/50 basis between General Fund and Utility Fund.

Comments:

The role of the Public Works Educator is to assist the various departments with public education and compliance of the By-laws relating to various operations. This position is currently focusing on Sanitation in an effort to reduce contamination, and for compliance of retrieval of bins. The Sewer and Water section will benefit from the inspection of grease traps in commercial establishments in order to reduce the number of backups that occur in the sewer systems and in residential properties.

Outlook:

Costing Center Summary

Costing Center: OPERATIONS BY-LAW GEN

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	55	61	61	61
Benefits Total	55	61	61	61
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	0	0
Equipment Purchases Total	0	0	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	400	39	100	100
54103 GASOLINE (VEHICLE)	1,200	1,790	2,000	2,000
Materials and Supplies Total	1,600	1,829	2,100	2,100
Other				
59080 FLEET EQUIP MAINTENANCE	1,400	1,400	1,500	1,500
59993 EQUIPMENT CAPITAL CONTRIBUTION	2,929	2,929	2,687	2,687
Other Total	4,329	4,329	4,187	4,187
Salaries and Wages				
51083 REGULAR SALARIES	27,844	27,844	28,474	28,474
51084 OVERTIME SALARIES	0	33	0	0
51090 SHIFT DIFFERENTIAL	0	0	0	0
Salaries and Wages Total	27,844	27,877	28,474	28,474
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	0	0	0	0
Transfers to/from Internal Accounts Total	0	0	0	0
Utilities				
53130 TELEPHONE	298	280	280	280
53295 RADIO COSTS	106	161	160	160
Utilities Total	404	441	440	440
	34,232	34,537	35,262	35,262
Net Total	(34,232)	(34,537)	(35,262)	(35,262)

Costing Center Summary

Costing Center: *PARKING METERS*

Previous Costing Center: PARKING METERS

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 1793

Department: PARKING

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

Description:

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

Comments:

The City currently has 668 parking meters, with 614 located in the downtown area and 54 in the vicinity of the hospital.

Outlook:

Costing Center Summary

Costing Center: PARKING METERS

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Other Income				
42990 RECEIPTS	255,000	255,000	255,000	255,000
Other Income Total	255,000	255,000	255,000	255,000
	255,000	255,000	255,000	255,000
Expenditures				
Benefits				
51100 UNIFORMS	200	203	200	200
51122 BOOT ALLOWANCE	55	66	61	61
Benefits Total	255	269	261	261
Materials and Supplies				
54099 PARTS AND MATERIALS	9,982	3,989	9,000	9,000
54103 GASOLINE (VEHICLE)	1,500	1,620	1,500	1,500
Materials and Supplies Total	11,482	5,609	10,500	10,500
Other				
59080 FLEET EQUIP MAINTENANCE	3,500	3,500	3,500	3,500
59993 EQUIPMENT CAPITAL CONTRIBUTION	4,171	4,171	3,233	4,185
Other Total	7,671	7,671	6,733	7,685
Salaries and Wages				
51083 REGULAR SALARIES	31,976	27,898	32,732	32,732
51084 OVERTIME SALARIES	0	0	0	0
Salaries and Wages Total	31,976	27,898	32,732	32,732
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	800	488	800	800
Transfers to/from Internal Accounts Total	800	488	800	800
	52,184	41,935	51,026	51,978
Net Total	202,816	213,065	203,974	203,022

Costing Center Summary

Costing Center: STORM SEWERS

Previous Costing Center: STORM SEWERS

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 1792

Department: PARKING

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 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:

Work done by the Engineering department continues to reduce the areas of concern and hot spots where overland flooding occurs when large amounts of rain are received in a short period of time.

Costing Center Summary

Costing Center: STORM SEWERS

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	0	0	122	122
Benefits Total	0	0	122	122
Materials and Supplies				
54099 PARTS AND MATERIALS	8,000	9,500	7,000	7,000
Materials and Supplies Total	8,000	9,500	7,000	7,000
Other				
59966 CONCRETE RESTORATION		0	0	0
59967 RESTORATION	6,000	1,000	1,000	1,000
Other Total	6,000	1,000	1,000	1,000
Salaries and Wages				
51083 REGULAR SALARIES	66,511	49,719	68,165	68,165
51084 OVERTIME SALARIES	0	0	0	0
51090 SHIFT DIFFERENTIAL	0	0	0	0
Salaries and Wages Total	66,511	49,719	68,165	68,165
	80,511	60,219	76,287	76,287
Net Total	(80,511)	(60,219)	(76,287)	(76,287)

Costing Center Summary

Costing Center: SURFACE DRAINAGE

Previous Costing Center: SURFACE DRAINAGE

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 1791

Department: PARKING

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

Description:

This cost center captures the 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 require regular maintenance due to silt buildup 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

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	0	0	122	122
Benefits Total	0	0	122	122
Contract Services				
52015 CONTRACTS	2,000	810	1,500	1,500
52081 EXTERNAL EQUIPMENT RENTAL	0	0	0	0
Contract Services Total	2,000	810	1,500	1,500
Materials and Supplies				
54099 PARTS AND MATERIALS	10,888	10,888	12,000	12,000
54104 DIESEL (VEHICLE)	25,000	0	13,500	13,500
54125 DIESEL EXHAUST FLUID	0	0	125	125
54129 DIESEL (OPERATING)	0	11,000	10,000	10,000
Materials and Supplies Total	35,888	21,888	35,625	35,625
Other				
59080 FLEET EQUIP MAINTENANCE	9,500	9,500	15,500	15,500
59962 PAVING RESTORATION	0	0	0	0
59967 RESTORATION	2,500	1,008	1,000	1,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	86,607	86,607	65,526	84,810
Other Total	98,607	97,115	82,026	101,310
Salaries and Wages				
51083 REGULAR SALARIES	66,511	49,719	68,165	68,165
51084 OVERTIME SALARIES	0	0	0	0
51090 SHIFT DIFFERENTIAL	0	0	0	0
Salaries and Wages Total	66,511	49,719	68,165	68,165
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	7,500	7,500	7,500	7,500
Transfers to/from Internal Accounts Total	7,500	7,500	7,500	7,500
	210,506	177,032	194,938	214,222
Net Total	(210,506)	(177,032)	(194,938)	(214,222)

Costing Center Summary

Costing Center: ANDREWS FIELD OPERATIONS

Previous Costing Center: ANDREWS FIELD
OPERATIONS

Budget Year: 2019

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 1494

Department: PARKS

Approved: No

Stage: Council Approved

Manager: Perry Roque 729-2170

Description:

This costing center captures the costs for the Andrews Field baseball diamond and building located at Hilton Avenue & 19th Street North, as well as the Sumner baseball diamond directly west.

Comments:

Andrews Field was built in 1987 and is a premiere baseball diamond in Canada. A second diamond was added in 2013. This facility is operated under a management agreement with the Andrews Field Group, which provides all field maintenance, operates the canteen and manages all bookings of the facility.

City water, from a hydrant, is being used to irrigate the field at this facility as the cost to install an irrigation pumping system from the river is cost prohibitive. Alternate irrigation systems that are more cost effective are being explored.

Outlook:

With the addition of the Expedition League team, 2019 will be used as a capital planning year where budgets, priority projects, partnerships, costing of and responsibility will all be explored. Upgrades to the field, minor modifications to the buildings, smaller hand tools, and materials required for the day to day operation will be investigated. These projects will be completed in partnership with Andrews Field Group.

Costing Center Summary

Costing Center: ANDREWS FIELD OPERATIONS

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Other Income				
42999 REVENUE	0	0	0	0
Other Income Total	0	0	0	0
	0	0	0	0
Expenditures				
Contract Services				
52015 CONTRACTS	16,113	17,149	21,225	22,275
52028 GENERAL INSURANCE	641	641	636	649
Contract Services Total	16,754	17,790	21,861	22,924
Materials and Supplies				
54099 PARTS AND MATERIALS	5,000	5,153	5,000	5,000
Materials and Supplies Total	5,000	5,153	5,000	5,000
Other				
52231 INSURANCE RECOVERIES	0	0	0	0
Other Total	0	0	0	0
Reserve Appropriation				
58540 ANDREWS FIELD RESERVE B/L	0	0	0	5,000
Reserve Appropriation Total	0	0	0	5,000
Utilities				
53150 WATER	9,000	25,344	20,000	20,000
Utilities Total	9,000	25,344	20,000	20,000
	30,754	48,287	46,861	52,924
Net Total	(30,754)	(48,287)	(46,861)	(52,924)

Costing Center Summary

Costing Center: CEMETERY OPERATIONS

Previous Costing Center: CEMETERY
OPERATIONS

Budget Year: 2019

Division: PUBLIC HEALTH AND
WELFARE SERVICES

Accounting Reference: 0231

Department: PARKS - Cemetery

Approved: No

Stage: Council Approved

Manager: Perry Roque 729-2170

Description:

This cost center covers the maintenance and operation of the Brandon Municipal Cemetery.

Comments:

The rates in the fee schedule are comparable to other municipal cemeteries throughout the province.

Annually, 20% of revenues is appropriated to the Perpetual Care Reserve per By-law No. 6562.

Outlook:

Costing Center Summary

Costing Center: CEMETERY OPERATIONS

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues					
Other Income					
42999	REVENUE	0	0	0	0
Other Income Total		0	0	0	0
User Fees and Sales of Goods					
42060	ADMIN FEE REVENUE	200	390	380	380
42327	CEMETERY PLOT SALES	56,650	70,650	70,650	72,100
42328	CEMETERY INTERMENT FEES	87,550	107,550	110,000	112,200
42329	CEMETERY FOUNDATION FEES	18,540	18,540	18,540	18,900
42330	CEMETERY COLUMBARIUM SALES	164,800	140,000	150,000	160,000
User Fees and Sales of Goods Total		327,740	337,130	349,570	363,580
		327,740	337,130	349,570	363,580
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	539	538	751	751
51123	PROTECTIVE CLOTHING	500	1,200	900	1,000
Benefits Total		1,039	1,738	1,651	1,751
Contract Services					
52015	CONTRACTS	24,620	14,620	18,840	19,840
52028	GENERAL INSURANCE	194	194	205	209
52032	VEHICLE INSURANCE	165	0	0	0
52387	BANK PROCESSING FEES	750	708	720	720
54226	INSCRIPTIONS	15,000	10,000	16,000	16,000
Contract Services Total		40,729	25,522	35,765	36,769
Equipment Purchases					
54410	EQUIPMENT PURCHASES	2,000	725	2,500	2,500
Equipment Purchases Total		2,000	725	2,500	2,500
Materials and Supplies					
54099	PARTS AND MATERIALS	19,510	13,000	25,000	20,000
54128	GASOLINE (OPERATING)	7,500	5,522	5,660	5,700
54129	DIESEL (OPERATING)	2,500	3,000	3,675	3,700
Materials and Supplies Total		29,510	21,522	34,335	29,400
Other					
51141	PROFESSIONAL DEVELOPMENT	0	75	225	225
59003	ADVERTISING	2,340	1,840	2,900	2,900
59059	MEMBERSHIP	250	230	230	230
59080	FLEET EQUIP MAINTENANCE	36,026	36,026	37,200	37,200
59138	BUSINESS TRAVEL	80	0	0	0
59139	CONFERENCE COSTS	0	0	0	0

Costing Center Summary

Costing Center: CEMETERY OPERATIONS

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
59248	DISPOSAL SITE CHARGE	0	65	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	41,564	41,564	32,217	41,698
Other Total		80,260	79,800	72,772	82,253
Reserve Appropriation					
58519	PERPETUAL CARE B/L 6562	65,508	67,348	69,838	72,640
Reserve Appropriation Total		65,508	67,348	69,838	72,640
Salaries and Wages					
51083	REGULAR SALARIES	306,523	243,523	300,485	300,485
51084	OVERTIME SALARIES	5,000	7,000	5,000	6,000
Salaries and Wages Total		311,523	250,523	305,485	306,485
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	700	0	700	700
59997	TRANSFER FR RESERVES	(25,000)	(25,000)	(50,000)	(50,000)
Transfers to/from Internal Accounts Total		(24,300)	(25,000)	(49,300)	(49,300)
Utilities					
53046	POWER	8,100	8,800	9,000	9,500
53130	TELEPHONE	1,636	1,532	1,531	1,531
53150	WATER	4,500	3,500	4,500	4,500
Utilities Total		14,236	13,832	15,031	15,531
		520,505	436,010	488,078	498,030
Net Total		(192,765)	(98,880)	(138,508)	(134,450)

Costing Center Summary

Costing Center: GREEN AREAS & WEED CONTROL

Previous Costing Center: GREEN AREAS & WEED
CONTROL

Budget Year: 2019

Division: REGIONAL PLANNING &
DEVELOPMENT
SERVICES

Accounting Reference: 0155

Department: PARKS - WEED
CONTROL

Approved: No

Stage: Council Approved

Manager: Perry Roque 729-2170

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 Parks department also maintains the center meridians on 18th and 1st Streets and Richmond & Victoria Avenues for Manitoba Infrastructure and Transportation. As new subdivisions are completed the Parks department is responsible for maintenance of the green space in those developments.

Outlook:

Costing Center Summary

Costing Center: GREEN AREAS & WEED CONTROL

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOVT	0	0	0	0
Conditional Government Transfers Total	0	0	0	0
Other Income				
42999 REVENUE	4,000	187	0	0
Other Income Total	4,000	187	0	0
	4,000	187	0	0
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	968	1,200	2,152	2,152
Benefits Total	968	1,200	2,152	2,152
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	530	0	0
Equipment Purchases Total	0	530	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	22,686	19,686	20,000	20,000
54103 GASOLINE (VEHICLE)	3,200	5,200	4,545	4,600
54107 CHEMICALS	500	0	600	600
Materials and Supplies Total	26,386	24,886	25,145	25,200
Other				
51141 PROFESSIONAL DEVELOPMENT	0	0	0	0
59003 ADVERTISING	0	0	0	0
59014 WORK ORDERS	0	0	0	0
59080 FLEET EQUIP MAINTENANCE	8,400	12,000	9,400	9,400
59993 EQUIPMENT CAPITAL CONTRIBUTION	17,314	27,314	19,158	20,381
Other Total	25,714	39,314	28,558	29,781
Salaries and Wages				
51083 REGULAR SALARIES	371,407	339,668	372,419	372,419
51084 OVERTIME SALARIES	2,000	4,739	4,000	4,000
51090 SHIFT DIFFERENTIAL	100	160	125	125
Salaries and Wages Total	373,507	344,567	376,544	376,544
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	500	716	500	500
Transfers to/from Internal Accounts Total	500	716	500	500
	427,075	411,213	432,899	434,177
Net Total	(423,075)	(411,026)	(432,899)	(434,177)

Costing Center Summary

Costing Center: JOINT USE OF SCHOOLS

Previous Costing Center: JOINT USE OF SCHOOLS

Budget Year: 2019

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 0308

Department: COMMUNITY

Approved: No

Stage: Council Approved

Manager: Perry Roque 729-2170

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 new play structures and field maintenance. BSD matches the City's funding.

Comments:

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

Through this initiative the school division provides their facilities and the City provides booking support and the use of the Sportsplex for learn to swim programs. This program not only supports recreational activities but also provides classrooms for 4H clubs, camera clubs, neighborhood meetings and special events.

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 designated six (6) gym facilities which are at no charge to the public. These include: New Era, Betty Gibson, Linden Lanes, Riverheights, J. R. Reid, George Fitton.

Outlook:

Costing Center Summary

Costing Center: JOINT USE OF SCHOOLS

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Other Income				
42999 REVENUE	77,000	107,000	77,000	80,300
Other Income Total	77,000	107,000	77,000	80,300
	77,000	107,000	77,000	80,300
Expenditures				
Contract Services				
52079 BUILDING RENTAL	70,000	70,000	70,000	73,000
Contract Services Total	70,000	70,000	70,000	73,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	50,000	50,000	50,000	50,000
Equipment Purchases Total	50,000	50,000	50,000	50,000
Other				
59450 SCHOOL FACILITIES MAINTENANCE	30,000	60,000	30,000	30,000
Other Total	30,000	60,000	30,000	30,000
	150,000	180,000	150,000	153,000
Net Total	(73,000)	(73,000)	(73,000)	(72,700)

Costing Center Summary

Costing Center: MOSQUITO MITIGATION

Previous Costing Center: MOSQUITO MITIGATION

Budget Year: 2019

Division: PROTECTIVE SERVICES

Accounting Reference: 0123

Department: PARKS - Prot Serv

Approved: No

Stage: Council Approved

Manager: Perry Roque 729-2170

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:

During years when the mosquito population does not warrant spraying, an alternative mosquito mitigation program that builds bat houses will be undertaken as another opportunity to control the emergence of nuisance adult mosquitos. This project will be under the leadership of the Environmental Coordinator who will work with children and day camps and local business to implement the program. The Coordinator will investigate sponsorship for this program with environmental groups or local building supply and hardware retailers, who may be interested in developing a partnership with the City to do this environmental work with children, in workshops on weekends or weeknights either in the spring or fall.

The 2019 budget includes funds for the City to participate in West Nile research with the Brandon University.

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 partnered with the Province to provide mosquito control spraying for municipalities in the Westman region that have been issued an adulticiding order by Manitoba Health. All costs associated with this service are recoverable.

Outlook:

The Advisory Committee uses the Adulticiding Factor Analysis Guidelines (AFA) when making recommendations to fog the City. 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 MITIGATION

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOVT	45,000	42,041	45,000	45,000
Conditional Government Transfers Total	45,000	42,041	45,000	45,000
	45,000	42,041	45,000	45,000
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	185	205	406	406
Benefits Total	185	205	406	406
Contract Services				
52015 CONTRACTS	0	0	5,000	5,000
Contract Services Total	0	0	5,000	5,000
Materials and Supplies				
54099 PARTS AND MATERIALS	2,000	4,490	4,500	4,500
54103 GASOLINE (VEHICLE)	3,500	3,781	2,525	2,600
54323 INSURANCE DEDUCTIBLE	0	919	0	0
Materials and Supplies Total	5,500	9,190	7,025	7,100
Other				
59080 FLEET EQUIP MAINTENANCE	3,600	3,600	3,600	3,600
59145 MOSQUITO SPRAYING	60,000	169	35,000	35,000
59639 VECTOR CONTROL	4,000	0	2,000	2,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	10,000	10,000	10,000	10,000
Other Total	77,600	13,769	50,600	50,600
Salaries and Wages				
51083 REGULAR SALARIES	64,760	64,760	66,203	66,203
51084 OVERTIME SALARIES	0	0	0	0
Salaries and Wages Total	64,760	64,760	66,203	66,203
	148,045	87,924	129,234	129,309
Net Total	(103,045)	(45,883)	(84,234)	(84,309)

Costing Center Summary

Costing Center: *OUTDOOR POOL OPERATIONS*

Previous Costing Center: OUTDOOR POOL
OPERATIONS

Budget Year: 2019

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 0371

Department: PARKS

Approved: No

Stage: Council Approved

Manager: Perry Roque 729-2170

Description:

This cost center captures the operating, contract and maintenance costs for the 2 outdoor pools, 1 paddle pool and 5 spray parks.

Comments:

Paddle Pool - Riverheights Park.
Spray Parks - Rideau, Stanley, Kin Park, Valleyview and Westridge.
Pools - Kinsmen and Keystone

This budget includes the City's agreement with the YMCA. The City covers all maintenance for the pools while the YMCA is contracted to operate the outdoor pools, paddle pool and spray parks.

The increase in the 2019 budget is due to the operation of the new Valleyview spray park, and an additional hour of operation at all 5 spray parks, Monday to Sunday.

Outlook:

The condition of the paddle pool 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

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	131,750	148,334	183,800	187,800
52028 GENERAL INSURANCE	258	258	275	281
Contract Services Total	132,008	148,592	184,075	188,081
Equipment Purchases				
54410 EQUIPMENT PURCHASES	2,500	0	9,500	2,500
Equipment Purchases Total	2,500	0	9,500	2,500
Materials and Supplies				
54099 PARTS AND MATERIALS	14,519	14,455	16,500	17,000
54107 CHEMICALS	17,000	11,304	20,000	20,000
Materials and Supplies Total	31,519	25,759	36,500	37,000
Utilities				
53025 HEAT	7,000	7,000	7,500	7,500
53046 POWER	6,875	6,875	7,080	7,200
53130 TELEPHONE	535	629	535	550
53150 WATER	144,000	114,583	165,000	165,000
Utilities Total	158,410	129,087	180,115	180,250
Net Total	(324,437)	(303,438)	(410,190)	(407,831)

Costing Center Summary

Costing Center: *PARKS OPERATIONS*

Previous Costing Center: PARKS OPERATIONS

Budget Year: 2019

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 0151

Department: PARKS

Approved: No

Stage: Council Approved

Manager: Perry Roque 729-2170

Description:

This costing center covers the maintenance and administrative costs for the Parks, Recreation and Greenspace operations, as well as maintenance of the downtown area.

The revenue budget reflects Dutch Elm Disease agreement 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 maintenance costs for new subdivisions and related green space associated with a growing City.

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.

Outlook:

The City provides a high standard of Parks and Green Space in the City of Brandon. 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: PARKS OPERATIONS

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget	
Revenues					
Conditional Government Transfers					
43510	PROVINCIAL GOVT	3,500	5,073	3,500	3,500
43625	PROVINCE - DISEASED TREES	88,031	127,111	195,279	195,279
Conditional Government Transfers Total		91,531	132,184	198,779	198,779
Income from Enterprises					
49388	ORGANIZATIONS/FOUNDATIONS	0	19,521	0	0
Income from Enterprises Total		0	19,521	0	0
Other Income					
42999	REVENUE	25,000	27,500	26,000	26,000
49368	SALE PROCEEDS - EQUIPMENT	0	89	0	0
Other Income Total		25,000	27,589	26,000	26,000
User Fees and Sales of Goods					
42506	SCRAP METAL SALES	250	325	0	0
User Fees and Sales of Goods Total		250	325	0	0
		116,781	179,619	224,779	224,779
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	2,090	3,090	2,802	2,802
51123	PROTECTIVE CLOTHING	13,000	13,000	13,000	14,000
51210	LICENSES	2,500	2,900	2,500	2,500
51285	MEDICALS	250	550	500	500
Benefits Total		17,840	19,540	18,802	19,802
Capital Contribution					
10300	CAPITAL PROJECTS	300,000	290,331	70,000	570,000
Capital Contribution Total		300,000	290,331	70,000	570,000
Contract Services					
52015	CONTRACTS	20,000	25,000	33,520	35,500
52019	CONSULTING FEES	0	0	0	0
52028	GENERAL INSURANCE	2,041	2,041	2,341	2,388
52032	VEHICLE INSURANCE	645	1,290	1,500	1,500
52081	EXTERNAL EQUIPMENT RENTAL	10,000	15,000	10,500	10,500
52212	WORK ORDER CONTRACTS	40,000	52,433	27,500	55,000
52696	FLOOD CONTRACTS	0	0	0	0
Contract Services Total		72,686	95,764	75,361	104,888
Equipment Purchases					
54410	EQUIPMENT PURCHASES	10,000	16,310	12,000	13,500
Equipment Purchases Total		10,000	16,310	12,000	13,500
Materials and Supplies					

Costing Center Summary

Costing Center: PARKS OPERATIONS

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
54062	LIABILITY CLAIMS	2,500	1,700	2,500	3,000
54099	PARTS AND MATERIALS	172,410	172,410	180,000	180,000
54103	GASOLINE (VEHICLE)	13,000	20,000	13,635	13,500
54104	DIESEL (VEHICLE)	24,000	30,000	29,970	31,000
54107	CHEMICALS	1,000	863	1,100	1,500
54118	OFFICE SUPPLIES	3,000	5,700	6,000	6,000
54125	DIESEL EXHAUST FLUID	0	250	565	565
54128	GASOLINE (OPERATING)	25,000	25,000	22,200	23,000
54129	DIESEL (OPERATING)	20,000	20,000	19,970	20,000
54228	PROPANE	0	42	0	0
54257	WORK ORDER PARTS & MATERIALS	3,000	3,000	3,500	3,500
54323	INSURANCE DEDUCTIBLE	0	0	0	0
Materials and Supplies Total		263,910	278,965	279,440	282,065
Other					
51141	PROFESSIONAL DEVELOPMENT	20,500	4,500	19,285	19,685
52231	INSURANCE RECOVERIES	0	0	0	0
59003	ADVERTISING	0	0	0	0
59014	WORK ORDERS	0	0	0	0
59048	LUNCHEONS	1,500	1,244	1,500	1,500
59059	MEMBERSHIP	850	565	250	250
59080	FLEET EQUIP MAINTENANCE	145,341	145,341	164,200	164,200
59138	BUSINESS TRAVEL	3,000	2,500	2,500	2,500
59139	CONFERENCE COSTS	7,000	7,000	0	0
59248	DISPOSAL SITE CHARGE	55,000	70,000	55,000	60,000
59501	GREEN SPACE DEVELOPMENT	60,000	10,070	40,000	45,000
59993	EQUIPMENT CAPITAL CONTRIBUTION	205,425	205,425	174,473	218,462
Other Total		498,616	446,645	457,208	511,597
Reserve Appropriation					
58537	PARKS RESERVE B/L	600,000	600,000	600,000	500,000
Reserve Appropriation Total		600,000	600,000	600,000	500,000
Salaries and Wages					
51083	REGULAR SALARIES	1,225,842	1,335,842	1,234,322	1,238,379
51084	OVERTIME SALARIES	24,000	26,700	28,000	28,000
51090	SHIFT DIFFERENTIAL	500	500	500	500
Salaries and Wages Total		1,250,342	1,363,042	1,262,822	1,266,879
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	500	2,186	2,000	2,000
59997	TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total		500	2,186	2,000	2,000
Utilities					

Costing Center Summary

Costing Center: PARKS OPERATIONS

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
53046	POWER	18,445	19,945	19,060	20,000
53130	TELEPHONE	10,656	12,101	10,446	10,446
53150	WATER	12,000	24,662	19,000	20,000
53295	RADIO COSTS	7,750	8,400	7,800	7,800
Utilities Total		48,851	65,108	56,306	58,246
		3,062,745	3,177,891	2,833,939	3,328,977
Net Total		(2,945,964)	(2,998,272)	(2,609,160)	(3,104,198)

Costing Center Summary

Costing Center: REC CENTRE

Previous Costing Center: REC CENTRE

Budget Year: 2019

Division: RECREATION &
CULTURAL SERVICES -
Golf Course
Department: GOLF COURSE

Accounting Reference: 0284

Approved: No

Stage: Council Approved

Manager: Perry Roque 729-2170

Description:

This cost center captures the operations of the Rec Centre, which consists of a 18 hole golf course, tennis courts, walking paths, maintenance shop, cart storage shed and clubhouse.

Comments:

Outlook:

Costing Center Summary

Costing Center: REC CENTRE

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues					
Other Income					
49368	SALE PROCEEDS - EQUIPMENT	0	0	0	0
Other Income Total		0	0	0	0
User Fees and Sales of Goods					
42101	GOLF MEMBERSHIPS	160,000	171,134	169,843	175,000
42134	CART STORAGE FEE	30,000	32,285	33,190	36,000
42152	EQUIPMENT RENTAL REVENUE	116,500	111,913	125,306	128,200
42279	INVENTORY SALES	11,000	12,844	16,000	16,000
42296	GOLF CLUB CHAMPIONSHIPS	1,500	0	1,300	1,300
42297	GREEN FEES	268,000	252,427	288,660	293,000
42298	TRAIL FEES	1,000	451	700	750
42386	TENNIS FEES	12,000	9,849	10,000	1,100
42506	SCRAP METAL SALES	0	0	0	0
User Fees and Sales of Goods Total		600,000	590,903	644,999	651,350
		600,000	590,903	644,999	651,350
				9.15%	
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	613	801	1,245	1,245
51210	LICENSES	500	0	500	500
Benefits Total		1,113	801	1,745	1,745
Contract Services					
52015	CONTRACTS	15,050	15,050	17,925	18,525
52028	GENERAL INSURANCE	3,865	3,865	5,247	5,351
52032	VEHICLE INSURANCE	0	1,019	930	957
52081	EXTERNAL EQUIPMENT RENTAL	10,000	31,452	40,000	40,000
52387	BANK PROCESSING FEES	7,100	8,415	8,000	8,000
Contract Services Total		36,015	59,801	72,102	72,833
Equipment Purchases					
54410	EQUIPMENT PURCHASES	0	7,463	2,800	3,000
Equipment Purchases Total		0	7,463	2,800	3,000
Materials and Supplies					
54099	PARTS AND MATERIALS	24,954	24,954	24,715	26,000
54103	GASOLINE (VEHICLE)	600	1,000	657	670
54107	CHEMICALS	40,000	35,191	42,500	50,000
54128	GASOLINE (OPERATING)	4,000	8,000	4,040	4,100
54129	DIESEL (OPERATING)	8,000	10,000	8,880	9,000
54274	EQUIPMENT PARTS	15,000	23,000	25,000	30,000
54397	INVENTORY PURCHASES	6,000	10,461	10,000	10,000

Costing Center Summary

Costing Center: REC CENTRE

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Materials and Supplies Total	98,554	112,606	115,792	129,770
Other				
51141 PROFESSIONAL DEVELOPMENT	1,200	0	750	0
59003 ADVERTISING	6,000	6,646	7,000	7,500
59059 MEMBERSHIP	6,450	5,093	6,025	6,525
59080 FLEET EQUIP MAINTENANCE	1,800	1,800	1,800	1,800
59138 BUSINESS TRAVEL	50	0	0	0
59207 CASH OVER/SHORT	0	0	0	0
59429 PROMOTIONS EXPENSE	4,500	4,600	5,500	6,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	5,000	5,000	5,000	5,000
Other Total	25,000	23,139	26,075	26,825
Reserve Appropriation				
58542 RECREATION CENTRE B/L 4750	200,000	200,000	0	300,000
Reserve Appropriation Total	200,000	200,000	0	300,000
Salaries and Wages				
51083 REGULAR SALARIES	397,904	380,904	384,185	384,185
51084 OVERTIME SALARIES	10,000	9,969	10,500	12,000
51090 SHIFT DIFFERENTIAL	3,500	4,121	4,000	4,500
Salaries and Wages Total	411,404	394,994	398,685	400,685
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	0	0	(200,000)	0
Transfers to/from Internal Accounts Total	0	0	(200,000)	0
Utilities				
53025 HEAT	8,065	9,565	8,000	8,000
53046 POWER	25,000	27,500	15,000	15,000
53130 TELEPHONE	2,000	2,356	2,200	2,500
53150 WATER	2,500	2,500	2,600	2,600
Utilities Total	37,565	41,921	27,800	28,100
	809,651	840,725	444,999	962,959
Net Total	(209,651)	(249,822)	200,000	(311,609)

Costing Center Summary

Costing Center: SIDEWALK MAINTENANCE

Previous Costing Center: SIDEWALK
MAINTENANCE

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 9796

Department: PARKS - Boulevards

Approved: No

Stage: Council Approved

Manager: Perry Roque 729-2170

Description:

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

Comments:

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

Outlook:

Costing Center Summary

Costing Center: SIDEWALK MAINTENANCE

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	550	550	1,403	853
Benefits Total	550	550	1,403	853
Contract Services				
52015 CONTRACTS	30,000	45,335	65,000	40,000
52032 VEHICLE INSURANCE	220	234	240	248
52081 EXTERNAL EQUIPMENT RENTAL	0	0	0	0
Contract Services Total	30,220	45,569	65,240	40,248
Equipment Purchases				
54410 EQUIPMENT PURCHASES	2,000	1,239	0	0
Equipment Purchases Total	2,000	1,239	0	0
Materials and Supplies				
54062 LIABILITY CLAIMS		144	0	0
54099 PARTS AND MATERIALS	36,297	87,097	65,000	65,000
54103 GASOLINE (VEHICLE)	8,000	9,500	8,589	8,600
Materials and Supplies Total	44,297	96,741	73,589	73,600
Other				
51141 PROFESSIONAL DEVELOPMENT		75	0	0
59080 FLEET EQUIP MAINTENANCE	21,107	17,507	20,900	20,900
59993 EQUIPMENT CAPITAL CONTRIBUTION	37,459	27,459	32,407	37,529
Other Total	58,566	45,041	53,307	58,429
Salaries and Wages				
51083 REGULAR SALARIES	250,793	309,793	268,916	271,818
51084 OVERTIME SALARIES	1,500	1,500	1,500	1,500
51090 SHIFT DIFFERENTIAL	500	620	500	500
Salaries and Wages Total	252,793	311,913	270,916	273,818
	388,425	501,052	464,455	446,948
Net Total	(388,425)	(501,052)	(464,455)	(446,948)

Costing Center Summary

Costing Center: SKATING OVAL

Previous Costing Center: SKATING OVAL

Budget Year: 2019

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 2478

Department: PARKS

Approved: No

Stage: Council Approved

Manager: Perry Roque 729-2170

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:

Costing Center Summary

Costing Center: SKATING OVAL

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	13,000	6,500	6,500	6,600
52081 EXTERNAL EQUIPMENT RENTAL	800	0	0	0
Contract Services Total	13,800	6,500	6,500	6,600
Materials and Supplies				
54099 PARTS AND MATERIALS	7,000	7,000	2,000	2,000
54228 PROPANE	1,100	2,600	3,000	3,000
Materials and Supplies Total	8,100	9,600	5,000	5,000
Utilities				
53046 POWER	500	500	400	415
Utilities Total	500	500	400	415
	22,400	16,600	11,900	12,015
Net Total	(22,400)	(16,600)	(11,900)	(12,015)

Costing Center Summary

Costing Center: COMPOSTING OPERATIONS

Previous Costing Center: COMPOSTING
OPERATIONS

Budget Year: 2019

Division: ENVIRONMENTAL
HEALTH SERVICES -
SANITATION
Department: SANITATION

Accounting Reference: 1021

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

Description:

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

Comments:

Composting operations consist of building, watering and turning compost windrows which include feed stock and residential organics. The residential composting curbside collection program continues to grow, with approximately 7230 green carts in the system as of August 2018, which represents an increase of 4% from the previous year.

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 is required to meet certain criteria, such as having an onsite certified compost facilitator, provide detailed reporting, and submit a marketing plan for an end use product in the future.

As of April 2017 Green Manitoba's responsibilities have been integrated with the Sustainable and Green Initiatives Branch. At this time we are unsure if funding or program commitments will be affected.

In 2019 the department will be compiling data gathered during the past 4 years on organic collection and finalize its action plan, for submission to the Province, on the end use for the material it has produced. To this point end uses for the material have been only internally for other departments, however a strategy on potential point of sale options will be looked into and a business plan proposed.

Outlook:

Manitoba Sustainable Development has advised that changes will be made to the Compost Support Payment Program however details of these changes have not been finalized or shared with municipalities at the time of budget preparation for 2019.

To reduce operating costs in 2019, the department will implement changes to the registration process for new green cart program participants. Starting in the spring of 2019, new participants in the program will be required to submit their registration prior to May 31 in order to receive a green cart. This change will eliminate the need to perform green cart deliveries throughout the entire year.

Costing Center Summary

Costing Center: COMPOSTING OPERATIONS

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	80,000	45,500	56,000	56,000
Conditional Government Transfers Total	80,000	45,500	56,000	56,000
Other Income				
42990 RECEIPTS	0	1,943	1,903	1,903
42991 INTERNAL MUNICIPAL FEES	0	(1,943)	(1,903)	(1,903)
42999 REVENUE	1,836	3,000	3,525	3,596
Other Income Total	1,836	3,000	3,525	3,596
	81,836	48,500	59,525	59,596
Expenditures				
Contract Services				
52049 LABORATORY TESTING	2,000	6,562	3,969	4,049
Contract Services Total	2,000	6,562	3,969	4,049
Equipment Purchases				
54410 EQUIPMENT PURCHASES	4,000	0	0	0
Equipment Purchases Total	4,000	0	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	1,000	1,661	20,750	4,250
54104 DIESEL (VEHICLE)	21,300	24,500	25,000	25,500
54125 DIESEL EXHAUST FLUID	0	300	565	565
Materials and Supplies Total	22,300	26,461	46,315	30,315
Other				
51141 PROFESSIONAL DEVELOPMENT	6,800	3,810	5,200	5,200
59003 ADVERTISING	10,000	5,700	7,100	7,200
59059 MEMBERSHIP	630	1,345	1,345	1,345
59080 FLEET EQUIP MAINTENANCE	111,971	111,971	133,164	133,164
59248 DISPOSAL SITE CHARGE	0	0	1,903	1,903
59250 RECOVERY RESIDENTIAL	0	0	(1,903)	(1,903)
59993 EQUIPMENT CAPITAL CONTRIBUTION	227,968	228,968	180,824	234,044
Other Total	357,369	351,794	327,633	380,953
	385,669	384,817	377,917	415,317
Net Total	(303,833)	(336,317)	(318,392)	(355,721)

Costing Center Summary

Costing Center: LANDFILL SITE OPERATIONS

Previous Costing Center: LANDFILL SITE
OPERATIONS

Budget Year: 2019

Division: ENVIRONMENTAL
HEALTH SERVICES -
SANITATION
Department: SANITATION

Accounting Reference: 0204

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

Description:

This cost center captures the operations of the Eastview Landfill Site.

Comments:

The landfill operates under a Class 1 Licence. The Licence has regulations that the department must adhere to and has added additional requirements such as strict deadlines and expectations on environmental areas such as ground water monitoring, GPS mapping and tagging of materials brought to the site, as well as certification of operators.

The Closure/Post Closure Levy was implemented in 2016 to ensure that the City will be able to meet the obligations set out by regulatory bodies once the site is permanently closed. Funds will be required to maintain the site and to provide continual testing and reporting of ground water and leachate collection systems. In 2018, the Closure/ Post-Closure Plan for the site was updated.

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 diversion programs.

Taking effect in July of 2019, new regulations from the Province will require that at least one Equipment Operator with Landfill Operator Basics certification through SWANA (Solid Waste Association of North America) be on site during all times that the landfill site is open.

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

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues					
Other Income					
42990	RECEIPTS	2,701,150	2,515,000	2,394,200	2,394,200
42991	INTERNAL MUNICIPAL FEES	0	(931,000)	(903,700)	(903,700)
42999	REVENUE	57,000	18,500	23,550	23,550
44992	ECO CENTRE RECOVERIES	4,000	6,000	5,700	5,700
Other Income Total		2,762,150	1,608,500	1,519,750	1,519,750
User Fees and Sales of Goods					
42506	SCRAP METAL SALES	77,000	78,000	79,532	79,532
42557	HHW RECOVERY	4,500	6,000	5,500	5,500
42558	E-WASTE SALES	30,000	20,000	19,000	19,000
42901	HOUSEHOLD REFUSE FEES	788	1,400	1,344	1,344
42903	FREON HANDLING FEE	15,300	12,000	13,650	13,650
42921	TIRE DISPOSAL FEES	20,000	4,800	4,500	4,500
42986	ENVIRONMENTAL SURCHARGE	350,000	309,000	195,000	195,000
42987	POST/CLOSURE LEVY	140,000	123,000	78,000	78,000
49388	ORGANIZATIONS/FOUNDATIONS	75,000	0	0	0
User Fees and Sales of Goods Total		712,588	554,200	396,526	396,526
		3,474,738	2,162,700	1,916,276	1,916,276
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	1,920	1,883	2,184	2,184
51123	PROTECTIVE CLOTHING	2,500	1,300	1,300	1,300
51285	MEDICALS	240	240	280	280
Benefits Total		4,660	3,423	3,764	3,764
Contract Services					
52015	CONTRACTS	154,245	115,200	201,146	214,950
52019	CONSULTING FEES	0	21,000	0	0
52028	GENERAL INSURANCE	3,903	3,903	6,397	6,525
52081	EXTERNAL EQUIPMENT RENTAL	12,000	1,700	5,000	5,000
52387	BANK PROCESSING FEES	740	600	552	552
52902	FREON DISPOSAL	50,000	31,880	20,000	20,000
Contract Services Total		220,888	174,283	233,095	247,027
Equipment Purchases					
54410	EQUIPMENT PURCHASES	7,700	2,258	1,750	0
Equipment Purchases Total		7,700	2,258	1,750	0
Materials and Supplies					
54057	ECO CENTRE PARTS & MATERIALS	500	275	300	300
54099	PARTS AND MATERIALS	22,686	18,000	22,000	20,000

Costing Center Summary

Costing Center: LANDFILL SITE OPERATIONS

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
54103	GASOLINE (VEHICLE)	6,100	5,700	6,100	6,222
54104	DIESEL (VEHICLE)	110,000	97,000	106,000	108,120
54118	OFFICE SUPPLIES	1,500	2,350	2,000	2,000
54125	DIESEL EXHAUST FLUID	0	2,229	1,656	1,656
54257	WORK ORDER PARTS & MATERIALS	0	0	0	0
54323	INSURANCE DEDUCTIBLE	500	2,848	500	500
Materials and Supplies Total		141,286	128,402	138,556	138,798
Other					
51141	PROFESSIONAL DEVELOPMENT	14,200	11,410	8,450	12,300
59003	ADVERTISING	8,500	5,500	4,853	4,853
59047	ECO CENTRE ADVERTISING	2,000	2,490	2,000	2,000
59059	MEMBERSHIP	2,000	2,224	2,277	2,277
59066	ENVIRONMENTAL LEVY	350,000	309,000	195,000	195,000
59067	LEACHATE TREATMENT	13,000	19,927	13,000	13,000
59080	FLEET EQUIP MAINTENANCE	120,622	120,622	76,800	76,800
59207	CASH OVER/SHORT	0	6	0	0
59248	DISPOSAL SITE CHARGE	(70,200)	(83,000)	(76,000)	(76,000)
59250	RECOVERY RESIDENTIAL	(773,500)	(848,000)	(827,700)	(827,700)
59339	EQUIPMENT MAINTENANCE	6,000	8,000	4,100	4,100
59611	LANDFILL CLOSURE COSTS	0	0	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	410,454	410,454	296,327	382,062
Other Total		83,076	(41,367)	(300,893)	(211,308)
Reserve Appropriation					
58525	LANDFILL CLOSURE/POST CLOSURE B/L 7160	140,000	123,000	78,000	78,000
58527	PROFESSIONAL FEES B/L 5886	0	0	0	0
58544	DISPOSAL SITE B/L 4528	575,000	500,000	300,000	400,000
58547	ARM BUILDING RESERVE B/L 7215	0	0	0	0
Reserve Appropriation Total		715,000	623,000	378,000	478,000
Salaries and Wages					
51083	REGULAR SALARIES	1,209,750	1,009,750	1,203,510	1,204,966
51084	OVERTIME SALARIES	13,000	10,000	7,500	7,500
51090	SHIFT DIFFERENTIAL	1,700	2,300	2,300	2,300
Salaries and Wages Total		1,224,450	1,022,050	1,213,310	1,214,766
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	5,000	3,000	4,100	4,100
59997	TRANSFER FR RESERVES	(11,180)	0	0	0
Transfers to/from Internal Accounts Total		(6,180)	3,000	4,100	4,100
Utilities					
53025	HEAT	5,000	6,000	5,035	5,135
53046	POWER	8,165	6,000	5,825	6,035

Costing Center Summary

Costing Center: LANDFILL SITE OPERATIONS

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
53130	TELEPHONE	4,542	5,458	5,224	5,224
53150	WATER	268	910	200	200
53295	RADIO COSTS	7,701	7,400	7,727	7,727
Utilities Total		25,676	25,768	24,011	24,321
		2,416,556	1,940,817	1,695,694	1,899,469
Net Total		1,058,182	221,883	220,582	16,807

Costing Center Summary

Costing Center: RECYCLING OPERATIONS

Previous Costing Center: RECYCLING
OPERATIONS

Budget Year: 2019

Division: ENVIRONMENTAL
HEALTH SERVICES -
SANITATION
Department: SANITATION

Accounting Reference: 1023

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

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 and shredded paper.

Comments:

On a daily basis collection trucks are picking up 5 hours of recycling and 5 hours of residential refuse. Transportation covers the cost of shipping and marketing the baled or loose recyclable materials.

This cost centre includes the debt servicing principal and interest costs relating to the MRF which expires in 2023.

Outlook:

The price received for OCC (old corrugated cardboard) and SOP (shredded office paper) processed in the facility is dependant on the market price for each commodity. China's "National Sword" policy, implemented in early 2018, imposed strict limitations on contamination rates of imported recyclable materials. As a result, virtually no OCC from North American can be accepted by China. This has negatively impacted the market price for OCC substantially (from \$160US per short ton in July 2017 to \$55US per short ton in July 2018) as North American mills are now flooded with the bales of OCC that used to ship to China. MMSM has been consulted on the matter and has advised that the price per short ton for OCC could drop to \$30US per short ton in 2019.

Costing Center Summary

Costing Center: RECYCLING OPERATIONS

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget	
Revenues					
Conditional Government Transfers					
43510	PROVINCIAL GOV'T	370,000	308,300	355,000	355,000
43641	PROV-RECYCLING	1,042,080	1,045,485	973,739	1,042,080
Conditional Government Transfers Total		1,412,080	1,353,785	1,328,739	1,397,080
Other Income					
42991	INTERNAL MUNICIPAL FEES	0	(230,000)	(228,075)	(216,750)
Other Income Total		0	(230,000)	(228,075)	(216,750)
User Fees and Sales of Goods					
42505	RECYCLED MATERIAL SALES	275,000	195,000	125,062	125,062
42511	COMMERCIAL MATERIALS FEE	288,437	465,000	450,097	438,772
User Fees and Sales of Goods Total		563,437	660,000	575,159	563,834
		1,975,517	1,783,785	1,675,823	1,744,164
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	578	980	853	853
51123	PROTECTIVE CLOTHING	2,500	2,000	2,502	2,628
Benefits Total		3,078	2,980	3,355	3,481
Contract Services					
52015	CONTRACTS	18,267	37,500	22,916	22,576
52028	GENERAL INSURANCE	1,995	1,995	2,109	2,151
52081	EXTERNAL EQUIPMENT RENTAL	0	800	0	0
Contract Services Total		20,262	40,295	25,025	24,727
Debenture Debt Servicing Costs					
57438	DEBENTURE PRINCIPAL	142,637	142,637	148,830	155,410
57439	DEBENTURE INTEREST	47,413	47,413	41,351	34,654
Debenture Debt Servicing Costs Total		190,050	190,050	190,181	190,064
Equipment Purchases					
54410	EQUIPMENT PURCHASES	3,000	0	0	0
59036	SAFETY EQUIPMENT	1,000	369	800	800
Equipment Purchases Total		4,000	369	800	800
Materials and Supplies					
54099	PARTS AND MATERIALS	34,928	59,544	40,962	40,059
54104	DIESEL (VEHICLE)	64,515	76,000	79,500	81,000
54118	OFFICE SUPPLIES	0	0	0	0
54125	DIESEL EXHAUST FLUID	0	1,600	2,400	2,400
54228	PROPANE	4,771	4,900	5,300	5,300
54880	GRAVEL	10,000	9,481	0	10,000
Materials and Supplies Total		114,214	151,525	128,162	138,759

Costing Center Summary

Costing Center: RECYCLING OPERATIONS

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Other					
51141	PROFESSIONAL DEVELOPMENT	4,425	960	1,280	3,380
52144	TRANSPORTATION	500,000	402,000	383,968	383,968
59003	ADVERTISING	7,000	5,229	6,600	6,600
59048	LUNCHEONS	100	0	0	0
59059	MEMBERSHIP	400	400	400	400
59080	FLEET EQUIP MAINTENANCE	102,058	102,058	133,672	133,672
59248	DISPOSAL SITE CHARGE	0	0	228,075	216,750
59250	RECOVERY RESIDENTIAL	0	0	(228,075)	(216,750)
59339	EQUIPMENT MAINTENANCE	23,000	8,500	15,000	15,000
59993	EQUIPMENT CAPITAL CONTRIBUTION	224,174	224,174	182,258	235,900
Other Total		861,157	743,321	723,178	778,920
Salaries and Wages					
51083	REGULAR SALARIES	489,551	469,551	503,889	505,345
51084	OVERTIME SALARIES	3,000	2,200	2,700	2,700
51090	SHIFT DIFFERENTIAL	175	900	910	910
Salaries and Wages Total		492,726	472,651	507,499	508,955
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	6,520	1,800	3,000	3,000
Transfers to/from Internal Accounts Total		6,520	1,800	3,000	3,000
Utilities					
53046	POWER	54,000	51,000	50,930	52,763
53150	WATER	1,667	800	1,000	1,000
Utilities Total		55,667	51,800	51,930	53,763
		1,747,674	1,654,791	1,633,130	1,702,469
Net Total					
		227,843	128,994	42,693	41,695

Costing Center Summary

Costing Center: REFUSE COLLECTION

Previous Costing Center: REFUSE COLLECTION

Budget Year: 2019

Division: ENVIRONMENTAL
HEALTH SERVICES -
SANITATION
Department: SANITATION

Accounting Reference: 0166

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

Description:

This cost center captures operations associated with the refuse collection program for residential dwellings, as well as the maintenance of approximately 200 litter bins in the downtown area and along walkways throughout the City.

Comments:

The City's contract with Overland Waste for the collection of refuse and recycling from multi-family housing with seven (7) or more units ended on December 31, 2018. Therefore, commencing in 2019, the City will no longer incur expenses related to multi-family collection.

Revenue recorded in the account consists of fees for refuse collection from commercial properties and the sale of collection bins for new developments.

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

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget	
Revenues					
User Fees and Sales of Goods					
42507	COMMERCIAL COLLECTION FEES	33,415	33,020	31,824	32,460
42510	REFUSE BIN SALES	36,000	36,000	31,500	31,500
User Fees and Sales of Goods Total		69,415	69,020	63,324	63,960
		69,415	69,020	63,324	63,960
Expenditures					
Contract Services					
52015	CONTRACTS	115,501	115,511	0	0
Contract Services Total		115,501	115,511	0	0
Materials and Supplies					
54062	LIABILITY CLAIMS		129	0	0
54099	PARTS AND MATERIALS	6,700	2,400	3,200	3,200
54103	GASOLINE (VEHICLE)	4,000	4,500	5,000	5,100
54104	DIESEL (VEHICLE)	60,500	64,000	65,647	66,960
54125	DIESEL EXHAUST FLUID	0	1,350	1,884	1,884
Materials and Supplies Total		71,200	72,379	75,731	77,144
Other					
59003	ADVERTISING	5,000	3,000	5,000	5,000
59080	FLEET EQUIP MAINTENANCE	100,558	100,558	107,664	107,664
59248	DISPOSAL SITE CHARGE	773,500	848,000	827,700	827,700
59993	EQUIPMENT CAPITAL CONTRIBUTION	203,103	203,103	166,644	215,682
Other Total		1,082,161	1,154,661	1,107,008	1,156,046
Reserve Appropriation					
58544	DISPOSAL SITE B/L 4528	36,000	36,000	31,500	31,500
Reserve Appropriation Total		36,000	36,000	31,500	31,500
Salaries and Wages					
51083	REGULAR SALARIES	0	0	0	0
Salaries and Wages Total		0	0	0	0
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	0	0	0	0
Transfers to/from Internal Accounts Total		0	0	0	0
		1,304,862	1,378,551	1,214,239	1,264,690
Net Total		(1,235,447)	(1,309,531)	(1,150,915)	(1,200,730)

Costing Center Summary

Costing Center: SPORTSPLEX ARENA

Previous Costing Center: SPORTSPLEX ARENA

Budget Year: 2019

Division: RECREATION &
CULTURAL SERVICES -
Sportsplex
Department: SPORTSPLEX

Accounting Reference: 2426

Approved: No

Stage: Council Approved

Manager: Jeff Elliott 729-2472

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 has 6,092 hours of ice time available per year and bookings are at approximately 70% capacity.

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 prime-time is generally from September to March and is busiest from 3:30 pm to 11:30 pm on week days and from 7:00 am to 11:00 pm on weekends. During the summer months hockey schools rent the ice to deliver skill improvement training.

The Sportsplex arena rental rates continue to be in the mid range for what other western cities are charging for ice rental.

The arena will be affected by the facility shut down in 2019 for approximately one week to change over the main heat exchanger system.

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. We also maintain a waiting list for user groups so if ice becomes available, it can quickly be filled.

Costing Center Summary

Costing Center: SPORTSPLEX ARENA

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget	
Revenues					
User Fees and Sales of Goods					
42113	PROGRAMS REVENUE	23,500	25,000	24,780	25,530
42193	SPORT RENTAL	390,000	396,500	401,700	410,000
42195	ROOM RENTALS	3,650	3,650	3,760	3,875
42196	PUBLIC SKATING	42,000	35,000	43,260	44,500
42197	SCHOOL PASSES	500	500	500	500
User Fees and Sales of Goods Total		459,650	460,650	474,000	484,405
		459,650	460,650	474,000	484,405
Expenditures					
Contract Services					
52028	GENERAL INSURANCE	107	107	304	310
52282	BLADE SHARPENING	0	0	2,600	2,600
Contract Services Total		107	107	2,904	2,910
Materials and Supplies					
54228	PROPANE	5,000	5,700	5,000	5,500
Materials and Supplies Total		5,000	5,700	5,000	5,500
Other					
54124	PROGRAM EXPENSES	1,035	1,235	1,035	1,200
Other Total		1,035	1,235	1,035	1,200
Salaries and Wages					
51083	REGULAR SALARIES	6,200	6,300	8,414	9,027
51084	OVERTIME SALARIES	0	0	0	0
51090	SHIFT DIFFERENTIAL	50	50	50	50
Salaries and Wages Total		6,250	6,350	8,464	9,077
		12,392	13,392	17,402	18,687
Net Total		447,258	447,258	456,598	465,718

Costing Center Summary

Costing Center: SPORTSPLEX CONCESSION

Previous Costing Center: SPORTSPLEX
CONCESSION

Budget Year: 2019

Division: RECREATION &
CULTURAL SERVICES -
Sportsplex
Department: SPORTSPLEX

Accounting Reference: 0293

Approved: No

Stage: Council Approved

Manager: Jeff Elliott 729-2472

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 facility services. It operates year round with the busiest time being during track and field season (generally May & June) and major events. Canteen sales are highly variable depending on the activities within the facility. The canteen normally operates with one staff person but during the busy times, such as larger events extra staff is brought in.

Outlook:

The Sportsplex canteen operation is presently under review by administration.

Costing Center Summary

Costing Center: SPORTSPLEX CONCESSION

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Other Income				
42999 REVENUE	155,000	126,000	142,275	145,460
Other Income Total	155,000	126,000	142,275	145,460
User Fees and Sales of Goods				
42301 CATERING REVENUE	3,000	2,500	3,000	3,000
42334 VENDING MACHINE REVENUE	15,000	13,500	14,000	14,500
User Fees and Sales of Goods Total	18,000	16,000	17,000	17,500
	173,000	142,000	159,275	162,960
Expenditures				
Equipment Purchases				
54410 EQUIPMENT PURCHASES	500	366	2,000	2,000
Equipment Purchases Total	500	366	2,000	2,000
Materials and Supplies				
54099 PARTS AND MATERIALS	1,000	174	2,000	2,000
54149 SUPPLIES	72,390	72,390	70,120	73,000
Materials and Supplies Total	73,390	72,564	72,120	75,000
Other				
54302 CATERING EXPENSES	0	0	250	250
59207 CASH OVER/SHORT	0	0	0	0
59339 EQUIPMENT MAINTENANCE	1,000	2,200	2,000	2,000
Other Total	1,000	2,200	2,250	2,250
Salaries and Wages				
51083 REGULAR SALARIES	90,178	90,178	80,905	81,010
51084 OVERTIME SALARIES	1,000	1,826	1,000	1,500
51090 SHIFT DIFFERENTIAL	1,000	1,000	1,000	1,200
Salaries and Wages Total	92,178	93,004	82,905	83,710
	167,068	168,134	159,275	162,960
Net Total	5,932	(26,134)	0	(0)

Costing Center Summary

Costing Center: SPORTSPLEX GENERAL FACILITY

Previous Costing Center: SPORTSPLEX GENERAL FACILITY

Budget Year: 2019

Division: RECREATION &
CULTURAL SERVICES -
Sportsplex

Accounting Reference: 0292

Department: SPORTSPLEX

Approved: No

Stage: Council Approved

Manager: Jeff Elliott 729-2472

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:

In 2019, the facility will see a shut down for approximately one week to replace the main building heat exchangers to ensure continued service. The shut down will be planned for the least disruption to services provided.

Outlook:

Energy efficient upgrades such as heat recovery systems and LED lighting are being explored.

Costing Center Summary

Costing Center: SPORTSPLEX GENERAL FACILITY

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOVT	0	0	0	0
Conditional Government Transfers Total	0	0	0	0
Other Income				
42365 COMMISSION REVENUES	6,500	6,500	6,500	7,000
49368 SALE PROCEEDS - EQUIPMENT	0	0	0	0
Other Income Total	6,500	6,500	6,500	7,000
User Fees and Sales of Goods				
42060 ADMIN FEE REVENUE	1,500	1,000	1,500	1,500
42113 PROGRAMS REVENUE	69,200	69,200	71,300	73,440
42142 MERCHANDISE SALES	2,000	2,000	2,000	2,000
42152 EQUIPMENT RENTAL REVENUE	0	0	0	0
42153 COURT FEE REVENUE	12,600	8,000	10,300	10,610
42169 LOCKER REVENUE	9,500	8,000	9,500	9,800
42172 TRACK REVENUE	6,400	9,464	6,500	6,500
42195 ROOM RENTALS	20,100	20,100	22,000	23,000
42390 ADVERTISING REVENUE	16,000	11,000	16,000	16,000
42412 MEMBERSHIP REVENUES	21,600	17,600	18,500	19,000
User Fees and Sales of Goods Total	158,900	146,364	157,600	161,850
	165,400	152,864	164,100	168,850
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	1,034	1,234	873	873
51146 CLOTHING ALLOWANCE	0	0	0	0
Benefits Total	1,034	1,234	873	873
Contract Services				
52015 CONTRACTS	4,575	8,825	5,032	5,032
52020 PROFESSIONAL FEES	800	800	800	800
52028 GENERAL INSURANCE	6,055	6,055	7,909	8,067
52043 EXTERNAL LAUNDRY	780	880	780	800
52054 MAINT OF EQUIP EXT	28,500	45,500	28,500	30,000
52081 EXTERNAL EQUIPMENT RENTAL	2,000	1,132	1,000	1,000
52282 BLADE SHARPENING	2,800	2,597	0	0
Contract Services Total	45,510	65,789	44,021	45,699
Equipment Purchases				
54410 EQUIPMENT PURCHASES	4,000	7,189	5,500	6,000
Equipment Purchases Total	4,000	7,189	5,500	6,000
Materials and Supplies				

Costing Center Summary

Costing Center: SPORTSPLEX GENERAL FACILITY

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
54099	PARTS AND MATERIALS	63,066	74,066	73,000	73,000
54103	GASOLINE (VEHICLE)	300	325	150	150
54266	TOOLS	1,000	2,000	2,000	2,000
54274	EQUIPMENT PARTS	2,500	1,300	2,500	3,000
54275	JANITORIAL SUPPLIES	2,500	5,500	4,500	4,500
54397	INVENTORY PURCHASES	1,500	2,597	1,500	1,500
Materials and Supplies Total		70,866	85,788	83,650	84,150
Other					
51141	PROFESSIONAL DEVELOPMENT	2,200	1,284	2,490	2,690
54124	PROGRAM EXPENSES	7,200	2,900	4,900	5,000
59003	ADVERTISING	0	0	0	0
59048	LUNCHEONS	0	260	250	250
59080	FLEET EQUIP MAINTENANCE	0	0	0	0
59138	BUSINESS TRAVEL	750	750	750	750
59139	CONFERENCE COSTS	2,500	2,067	0	0
59207	CASH OVER/SHORT	0	0	0	0
59354	PROGRAM ADVERTISING	17,000	17,000	12,000	13,000
Other Total		29,650	24,261	20,390	21,690
Reserve Appropriation					
58512	SPORTSPLEX MAINTENANCE B/L5066	215,000	215,000	205,000	215,000
Reserve Appropriation Total		215,000	215,000	205,000	215,000
Salaries and Wages					
51083	REGULAR SALARIES	954,391	882,391	903,079	911,568
51084	OVERTIME SALARIES	18,000	26,000	20,000	20,000
51090	SHIFT DIFFERENTIAL	7,800	7,800	7,800	7,800
Salaries and Wages Total		980,191	916,191	930,879	939,368
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	500	500	500	500
59997	TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total		500	500	500	500
Utilities					
53025	HEAT	55,000	57,000	54,850	55,950
53046	POWER	182,600	182,600	184,122	190,750
53130	TELEPHONE	6,069	5,019	4,576	4,576
53150	WATER	51,680	49,680	51,680	53,200
Utilities Total		295,349	294,299	295,228	304,476
		1,642,100	1,610,251	1,586,041	1,617,756
Net Total		(1,476,700)	(1,457,387)	(1,421,941)	(1,448,906)

Costing Center Summary

Costing Center: SPORTSPLEX POOL

Previous Costing Center: SPORTSPLEX POOL

Budget Year: 2019

Division: RECREATION &
CULTURAL SERVICES -
Sportsplex
Department: SPORTSPLEX

Accounting Reference: 0296

Approved: No

Stage: Council Approved

Manager: Jeff Elliott 729-2472

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 several external groups in the Westman region such as the Fire College, Brandon Blue Fins Swim Club, the Masters Swim Club, Synchronized Swimming Club, and several school divisions. As per the joint use agreement, the Brandon School Division uses the facility free of charge during school weekdays from 9am – 4pm. The Brandon Blue Fins are the largest user group and host two swim meets per year. The majority of programs are Canadian Red Cross offering an alternative to the Royal Lifesaving programs. The Sportsplex also offers public programming such as public swims, lap swims and Aquafit classes. The pool's largest expenses are salaries, chemicals and utilities.

Outlook:

For regular scheduled maintenance, the pool will be closed from September 1st to 20th and accordingly affect revenues that month.

Opportunities continue to be explored to maximize facility use through aggressive programming and advertising.

Costing Center Summary

Costing Center: SPORTSPLEX POOL

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	0	0	0	0
Income from Enterprises Total	0	0	0	0
User Fees and Sales of Goods				
42113 PROGRAMS REVENUE	55,000	55,000	56,000	57,680
42168 LANE RENTAL	500	500	250	250
42175 PUBLIC SWIM REVENUE	82,000	82,000	85,000	87,000
42176 SWIM PASS REVENUE	15,000	10,500	15,000	16,000
42178 FULL POOL RENTAL	47,500	47,500	47,500	49,000
42181 HALF POOL RENTAL	28,000	28,000	29,000	30,000
42183 QUARTER POOL - RENTAL	19,500	19,500	20,000	21,000
42184 LIFEGUARD CHARGES	35,500	32,000	33,000	34,000
42185 SWIM LESSONS	190,000	173,050	186,935	192,545
42384 WATERSLIDE	2,500	2,500	2,600	2,700
User Fees and Sales of Goods Total	475,500	450,550	475,285	490,175
	475,500	450,550	475,285	490,175
Expenditures				
Benefits				
51100 UNIFORMS	500	500	500	500
51146 CLOTHING ALLOWANCE	1,000	1,000	1,000	1,000
Benefits Total	1,500	1,500	1,500	1,500
Contract Services				
52387 BANK PROCESSING FEES	12,500	10,500	11,000	11,200
Contract Services Total	12,500	10,500	11,000	11,200
Equipment Purchases				
54410 EQUIPMENT PURCHASES	10,000	3,500	5,000	5,000
Equipment Purchases Total	10,000	3,500	5,000	5,000
Materials and Supplies				
54107 CHEMICALS	17,000	10,000	10,000	10,000
54109 CHLORINE	4,500	7,000	5,817	5,817
54201 BADGES	5,150	5,365	5,000	5,000
59293 CYLINDER DEPOSITS	0	0	0	0
Materials and Supplies Total	26,650	22,365	20,817	20,817
Other				
51141 PROFESSIONAL DEVELOPMENT	3,000	3,000	4,500	5,050
54124 PROGRAM EXPENSES	16,500	7,415	15,000	15,500
59059 MEMBERSHIP	115	0	0	0
59139 CONFERENCE COSTS	1,950	0	0	0

Costing Center Summary

Costing Center: SPORTSPLEX POOL

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Other Total	21,565	10,415	19,500	20,550
Salaries and Wages				
51083 REGULAR SALARIES	361,586	331,586	329,444	341,737
51084 OVERTIME SALARIES	4,000	4,000	4,000	4,000
51090 SHIFT DIFFERENTIAL	3,850	5,150	3,850	4,000
Salaries and Wages Total	369,436	340,736	337,294	349,737
	441,651	389,016	395,111	408,804
Net Total	33,849	61,534	80,174	81,371

Costing Center Summary

Costing Center: SNOW REMOVAL & SANDING

Previous Costing Center: SNOW REMOVAL &
SANDING

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 1055

Department: STREETS

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

Description:

This cost center covers costs associated with sanding, plowing and removal of snow from City streets, lanes and walkways, as well as maintaining approximately 1481 feet of snow fencing.

Comments:

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

Outlook:

The snow removal procedure is reviewed annually and revised as required 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

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52028 GENERAL INSURANCE	135	135	141	144
52081 EXTERNAL EQUIPMENT RENTAL	85,000	55,500	15,000	30,600
Contract Services Total	85,135	55,635	15,141	30,744
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	1,032	0	0
Equipment Purchases Total	0	1,032	0	0
Materials and Supplies				
54062 LIABILITY CLAIMS	2,000	16,214	2,000	2,000
54099 PARTS AND MATERIALS	45,371	44,871	45,000	45,000
54104 DIESEL (VEHICLE)	58,000	79,000	79,000	80,000
54125 DIESEL EXHAUST FLUID	0	300	300	300
54323 INSURANCE DEDUCTIBLE	0	2,500	0	0
54396 SALT	46,000	28,986	30,000	30,000
54439 WINTER SAND MIX	10,000	0	5,000	5,000
Materials and Supplies Total	161,371	171,871	161,300	162,300
Other				
52231 INSURANCE RECOVERIES		0	0	0
59080 FLEET EQUIP MAINTENANCE	149,435	149,435	159,001	159,001
59993 EQUIPMENT CAPITAL CONTRIBUTION	194,631	194,631	153,629	198,840
Other Total	344,066	344,066	312,630	357,841
Salaries and Wages				
51083 REGULAR SALARIES	0	0	0	0
51084 OVERTIME SALARIES	13,000	43,000	50,000	50,000
Salaries and Wages Total	13,000	43,000	50,000	50,000
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	12,000	35,483	32,000	32,000
59997 TRANSFER FR RESERVES	0	(35,515)	0	0
Transfers to/from Internal Accounts Total	12,000	(32)	32,000	32,000
	615,572	615,572	571,071	632,885
Net Total	(615,572)	(615,572)	(571,071)	(632,885)

Costing Center Summary

Costing Center: STREET & WALKWAY MAINTENANCE

Previous Costing Center: STREET & WALKWAY
MAINTENANCE

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 1052

Department: STREETS

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

Description:

This cost center covers costs associated with surface repair and maintenance on City streets and lanes including gravel boundary roads as well as walkways.

Comments:

Pothole repair, street repairs, gravel roads and lanes, dust control, paved lane repair and crackfill are all a part of this account.

Outlook:

Costing Center Summary

Costing Center: STREET & WALKWAY MAINTENANCE

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	0	355	0	0
52028 GENERAL INSURANCE	15	15	52	53
Contract Services Total	15	370	52	53
Materials and Supplies				
54099 PARTS AND MATERIALS	18,148	10,148	10,000	10,000
54103 GASOLINE (VEHICLE)	750	750	750	750
54104 DIESEL (VEHICLE)	75,000	70,025	82,000	82,000
54125 DIESEL EXHAUST FLUID	0	225	400	400
54395 CALCIUM CHLORIDE	22,000	20,850	25,000	25,000
54879 ASPHALT	45,000	51,000	45,000	45,000
54880 GRAVEL	20,000	4,000	15,000	15,000
Materials and Supplies Total	180,898	156,998	178,150	178,150
Other				
59080 FLEET EQUIP MAINTENANCE	207,304	206,804	220,998	220,998
59993 EQUIPMENT CAPITAL CONTRIBUTION	318,941	318,941	257,089	332,749
Other Total	526,245	525,745	478,087	553,747
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	1,200	4,200	3,000	3,000
Transfers to/from Internal Accounts Total	1,200	4,200	3,000	3,000
Utilities				
53150 WATER	200	261	550	550
Utilities Total	200	261	550	550
	708,558	687,574	659,839	735,500
Net Total	(708,558)	(687,574)	(659,839)	(735,500)

Costing Center Summary

Costing Center: STREET SWEEPING

Previous Costing Center: STREET SWEEPING

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 1054

Department: STREETS

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

Description:

This cost center reflects all costs associated with cleaning City streets. The main expense occurs during spring cleanup when 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 the department to provide services to other communities, during off peak times, without the need to transport the equipment.

In 2019 the department will be renting 2 additional sweepers for the spring season to increase service delivery and reduce the time required to complete the spring cleaning of the streets. The outcome will be evaluated and future years could see a change in the street sweeping process.

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

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
User Fees and Sales of Goods				
42508 SWEEPING SERVICES	45,000	63,721	65,000	65,000
User Fees and Sales of Goods Total	45,000	63,721	65,000	65,000
	45,000	63,721	65,000	65,000
Expenditures				
Contract Services				
52028 GENERAL INSURANCE	0	0	512	523
52081 EXTERNAL EQUIPMENT RENTAL	20,000	0	30,000	0
Contract Services Total	20,000	0	30,512	523
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	4,500	0
Equipment Purchases Total	0	0	4,500	0
Materials and Supplies				
54099 PARTS AND MATERIALS	22,686	23,686	30,000	25,000
54104 DIESEL (VEHICLE)	8,000	10,190	15,500	12,000
Materials and Supplies Total	30,686	33,876	45,500	37,000
Other				
59080 FLEET EQUIP MAINTENANCE	59,739	59,739	66,001	66,001
59993 EQUIPMENT CAPITAL CONTRIBUTION	59,361	59,361	56,877	73,616
Other Total	119,100	119,100	122,878	139,617
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	12,000	20,310	19,000	19,000
Transfers to/from Internal Accounts Total	12,000	20,310	19,000	19,000
Utilities				
53150 WATER	4,000	1,829	4,000	4,000
Utilities Total	4,000	1,829	4,000	4,000
	185,786	175,115	226,390	200,140
Net Total	(140,786)	(111,394)	(161,390)	(135,140)

Costing Center Summary

Costing Center: STREETS SUPERVISION

Previous Costing Center: STREETS SUPERVISION

Budget Year: 2019

Division: TRANSPORTATION
SERVICES

Accounting Reference: 1051

Department: STREETS

Approved: No

Stage: Council Approved

Manager: Mark Yeomans 729-2292

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

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	2,080	2,080	2,403	2,403
51123	PROTECTIVE CLOTHING	1,700	975	1,000	1,000
51285	MEDICALS	280	280	280	280
Benefits Total		4,060	3,335	3,683	3,683
Contract Services					
52015	CONTRACTS	2,845	3,119	3,015	3,015
52028	GENERAL INSURANCE	97	97	231	236
Contract Services Total		2,942	3,216	3,246	3,251
Equipment Purchases					
54410	EQUIPMENT PURCHASES	0	297	5,000	5,000
Equipment Purchases Total		0	297	5,000	5,000
Materials and Supplies					
54099	PARTS AND MATERIALS	4,500	3,520	4,750	4,000
54103	GASOLINE (VEHICLE)	4,500	4,500	4,500	4,500
Materials and Supplies Total		9,000	8,020	9,250	8,500
Other					
51141	PROFESSIONAL DEVELOPMENT	2,500	936	0	3,000
59003	ADVERTISING	0	956	0	0
59080	FLEET EQUIP MAINTENANCE	6,300	6,300	6,500	6,500
59248	DISPOSAL SITE CHARGE	0	670	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	8,572	8,572	6,155	7,966
Other Total		17,372	17,434	12,655	17,466
Salaries and Wages					
51083	REGULAR SALARIES	1,051,616	1,008,845	1,084,128	1,084,128
51084	OVERTIME SALARIES	10,000	15,815	10,000	10,000
51090	SHIFT DIFFERENTIAL	1,500	3,000	2,000	2,000
Salaries and Wages Total		1,063,116	1,027,660	1,096,128	1,096,128
Utilities					
53130	TELEPHONE	2,687	4,887	7,908	7,908
53295	RADIO COSTS	10,605	10,637	11,165	11,165
Utilities Total		13,292	15,524	19,073	19,073
		1,109,782	1,075,486	1,149,036	1,153,101
Net Total		(1,109,782)	(1,075,486)	(1,149,036)	(1,153,101)

Costing Center Summary

Costing Center: *HANDI-TRANSIT OPERATIONS*

Previous Costing Center: HANDI-TRANSIT
OPERATIONS

Budget Year: 2019

Division: TRANSPORTATION
SERVICES - Transit

Accounting Reference: 3212

Department: TRANSIT / HANDI-
TRANSIT

Approved: No

Stage: Council Approved

Manager: Carla Richardson 729-2594

Description:

This cost center captures revenues and expenses associated with providing subsidized door to door transportation within city limits.

Comments:

Handi-Transit serves and builds community by providing specialized service to persons whose mobility challenges do not allow them to make use of the fixed route transit system. This essential service 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

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues				
User Fees and Sales of Goods				
42331 TICKETS	74,000	70,000	70,000	71,000
User Fees and Sales of Goods Total	74,000	70,000	70,000	71,000
	74,000	70,000	70,000	71,000
Expenditures				
Contract Services				
52015 CONTRACTS	5,050	2,950	4,900	4,930
52069 PRINTING COSTS	200	0	0	0
Contract Services Total	5,250	2,950	4,900	4,930
Materials and Supplies				
54099 PARTS AND MATERIALS	500	150	0	0
54103 GASOLINE (VEHICLE)	23,000	33,000	37,879	39,015
54104 DIESEL (VEHICLE)	11,773	14,273	1,214	1,250
54125 DIESEL EXHAUST FLUID	0	50	0	0
Materials and Supplies Total	35,273	47,473	39,093	40,265
Other				
59080 FLEET EQUIP MAINTENANCE	117,000	117,000	90,000	90,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	97,752	97,752	85,616	89,468
Other Total	214,752	214,752	175,616	179,468
Transfers to/from Internal Accounts				
59334 INTERNAL CHARGES	12,000	12,000	14,145	15,135
Transfers to/from Internal Accounts Total	12,000	12,000	14,145	15,135
	267,275	277,175	233,754	239,798
Net Total	(193,275)	(207,175)	(163,754)	(168,798)

Costing Center Summary

Costing Center: TRANSIT OPERATIONS

Previous Costing Center: TRANSIT OPERATIONS

Budget Year: 2019

Division: TRANSPORTATION
SERVICES - Transit

Accounting Reference: 3202

Department: TRANSIT / HANDI-
TRANSIT

Approved: No

Stage: Council Approved

Manager: Carla Richardson 729-2594

Description:

This cost center captures the revenues and expenses associated with providing the Fixed Route Transit Service. Operating within city limits, scheduled fixed route and charter transit services are offered 7 days per week, with reduced service on Sundays and Statutory holidays. The fixed route service operates based on a hub and spoke model with all routes meeting regularly at the downtown terminal, located off Rosser Avenue, between 7th and 9th Streets. Just south of the terminal there is a staffed information center kiosk which operates six days a week, with reduced operating hours on Saturdays.

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. A number of successful partnerships are in place utilizing this public transportation, including UPASS for both Brandon University and ACC and the Shop and Industrial Arts program within the Brandon School Division.

Transit continues to make capital contributions to ensure that the Transit Equipment Reserve is adequately funded when replacement is required. Due to changes to provincial and federal funding and increasing purchase prices of new buses, reserve appropriations must continue to ensure the funds are present at the end of unit life cycles.

The internal equipment rental line has also increased as a result of aging buses with higher repair costs.

Outlook:

Costing Center Summary

Costing Center: TRANSIT OPERATIONS

Cost sharing programs are being released more often where the municipalities share cannot be from Gas Tax monies received. Annual capital contributions for Transit are critical to ensure the money is present when equipment fails (engines/transmissions) and at end of life when a full replacement is required. After a number of successfully completed projects in 2018, the focus will be on completing the next phase of PTIF (Provincial Transportation Infrastructure Funding) projects. This includes Accessible stops, Para Transit Software, Automated Stop Announcement, and Transit Terminal Safety Fencing. In 2019, upgrades are necessary for the Automated Farebox Collection system and technology due to aging equipment and reduced availability for replacement SMART media.

In the middle of 2017, a new route structure was implemented to decrease the number of buses (and operators) on the road, minimize diesel costs and to operate a more efficient service. There was a significant improvement immediately in the number of rides per bus hour, with a decrease in the number of rides provided at the same time. Through 2018, the ridership has continued to increase to numbers parallel to the previous system pre-change. The number of rides per bus hour is now significantly higher, which is a substantial success.

In 2019, we anticipate that ridership will steadily increase as customers have become comfortable with the new system, which will favorably impact our revenues. Additional revenue sources are being considered to increase the fares collected, including reviews of existing programs and partnerships.

Costing Center Summary

Costing Center: TRANSIT OPERATIONS

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Revenues					
Conditional Government Transfers					
43510	PROVINCIAL GOV'T	0	0	0	0
43644	PROVINCIAL OPERATING GRANT	2,034,488	2,034,488	2,034,488	2,034,488
44500	FEDERAL GOV'T	0	0	0	0
Conditional Government Transfers Total		2,034,488	2,034,488	2,034,488	2,034,488
Other Income					
42365	COMMISSION REVENUES	0	0	0	0
49368	SALE PROCEEDS - EQUIPMENT	0	155	0	0
Other Income Total		0	155	0	0
User Fees and Sales of Goods					
42332	BUS MEDIA SALES	610,019	515,019	528,000	537,500
42335	BUS PASS AGREEMENTS	91,200	104,880	96,060	101,480
42404	BUS CHARTER REVENUES	44,500	65,081	64,875	64,875
42405	BUS ADVERTISING	51,500	55,740	53,000	53,000
42406	BUS SHELTER ADVERTISING	17,472	33,524	33,472	33,472
42407	BUS BENCH ADVERTISING	76,500	76,887	78,300	80,100
42467	ROUTE REVENUE	413,219	340,219	323,000	358,200
42491	SCHOOL PATROL PASSES	10,000	10,000	10,000	10,000
User Fees and Sales of Goods Total		1,314,410	1,201,350	1,186,707	1,238,627
		3,348,898	3,235,993	3,221,195	3,273,115
Expenditures					
Benefits					
51100	UNIFORMS	33,000	21,000	21,550	22,376
51122	BOOT ALLOWANCE	374	589	568	568
51210	LICENSES	780	700	980	1,110
51285	MEDICALS	700	903	930	930
Benefits Total		34,854	23,192	24,028	24,984
Capital Contribution					
54010	TRANSFER TO TCA	0	0	0	0
Capital Contribution Total		0	0	0	0
Contract Services					
52015	CONTRACTS	75,750	60,750	62,800	51,900
52028	GENERAL INSURANCE	189	189	207	212
52029	LIABILITY INSURANCE	4,810	4,810	5,051	5,153
52069	PRINTING COSTS	26,900	22,400	26,460	26,460
52081	EXTERNAL EQUIPMENT RENTAL	0	3,132	9,000	9,000
52089	COMMISSION	6,450	6,900	8,200	8,750
52458	PROFESSIONAL FEES-TRANSIT	1,000	0	0	0

Costing Center Summary

Costing Center: TRANSIT OPERATIONS

	2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
Contract Services Total	115,099	98,181	111,719	101,474
Equipment Purchases				
54410 EQUIPMENT PURCHASES	55,000	12,000	19,000	21,500
Equipment Purchases Total	55,000	12,000	19,000	21,500
Materials and Supplies				
54099 PARTS AND MATERIALS	25,408	19,408	21,000	24,000
54103 GASOLINE (VEHICLE)	3,000	4,500	6,112	6,295
54104 DIESEL (VEHICLE)	486,400	591,400	515,990	602,840
54125 DIESEL EXHAUST FLUID	0	2,000	2,400	2,400
54323 INSURANCE DEDUCTIBLE	4,000	4,000	4,000	4,000
Materials and Supplies Total	518,808	621,308	549,502	639,535
Other				
51141 PROFESSIONAL DEVELOPMENT	14,000	15,125	14,000	14,000
52231 INSURANCE RECOVERIES	0	0	0	0
59003 ADVERTISING	16,500	8,500	16,500	16,500
59048 LUNCHEONS	0	49	0	0
59059 MEMBERSHIP	5,800	6,327	6,771	7,244
59080 FLEET EQUIP MAINTENANCE	1,256,500	1,256,500	1,262,100	1,262,100
59138 BUSINESS TRAVEL	100	0	0	0
59139 CONFERENCE COSTS	0	0	0	0
59207 CASH OVER/SHORT	0	0	0	0
59608 LABOUR RELATIONS-TRANSIT	2,500	3,500	0	0
59993 EQUIPMENT CAPITAL CONTRIBUTION	190,437	190,437	217,929	227,127
Other Total	1,485,837	1,480,438	1,517,300	1,526,971
Reserve Appropriation				
58510 TRANSIT EQUIPMENT B/L 3654	0	155	0	0
Reserve Appropriation Total	0	155	0	0
Salaries and Wages				
51083 REGULAR SALARIES	2,938,163	2,922,163	2,949,587	3,044,820
51084 OVERTIME SALARIES	33,600	66,600	55,000	56,650
51090 SHIFT DIFFERENTIAL	17,886	17,886	21,976	22,722
51121 TRANSIT REPORTING PAY	29,050	33,633	36,223	37,165
51125 TRAVEL TIME PAY	30,400	46,628	49,442	50,685
51231 INTERNAL SALARIES	0	3,111	0	0
51291 REST BREAK RENUMERATION	51,000	51,000	58,841	60,623
Salaries and Wages Total	3,100,099	3,141,021	3,171,069	3,272,665
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	0	0	0	0
Transfers to/from Internal Accounts Total	0	0	0	0
Utilities				

Costing Center Summary

Costing Center: TRANSIT OPERATIONS

		2018 Approved Budget	2018 Budget Review	2019 Approved Budget	2020 Proposed Budget
53046	POWER	6,025	4,075	2,465	0
53130	TELEPHONE	6,682	8,282	10,353	9,146
53295	RADIO COSTS	12,500	11,739	12,345	12,345
Utilities Total		25,207	24,096	25,163	21,491
		5,334,904	5,400,391	5,417,782	5,608,620
Net Total		(1,986,006)	(2,164,397)	(2,196,587)	(2,335,505)