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Costing Center Summary

Costing Center: CITY MANAGER

Previous Costing Center: CITY MANAGER

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 6270

Department: CITY MANAGER

Approved: Yes

Stage: Council Approved

Manager: Dean Hammond

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

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 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					
52069	PRINTING COSTS	500	56	800	850
Contract Services Total		500	56	800	850
Equipment Purchases					
54410	EQUIPMENT PURCHASES	250	1,413	250	275
Equipment Purchases Total		250	1,413	250	275
Grants and Contributions					
55167	PUBLIC RELATIONS	700	455	700	700
Grants and Contributions Total		700	455	700	700
Materials and Supplies					
54099	PARTS AND MATERIALS	1,200	3,685	2,450	1,500
Materials and Supplies Total		1,200	3,685	2,450	1,500
Other					
51141	PROFESSIONAL DEVELOPMENT	5,800	4,444	8,620	8,645
59048	LUNCHEONS	2,500	1,300	1,670	1,700
59059	MEMBERSHIP	975	1,390	1,450	1,500
59098	SUBSCRIPTIONS	230	232	245	250
59138	BUSINESS TRAVEL	570	50	400	400
59139	CONFERENCE COSTS	0	0	0	0
Other Total		10,075	7,416	12,385	12,495
Salaries and Wages					
51083	REGULAR SALARIES	318,609	318,609	319,129	320,956
51084	OVERTIME SALARIES	500	500	500	500
Salaries and Wages Total		319,109	319,109	319,629	321,456
Utilities					
53130	TELEPHONE	1,244	944	974	974
Utilities Total		1,244	944	974	974
		339,078	339,078	343,188	344,250
Net Total		(339,078)	(339,078)	(343,188)	(344,250)

Costing Center Summary

Costing Center: CORPORATE COMMUNICATIONS

Previous Costing Center: CORPORATE
COMMUNICATIONS

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 2089

Department: INFORMATION
TECHNOLOGY

Approved: Yes

Stage: Council Approved

Manager: Todd Burton

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

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
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	200	300	300
Materials and Supplies Total		300	200	300	300
Other					
51141	PROFESSIONAL DEVELOPMENT	3,575	3,484	4,380	3,680
59003	ADVERTISING	2,500	500	2,000	2,000
59048	LUNCHEONS	200	200	200	200
59059	MEMBERSHIP	350	340	355	355
59098	SUBSCRIPTIONS	150	145	150	150
59139	CONFERENCE COSTS	0	0	0	0
Other Total		6,775	4,669	7,085	6,385
Salaries and Wages					
51083	REGULAR SALARIES	98,039	96,879	98,233	100,030
51084	OVERTIME SALARIES	0	1,160	0	0
Salaries and Wages Total		98,039	98,039	98,233	100,030
Utilities					
53130	TELEPHONE	622	522	582	582
Utilities Total		622	522	582	582
		105,836	103,430	106,300	107,397
Net Total					
		(105,836)	(103,430)	(106,300)	(107,397)

Costing Center Summary

Costing Center: AFFORDABLE HOUSING GRANTS

Previous Costing Center: AFFORDABLE HOUSING GRANTS

Budget Year: 2020

Division: REGIONAL PLANNING & DEVELOPMENT SERVICES

Accounting Reference: 2490

Department: ECONOMIC DEVELOPMENT - Housing & Renewal

Approved: Yes

Stage: Council Approved

Manager: Sandy Trudel

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:

With the 2019 approval of capital grants and tax offsetting grants for multiple new affordable housing projects, a decision was made to move away from creating new accounts for each affordable housing grant recipient. 2020 onward, all the approved tax-offsetting grants will appear under tax credits with appropriate descriptions and all capital grants will appear under capital grants with appropriate descriptions.

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
- Community Health and Housing Association Westman Region Inc. (formerly known as CMHA Western MB Region) at 1202 Rosser Avenue, 22 - 11th Street; and 19 13th Street.
- Youth For Christ projects at 139-5th Street and 705 Lorne Avenue.
- 10034391 Manitoba Ltd. projects at 2605/2611 Rosser Avenue, 618 12th Street and 847 11th Street
- Lee Van Bi project at 338 Louise Avenue

Also contained within the cost center are capital grants for the following previously approved affordable housing projects. All approved grants are paid through a transfer from the Affordable Housing Reserve.

- \$126,000 payable to Community Health and Housing Association Westman Region Inc. for 19 13th Street project. The approved grant is \$126,000.
- \$126,000 payable to 10034391 Manitoba Ltd. for 2605/2611 Rosser Avenue project. The approved grant is \$140,000 with part of the grant paid in 2019 and the residual approved grant paid in 2020.
- \$100,000 payable to the Brandon Neighbourhood Renewal Corporation for the 341 3rd Street and 537 6th Street projects. The approved grant is \$200,000 (\$100,000 per project). A portion of both projects will be paid in 2020 with the residual approved grant for both projects paid in 2021.
- \$180,000 payable to Lee Van Bi for the 338 Louise Avenue project. The approved grant is \$180,000

Costing Center Summary

Costing Center: AFFORDABLE HOUSING GRANTS

Outlook:

Demand for affordable housing in Brandon remains high. During the first half of 2019, seven affordable housing projects were approved depleting the Affordable Housing Reserve. During the second half of 2019, serious interest was received from multiple private developers interested in building new affordable housing projects, however the Affordable Reserve balance prevented the City of Brandon from considering these projects. It is anticipated demand for affordable housing as well as grants to construct affordable housing projects will increase over time.

Costing Center Summary

Costing Center: AFFORDABLE HOUSING GRANTS

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures					
Grants and Contributions					
55442	TAX CREDITS	0	0	66,765	101,857
55446	CANADIAN MENTAL HEALTH	151,142	37,539	0	0
55463	MB SENIORS HOUSING CO-OP	36,336	36,042	0	0
55482	YOUTH FOR CHRIST	3,196	3,170	0	0
55499	CAPITAL GRANTS	0	0	532,000	100,000
Grants and Contributions Total		190,674	76,751	598,765	201,857
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES	(126,000)	(12,600)	(532,000)	(100,000)
Transfers to/from Internal Accounts Total		(126,000)	(12,600)	(532,000)	(100,000)
		64,674	64,151	66,765	101,857
Net Total		(64,674)	(64,151)	(66,765)	(101,857)

Costing Center Summary

Costing Center: *ECONOMIC DEVELOPMENT*

Previous Costing Center: ECONOMIC
DEVELOPMENT

Budget Year: 2020

Division: RESOURCE
CONSERVATION &
INDUSTRIAL
DEVELOPMENT

Accounting Reference: 0202

Department: ECONOMIC
DEVELOPMENT

Approved: Yes

Stage: Council Approved

Manager: Sandy Trudel

Description:

This cost center captures costs associated with the Economic Development Department (EDB) which includes 3 full time staff. The Department is responsible for the Economic Development Portfolio, the Affordable Housing Portfolio, Immigration related matters and manages the Tourism Services Delivery Contract including the Brandon First Contract and administers the Event Hosting Incentive Program (Accommodation Tax grant program).

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, collects and shares Brandon statistics, insights, community and lifestyle information.

Brandon was selected as one of 11 Canadian cities to participate in the Federal "Rural and Northern Immigration Pilot" (RNIP). The Brandon RNIP was developed and is administrated by the Economic Development Department. The 3 year pilot launched in late 2019. \$10,000 has been moved from the special projects budget line to salaries to provide administrative support to the RNIP.

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 Economic Development Strategic Plan will be updated in 2020.

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 related to the local labour market. 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. The Westman HR conference and Soybean crushing facility investment attraction project appear in this cost centre, however both projects are flow through with equal offsetting revenue budgeted. Thus there is no net impact on the EDB budget for these two initiatives

Costing Center Summary

Costing Center: ECONOMIC DEVELOPMENT

Outlook:

The attraction of skilled labour and new industry to Brandon remains extremely competitive. Existing businesses continue to be challenged with rising hydro costs, a weak Canadian dollar, global uncertainty 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 for the Department. It is anticipated that the Rural and Northern Immigration Pilot while hugely beneficial to the business community, helping the Department achieve its goals but will place significant strain on the Departments resources. Impacts will be closely monitored.

Costing Center Summary

Costing Center: ECONOMIC DEVELOPMENT

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Conditional Government Transfers				
44500 FEDERAL GOV'T	25,000	15,000	15,000	0
Conditional Government Transfers Total	25,000	15,000	15,000	0
Other Income				
42988 MISCELLANEOUS REVENUE	39,500	29,500	29,500	14,500
Other Income Total	39,500	29,500	29,500	14,500
	64,500	44,500	44,500	14,500
Expenditures				
Contract Services				
52028 GENERAL INSURANCE	47	47	61	63
52057 SPEC PROG CONTRACTS	0	24,362	0	0
52058 SPEC PROG CONSULTING	0	7,040	0	0
52059 SPEC PROG PRINTING	0	0	0	0
52061 SPEC PROG FACILITATOR EXPENSE	0	1,843	0	0
52062 SPEC PROG ROOM RENTAL EXPENSE	0	8,839	0	0
52069 PRINTING COSTS	9,382	7,355	11,074	12,686
Contract Services Total	9,429	49,486	11,135	12,749
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	0	500
Equipment Purchases Total	0	0	0	500
Materials and Supplies				
54022 SPEC PROG PARTS & MATERIALS		971	0	0
54099 PARTS AND MATERIALS	2,500	4,034	2,000	2,000
Materials and Supplies Total	2,500	5,005	2,000	2,000
Other				
51141 PROFESSIONAL DEVELOPMENT	7,700	6,719	8,365	8,365
59003 ADVERTISING	20,000	20,000	20,000	20,000
59025 SPEC PROG ADVERTISING	0	15,826	0	0
59026 SPEC PROG CONFERENCES	0	299	0	0
59027 SPEC PROG LUNCHEONS	0	4,570	0	0
59028 SPEC PROG BUSINESS TRAVEL	0	0	0	0
59048 LUNCHEONS	700	700	900	900
59059 MEMBERSHIP	1,205	1,217	1,254	1,235
59098 SUBSCRIPTIONS	3,518	4,129	4,144	4,144
59138 BUSINESS TRAVEL	5,000	7,000	5,000	5,000
59139 CONFERENCE COSTS	0	0	0	0
59241 SPECIAL PROGRAMS	130,300	24,550	97,400	69,900
59427 SIGNAGE	0	0	0	0
59428 PHOTO LIBRARY	4,500	480	4,000	4,000
Other Total	172,923	85,490	141,063	113,544

Costing Center Summary

Costing Center: ECONOMIC DEVELOPMENT

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	303,593	303,593	313,153	313,153
Salaries and Wages Total		303,593	303,593	313,153	313,153
Utilities					
53130	TELEPHONE	1,425	1,122	1,412	1,412
Utilities Total		1,425	1,122	1,412	1,412
		499,870	454,696	478,764	453,358
Net Total		(435,370)	(410,196)	(434,264)	(438,858)

Costing Center Summary

Costing Center: HOUSING INITIATIVES

Previous Costing Center: HOUSING INITIATIVES

Budget Year: 2020

Division: REGIONAL PLANNING &
DEVELOPMENT
SERVICES

Accounting Reference: 2489

Department: ECONOMIC
DEVELOPMENT - Housing
& Renewal

Approved: Yes

Stage: Council Approved

Manager: Sandy Trudel

Description:

This cost center provides funds to support BNRC's core operations, funds for an enhanced service delivery 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 for core funding and \$26,000 for an enhanced allocation of staff resources to work on City of Brandon affordable housing initiatives. 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.

The cost centre also includes \$9,000 that can be used on affordable housing project opportunities or needs that arise throughout the year.

The City of Brandon also provides in-kind contributions comprised of city staff support.

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. A slight softening in the Brandon rental market has recently generated increased interest from private developers to once again consider the development of affordable housing. Based on these factors continued upward pressure on this cost center is anticipated.

Costing Center Summary

Costing Center: HOUSING INITIATIVES

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	81,000	72,664	73,000	81,000
Contract Services Total	81,000	72,664	73,000	81,000
Reserve Appropriation				
58505 AFFORDABLE HOUSING B/L	0	0	200,000	200,000
Reserve Appropriation Total	0	0	200,000	200,000
Utilities				
53130 TELEPHONE	0	0	0	0
Utilities Total	0	0	0	0
	81,000	72,664	273,000	281,000
Net Total	(81,000)	(72,664)	(273,000)	(281,000)

Costing Center Summary

Costing Center: TOURISM INITIATIVES

Previous Costing Center: TOURISM INITIATIVES

Budget Year: 2020

Division: RESOURCE
CONSERVATION &
INDUSTRIAL
DEVELOPMENT

Accounting Reference: 2453

Department: ECONOMIC
DEVELOPMENT

Approved: Yes

Stage: Council Approved

Manager: Sandy Trudel

Description:

This account provides funding for the delivery of Tourism Services, core funding for Brandon Riverbank Inc., core funding for Brandon First, and capital funding to advance implementation of the "Back to the River Master Plan". The Accommodation Tax grant program flows through this cost centre as well.

Comments:

Through multi-year service delivery contracts, Brandon Riverbank Inc. is responsible for the delivery of tourism services for the City of Brandon including operation of the Riverbank Discovery Centre and delivery of Tourism Services, focused on servicing the needs of visitors to Brandon and Brandon First is responsible for growing the event sector in Brandon.

Brandon Riverbank Inc.

Brandon Riverbank Inc. employs a full time tourism manager, and office administrator, tourism coordinator, facility coordinator, part time tourism hosts and an interpretative coordinator.

This cost centre provides core funding for Brandon Riverbank Inc. in recognition of their efforts to develop the river corridor, operate the tourism function on behalf of the City of Brandon and to maintain the grounds in immediate proximity to the Riverbank Discovery Centre.

To support 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 a maximum set forth in the annually approved budget. In 2020, the recommended budget maximum is \$250,000. Brandon Riverbank Inc. uses municipally approved funds to leverage financial contributions from other levels of government, the private sector and residents.

Brandon First

The proactive attraction of events to Brandon is handled by Brandon First who employs a part time Executive Director, a Development Coordinator and two sales coordinators. The City of Brandon provides core funding to Brandon First as well as enhanced funding for event attraction made possible from Accommodation Tax funding based on a 2 to 1 funding arrangement. For every dollar Brandon First raises annually through memberships, the City of Brandon provides two dollars to a maximum of \$100,000 from the Accommodation Tax Reserve.

Costing Center Summary

Costing Center: TOURISM INITIATIVES

Outlook:

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	0	0	0	0
Conditional Government Transfers Total	0	0	0	0
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	0	0	0	0
Income from Enterprises Total	0	0	0	0
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	348,930	348,930	344,975	481,475
55430 LARGE EVENT GRANT	0	0	0	0
55518 RIVERBANK INC	661,767	631,767	679,350	687,937
55519 BRANDON FIRST	156,369	156,369	157,497	158,647
55520 CURLING CANADA	0	0	0	0
Grants and Contributions Total	1,167,066	1,137,066	1,181,822	1,328,059
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	(448,930)	(448,930)	(444,975)	(581,475)
Transfers to/from Internal Accounts Total	(448,930)	(448,930)	(444,975)	(581,475)
	718,136	688,136	736,847	746,584
Net Total	(718,136)	(688,136)	(736,847)	(746,584)

Costing Center Summary

Costing Center: URBAN RENEWAL

Previous Costing Center: URBAN RENEWAL

Budget Year: 2020

Division: REGIONAL PLANNING &
DEVELOPMENT
SERVICES

Accounting Reference: 2492

Department: ECONOMIC
DEVELOPMENT - Housing
& Renewal

Approved: Yes

Stage: Council Approved

Manager: Sandy Trudel

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 BDDC has always been considered core organizational funding that enables the organization to fulfill their mandate of revitalizing downtown Brandon. The core funding also enables the organization to leverage investments from other parties such as other levels of Government and the private sector.

Outlook:

BDDC's investments in the downtown continue to generate positive economic returns, despite the funds available to the organization being modest. Efforts continue to secure a predictable funding relationship with the Province of Manitoba. In the meantime the organization continues to apply to Manitoba for funding assistance on a project by project basis.

During the 2019-2020 fiscal year, BDDC will receive \$175,000 in project funding from Manitoba to support construction of the Hills Spa. These funds will be dispersed through their popular redevelopment grant program. 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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	300,000	300,000	300,000	250,000
Contract Services Total	300,000	300,000	300,000	250,000
	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: 2020

Division: PROTECTIVE SERVICES

Accounting Reference: 0114

Department: FIRE & AMBULANCE

Approved: Yes

Stage: Council Approved

Manager: Scott McDonald

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 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 other centers 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. 2020 will see an increase in medical supply costs due to a change in EMS protocols and updated medical equipment.

Outlook:

Shared Health Services is reviewing current EMS operations province wide. Shared Health Services is looking to introduce 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

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues					
Conditional Government Transfers					
43580	PROV. AMBULANCE--BRANDON	1,349,654	1,422,762	1,422,762	1,422,762
Conditional Government Transfers Total		1,349,654	1,422,762	1,422,762	1,422,762
Other Income					
42999	REVENUE	2,000	6,700	5,000	5,000
49145	DONATIONS	0	3,177	4,000	4,000
Other Income Total		2,000	9,877	9,000	9,000
User Fees and Sales of Goods					
42188	AMBULANCE FEES - LONG DISTANCE	630,000	720,000	700,400	700,400
42191	AMBULANCE FEES - LOCAL	1,830,000	1,830,000	1,830,000	1,830,000
User Fees and Sales of Goods Total		2,460,000	2,550,000	2,530,400	2,530,400
		3,811,654	3,982,639	3,962,162	3,962,162
Expenditures					
Contract Services					
52015	CONTRACTS	3,800	5,134	5,698	5,698
52043	EXTERNAL LAUNDRY	4,000	2,100	3,000	3,000
Contract Services Total		7,800	7,234	8,698	8,698
Equipment Purchases					
54410	EQUIPMENT PURCHASES	13,000	13,177	17,000	17,000
Equipment Purchases Total		13,000	13,177	17,000	17,000
Materials and Supplies					
54099	PARTS AND MATERIALS	7,000	6,000	7,000	7,000
54120	MEDICAL SUPPLIES	34,000	38,000	38,000	38,000
54253	PHARMACEUTICALS	8,500	7,750	8,500	8,500
Materials and Supplies Total		49,500	51,750	53,500	53,500
Other					
51141	PROFESSIONAL DEVELOPMENT	16,972	14,972	16,972	19,472
59049	MEAL PERDIEMS	11,000	13,500	12,000	12,000
59139	CONFERENCE COSTS	0	0	0	0
59393	FLEET AMBULANCES	1,500	1,500	1,500	1,500
Other Total		29,472	29,972	30,472	32,972
Salaries and Wages					
51083	REGULAR SALARIES	131,709	131,560	135,180	135,180
51084	OVERTIME SALARIES	210,000	285,000	220,000	220,000
51997	FIRE/AMB ALLOCATION	4,000,000	4,000,000	4,000,000	4,000,000
Salaries and Wages Total		4,341,709	4,416,560	4,355,180	4,355,180
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	500	500	0	0
59997	TRANSFER FR RESERVES	(200,000)	(200,000)	(100,000)	(100,000)
Transfers to/from Internal Accounts Total		(199,500)	(199,500)	(100,000)	(100,000)

Costing Center Summary

Costing Center: *AMBULANCE SERVICE*

Utilities					
53130	TELEPHONE	0	0	0	0
Utilities Total		0	0	0	0
		4,241,981	4,319,193	4,364,850	4,367,350
Net Total		(430,327)	(336,554)	(402,688)	(405,188)

Costing Center Summary

Costing Center: FIRE SERVICE

Previous Costing Center: FIRE SERVICE

Budget Year: 2020

Division: PROTECTIVE SERVICES

Accounting Reference: 0092

Department: FIRE & AMBULANCE

Approved: Yes

Stage: Council Approved

Manager: Scott McDonald

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, professional development, 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 increased as a result of projected MPI and rural response rate increases, as well as consistently receiving donations over the past four years. Wages have been budgeted according to the collective agreement. 2020 will see an increase in protective clothing to reflect the increase in cost of firefighter protective equipment, as well as an increase in public education to update the current program.

Outlook:

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

Costing Center Summary

Costing Center: FIRE SERVICE

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 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	180,000	191,000	182,932	195,988
49145 DONATIONS	2,000	30,510	6,000	6,000
49291 FIRE EQUIPMENT SALES	0	2,500	0	0
Other Income Total	182,000	224,010	188,932	201,988
Permits, Licenses and Fines				
45731 COMPLIANCE TICKETS	0	0	0	0
Permits, Licenses and Fines Total	0	0	0	0
User Fees and Sales of Goods				
42142 MERCHANDISE SALES	1,500	2,625	1,800	1,800
42287 FIRE/RESCUE INSURANCE COVERAGE	145,000	145,000	150,000	150,000
42322 TRAINING REVENUE	0	0	2,500	2,500
User Fees and Sales of Goods Total	146,500	147,625	154,300	154,300
	660,800	703,935	675,532	688,588
Expenditures				
Benefits				
51100 UNIFORMS	32,000	32,000	32,000	32,000
51123 PROTECTIVE CLOTHING	31,000	33,000	35,000	35,000
51285 MEDICALS	1,100	1,400	1,100	1,100
Benefits Total	64,100	66,400	68,100	68,100
Contract Services				
52015 CONTRACTS	15,402	16,925	18,448	20,109
52019 CONSULTING FEES	2,000	3,825	2,000	2,000
52028 GENERAL INSURANCE	768	768	784	808
52069 PRINTING COSTS	4,000	4,000	4,000	4,000
Contract Services Total	22,170	25,518	25,232	26,917
Equipment Purchases				
54410 EQUIPMENT PURCHASES	25,000	50,300	29,000	29,000
Equipment Purchases Total	25,000	50,300	29,000	29,000
Grants and Contributions				
55167 PUBLIC RELATIONS	5,000	4,000	5,000	5,000
Grants and Contributions Total	5,000	4,000	5,000	5,000

Costing Center Summary

Costing Center: FIRE SERVICE

Materials and Supplies

54099	PARTS AND MATERIALS	25,000	20,000	22,000	22,000
54118	OFFICE SUPPLIES	6,000	8,000	8,000	8,000
54125	DIESEL EXHAUST FLUID	0	0	0	0
54323	INSURANCE DEDUCTIBLE	0	0	0	0

Materials and Supplies Total

31,000	28,000	30,000	30,000
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Other

51141	PROFESSIONAL DEVELOPMENT	63,650	55,650	63,733	66,233
52231	INSURANCE RECOVERIES	0	0	0	0
59048	LUNCHEONS	3,000	1,500	2,500	2,500
59059	MEMBERSHIP	2,531	3,194	3,060	3,118
59098	SUBSCRIPTIONS	2,500	2,570	2,731	2,731
59139	CONFERENCE COSTS	0	0	0	0
59156	PUBLIC EDUCATION	1,000	1,500	2,000	2,000
59241	SPECIAL PROGRAMS	2,000	4,900	2,000	2,000
59248	DISPOSAL SITE CHARGE	0	0	0	0

Other Total

74,681	69,314	76,024	78,582
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Reserve Appropriation

58518	FIRE EQUIPMENT B/L 3708	0	2,500	0	0
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Reserve Appropriation Total

0	2,500	0	0
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Salaries and Wages

51083	REGULAR SALARIES	8,122,329	7,949,608	8,431,953	8,499,647
51084	OVERTIME SALARIES	220,000	160,000	190,000	190,000
51090	SHIFT DIFFERENTIAL	50,000	55,000	50,000	50,000
51227	SPECIAL OT PAYMENTS	108,084	108,084	111,272	114,555
51352	TRAINING OVERTIME	35,000	35,000	35,000	35,000
51997	FIRE/AMB ALLOCATION	(4,000,000)	(4,000,000)	(4,000,000)	(4,000,000)

Salaries and Wages Total

4,535,413	4,307,692	4,818,225	4,889,202
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Transfers to/from Internal Accounts

59001	SHOP RATE CHARGES	500	500	500	500
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Transfers to/from Internal Accounts Total

500	500	500	500
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Utilities

53130	TELEPHONE	12,045	12,045	12,172	12,172
53150	WATER	250,600	250,600	252,600	252,600
53295	RADIO COSTS	11,288	11,288	11,288	11,288

Utilities Total

273,933	273,933	276,060	276,060
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5,031,797	4,828,157	5,328,141	5,403,361
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Net Total

(4,370,997)	(4,124,222)	(4,652,609)	(4,714,773)
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Costing Center Summary

Costing Center: FIRE VEHICLES

Previous Costing Center: FIRE VEHICLES

Budget Year: 2020

Division: PROTECTIVE SERVICES

Accounting Reference: 0106

Department: FIRE & AMBULANCE

Approved: Yes

Stage: Council Approved

Manager: Scott McDonald

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Contract Services				
52032 VEHICLE INSURANCE	0	0	0	0
Contract Services Total	0	0	0	0
Materials and Supplies				
54103 GASOLINE (VEHICLE)	12,300	13,000	14,000	14,000
54104 DIESEL (VEHICLE)	22,000	17,300	18,000	18,000
54125 DIESEL EXHAUST FLUID	295	120	150	150
Materials and Supplies Total	34,595	30,420	32,150	32,150
Other				
59080 FLEET EQUIP MAINTENANCE	127,250	127,250	134,250	134,250
59993 EQUIPMENT CAPITAL CONTRIBUTION	162,536	162,536	178,076	178,076
Other Total	289,786	289,786	312,326	312,326
	324,381	320,206	344,476	344,476
Net Total				
	(324,381)	(320,206)	(344,476)	(344,476)

Costing Center Summary

Costing Center: *HUMAN RESOURCES*

Previous Costing Center: HUMAN RESOURCES

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 1401

Department: HUMAN RESOURCES

Approved: Yes

Stage: Council Approved

Manager: Linda Poole

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.

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 corporate initiatives 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. A new initiative for 2020 is staff access to LinkedIn Learning, a cost-effective method of offering ongoing training to supervisory staff.

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. Collective Bargaining has commenced with the City proposing a 3-year agreement.

CUPE Collective Agreement expired on December 31, 2018. Collective Bargaining has commenced.

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

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures					
Benefits					
51002	EMPLOYEE APPRECIATION	12,000	12,000	12,000	12,000
51071	EMPLOYEE WELLNESS PROGRAMS	0	0	0	0
51174	RETIREMENTS	6,000	2,647	5,000	3,000
51176	LONG SERVICE RECOGNITION	4,700	2,785	4,000	3,000
51285	MEDICALS	3,500	25	3,500	3,500
51294	MEDICALS-RECRUITMENT/STAFFING	1,500	6,030	6,500	6,000
51423	PENSION PLAN PRE MEBP	0	3,120	0	0
51531	EMPLOYEE BBQ	0	0	0	0
51709	SEVERANCE PAYMENT EXPENSE	75,000	75,000	75,000	75,000
Benefits Total		102,700	101,607	106,000	102,500
Contract Services					
52019	CONSULTING FEES	0	0	0	0
52031	LIFE INSURANCE	4,800	5,236	5,300	5,500
52069	PRINTING COSTS	1,700	1,900	1,700	1,900
52070	METRICS	0	0	0	0
52239	TESTING-RECRUITMENT/STAFFING	25,000	18,000	25,000	25,000
59242	SALARY SURVEYS	4,000	0	0	0
Contract Services Total		35,500	25,136	32,000	32,400
Equipment Purchases					
54410	EQUIPMENT PURCHASES	3,500	3,000	3,500	3,500
Equipment Purchases Total		3,500	3,000	3,500	3,500
Materials and Supplies					
54099	PARTS AND MATERIALS	8,000	6,000	6,000	6,000
54460	PARTS AND MATERIALS-TRAINING	500	0	0	0
Materials and Supplies Total		8,500	6,000	6,000	6,000
Other					
51141	PROFESSIONAL DEVELOPMENT	31,950	25,350	32,049	32,000
51145	CORP TRAINING & DEVELOPMENT	22,000	19,059	16,000	43,000
51179	COMPASSIONATE GIFTS	750	600	750	750
59007	ADVERTISING-RECRUIT/STAFFING	15,000	9,000	13,000	13,000
59023	SYMPOSIUMS	2,000	1,020	2,000	2,000
59048	LUNCHEONS	1,000	1,000	1,000	1,000
59059	MEMBERSHIP	2,050	2,496	2,050	2,050
59098	SUBSCRIPTIONS	4,450	4,450	6,450	9,450
59138	BUSINESS TRAVEL	1,500	1,500	1,500	1,500
59139	CONFERENCE COSTS	0	0	0	0
59603	LABOUR RELATIONS-CUPE	21,000	76,415	40,000	60,000
59604	LABOUR RELATIONS-E911	10,000	0	5,000	5,000
59605	LABOUR RELATIONS-FIRE	19,000	36,869	19,000	30,000
59606	LABOUR RELATIONS-OOS	3,500	11,276	5,000	5,000

Costing Center Summary

Costing Center: HUMAN RESOURCES

59607	LABOUR RELATIONS-POLICE	15,000	4,799	5,000	5,000
59608	LABOUR RELATIONS-TRANSIT	25,000	6,900	20,000	5,000
Other Total		174,200	200,734	168,799	214,750
Salaries and Wages					
51083	REGULAR SALARIES	980,242	951,343	977,923	981,136
51084	OVERTIME SALARIES	2,500	2,000	2,000	2,000
Salaries and Wages Total		982,742	953,343	979,923	983,136
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES	(75,000)	(75,000)	(75,000)	(75,000)
Transfers to/from Internal Accounts Total		(75,000)	(75,000)	(75,000)	(75,000)
Utilities					
53130	TELEPHONE	4,436	3,759	4,233	4,233
Utilities Total		4,436	3,759	4,233	4,233
		1,236,578	1,218,579	1,225,455	1,271,519
Net Total					
		(1,236,578)	(1,218,579)	(1,225,455)	(1,271,519)

Costing Center Summary

Costing Center: SAFETY & HEALTH

Previous Costing Center: SAFETY & HEALTH

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 1402

Department: HUMAN RESOURCES

Approved: Yes

Stage: Council Approved

Manager: Linda Poole

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, asbestos 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:

In 2020, internal staff will begin sampling for asbestos instead of sending samples away for testing. This requires sampling supplies, but is an overall more efficient method of ensuring the City is compliant with Health and Safety Legislation.

Costing Center Summary

Costing Center: SAFETY & HEALTH

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures					
Benefits					
51071	EMPLOYEE WELLNESS PROGRAMS	3,050	3,050	3,000	3,000
51389	HEARING TESTS	11,000	8,503	7,000	7,500
Benefits Total		14,050	11,553	10,000	10,500
Contract Services					
52019	CONSULTING FEES	5,000	5,000	5,500	5,500
52297	CPR/FIRST AID TRAINING	6,500	6,500	6,500	6,500
Contract Services Total		11,500	11,500	12,000	12,000
Materials and Supplies					
54099	PARTS AND MATERIALS	4,460	4,957	8,200	8,200
Materials and Supplies Total		4,460	4,957	8,200	8,200
Other					
51141	PROFESSIONAL DEVELOPMENT	2,500	1,000	2,500	2,500
51182	SAFETY INITIATIVES	6,000	5,500	6,000	6,000
59059	MEMBERSHIP	1,265	765	765	765
59098	SUBSCRIPTIONS	1,000	741	1,000	1,000
59138	BUSINESS TRAVEL	1,440	1,040	1,440	1,440
59139	CONFERENCE COSTS	0	0	0	0
Other Total		12,205	9,046	11,705	11,705
Salaries and Wages					
51083	REGULAR SALARIES	242,502	226,353	243,621	245,945
Salaries and Wages Total		242,502	226,353	243,621	245,945
Utilities					
53130	TELEPHONE	1,683	1,883	1,575	1,575
Utilities Total		1,683	1,883	1,575	1,575
		286,400	265,292	287,101	289,925
Net Total		(286,400)	(265,292)	(287,101)	(289,925)

Costing Center Summary

Costing Center: ABORIGINAL RELATIONS

Previous Costing Center: ABORIGINAL RELATIONS

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 2088

Department: LEGISLATIVE SERVICES

Approved: Yes

Stage: Council Approved

Manager: Heather Ewasuik

Description:

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

The following strategic priorities have been identified by BUAPC:

- Employment and training
- Youth
- Community Development and Cultural Awareness
- Education
- Economic Development
- Housing
- Partnerships and Collaborations

Funding is required to develop programming to address those initiatives including the Kairos Blanket Exercise and National Indigenous Peoples Day.

Comments:

A 3-year coalition funding agreement has been extended by another 2 years 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.

The funding from November 1, 2020 to March 31, 2022 will be reduced down to \$75,000 which will only cover the costs associated with the Coordinator position, an additional \$25,000 from the City will be required to provide for initiatives and outcomes of the Brandon Urban Aboriginal Peoples' Council.

Outlook:

The duration of the current funding agreement with Indigenous Services Canada is from November 1, 2017 to March 31, 2022.

A commitment from the City of Brandon is necessary to deliver the programs and initiatives required to address issues of concern to urban Indigenous people.

Costing Center Summary

Costing Center: ABORIGINAL RELATIONS

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Conditional Government Transfers				
44500 FEDERAL GOV'T	75,000	75,000	83,250	75,000
Conditional Government Transfers Total	75,000	75,000	83,250	75,000
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	0	0	0	0
Income from Enterprises Total	0	0	0	0
	75,000	75,000	83,250	75,000
Expenditures				
Contract Services				
52015 CONTRACTS	0	0	5,000	5,000
52069 PRINTING COSTS	0	0	400	400
Contract Services Total	0	0	5,400	5,400
Materials and Supplies				
54099 PARTS AND MATERIALS	0	0	500	500
Materials and Supplies Total	0	0	500	500
Other				
51141 PROFESSIONAL DEVELOPMENT	0	0	5,000	5,000
59003 ADVERTISING	0	0	200	250
59048 LUNCHEONS	0	0	400	400
59059 MEMBERSHIP	0	0	500	500
59138 BUSINESS TRAVEL	0	0	2,000	2,000
59139 CONFERENCE COSTS	0	0	0	0
59241 SPECIAL PROGRAMS	75,000	75,000	9,500	13,190
Other Total	75,000	75,000	17,600	21,340
Salaries and Wages				
51026 INDEMNITY & HONORARIUM	0	0	500	500
51083 REGULAR SALARIES	0	0	70,750	72,165
51084 OVERTIME SALARIES	0	0	4,500	4,500
51983 SALARY CREDITS	0	0	0	0
Salaries and Wages Total	0	0	75,750	77,165
Utilities				
53130 TELEPHONE	0	0	662	595
Utilities Total	0	0	662	595
	75,000	75,000	99,912	105,000
Net Total	0	0	(16,662)	(30,000)

Costing Center Summary

Costing Center: CLERKS

Previous Costing Center: CLERKS

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 2090

Department: LEGISLATIVE SERVICES

Approved: Yes

Stage: Council Approved

Manager: Heather Ewasuik

Description:

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

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.

Comments:

Revenue is obtained from the sale of marriage licenses and wedding ceremonies performed, 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:

An appropriation to the Office Equipment Reserve has been added to ensure sufficient funds are available for future capital purchases for Legislative Services and City Council including furniture for the Council Chamber and Meeting Room and related equipment.

Costing Center Summary

Costing Center: CLERKS

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Other Income				
42999 REVENUE	3,570	15,401	16,160	17,550
Other Income Total	3,570	15,401	16,160	17,550
	3,570	15,401	16,160	17,550
Expenditures				
Contract Services				
52069 PRINTING COSTS	1,000	1,459	1,200	1,400
52755 CLEANING CONTRACT	540	135	260	260
52759 SECURITY	600	165	180	180
Contract Services Total	2,140	1,759	1,640	1,840
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	0	0
Equipment Purchases Total	0	0	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	2,200	12,575	10,404	11,210
Materials and Supplies Total	2,200	12,575	10,404	11,210
Other				
51141 PROFESSIONAL DEVELOPMENT	10,000	8,300	9,000	10,700
59048 LUNCHEONS	280	280	350	370
59059 MEMBERSHIP	1,535	2,188	2,025	2,030
59098 SUBSCRIPTIONS	220	297	305	305
59138 BUSINESS TRAVEL	200	70	300	300
59139 CONFERENCE COSTS	0	0	0	0
Other Total	12,235	11,135	11,980	13,705
Reserve Appropriation				
58506 OFFICE EQUIPMENT B/L 3656	0	0	3,000	3,000
Reserve Appropriation Total	0	0	3,000	3,000
Salaries and Wages				
51083 REGULAR SALARIES	368,026	357,862	368,322	370,752
51084 OVERTIME SALARIES	6,000	6,000	6,000	6,000
51231 INTERNAL SALARIES	0	0	0	0
Salaries and Wages Total	374,026	363,862	374,322	376,752
Utilities				
53130 TELEPHONE	1,436	1,311	1,366	1,366
Utilities Total	1,436	1,311	1,366	1,366
	392,037	390,642	402,713	407,873
Net Total	(388,467)	(375,241)	(386,553)	(390,323)

Costing Center Summary

Costing Center: COMMUNITY GRANTS

Previous Costing Center: COMMUNITY GRANTS

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 2436

Department: LEGISLATIVE SERVICES

Approved: Yes

Stage: Council Approved

Manager: Heather Ewasuik

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. Grants that are approved by Council during the year, outside of the annual budget, are recorded in this account.

It also includes the per capital grant paid to the Regional Library Board as per the agreement and rent subsidy grants to the Regional Library Board and the Art Gallery of SW Manitoba.

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.
- 5) Not apply any approved funding towards the following ineligible expenses:
 - a. major building capital (i.e. construction, redevelopment or purchasing property)
 - b. insurance
 - c. taxes

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. Recommendations are formulated on the basis of perceived need for the proposed program, breadth of impact in the community, and financial need of the organization. Other factors considered are the applicant's financial resources and availability of funding from Provincial or Federal levels of Government.

The budget allocations for the Regional Library Board and Art Gallery of SW Manitoba have been transferred from the Property Administration costing center for 2020.

Costing Center Summary

Costing Center: COMMUNITY GRANTS

Outlook:

The annual grant in lieu to the Daly House Museum expires in 2020.

The lease agreements with the Art Gallery of SW Manitoba and the Regional Library expire in 2019 and 2020 respectively. The rental rates currently being levied on Regional Library are based on policy rates and will not be changing in the foreseeable future. Rental rates for the Art Gallery are currently below policy and will be increased 2% annually to bring them in line with policy rates.

Costing Center Summary

Costing Center: COMMUNITY GRANTS

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures					
Grants and Contributions					
55024	OTHER GRANTS	20,000	258,273	120,500	20,000
55405	COMMUNITY CENTRE ASSISTANCE	155,000	155,000	160,000	60,000
55449	CULTURAL/PERFORMANCE GRANTS	52,550	52,550	56,250	56,250
55451	SERVICE ORGANIZATIONS GRANTS	110,050	110,050	123,150	123,150
55458	REGIONAL LIBRARY	0	0	689,329	687,615
55464	MUSEUMS	55,000	55,000	85,000	0
55477	ART GALLERY OF SW MANITOBA	0	0	235,802	240,518
Grants and Contributions Total		392,600	630,873	1,470,031	1,187,533
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES	0	(104,000)	0	0
Transfers to/from Internal Accounts Total		0	(104,000)	0	0
		392,600	526,873	1,470,031	1,187,533
Net Total		(392,600)	(526,873)	(1,470,031)	(1,187,533)

Costing Center Summary

Costing Center: COUNCIL

Previous Costing Center: COUNCIL

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 2431

Department: LEGISLATIVE SERVICES

Approved: Yes

Stage: Council Approved

Manager: Heather Ewasuik

Description:

This costing center provides for the remuneration, indemnity, and expenses of the Mayor and City Council as provided for in By-law No. 7220, under the authority of The Municipal Act, and other expenses incurred by and for elected officials in the performance of their civic duties.

Funds are required for the administrative support services for City Council and its various standing or special committee or boards, including the Planning Commission.

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 2020 and 2021.

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

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures					
Benefits					
51010	MISC EMPLOYEE ALLOWANCE	4,200	4,500	4,500	4,500
51159	MAX COUNCIL PER DIEM	6,800	1,640	6,870	7,007
51187	RRSP CONTRIBUTION	3,640	6,348	6,344	6,471
Benefits Total		14,640	12,488	17,714	17,978
Contract Services					
52020	PROFESSIONAL FEES	0	0	150	150
52028	GENERAL INSURANCE	503	503	659	678
52759	SECURITY	2,135	1,540	2,388	2,405
Contract Services Total		2,638	2,043	3,197	3,233
Equipment Purchases					
54410	EQUIPMENT PURCHASES	0	0	0	0
Equipment Purchases Total		0	0	0	0
Grants and Contributions					
55167	PUBLIC RELATIONS	9,000	6,000	17,000	9,600
55462	ECKHARDT-GRAMATTE	1,000	1,000	1,000	1,000
Grants and Contributions Total		10,000	7,000	18,000	10,600
Materials and Supplies					
54099	PARTS AND MATERIALS	2,805	7,100	3,560	3,515
Materials and Supplies Total		2,805	7,100	3,560	3,515
Other					
51141	PROFESSIONAL DEVELOPMENT	12,960	14,960	13,900	15,350
59003	ADVERTISING	2,760	3,500	2,900	3,050
59048	LUNCHEONS	7,000	9,125	7,000	7,500
59098	SUBSCRIPTIONS	0	591	591	591
59138	BUSINESS TRAVEL	1,500	900	1,200	1,500
59139	CONFERENCE COSTS	0	0	0	0
59158	MAX COUNCIL EXPENSES	4,037	2,500	4,120	4,202
59164	FED OF CANADIAN MUNICIPALITIES	8,225	7,816	9,808	10,121
59183	GOOD ROADS MEMBERSHIP	200	200	200	200
59196	ASSOCIATION OF MB MUNICIPALITIES	4,200	4,200	4,200	4,285
59197	BDN CHAMBER OF COMMERCE	1,273	1,273	1,298	1,324
59198	POVERTY COMMITTEE	10,000	0	10,000	0
59241	SPECIAL PROGRAMS	25,000	8,500	0	0
59901	COUNCIL RETREATS	3,400	4,475	0	0
Other Total		80,555	58,040	55,217	48,123

Costing Center Summary

Costing Center: COUNCIL

Salaries and Wages					
51026	INDEMNITY & HONORARIUM	8,160	11,150	10,560	11,573
51083	REGULAR SALARIES	419,592	416,356	422,149	422,149
51084	OVERTIME SALARIES	500	500	500	500
51126	TAXABLE HONORARIUM	0	0	0	0
Salaries and Wages Total		428,252	428,006	433,209	434,222
Utilities					
53130	TELEPHONE	744	1,300	709	713
Utilities Total		744	1,300	709	713
		539,634	515,977	531,605	518,384
Net Total		(539,634)	(515,977)	(531,605)	(518,384)

Costing Center Summary

Costing Center: *ELECTION COSTS*

Previous Costing Center: ELECTION COSTS

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 2456

Department: LEGISLATIVE SERVICES

Approved: Yes

Stage: Council Approved

Manager: Heather Ewasuik

Description:

This cost center reflects the costs associated with the Municipal Council and School Board general 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.

The General Election will be held in conjunction with the Brandon School Board Election, whereby a portion of the costs of holding the election (30%) will be recovered from the Brandon School Division.

Costing Center Summary

Costing Center: ELECTION COSTS

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Other Income				
42521 ELECTION RECOVERIES	0	0	0	0
Other Income Total	0	0	0	0
	0	0	0	0
Expenditures				
Contract Services				
52015 CONTRACTS	0	0	0	0
52069 PRINTING COSTS	0	0	0	0
52079 BUILDING RENTAL	0	0	0	0
52759 SECURITY	0	0	0	0
Contract Services 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	225	339	225	225
59138 BUSINESS TRAVEL	0	0	0	0
59241 SPECIAL PROGRAMS	0	0	0	0
Other Total	225	339	225	225
Reserve Appropriation				
58543 ELECTIONS B/L 5760	15,000	15,000	25,000	20,000
Reserve Appropriation Total	15,000	15,000	25,000	20,000
Salaries and Wages				
51026 INDEMNITY & HONORARIUM	0	0	0	0
51083 REGULAR SALARIES	0	0	0	0
Salaries and Wages 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
Utilities				
53130 TELEPHONE	0	47	0	0
Utilities Total	0	47	0	0
	15,225	15,386	25,225	20,225
Net Total	(15,225)	(15,386)	(25,225)	(20,225)

Costing Center Summary

Costing Center: *LEGAL SERVICES*

Previous Costing Center: LEGAL SERVICES

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 2087

Department: LEGISLATIVE SERVICES

Approved: Yes

Stage: Council Approved

Manager: Heather Ewasuik

Description:

This cost centre is to cover the legal expenses for the City-at-large, excluding labour relations. 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.

Comments:

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 represents the City non-litigious matters such as real estate acquisitions and disposals, subdivisions and site plan agreements until called to the Manitoba Bar (June 2020).

Fees for consulting fees have been deleted as the transition from the former Director of Legal Services is complete.

Outlook:

The Manager of Legal Services will complete the bar admissions course for the Law Society of Manitoba (CPLED) in 2020, which will further reduce the need for outside legal counsel. Additional revenue for the notarization of documents will also be implemented.

Costing Center Summary

Costing Center: LEGAL SERVICES

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Other Income				
42999 REVENUE	0	0	600	800
Other Income Total	0	0	600	800
	0	0	600	800
Expenditures				
Contract Services				
52015 CONTRACTS	0	6,314	0	0
52019 CONSULTING FEES	4,500	6,352	0	0
52072 LEGAL FEES	100,000	40,000	45,000	40,000
Contract Services Total	104,500	52,666	45,000	40,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	3,000	150	0
Equipment Purchases Total	0	3,000	150	0
Materials and Supplies				
54099 PARTS AND MATERIALS	400	3,400	600	600
Materials and Supplies Total	400	3,400	600	600
Other				
51141 PROFESSIONAL DEVELOPMENT	3,500	5,000	4,455	3,250
59048 LUNCHEONS	0	0	140	140
59059 MEMBERSHIP	0	25	3,915	3,985
59098 SUBSCRIPTIONS	7,250	0	0	0
Other Total	10,750	5,025	8,510	7,375
Salaries and Wages				
51083 REGULAR SALARIES	167,130	167,130	168,320	169,027
51084 OVERTIME SALARIES	0	0	0	0
Salaries and Wages Total	167,130	167,130	168,320	169,027
Utilities				
53130 TELEPHONE	683	430	702	702
Utilities Total	683	430	702	702
	283,463	231,651	223,281	217,704
Net Total	(283,463)	(231,651)	(222,681)	(216,904)

Costing Center Summary

Costing Center: *LICENSING*

Previous Costing Center: LICENSING

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 2452

Department: LEGISLATIVE SERVICES

Approved: Yes

Stage: Council Approved

Manager: Heather Ewasuik

Description:

This cost center is comprised of various types of licenses (business, taxi vehicle, animal, food truck, craft and trade show), permits (moving, taxi driver, special event, vending machines on City property), and mobile homes fees in-lieu of property tax. 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 mobile unit's size, age and if accessory buildings exist. As mobile units age, the fees decrease. Park owners report unit inventory which are audited by City's By-law Compliance Clerk. Mobile home fees increase annually by a percentage as determined by the Consumer Price Index (CPI) Winnipeg, set at 2.4% for 2020 and estimated at 1.50% for 2021. However, there are fewer mobile homes revenues in 2020 as a result of the closure of a mobile home park in 2019 as well as general aging of mobile home units.

Outlook:

Costing Center Summary

Costing Center: LICENSING

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Other Income				
45999 REVENUE	4,400	8,400	6,860	6,860
Other Income Total	4,400	8,400	6,860	6,860
Permits, Licenses and Fines				
45672 AUTO LIVERY	29,990	30,095	30,095	30,115
45679 MOVING PERMITS	50,000	53,685	50,000	50,000
45682 HOME DEALER	94,210	92,025	94,270	96,508
45686 RESTAURANT	7,310	7,955	7,955	7,955
45690 TRANSIENT BUSINESS	94,058	95,243	92,875	95,000
45694 VENDING MACHINE	6,345	6,030	135	150
45696 DERELICT VEHICLE	400	400	200	200
45700 ANIMAL LICENSES	12,180	13,180	13,318	13,318
45710 MOBILE HOME	1,019,541	1,006,760	1,008,964	1,006,553
45715 TRADE SHOW	4,440	2,440	4,440	4,440
Permits, Licenses and Fines Total	1,318,474	1,307,813	1,302,252	1,304,239
	1,322,874	1,316,213	1,309,112	1,311,099
Expenditures				
Contract Services				
52069 PRINTING COSTS	1,725	1,480	1,743	1,743
Contract Services Total	1,725	1,480	1,743	1,743
Materials and Supplies				
54099 PARTS AND MATERIALS	500	500	900	900
Materials and Supplies Total	500	500	900	900
Other				
51141 PROFESSIONAL DEVELOPMENT	235	374	500	500
Other Total	235	374	500	500
Salaries and Wages				
51083 REGULAR SALARIES	41,145	41,145	58,687	58,687
51084 OVERTIME SALARIES	400	100	400	400
Salaries and Wages Total	41,545	41,245	59,087	59,087
Utilities				
53130 TELEPHONE	181	181	181	181
Utilities Total	181	181	181	181
	44,186	43,780	62,411	62,411
Net Total	1,278,688	1,272,433	1,246,701	1,248,688

Costing Center Summary

Costing Center: *PROPERTY ASSESSMENT*

Previous Costing Center: PROPERTY
ASSESSMENT

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0037

Department: LEGISLATIVE SERVICES

Approved: Yes

Stage: Council Approved

Manager: Heather Ewasuik

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 2019 actual costs for assessment services is estimated for 2020 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 2021 is a non re-assessment year, it is anticipated that the number of applications for revisions received in 2020 and the related costs to conduct the Board hearings will decrease over 2019.

Outlook:

2022 will be a reassessment year which typically increases the number of applications to the Board of Revision and a related increase in costs for the Board hearings which will be held in Fall of 2021.

Costing Center Summary

Costing Center: *PROPERTY ASSESSMENT*

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Other Income				
42999 REVENUE	4,000	4,135	2,500	4,000
Other Income Total	4,000	4,135	2,500	4,000
	4,000	4,135	2,500	4,000
Expenditures				
Contract Services				
52015 CONTRACTS	734,327	733,732	737,401	737,401
52421 BOARD OF REVISION	6,390	3,720	2,770	6,400
Contract Services Total	740,717	737,452	740,171	743,801
	740,717	737,452	740,171	743,801
Net Total	(736,717)	(733,317)	(737,671)	(739,801)

Costing Center Summary

Costing Center: RECORDS SERVICES

Previous Costing Center: RECORDS SERVICES

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0011

Department: LEGISLATIVE SERVICES

Approved: Yes

Stage: Council Approved

Manager: Heather Ewasuik

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

Canada Post is implementing a \$0.02 increase to domestic Lettermail items for 2020. (a 2.2% increase, effective Jan. 13. 2020).

Outlook:

A further increase in postage rates is anticipated in 2021.

Costing Center Summary

Costing Center: RECORDS SERVICES

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Contract Services				
52054 MAINT OF EQUIP EXT	0	0	0	0
52081 EXTERNAL EQUIPMENT RENTAL	1,150	1,350	1,250	1,315
52252 DELIVERY - IN CITY	11,455	14,615	15,542	16,009
Contract Services Total	12,605	15,965	16,792	17,324
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	0	0
Equipment Purchases Total	0	0	0	0
Materials and Supplies				
54068 POSTAGE	47,934	47,934	50,041	51,065
54099 PARTS AND MATERIALS	1,505	2,300	1,575	1,375
Materials and Supplies Total	49,439	50,234	51,616	52,440
Other				
51141 PROFESSIONAL DEVELOPMENT	4,345	4,635	6,100	4,550
59059 MEMBERSHIP	900	780	1,111	1,125
59098 SUBSCRIPTIONS	0	206	0	0
59138 BUSINESS TRAVEL	0	0	0	0
59139 CONFERENCE COSTS	0	0	0	0
Other Total	5,245	5,621	7,211	5,675
Salaries and Wages				
51083 REGULAR SALARIES	222,720	221,725	233,890	233,890
51084 OVERTIME SALARIES	0	17	0	0
Salaries and Wages Total	222,720	221,742	233,890	233,890
Utilities				
53130 TELEPHONE	183	183	183	185
Utilities Total	183	183	183	185
	290,192	293,745	309,692	309,514
Net Total	(290,192)	(293,745)	(309,692)	(309,514)

Costing Center Summary

Costing Center: *POLICE SERVICE*

Previous Costing Center: POLICE SERVICE

Budget Year: 2020

Division: PROTECTIVE SERVICES

Accounting Reference: 0074

Department: POLICE

Approved: Yes

Stage: Council Approved

Manager: Wayne Balcaen

Description:

This cost center captures the revenues and expenses associated with the administration and operation of the Brandon Police Service. BPS consists of 89 sworn members and 39 civilian members serving the community through 4 distinct areas: Executive Management Team, Support Services Division, Patrol Division, and Crime Division.

Comments:

Considerations for the 2020 Budget include:

- New funding from Canada's Initiative to Take Action Against Gun and Gang Violence. Funding will be allocated through Manitoba's Gun and Gang Suppression Strategy to fund 2 additional sworn members and the purchase of related equipment.
- The 2 additional sworn members will form part of a new unit consisting of 6 members focusing on operational support and crime suppression targeting the areas of highest demand in calls for service.
- Agreement with RCMP's National Weapons Enforcement Support Team to second a BPS member resulting in the addition of 1 sworn member to the complement.
- Addition of 1 Clerical Front Desk Attendant working a M-F day shift, intended to provide coverage for leaves, reducing the need for overtime on the 24/7 shifts and assisting Administrative Support Unit with increased file load.
- An increase in fees charged from Brandon Correctional Center for the lodging of detainees and arrestees. 2019/20 rates increased by an average of 19.8%.
- The Brandon Police Service Cadet Corps is planned to continue in 2020, offering youth between the ages of 13-18 to participate in leadership, community, and fun physical activities.

Costing Center Summary

Costing Center: POLICE SERVICE

Outlook:

The landscape of policing in Brandon has changed significantly over the past 5 years. As calls for service have continued to go up, the risk level and volatility of calls has also increased.

Calls for service have increased from 33,515 in 2014 to 40,063 in 2018 (19.5%). Authorized complement has increased by 1 sworn member and 1 civilian employee over the same period, thanks to the City's investment in the fight against the crystal meth and exploited youth in 2018. The increased workload for sworn and civilian members alike is evidenced by the increase in calls for service per sworn member from 381 in 2014 to 451 in 2018.

The presence of methamphetamines in the community has largely attributed to the increase in the risk level and unpredictability of incidents responded to by officers. Increases in Weapons charges and Crimes Against Property, such as Theft Under \$5,000 and Fraud, coincide with the rise in methamphetamine charges laid starting in 2017. Through the first 10 month of 2019, meth charges and weapons charges have surpassed 2018 figures, indicating this trend will continue into 2020.

The increased workload also affects civilian staff as the number of calls to be answered, exhibits to be processed, court documents and filings, need for victim services are all impacted by the changing policing environment in Brandon.

Costing Center Summary

Costing Center: POLICE SERVICE

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues					
Conditional Government Transfers					
43510	PROVINCIAL GOV'T	1,190,000	1,190,000	1,190,000	1,190,000
43660	PROVINCIAL OTHER	227,100	487,070	223,400	233,400
44500	FEDERAL GOV'T	0	465,900	225,000	250,000
Conditional Government Transfers Total		1,417,100	2,142,970	1,638,400	1,673,400
Other Income					
42999	REVENUE	1,000	4,600	2,500	2,500
49145	DONATIONS	0	0	0	0
Other Income Total		1,000	4,600	2,500	2,500
Permits, Licenses and Fines					
45701	TRAFFIC TICKETS	335,000	320,000	325,000	335,000
45702	PARKING TICKETS	250,000	195,000	225,000	200,000
45731	COMPLIANCE TICKETS	12,000	15,000	17,500	20,000
Permits, Licenses and Fines Total		597,000	530,000	567,500	555,000
User Fees and Sales of Goods					
42195	ROOM RENTALS	52,075	52,075	53,640	55,250
42315	SPECIAL DUTY	148,410	154,173	14,400	14,700
42374	SEARCH FEES	194,000	216,000	235,000	242,000
42375	TRAINING FEES RECOVERED	23,180	87,990	31,900	32,600
45269	ANIMAL BOARDING FEES	8,400	8,400	8,400	8,400
User Fees and Sales of Goods Total		426,065	518,638	343,340	352,950
		2,441,165	3,196,208	2,551,740	2,583,850
Expenditures					
Benefits					
51100	UNIFORMS	60,800	61,300	67,560	62,050
51122	BOOT ALLOWANCE	14,892	14,492	15,310	15,465
51146	CLOTHING ALLOWANCE	30,000	28,500	30,000	30,000
51285	MEDICALS	2,000	2,000	2,000	2,000
51345	PERFORM BASED EMP RECOGNITION	1,500	1,500	1,500	1,500
Benefits Total		109,192	107,792	116,370	111,015

Costing Center Summary

Costing Center: POLICE SERVICE

Contract Services

52015	CONTRACTS	80,925	76,725	125,805	129,445
52020	PROFESSIONAL FEES	7,300	7,000	7,300	7,300
52028	GENERAL INSURANCE	1,700	1,700	2,160	2,225
52029	LIABILITY INSURANCE	1,000	1,000	1,000	1,000
52054	MAINT OF EQUIP EXT	4,900	5,400	4,900	4,900
52069	PRINTING COSTS	8,220	6,220	6,720	6,720
52072	LEGAL FEES	38,000	38,000	35,000	37,500
52078	DETENTION FEES	230,000	246,900	270,000	270,000
52220	COMPETITION PROFESSIONAL FEES	15,500	25,500	15,500	15,500
52387	BANK PROCESSING FEES	1,660	2,360	3,100	3,100

Contract Services Total		389,205	410,805	471,485	477,690
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Equipment Purchases

54410	EQUIPMENT PURCHASES	32,090	89,790	116,090	15,150
54412	FUNDED EQUIPMENT	0	711,770	0	0

Equipment Purchases Total		32,090	801,560	116,090	15,150
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Grants and Contributions

55024	OTHER GRANTS	14,500	14,500	14,500	14,500
55167	PUBLIC RELATIONS	14,240	16,590	18,240	18,240

Grants and Contributions Total		28,740	31,090	32,740	32,740
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Materials and Supplies

54062	LIABILITY CLAIMS	750	0	750	750
54099	PARTS AND MATERIALS	40,320	41,920	42,700	43,450
54101	AMMUNITION / FIRE ARMS	52,000	43,800	52,000	52,000
54199	SPECIAL OP - PARTS & MATERIALS	10,828	14,528	19,588	3,000
54299	COMPETITION-PARTS & MATERIALS	500	500	500	500
54337	PARTS & MAT - INVESTIGATIONS	22,000	32,000	24,500	24,500
54338	PARTS & MAT - IDENT	24,985	24,985	24,910	21,760
54358	PARTS & MAT - OPERATIONS	19,910	22,910	18,300	18,330
54359	PARTS & MAT - TRU	10,500	14,700	12,000	10,800
54360	PARTS & MAT - NEGOTIATORS	300	300	300	300
54361	PARTS & MAT - ACO	2,500	1,500	1,500	1,500
54363	PARTS & MAT - PSD	10,350	10,350	10,350	10,350
54383	PARTS & MAT - COURT SERVICES	5,150	6,650	6,000	6,290

Materials and Supplies Total		200,093	214,143	213,398	193,530
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Costing Center Summary

Costing Center: *POLICE SERVICE*

Other					
51141	PROFESSIONAL DEVELOPMENT	158,750	185,775	163,750	167,750
59003	ADVERTISING	2,500	2,500	2,500	2,500
59006	POLICE BOARD	12,500	12,400	11,500	11,500
59045	LIBRARY	2,000	2,000	1,800	1,800
59048	LUNCHEONS	3,000	3,000	3,000	3,000
59059	MEMBERSHIP	6,510	6,910	7,115	7,115
59098	SUBSCRIPTIONS	760	760	750	750
59137	SPECIAL OP - BUSINESS TRAVEL	1,000	4,475	1,000	1,000
59138	BUSINESS TRAVEL	18,000	18,000	18,000	18,000
59139	CONFERENCE COSTS	0	0	0	0
59207	CASH OVER/SHORT	0	0	0	0
59241	SPECIAL PROGRAMS	3,600	3,600	7,200	7,200
Other Total		208,620	239,420	216,615	220,615
Reserve Appropriation					
58500	POLICE EQUIPMENT B/L 4442	250,000	250,000	295,000	320,000
Reserve Appropriation Total		250,000	250,000	295,000	320,000
Salaries and Wages					
51016	SALARY VACANCY ALLOWANCE	(275,770)	0	(250,000)	(250,000)
51083	REGULAR SALARIES	13,842,459	13,362,670	14,004,703	14,242,847
51084	OVERTIME SALARIES	475,000	596,645	500,000	525,000
51090	SHIFT DIFFERENTIAL	55,000	55,000	55,000	55,000
51094	FUNDED OVERTIME	197,100	173,600	175,000	175,000
51095	SPECIAL DUTY OVERTIME	14,110	9,950	14,400	14,700
51183	SPECIAL OP - SALARIES	208,100	186,268	214,426	219,239
51185	SPECIAL OP - OVERTIME	45,000	48,388	45,000	45,000
Salaries and Wages Total		14,560,999	14,432,521	14,758,529	15,026,786
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	5,400	7,800	5,400	5,400
Transfers to/from Internal Accounts Total		5,400	7,800	5,400	5,400
Utilities					
53130	TELEPHONE	10,776	10,776	11,046	11,306
53295	RADIO COSTS	48,000	45,300	46,000	46,000
53445	CELLULAR TELEPHONE	44,100	33,200	39,100	39,600
Utilities Total		102,876	89,276	96,146	96,906
		15,887,214	16,584,406	16,321,772	16,499,832
Net Total		(13,446,049)	(13,388,198)	(13,770,032)	(13,915,982)

Costing Center Summary

Costing Center: *POLICE VEHICLES*

Previous Costing Center: POLICE VEHICLES

Budget Year: 2020

Division: PROTECTIVE SERVICES

Accounting Reference: 0073

Department: POLICE

Approved: Yes

Stage: Council Approved

Manager: Wayne Balcaen

Description:

This cost center captures the revenues and expenses associated with the Brandon Police Service Fleet. The BPS Fleet consists of marked and unmarked Police Cruisers, By-Law units, civilian vehicles and an Armoured Rescue Vehicle.

Comments:

Considerations for the 2020 Budget include:

- Completing transition from leasing certain civilian vehicles to owning, found provide to cost savings and improve control over decision making of said vehicles.
- Extending replacement cycle of certain units to improve value gleaned from lower mileage units.
- Expanding fleet economically by keeping replaced unit due to be sold off with only costs of insurance and maintenance incurred while losing out on minimal resale value.
- Costs associated with the purchase of an additional police cruiser with funding from Canada's Initiative to Take Action Against Gun and Gang Violence and Manitoba's Guns and Gangs Suppression Strategy.

Outlook:

The growth of the Police Service will dictate the need for growth of the BPS Fleet. Measures are being taken to economically expand the fleet however the BPS Capital Plan includes the addition of a new unit planned for 2023.

Costing Center Summary

Costing Center: POLICE VEHICLES

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Other Income				
42999 REVENUE	0	0	7,800	7,800
Other Income Total	0	0	7,800	7,800
	0	0	7,800	7,800
Expenditures				
Contract Services				
52307 LEASED VEHICLES	100,380	92,380	85,830	77,700
Contract Services Total	100,380	92,380	85,830	77,700
Materials and Supplies				
54103 GASOLINE (VEHICLE)	185,000	185,000	193,000	200,000
54104 DIESEL (VEHICLE)	800	800	800	800
54323 INSURANCE DEDUCTIBLE	4,000	4,000	4,000	4,000
Materials and Supplies Total	189,800	189,800	197,800	204,800
Other				
59080 FLEET EQUIP MAINTENANCE	237,550	237,550	243,150	243,150
59318 WASHING VEHICLES	10,000	8,500	10,000	10,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	235,783	235,783	339,719	364,719
Other Total	483,333	481,833	592,869	617,869
	773,513	764,013	876,499	900,369
Net Total	(773,513)	(764,013)	(868,699)	(892,569)

Costing Center Summary

Costing Center: E 911 COMMUNICATIONS

Previous Costing Center: E 911 COMMUNICATIONS

Budget Year: 2020

Division: PROTECTIVE SERVICES

Accounting Reference: 1911

Department: COMMUNICATIONS (911)

Approved: Yes

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. In the event that the primary site is unusable, the centre has a backup site located in the basement of the A.R. McDiarmid Building.

The E911 Centre provides call-taking and dispatching services to approximately 495,000 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 220 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, with notice sent to each client in 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 and will be due for renewal in 2020.

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 content with the current service model (communities subscribing to 911 service through contracts with a third party). They are reviewing ways to encourage smaller communities not already subscribed to take on 911 service, with an eye toward Northern populations.

Costing Center Summary

Costing Center: E 911 COMMUNICATIONS

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues					
Other Income					
42990	RECEIPTS	7,400	7,400	7,600	7,600
42999	REVENUE	2,270,079	2,265,079	2,337,531	2,407,967
Other Income Total		2,277,479	2,272,479	2,345,131	2,415,567
User Fees and Sales of Goods					
42286	FIRE COMM/MEMO DISPATCH FEE	7,839	7,839	8,230	8,230
User Fees and Sales of Goods Total		7,839	7,839	8,230	8,230
		2,285,318	2,280,318	2,353,361	2,423,797
Expenditures					
Benefits					
51010	MISC EMPLOYEE ALLOWANCE	0	0	0	0
Benefits Total		0	0	0	0
Contract Services					
52015	CONTRACTS	118,050	118,050	123,070	101,609
52079	BUILDING RENTAL	257,929	257,929	257,929	257,929
52232	E911 CHARGES	212,048	212,048	218,400	224,951
52292	SOFTWARE LICENSES & MTNCE	0	261	725	975
Contract Services Total		588,027	588,288	600,124	585,464
Equipment Purchases					
54410	EQUIPMENT PURCHASES	5,000	5,000	17,000	7,000
Equipment Purchases Total		5,000	5,000	17,000	7,000
Materials and Supplies					
54099	PARTS AND MATERIALS	9,800	9,800	9,800	10,000
Materials and Supplies Total		9,800	9,800	9,800	10,000
Other					
51141	PROFESSIONAL DEVELOPMENT	18,525	20,587	21,985	22,255
59048	LUNCHEONS	680	680	680	680
59059	MEMBERSHIP	1,050	1,888	2,170	2,250
59138	BUSINESS TRAVEL	2,800	2,800	2,800	2,800
59139	CONFERENCE COSTS	0	0	0	0
59156	PUBLIC EDUCATION	3,000	3,000	3,000	3,000
Other Total		26,055	28,955	30,635	30,985
Reserve Appropriation					
58513	E-911 EQUIPMENT B/L 6563	0	0	50,000	75,000
Reserve Appropriation Total		0	0	50,000	75,000

Costing Center Summary

Costing Center: E 911 COMMUNICATIONS

Salaries and Wages

51017	TRAINING PAY	2,476	3,176	4,368	4,499
51083	REGULAR SALARIES	1,366,628	1,285,088	1,416,684	1,500,556
51084	OVERTIME SALARIES	128,625	115,425	104,000	107,360
51090	SHIFT DIFFERENTIAL	16,692	16,692	17,193	17,709
51227	SPECIAL OT PAYMENTS	18,152	18,152	19,818	20,412

Salaries and Wages Total

1,532,573	1,438,533	1,562,063	1,650,536
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Utilities

53130	TELEPHONE	15,088	10,168	7,919	7,964
53295	RADIO COSTS	2,148	2,148	2,340	2,340

Utilities Total

17,236	12,316	10,259	10,304
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2,178,691	2,082,892	2,279,881	2,369,289
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Net Total

106,627	197,426	73,480	54,508
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Costing Center Summary

Costing Center: *POLICE DISPATCH*

Previous Costing Center: POLICE DISPATCH

Budget Year: 2020

Division: PROTECTIVE SERVICES

Accounting Reference: 1912

Department: COMMUNICATIONS (911)

Approved: Yes

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 Service (MFNPS).

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
User Fees and Sales of Goods				
42288 POLICE DISPATCH FEES	377,703	379,386	416,792	451,050
User Fees and Sales of Goods Total	377,703	379,386	416,792	451,050
	377,703	379,386	416,792	451,050
Expenditures				
Benefits				
51010 MISC EMPLOYEE ALLOWANCE	0	0	0	0
Benefits Total	0	0	0	0
Contract Services				
52015 CONTRACTS	67,050	67,050	63,070	38,109
52079 BUILDING RENTAL	84,000	84,000	84,000	84,000
52292 SOFTWARE LICENSES & MTNCE	0	261	725	975
Contract Services Total	151,050	151,311	147,795	123,084
Equipment Purchases				
54410 EQUIPMENT PURCHASES	5,000	5,000	17,000	7,000
Equipment Purchases Total	5,000	5,000	17,000	7,000
Materials and Supplies				
54099 PARTS AND MATERIALS	4,200	4,200	4,200	4,700
Materials and Supplies Total	4,200	4,200	4,200	4,700
Other				
51141 PROFESSIONAL DEVELOPMENT	10,925	14,225	13,435	14,555
59048 LUNCHEONS	0	0	0	0
59138 BUSINESS TRAVEL	1,200	1,200	1,200	1,200
59139 CONFERENCE COSTS	0	0	0	0
Other Total	12,125	15,425	14,635	15,755
Salaries and Wages				
51017 TRAINING PAY	4,805	4,805	4,368	4,499
51083 REGULAR SALARIES	1,364,444	1,282,903	1,414,500	1,498,306
51084 OVERTIME SALARIES	128,625	115,025	104,000	107,360
51090 SHIFT DIFFERENTIAL	16,692	16,692	17,193	17,709
51227 SPECIAL OT PAYMENTS	18,152	18,152	19,818	20,412
Salaries and Wages Total	1,532,718	1,437,577	1,559,879	1,648,286
Utilities				
53130 TELEPHONE	2,370	2,370	2,345	2,420
53295 RADIO COSTS	2,148	2,148	2,340	2,340
Utilities Total	4,518	4,518	4,685	4,760
	1,709,611	1,618,031	1,748,194	1,803,585
Net Total	(1,331,908)	(1,238,645)	(1,331,402)	(1,352,535)

Costing Center Summary

Costing Center: ACCOUNTING

Previous Costing Center: ACCOUNTING

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0030

Department: FINANCE

Approved: Yes

Stage: Council Approved

Manager: Val Rochelle

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.

Beginning in 2020, the Professional & Audit Fees cost center has been consolidated and the Accounting cost center now includes costs for regular audit fees and would also include, when necessary, special fees when auditors are consulted or engaged for projects outside their regular duties.

Comments:

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

Municipal procurement and finance are specialized functions, and investment in staff training and development is critical to the success of the department. As well, there are many roles where specialized training is a job requirement and/or required to maintain professional designations.

The Finance department also supports the Utility and as such allocates a portion of salaries and administrative overhead costs such as parts and materials, and training and development to the Utility Administration cost center.

A corporate vacancy allowance (not including Police) is budgeted within this cost center. This cost offset recognizes that the City will experience vacancies and salary savings within 2020, but records the budget value in one central account as the specific costing centers that will be affected are unknown at the budgeting stage.

During 2019, the licensing function was restructured and now falls under the Legislative Services department. Prior to this restructure salaries and operating costs were partially allocated to Accounting, but are now fully funded by the Licensing cost center.

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

Costing Center Summary

Costing Center: ACCOUNTING

Outlook:

The Finance department will continue to work towards providing more convenient and efficient customer service by effectively leveraging technology and focusing on processes.

Costing Center Summary

Costing Center: ACCOUNTING

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	0	593	0	0
Conditional Government Transfers Total	0	593	0	0
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	360	360	360	360
42369 US FUNDS	0	0	0	0
42999 REVENUE	35,000	259,942	40,000	40,000
46117 INTEREST ON OVERDUE ACCOUNTS	35,000	27,054	30,000	30,000
Other Income Total	70,360	287,356	70,360	70,360
User Fees and Sales of Goods				
42299 ACCOUNT CONFIRMATIONS	60,000	67,059	60,000	60,000
User Fees and Sales of Goods Total	60,000	67,059	60,000	60,000
	130,360	355,008	130,360	130,360
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	0	0	0	0
Benefits Total	0	0	0	0
Contract Services				
52015 CONTRACTS	8,348	7,942	8,246	8,372
52020 PROFESSIONAL FEES	1,000	500	1,000	1,000
52069 PRINTING COSTS	4,630	2,965	3,451	2,667
52089 COMMISSION	12,500	11,000	11,500	11,500
52264 AUDITING FEES	0	0	49,862	52,355
52387 BANK PROCESSING FEES	2,000	2,700	2,800	2,800
Contract Services Total	28,478	25,107	76,859	78,694
Equipment Purchases				
54410 EQUIPMENT PURCHASES	4,125	3,471	3,756	3,306
Equipment Purchases Total	4,125	3,471	3,756	3,306
Materials and Supplies				
54099 PARTS AND MATERIALS	9,782	9,782	9,872	9,872
Materials and Supplies Total	9,782	9,782	9,872	9,872

Costing Center Summary

Costing Center: ACCOUNTING

Other					
51141	PROFESSIONAL DEVELOPMENT	12,662	7,402	13,947	13,818
59003	ADVERTISING	3,549	3,521	3,365	3,432
59048	LUNCHEONS	300	300	300	300
59059	MEMBERSHIP	4,742	4,755	4,755	4,815
59098	SUBSCRIPTIONS	220	652	791	791
59138	BUSINESS TRAVEL	400	400	400	400
59139	CONFERENCE COSTS	0	0	0	0
59207	CASH OVER/SHORT	0	0	0	0
59500	BAD DEBT EXPENSE	0	0	0	0
Other Total		21,873	17,030	23,558	23,556
Salaries and Wages					
51016	SALARY VACANCY ALLOWANCE	(800,000)	0	(1,000,000)	(1,000,000)
51083	REGULAR SALARIES	1,009,909	974,245	1,000,918	1,003,714
51084	OVERTIME SALARIES	6,254	8,146	8,227	8,322
Salaries and Wages Total		216,163	982,391	9,145	12,036
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES	0	0	(167,416)	0
Transfers to/from Internal Accounts Total		0	0	(167,416)	0
Utilities					
53130	TELEPHONE	2,046	2,025	1,599	1,599
Utilities Total		2,046	2,025	1,599	1,599
		282,467	1,039,806	(42,627)	129,063
Net Total		(152,107)	(684,798)	172,987	1,297

Costing Center Summary

Costing Center: CENTENNIAL AUDITORIUM

Previous Costing Center: CENTENNIAL
AUDITORIUM

Budget Year: 2020

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 0320

Department: FINANCE - Cultural
Services

Approved: Yes

Stage: Council Approved

Manager: Val Rochelle

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Grants and Contributions				
55024 OTHER GRANTS	134,000	134,000	181,450	181,450
Grants and Contributions Total	134,000	134,000	181,450	181,450
Reserve Appropriation				
58524 CENTENNIAL AUDITORIUM B/L 4647	50,000	50,000	0	25,000
Reserve Appropriation Total	50,000	50,000	0	25,000
	184,000	184,000	181,450	206,450
Net Total	(184,000)	(184,000)	(181,450)	(206,450)

Costing Center Summary

Costing Center: FIRST NATION URBAN DEVELOPMENT AREA

Previous Costing Center: FIRST NATION URBAN
DEVELOPMENT AREA

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 2444

Department: FINANCE

Approved: Yes

Stage: Council Approved

Manager:

Description:

This cost center reflects the funds raised by first nation urban development area general service charges.

Comments:

On June 24, 2019 Privy Council Number 2019-0933 designated land within the City of Brandon as First Nations lands to be known as Gambler First Nation Indian Reserve 63B in Manitoba. As such this designated land has now been excluded from the Assessment Roll as land designated as a First Nations Reserve is not a part of a municipality.

In early 2018 Gambler First Nation and the City of Brandon entered into a Municipal Development and Service Agreement. As per this agreement Gambler First Nation will now pay an annual general service charge in lieu of property taxes in consideration of the City providing the general services.

Outlook:

Costing Center Summary

Costing Center: FIRST NATION URBAN DEVELOPMENT AREA

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Other Income				
41499 GENERAL SERVICE CHARGE	0	0	9,968	10,167
Other Income Total	0	0	9,968	10,167
	0	0	9,968	10,167
Net Total				
	0	0	9,968	10,167

Costing Center Summary

Costing Center: GRANTS-LONG TERM AGREEMENTS

Previous Costing Center: GRANTS-LONG TERM AGREEMENTS

Budget Year: 2020

Division: GENERAL GOVERNMENT SERVICES

Accounting Reference: 2410

Department: FINANCE

Approved: Yes

Stage: Council Approved

Manager: Val Rochelle

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. This tax credit started in 2007 with the passing of By-Law No. 6893. It is for a duration of 25 years, ending in 2031 or a maximum of \$20,290,000.

Outlook:

Costing Center Summary

Costing Center: GRANTS-LONG TERM AGREEMENTS

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Grants and Contributions				
55302 ASSINIBOINE COMMUNITY COLLEGE	257,224	255,140	253,171	259,500
Grants and Contributions Total	257,224	255,140	253,171	259,500
	257,224	255,140	253,171	259,500
Net Total	(257,224)	(255,140)	(253,171)	(259,500)

Costing Center Summary

Costing Center: KEYSTONE CENTRE GRANT

Previous Costing Center: KEYSTONE CENTRE
GRANT

Budget Year: 2020

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 2455

Department: FINANCE - Cultural
Services

Approved: Yes

Stage: Council Approved

Manager: Val Rochelle

Description:

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

Comments:

The budget includes funding as follows:

- 1) \$375,000 for operating costs.
- 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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	624,206	624,206	648,225	674,153
57439 DEBENTURE INTEREST	159,232	159,232	134,980	109,305
Debenture Debt Servicing Costs Total	783,438	783,438	783,205	783,458
Grants and Contributions				
55024 OTHER GRANTS	875,000	875,000	925,000	375,000
55442 TAX CREDITS	138,227	137,107	125,716	128,859
Grants and Contributions Total	1,013,227	1,012,107	1,050,716	503,859
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(500,000)	(500,000)	(550,000)	0
Transfers to/from Internal Accounts Total	(500,000)	(500,000)	(550,000)	0
	1,296,665	1,295,545	1,283,921	1,287,317
Net Total	(1,296,665)	(1,295,545)	(1,283,921)	(1,287,317)

Costing Center Summary

Costing Center: *RESIDENT ASSISTANCE*

Previous Costing Center: RESIDENT ASSISTANCE

Budget Year: 2020

Division: PUBLIC HEALTH AND
WELFARE SERVICES

Accounting Reference: 1442

Department: FINANCE - Welfare

Approved: Yes

Stage: Council Approved

Manager: Val Rochelle

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 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: 2020

Division: GENERAL GOVERNMENT
SERVICES - Taxes and
Debt

Accounting Reference: 2443

Department: FINANCE - Fiscal

Approved: Yes

Stage: Council Approved

Manager: Val Rochelle

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 – 9 active properties.

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

Tax credits to property owners as a result of the 2011 annexation of land from the RM of Cornwallis – 8 properties, final year is 2020.

Compensation to the RM of Cornwallis for lost property tax revenue due to the 2018 annexation. Final year is 2023.

Discounts for prepayment of property taxes.

Outlook:

Costing Center Summary

Costing Center: TAX REVENUES

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues					
Property Taxes					
41420	REAL PROPERTY TAXES	41,617,103	41,617,103	41,942,710	43,381,313
41433	PERSONAL PROPERTY - RP	27,531	27,531	28,453	30,330
41440	BUSINESS	113,908	113,908	112,640	109,889
41450	REAL PROPERTY SUPP TAXES	1,500,000	941,151	1,500,000	1,500,000
41480	ARREARS TAX PENALTY	314,600	323,048	329,509	336,099
41484	CURRENT YEAR TAX PENALTY	286,620	274,620	287,253	292,997
48430	PERSONAL PROPERTY - GIL	175,979	175,979	185,194	197,411
48500	TAX REVENUES FEDERAL GOVT	352,131	352,131	353,582	362,618
48510	TAX REVENUES PROVINCIAL GOVT	1,836,036	1,836,036	1,852,318	1,890,715
59486	TAX WRITE OFFS	0	(152,881)	0	0
Property Taxes Total		46,223,908	45,508,626	46,591,659	48,101,372
		46,223,908	45,508,626	46,591,659	48,101,372
Expenditures					
Grants and Contributions					
55442	TAX CREDITS	47,600	74,020	64,105	62,656
55450	RM OF CORNWALLIS	0	778	623	467
Grants and Contributions Total		47,600	74,799	64,728	63,123
Other					
59110	TAX SALE RECOVERY		2,127	0	0
59216	DISCOUNT	165,000	193,525	102,478	99,727
Other Total		165,000	195,652	102,478	99,727
Reserve Appropriation					
58548	TAX RESERVE	10,446	10,446	48,518	0
Reserve Appropriation Total		10,446	10,446	48,518	0
		223,046	280,897	215,724	162,850
Net Total		46,000,862	45,227,730	46,375,935	47,938,522

Costing Center Summary

Costing Center: UNCONDITIONAL GRANT REVENUES

Previous Costing Center: UNCONDITIONAL GRANT
REVENUES

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 2447

Department: FINANCE

Approved: Yes

Stage: Council Approved

Manager: Val Rochelle

Description:

This cost center reflects the Municipal Operating grant received from the Provincial Government.

Comments:

This funding has been relatively static for the past couple of years and there has been no indication that future amounts will change. The proposed 2020 budget and forecast for 2021 are equal to the amount received in 2019.

Outlook:

Costing Center Summary

Costing Center: UNCONDITIONAL GRANT REVENUES

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues					
Unconditional Government Transfers					
43540	PROVINCIAL MUNICIPAL OPERATING	8,876,335	8,893,226	8,893,226	8,893,226
43545	PROVINCIAL MUNICIPAL PROGRAMS	0	0	0	0
43550	PROVINCIAL GENERAL SUPPORT	0	0	0	0
Unconditional Government Transfers Total		8,876,335	8,893,226	8,893,226	8,893,226
		8,876,335	8,893,226	8,893,226	8,893,226
Net Total		8,876,335	8,893,226	8,893,226	8,893,226

Costing Center Summary

Costing Center: INFORMATION TECHNOLOGY

Previous Costing Center: INFORMATION
TECHNOLOGY

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0031

Department: INFORMATION
TECHNOLOGY

Approved: Yes

Stage: Council Approved

Manager: Todd Burton

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

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues					
Other Income					
42988	MISCELLANEOUS REVENUE	3,000	3,300	1,000	1,000
49368	SALE PROCEEDS - EQUIPMENT	0	13,948	0	0
Other Income Total		3,000	17,248	1,000	1,000
		3,000	17,248	1,000	1,000
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	0	1,029	0	0
Benefits Total		0	1,029	0	0
Contract Services					
52019	CONSULTING FEES	35,000	35,000	30,000	35,000
52028	GENERAL INSURANCE	52	52	471	486
52029	LIABILITY INSURANCE	1,235	1,235	1,155	1,190
52054	MAINT OF EQUIP EXT	28,000	26,500	25,000	28,000
52292	SOFTWARE LICENSES & MTNCE	771,665	771,665	806,435	846,778
52305	CONTRACTED COMPUTER MAINT.	252,908	244,416	271,735	285,000
Contract Services Total		1,088,860	1,078,868	1,134,797	1,196,453
Equipment Purchases					
54410	EQUIPMENT PURCHASES	163,450	163,450	166,050	166,500
54411	NETWORK EQUIPMENT	50,600	50,600	50,600	50,600
Equipment Purchases Total		214,050	214,050	216,650	217,100
Materials and Supplies					
54103	GASOLINE (VEHICLE)	900	900	900	900
54118	OFFICE SUPPLIES	4,600	4,600	4,000	4,600
Materials and Supplies Total		5,500	5,500	4,900	5,500
Other					
51141	PROFESSIONAL DEVELOPMENT	41,000	41,000	41,000	41,000
59048	LUNCHEONS	500	500	500	500
59059	MEMBERSHIP	750	750	750	750
59080	FLEET EQUIP MAINTENANCE	2,500	2,500	2,500	2,500
59138	BUSINESS TRAVEL	500	2,000	2,000	2,000
59139	CONFERENCE COSTS	0	0	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	3,128	3,128	2,339	2,800
Other Total		48,378	49,878	49,089	49,550
Reserve Appropriation					
58539	TECHNOLOGY RESERVE B/L 7162	250,000	263,948	250,000	350,000
Reserve Appropriation Total		250,000	263,948	250,000	350,000

Costing Center Summary

Costing Center: INFORMATION TECHNOLOGY

Salaries and Wages

51083	REGULAR SALARIES	1,271,162	1,207,085	1,271,161	1,291,338
51084	OVERTIME SALARIES	34,500	34,500	34,500	34,500

Salaries and Wages Total		1,305,662	1,241,585	1,305,661	1,325,838
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Transfers to/from Internal Accounts

59334	INTERNAL CHARGES	(16,756)	(16,756)	(2,850)	(2,850)
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Transfers to/from Internal Accounts Total		(16,756)	(16,756)	(2,850)	(2,850)
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Utilities

53130	TELEPHONE	10,008	9,738	9,565	9,565
59134	DATA COMMUNICATIONS	43,151	33,151	23,874	24,000

Utilities Total		53,159	42,889	33,439	33,565
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		2,948,853	2,880,990	2,991,685	3,175,156
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Net Total		(2,945,853)	(2,863,742)	(2,990,685)	(3,174,156)
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Costing Center Summary

Costing Center: ACCESSIBILITY

Previous Costing Center: ACCESSIBILITY

Budget Year: 2020

Division: PROTECTIVE SERVICES

Accounting Reference: 2473

Department: RISK & EMERGENCY
MGMT

Approved: Yes

Stage: Council Approved

Manager: Dean Hammond

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.

For 2020, no expenses have been formally budgeted. Because operating expenditures related to accessibility are minor in nature and difficult to predict for budget purposes, the City will instead accommodate these as they happen.

Outlook:

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Conditional Government Transfers				
44500 FEDERAL GOV'T	0	41,138	0	0
Conditional Government Transfers Total	0	41,138	0	0
	0	41,138	0	0
Expenditures				
Contract Services				
52020 PROFESSIONAL FEES	800	0	0	0
Contract Services Total	800	0	0	0
Other				
51141 PROFESSIONAL DEVELOPMENT	500	100	0	0
59003 ADVERTISING	2,000	225	0	0
59048 LUNCHEONS	200	25	0	0
59138 BUSINESS TRAVEL	0	161	0	0
59427 SIGNAGE	4,000	627	0	0
Other Total	6,700	1,138	0	0
Reserve Appropriation				
58536 MUNICIPAL BLDG MAINT B/L 4368	0	41,138	0	0
Reserve Appropriation Total	0	41,138	0	0
	7,500	42,276	0	0
Net Total	(7,500)	(1,138)	0	0

Costing Center Summary

Costing Center: *INSURANCE EXPENSES*

Previous Costing Center: INSURANCE EXPENSES

Budget Year: 2020

Division: PROTECTIVE SERVICES

Accounting Reference: 0060

Department: RISK & EMERGENCY
MGMT

Approved: Yes

Stage: Council Approved

Manager: Dean Hammond

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*

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures					
Contract Services					
52028	GENERAL INSURANCE	119,917	180,378	154,819	159,463
52029	LIABILITY INSURANCE	181,937	234,573	235,081	242,133
52030	FIDELITY INSURANCE	5,657	6,866	7,256	7,474
52035	ACCIDENT INSURANCE	735	1,077	1,187	1,222
52307	LEASED VEHICLES	0	0	0	0
Contract Services Total		308,246	422,894	398,343	410,292
Other					
52155	REBATES OR SURCHARGES	(80,000)	(158,135)	(70,000)	(70,000)
Other Total		(80,000)	(158,135)	(70,000)	(70,000)
Transfers to/from Internal Accounts					
52997	PREMIUM RECOVERIES	(176,524)	(216,204)	(230,498)	(237,413)
Transfers to/from Internal Accounts Total		(176,524)	(216,204)	(230,498)	(237,413)
		51,722	48,555	97,845	102,879
Net Total		(51,722)	(48,555)	(97,845)	(102,879)

Costing Center Summary

Costing Center: RISK AND EMERGENCY MANAGEMENT

Previous Costing Center: RISK AND EMERGENCY
MANAGEMENT

Budget Year: 2020

Division: PROTECTIVE SERVICES

Accounting Reference: 2472

Department: RISK & EMERGENCY
MGMT

Approved: Yes

Stage: Council Approved

Manager: Brian Kayes

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.

Costing Center Summary

Costing Center: RISK AND EMERGENCY MANAGEMENT

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

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues					
Income from Enterprises					
49388	ORGANIZATIONS/FOUNDATIONS	0	0	28,033	0
Income from Enterprises Total		0	0	28,033	0
Other Income					
42999	REVENUE	45,000	47,050	45,000	45,000
Other Income Total		45,000	47,050	45,000	45,000
		45,000	47,050	73,033	45,000
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	0	0	0	0
Benefits Total		0	0	0	0
Capital Contribution					
10300	CAPITAL PROJECTS	0	0	42,000	57,000
Capital Contribution Total		0	0	42,000	57,000
Contract Services					
52015	CONTRACTS		0	0	0
52028	GENERAL INSURANCE	153	153	200	206
Contract Services Total		153	153	200	206
Materials and Supplies					
54062	LIABILITY CLAIMS	0	5,627	0	0
54099	PARTS AND MATERIALS	1,500	1,500	1,500	1,500
54103	GASOLINE (VEHICLE)	1,500	1,200	1,242	1,300
54323	INSURANCE DEDUCTIBLE	0	0	0	0
Materials and Supplies Total		3,000	8,327	2,742	2,800
Other					
51141	PROFESSIONAL DEVELOPMENT	8,650	2,749	7,750	10,400
52231	INSURANCE RECOVERIES	0	0	0	0
59048	LUNCHEONS	100	100	500	500
59059	MEMBERSHIP	270	300	300	300
59080	FLEET EQUIP MAINTENANCE	3,500	3,500	3,000	3,000
59138	BUSINESS TRAVEL	1,914	1,914	1,805	1,805
59139	CONFERENCE COSTS	0	0	0	0
59156	PUBLIC EDUCATION	35,000	37,050	35,000	35,000
59256	EMERGENCY ALERT SYSTEM	3,000	3,722	3,500	3,500
59911	EMERGENCY RESPONSE	3,369	0	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	55,803	3,369	3,063	3,666
Other Total			52,704	54,918	58,171

Costing Center Summary

Costing Center: RISK AND EMERGENCY MANAGEMENT				
Salaries and Wages	245874.1345			
51083 REGULAR SALARIES	0	244,776	249,329	249,439
51084 OVERTIME SALARIES	245,874	0	0	0
Salaries and Wages Total		244,776	249,329	249,439
Utilities	1940			
53046 POWER	1,866	1,940	2,010	2,100
53130 TELEPHONE	3,806	1,866	1,748	1,748
Utilities Total	308,636	3,806	3,758	3,848
		309,766	352,947	371,464
	-263636.2445			
Net Total	(331,796)	(262,716)	(279,914)	(326,464)

Costing Center Summary

Costing Center: *ENGINEERING SERVICES*

Previous Costing Center: ENGINEERING SERVICES

Budget Year: 2020

Division: TRANSPORTATION
SERVICES

Accounting Reference: 0132

Department: ENGINEERING SERVICES

Approved: Yes

Stage: Council Approved

Manager: Aaron Kaluzniak

Description:

This cost center captures the costs associated with the Engineering section of Development Services. The appropriation of funds to reserves are recorded in this cost center and revenues recorded are generated from driveway, footing and crossing permits as well as Development Charges.

Comments:

A larger staff complement expected from recently filled staff vacancies has an impact on the 2020 budget. New in 2020 are Development Charge Contribution revenues and subsequent appropriations to Development Charge Reserves.

Outlook:

A better understanding of expected Development Charge Contributions is expected as this program is implemented.

Costing Center Summary

Costing Center: ENGINEERING SERVICES

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues					
Conditional Government Transfers					
43510	PROVINCIAL GOV'T	0	346,000	246,000	246,000
43643	MUNICIPAL ROADS IMPROVEMENT PROGRAM	0	0	0	0
43660	PROVINCIAL OTHER	0	4,057,433	0	0
44500	FEDERAL GOV'T	2,606,035	2,629,426	2,629,426	2,748,945
44565	FEDERAL OTHER	0	219,918	0	0
Conditional Government Transfers Total		2,606,035	7,252,777	2,875,426	2,994,945
Income from Enterprises					
49388	ORGANIZATIONS/FOUNDATIONS	0	0	0	0
49392	PARKS RES CONTRIBUTION	0	29,514	0	0
49395	DC TRANSPORT NTWRK RES CONTRIBUTION	0	0	140,000	140,000
49396	DC DRAINAGE NETWRK RES CONTRIBUTION	0	0	20,000	20,000
Income from Enterprises Total		0	29,514	160,000	160,000
Permits, Licenses and Fines					
45001	DRIVEWAY APPROACH PERMIT	11,500	8,085	11,500	11,500
45002	CROSSING PERMIT	12,800	11,880	13,000	13,000
45251	FOOTING & GRADING	13,200	13,260	13,500	13,500
Permits, Licenses and Fines Total		37,500	33,225	38,000	38,000
User Fees and Sales of Goods					
45004	PROPERTY REVIEW	0	150	0	0
User Fees and Sales of Goods Total		0	150	0	0
		2,643,535	7,315,666	3,073,426	3,192,945
Expenditures					
Benefits					
51010	MISC EMPLOYEE ALLOWANCE	0	0	0	0
51122	BOOT ALLOWANCE	641	1,041	795	795
51123	PROTECTIVE CLOTHING	1,000	1,200	1,000	1,000
Benefits Total		1,641	2,241	1,795	1,795
Contract Services					
52015	CONTRACTS	114,443	100,743	133,168	102,668
52019	CONSULTING FEES	123,000	197,468	110,000	20,000
52028	GENERAL INSURANCE	562	562	767	790
52069	PRINTING COSTS	12,000	12,000	10,000	10,000
Contract Services Total		250,005	310,773	253,935	133,458

Costing Center Summary

Costing Center: ENGINEERING SERVICES

Equipment Purchases

54410	EQUIPMENT PURCHASES	0	5,013	5,000	2,000
Equipment Purchases Total		0	5,013	5,000	2,000

Materials and Supplies

54099	PARTS AND MATERIALS	22,000	22,000	20,000	23,300
54103	GASOLINE (VEHICLE)	23,500	23,500	25,000	25,000
54118	OFFICE SUPPLIES	9,000	9,000	9,000	9,000
Materials and Supplies Total		54,500	54,500	54,000	57,300

Other

51141	PROFESSIONAL DEVELOPMENT	19,000	19,000	34,000	40,000
59003	ADVERTISING	0	200	0	0
59048	LUNCHEONS	1,400	1,400	1,400	1,400
59059	MEMBERSHIP	4,845	4,783	7,100	7,100
59080	FLEET EQUIP MAINTENANCE	30,400	32,200	15,900	15,900
59098	SUBSCRIPTIONS	4,400	4,346	4,400	4,400
59138	BUSINESS TRAVEL	500	1,500	1,000	1,000
59139	CONFERENCE COSTS	0	0	0	0
59241	SPECIAL PROGRAMS	45,000	45,000	45,000	45,000
59993	EQUIPMENT CAPITAL CONTRIBUTION	41,300	46,300	28,003	29,581
Other Total		146,845	154,729	136,803	144,381

Reserve Appropriation

58520	CAPITAL DEVELOPMENT B/L 4976	100,000	346,000	0	100,000
58522	STORM SEWERS B/L 3835	550,000	550,000	550,000	550,000
58523	DIKING/FLOOD CONTROL B/L 4923	0	4,277,351	0	0
58537	PARKS RESERVE B/L	0	29,514	0	0
58559	GENERAL GAS TAX RESERVE B/L	2,606,035	2,629,426	2,629,426	2,748,945
58562	DC TRANSPORT NETWORK B/L 7182	0	0	140,000	140,000
58565	DC DRAINAGE NETWORK B/L 7185	0	0	20,000	20,000
Reserve Appropriation Total		3,256,035	7,832,291	3,339,426	3,558,945

Salaries and Wages

51083	REGULAR SALARIES	1,147,140	1,106,297	1,201,878	1,223,926
51084	OVERTIME SALARIES	4,000	3,500	4,000	4,000
51090	SHIFT DIFFERENTIAL	0	0	0	0
Salaries and Wages Total		1,151,140	1,109,797	1,205,878	1,227,926

Transfers to/from Internal Accounts

59001	SHOP RATE CHARGES		187	0	0
59997	TRANSFER FR RESERVES	(113,000)	(99,000)	(95,000)	(55,000)
Transfers to/from Internal Accounts Total		(113,000)	(98,813)	(95,000)	(55,000)

Utilities

53130	TELEPHONE	15,597	14,797	12,287	12,287
Utilities Total		15,597	14,797	12,287	12,287
		4,762,763	9,385,329	4,914,124	5,083,092

Net Total

(2,119,228)	(2,069,663)	(1,840,698)	(1,890,147)
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Costing Center Summary

Costing Center: GENERAL RECONSTRUCTION PROJECTS

Previous Costing Center: GENERAL
RECONSTRUCTION
PROJECTS
Division: TRANSPORTATION
SERVICES

Budget Year: 2020

Accounting Reference: 3957

Department: ENGINEERING SERVICES

Approved: Yes

Stage: Council Approved

Manager: Aaron Kaluzniak

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 PROJECTS

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Capital Contribution				
10300 CAPITAL PROJECTS	1,310,000	1,310,936	990,000	1,000,000
Capital Contribution Total	1,310,000	1,310,936	990,000	1,000,000
Salaries and Wages				
51084 OVERTIME SALARIES	20,000	19,064	10,000	10,000
Salaries and Wages Total	20,000	19,064	10,000	10,000
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(1,005,000)	(1,005,000)	(675,000)	(685,000)
Transfers to/from Internal Accounts Total	(1,005,000)	(1,005,000)	(675,000)	(685,000)
	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: 2020

Division: TRANSPORTATION
SERVICES

Accounting Reference: 2482

Department: ENGINEERING SERVICES

Approved: Yes

Stage: Council Approved

Manager: Aaron Kaluzniak

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	325,000	280,000	300,000	300,000
Contract Services Total	325,000	280,000	300,000	300,000
Salaries and Wages				
51084 OVERTIME SALARIES	10,000	10,000	5,000	5,000
Salaries and Wages Total	10,000	10,000	5,000	5,000
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(185,000)	(140,000)	(155,000)	(155,000)
Transfers to/from Internal Accounts Total	(185,000)	(140,000)	(155,000)	(155,000)
	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: 2020

Division: TRANSPORTATION
SERVICES

Accounting Reference: 2481

Department: ENGINEERING SERVICES

Approved: Yes

Stage: Council Approved

Manager: Aaron Kaluzniak

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	2,035,000	2,290,000	2,400,000	2,200,000
Contract Services Total	2,035,000	2,290,000	2,400,000	2,200,000
Materials and Supplies				
54099 PARTS AND MATERIALS	0	0	0	0
Materials and Supplies Total	0	0	0	0
Salaries and Wages				
51084 OVERTIME SALARIES	25,000	25,000	20,000	20,000
Salaries and Wages Total	25,000	25,000	20,000	20,000
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(1,160,000)	(1,415,000)	(1,520,000)	(1,320,000)
Transfers to/from Internal Accounts Total	(1,160,000)	(1,415,000)	(1,520,000)	(1,320,000)
	900,000	900,000	900,000	900,000
Net Total	(900,000)	(900,000)	(900,000)	(900,000)

Costing Center Summary

Costing Center: BUILDING SAFETY

Previous Costing Center: BUILDING SAFETY

Budget Year: 2020

Division: REGIONAL PLANNING &
DEVELOPMENT
SERVICES

Accounting Reference: 0270

Department: PLANNING

Approved: Yes

Stage: Council Approved

Manager: Ryan Nickel

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:

The contract to provide building code review and inspection service to the Brandon and Area Planning District expired at the end of 2019 resulting in elimination of revenue projections for contract inspection and mileage fees for 2020. Projected return to permit revenues based on five year averages after higher than expected revenues in 2019.

Building cycling is a challenge to predict and requires heavy reliance on historical data.

Outlook:

Internal focus for 2020 will include strengthening mobile inspections as well as working to create regulations for in the field, based on internal Standard Operating Procedures (SOPs). Building Safety staff will continue to work with other City sections on specific projects such as: condition assessments, snow disposal sites, the Wastewater Bylaw, and a green space policy along with continued education on issues such as custodial homes.

Costing Center Summary

Costing Center: BUILDING SAFETY

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 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	721,089	1,085,000	818,476	798,565
45515	PLUMBING PERMITS	87,062	87,062	77,817	77,146
45516	OCCUPANCY PERMITS	6,075	4,725	5,265	5,460
45532	VACANT/DERELICT BLDG PERMITS	8,272	3,272	6,500	6,500
45538	ORDER ISSUANCE FEES	6,000	0	4,000	4,000
Permits, Licenses and Fines Total		828,498	1,180,059	912,058	891,671
User Fees and Sales of Goods					
42535	INSPECTIONS & MILEAGE FEES	120,769	109,684	0	0
User Fees and Sales of Goods Total		120,769	109,684	0	0
		949,267	1,289,743	912,058	891,671
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	706	1,048	950	1,072
51123	PROTECTIVE CLOTHING	500	300	400	400
Benefits Total		1,206	1,348	1,350	1,472
Contract Services					
52015	CONTRACTS	3,000	6,000	3,000	3,000
52020	PROFESSIONAL FEES	500	300	500	500
52057	SPEC PROG CONTRACTS	5,000	930	5,000	5,000
52069	PRINTING COSTS	1,000	1,000	1,000	1,000
52387	BANK PROCESSING FEES	16,570	20,570	18,241	17,833
Contract Services Total		26,070	28,800	27,741	27,333
Equipment Purchases					
54410	EQUIPMENT PURCHASES	0	2,801	0	0
59036	SAFETY EQUIPMENT	250	710	100	100
Equipment Purchases Total		250	3,511	100	100
Materials and Supplies					
54022	SPEC PROG PARTS & MATERIALS	0	1,730	0	0
54099	PARTS AND MATERIALS	3,500	2,300	3,500	3,500
54103	GASOLINE (VEHICLE)	4,000	3,400	4,000	4,000
54118	OFFICE SUPPLIES	1,500	1,300	1,500	1,500
54323	INSURANCE DEDUCTIBLE	0	0	0	0
Materials and Supplies Total		9,000	8,730	9,000	9,000

Costing Center Summary

Costing Center: BUILDING SAFETY

Other					
51141	PROFESSIONAL DEVELOPMENT	15,416	10,416	23,448	22,000
59003	ADVERTISING	500	0	500	500
59048	LUNCHEONS	0	62	100	100
59059	MEMBERSHIP	800	893	700	800
59080	FLEET EQUIP MAINTENANCE	17,500	17,500	17,500	17,500
59138	BUSINESS TRAVEL	200	0	100	100
59139	CONFERENCE COSTS	0	0	0	0
59207	CASH OVER/SHORT	0	0	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	18,951	18,951	14,161	16,951
Other Total		53,367	47,822	56,509	57,951
Salaries and Wages					
51083	REGULAR SALARIES	1,020,169	953,495	1,022,431	1,044,251
51084	OVERTIME SALARIES	2,500	3,500	2,500	2,500
51183	SPECIAL OP - SALARIES	0	0	0	0
51185	SPECIAL OP - OVERTIME	0	733	0	0
Salaries and Wages Total		1,022,669	957,728	1,024,931	1,046,751
Utilities					
53130	TELEPHONE	10,805	12,305	6,510	6,510
Utilities Total		10,805	12,305	6,510	6,510
		1,123,367	1,060,244	1,126,141	1,149,116
Net Total		(174,100)	229,499	(214,083)	(257,445)

Costing Center Summary

Costing Center: HERITAGE ADMINISTRATION

Previous Costing Center: HERITAGE
ADMINISTRATION

Budget Year: 2020

Division: REGIONAL PLANNING &
DEVELOPMENT
SERVICES

Accounting Reference: 2557

Department: PLANNING

Approved: Yes

Stage: Council Approved

Manager: Ryan Nickel

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, promote heritage incentives, and process municipal heritage designations.

This budget includes funding for a 16-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 2020 will be to complete condition assessments on current municipal heritage sites, promote the updated heritage incentive by-law, encourage new heritage designations, and explore heritage conservation districts.

Costing Center Summary

Costing Center: HERITAGE ADMINISTRATION

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues					
Conditional Government Transfers					
43660	PROVINCIAL OTHER	2,000	1,250	2,000	2,000
44565	FEDERAL OTHER	4,800	4,600	4,800	4,800
Conditional Government Transfers Total		6,800	5,850	6,800	6,800
Income from Enterprises					
49388	ORGANIZATIONS/FOUNDATIONS	1,500	1,750	1,500	1,500
Income from Enterprises Total		1,500	1,750	1,500	1,500
Other Income					
42988	MISCELLANEOUS REVENUE	0	290	0	0
42999	REVENUE	0	29	0	0
Other Income Total		0	319	0	0
		8,300	7,919	8,300	8,300
Expenditures					
Contract Services					
52020	PROFESSIONAL FEES	300	0	150	150
52057	SPEC PROG CONTRACTS	1,350	1,557	1,350	1,350
52059	SPEC PROG PRINTING	1,850	1,096	1,650	1,650
52069	PRINTING COSTS	30	0	30	30
Contract Services Total		3,530	2,653	3,180	3,180
Materials and Supplies					
54022	SPEC PROG PARTS & MATERIALS	450	545	450	450
54099	PARTS AND MATERIALS	200	100	1,235	200
Materials and Supplies Total		650	645	1,685	650
Other					
59003	ADVERTISING	1,150	0	1,000	1,000
59025	SPEC PROG ADVERTISING	2,320	2,110	2,320	2,320
59027	SPEC PROG LUNCHEONS	700	457	700	700
59059	MEMBERSHIP	115	115	115	115
59157	REGIONAL HERITAGE INITIATIVE	1,672	1,672	1,672	1,672
Other Total		5,957	4,354	5,807	5,807
Salaries and Wages					
51026	INDEMNITY & HONORARIUM		0	0	0
51083	REGULAR SALARIES	12,104	7,293	12,530	12,530
51084	OVERTIME SALARIES	300	1,368	300	300
Salaries and Wages Total		12,404	8,661	12,830	12,830

Costing Center Summary

Costing Center: HERITAGE ADMINISTRATION

Utilities				
53130	TELEPHONE	200	202	200
Utilities Total		200	202	200
		22,741	16,515	23,702
				22,667
Net Total		(14,441)	(8,596)	(15,402)
				(14,367)

Costing Center Summary

Costing Center: *PLANNING AND DEVELOPMENT*

Previous Costing Center: PLANNING AND
DEVELOPMENT

Budget Year: 2020

Division: REGIONAL PLANNING &
DEVELOPMENT
SERVICES

Accounting Reference: 0273

Department: PLANNING

Approved: Yes

Stage: Council Approved

Manager: Ryan Nickel

Description:

This costing center highlights revenue generated by land use applications including development permits, conditional uses, variances, subdivisions, rezoning, and development plan amendment applications. Expenses associated with this cost center include salaries, benefits, and administrative costs. Also included in the expenses are the costs associated with planning projects and initiatives including public engagement.

Comments:

The City will provide planning services independent of the District in 2020 resulting in decreased miscellaneous revenue for administrative services to the District that are more than off-set by eliminating contributions to District operations. Increase in consulting fees to complete Pacific Avenue Functional Design, re-budgeted from \$65,000 in 2019 to \$115,000 for 2020 is the result of the project formerly being shared between planning and engineering in 2019 and now being fully funded through the planning costing centre.

Outlook:

Planning leads and implements long range and current planning functions that facilitate and manage growth and change in the community. Planning is committed to continuous process improvement that includes on-line applications systems and integrating planning and engineering functions. Engaging our customers and the community (through the Special Program Contracts line) is important in building trust and receiving feedback on how to manage and facilitate growth and change in the community.

Planning initiatives for 2020 will focus on implementing the industrial and downtown plans, and completing further planning to enable development in the southern and southeastern areas of the City. The flagship project is to start to engage the community and Council on a City Plan that will move Brandon forward as an autonomous planning authority independent of the former planning district.

Costing Center Summary

Costing Center: PLANNING AND DEVELOPMENT

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	0	0	0	0
Conditional Government Transfers Total	0	0	0	0
Other Income				
42988 MISCELLANEOUS REVENUE	28,702	31,583	5,400	5,600
Other Income Total	28,702	31,583	5,400	5,600
Permits, Licenses and Fines				
42514 TEMPORARY SIGN FEES	2,170	2,170	2,070	2,070
42518 VARIANCE	9,711	8,850	9,666	9,700
42519 CONDITIONAL USE APPLICATIONS	11,447	9,850	11,139	12,000
42533 SUBDIVISION APPLICATIONS	5,720	4,060	4,770	5,000
42534 SUBDIVISION LOT FEE	29,700	23,475	15,000	15,000
42540 SECONDARY PLAN AMENDMENTS	0	2,000	4,000	2,000
42546 DEVELOPMENT PERMITS	40,614	69,114	54,162	55,000
42547 URBAN DESIGN REVIEW	0	0	0	0
45538 ORDER ISSUANCE FEES	1,000	0	1,000	1,000
Permits, Licenses and Fines Total	100,362	119,519	101,807	101,770
User Fees and Sales of Goods				
42517 ZONING BYLAW AMENDMENTS	8,400	14,000	18,000	20,000
42536 DEVELOPMENT PLAN AMENDMENTS	0	0	0	6,000
42537 ZONING MEMORANDUMS	6,701	6,651	6,453	6,500
User Fees and Sales of Goods Total	15,101	20,651	24,453	32,500
	144,165	171,753	131,660	139,870
Expenditures				
Contract Services				
52019 CONSULTING FEES	65,000	35,000	138,100	65,000
52020 PROFESSIONAL FEES	500	300	500	500
52057 SPEC PROG CONTRACTS	10,000	0	10,000	10,000
52062 SPEC PROG ROOM RENTAL EXPENSE	0	192	0	0
52069 PRINTING COSTS	500	500	500	500
52172 PLANNING DISTRICT BOARD	80,000	62,532	11,250	0
52387 BANK PROCESSING FEES	20	40	40	40
52759 SECURITY	800	500	0	0
Contract Services Total	156,820	99,064	160,390	76,040
Equipment Purchases				
54410 EQUIPMENT PURCHASES	1,500	2,654	1,500	1,500
Equipment Purchases Total	1,500	2,654	1,500	1,500

Costing Center Summary

Costing Center: PLANNING AND DEVELOPMENT

Materials and Supplies

54022	SPEC PROG PARTS & MATERIALS	0	729	0	0
54099	PARTS AND MATERIALS	1,500	1,000	1,200	1,200
54103	GASOLINE (VEHICLE)	0	0	0	0
54118	OFFICE SUPPLIES	1,200	1,200	1,200	1,200
54136	PLANNING COMMISSION	500	350	0	0

Materials and Supplies Total		3,200	3,279	2,400	2,400
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Other

51141	PROFESSIONAL DEVELOPMENT	14,310	14,310	15,247	15,500
59003	ADVERTISING	2,000	4,000	2,000	1,000
59025	SPEC PROG ADVERTISING	0	6,439	0	0
59048	LUNCHEONS	1,000	1,000	1,000	1,000
59059	MEMBERSHIP	2,481	2,433	3,071	3,100
59080	FLEET EQUIP MAINTENANCE	0	0	0	0
59138	BUSINESS TRAVEL	200	0	100	100
59139	CONFERENCE COSTS	0	0	0	0
59283	APPLICATION FEES	0	0	13,000	17,000
59993	EQUIPMENT CAPITAL CONTRIBUTION	0	0	0	0

Other Total		19,991	28,182	34,418	37,700
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Reserve Appropriation

58509	PLANNING RESERVE B/L	0	30,000	0	0
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Reserve Appropriation Total		0	30,000	0	0
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Salaries and Wages

51026	INDEMNITY & HONORARIUM	3,250	3,572	0	0
51083	REGULAR SALARIES	572,527	600,857	665,849	714,690
51084	OVERTIME SALARIES	4,000	2,000	3,500	3,500
51185	SPECIAL OP - OVERTIME	0	1,140	0	0

Salaries and Wages Total		579,777	607,569	669,349	718,190
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Transfers to/from Internal Accounts

59997	TRANSFER FR RESERVES	0	0	(23,100)	0
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Transfers to/from Internal Accounts Total		0	0	(23,100)	0
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Utilities

53130	TELEPHONE	1,570	1,870	1,258	1,258
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Utilities Total		1,570	1,870	1,258	1,258
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		762,858	772,618	846,215	837,088
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Net Total

		(618,693)	(600,865)	(714,555)	(697,218)
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Costing Center Summary

Costing Center: *PARKING LOTS*

Previous Costing Center: PARKING LOTS

Budget Year: 2020

Division: REGIONAL PLANNING &
DEVELOPMENT
SERVICES

Accounting Reference: 1056

Department: DEVELOPMENT
SERVICES - Property

Approved: Yes

Stage: Council Approved

Manager: Ryan Nickel

Description:

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

Comments:

The City has 105 parking stalls available for monthly rental including 56 stalls that are under contracts (library, YFC, Prairie Oasis and BSD) and the 7th Street-000 Blk lot which is metered. Additional parking lot maintenance funds proposed for 2020 to improve 1201 Pacific Avenue parking lot as per resolution of City Council to implement downtown parking committee recommendations.

Outlook:

Continue operating and maintaining parking lots that are fully rented. Evaluate options for underutilized parking lots at 1201 Pacific Avenue and 329 10th Street.

Costing Center Summary

Costing Center: PARKING LOTS

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues					
User Fees and Sales of Goods					
42242	7TH ST-000 BLK-METERED	2,500	1,575	2,500	2,500
42687	PARKING STALLS	45,877	46,113	52,800	52,800
User Fees and Sales of Goods Total		48,377	47,688	55,300	55,300
		48,377	47,688	55,300	55,300
Expenditures					
Contract Services					
52015	CONTRACTS	8,500	9,500	9,895	9,895
Contract Services Total		8,500	9,500	9,895	9,895
Materials and Supplies					
54099	PARTS AND MATERIALS	3,000	1,186	10,000	5,000
Materials and Supplies Total		3,000	1,186	10,000	5,000
Utilities					
53046	POWER	1,475	1,600	1,530	1,530
Utilities Total		1,475	1,600	1,530	1,530
		12,975	12,286	21,425	16,425
Net Total		35,402	35,402	33,875	38,875

Costing Center Summary

Costing Center: *PROPERTY ADMINISTRATION*

Previous Costing Center: PROPERTY
ADMINISTRATION

Budget Year: 2020

Division: REGIONAL PLANNING &
DEVELOPMENT
SERVICES

Accounting Reference: 0272

Department: DEVELOPMENT
SERVICES - Property

Approved: Yes

Stage: Council Approved

Manager: Ryan Nickel

Description:

This cost center captures the administrative costs associated with the acquisition, management, leasing, and disposal of municipal properties. Expenses include general administrative costs, survey fees, appraisal fees, and land acquisition reserve appropriations. Revenues include leases of lands, encroachment agreements, and the sale of Municipally owned properties.

Comments:

The Library and Art Gallery grant expenses have been moved to the Community Grants cost center under Legislative Services.

The reserve appropriation to the municipal building reserve is equal to 50% of the proceeds from the lease of 2005 McGregor Avenue and \$30,415 annually from the lease improvement recovery payment for 638 Princess Avenue from the Brandon School Division.

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

The land acquisition allocation is requested to support a 10 year land acquisition plan for civic infrastructure projects including the Quail Ridge Extension and 8th Street Bridge connection

Outlook:

An expanded city property role with a real estate focus to more proactively sell, purchase and assemble land to meet Council priorities, including economic growth and infrastructure expansion.

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 2020 and, as such, no revenue is budgeted.

Costing Center Summary

Costing Center: *PROPERTY ADMINISTRATION*

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Income from Enterprises				
49391 CAPITAL RES CONTRIBUTION	0	0	0	0
49392 PARKS RES CONTRIBUTION	0	0	0	0
49394 STORM SEWER RES CONTRIBUTION	0	0	0	0
Income from Enterprises Total	0	0	0	0
Other Income				
42988 MISCELLANEOUS REVENUE	1,000	1,136	1,000	1,000
49380 LEASE IMPROVEMENT RECOVERIES	30,415	30,415	30,415	30,415
Other Income Total	31,415	31,551	31,415	31,415
Permits, Licenses and Fines				
42728 EASEMENTS & ENCROACHMENTS	21,000	21,000	20,500	20,500
Permits, Licenses and Fines Total	21,000	21,000	20,500	20,500
User Fees and Sales of Goods				
42468 ART GALLERY OF SW MANITOBA	231,178	231,178	235,802	240,518
42704 638 PRINCESS AVE	88,000	88,000	88,000	88,000
42732 100 BLACK STREET	4,560	4,275	4,275	4,275
42733 WESTMAN COMMUNICATIONS GROUP	554	554	565	577
42734 MASTERFEEDS RENTAL	841	841	859	876
42737 COMMUNICATIONS CENTRE	341,929	341,929	341,929	341,929
42738 1700 & 1710 PARK AVE	14,602	14,602	15,698	16,793
42739 LAGOON PROPERTY	4,030	4,550	4,550	4,550
42742 REGIONAL LIBRARY	241,913	241,913	252,770	252,770
42744 WESTBRAN	34,411	35,100	35,802	36,518
42746 CELL TOWER RENTAL	5,547	5,547	5,547	5,755
42749 1820 PACIFIC AVE LEASE	0	2,096	3,144	3,144
45367 DEVELOPMENT AGREEMENTS	4,670	9,670	6,000	6,000
49166 LANE/STREET CLOSURES	0	0	0	0
49371 LAND SALES	0	957,000	0	0
User Fees and Sales of Goods Total	972,235	1,937,255	994,940	1,001,704
	1,024,650	1,989,806	1,046,855	1,053,619
Expenditures				
Contract Services	33745			
52015 CONTRACTS	7,306	33,745	5,145	5,145
52028 GENERAL INSURANCE	0	7,306	9,537	9,823
52069 PRINTING COSTS	41,051	0	0	0
Contract Services Total		41,051	14,682	14,968
Debenture Debt Servicing Costs	0			
57438 DEBENTURE PRINCIPAL	0	0	0	0
Debenture Debt Servicing Costs Total		0	0	0

Costing Center Summary

Costing Center: *PROPERTY ADMINISTRATION*

Equipment Purchases	700			
54410 EQUIPMENT PURCHASES	700	663	0	0
Equipment Purchases Total		663	0	0
Grants and Contributions	666986			
55458 REGIONAL LIBRARY	231,178	671,872	0	0
55477 ART GALLERY OF SW MANITOBA	898,164	231,178	0	0
Grants and Contributions Total		903,050	0	0
Materials and Supplies	300			
54099 PARTS AND MATERIALS	0	350	300	300
54323 INSURANCE DEDUCTIBLE	300	0	0	0
Materials and Supplies Total		350	300	300
Other	3450			
51141 PROFESSIONAL DEVELOPMENT	0	3,450	2,000	1,800
59003 ADVERTISING	600	1,360	680	680
59048 LUNCHEONS	200	0	100	100
59059 MEMBERSHIP	760	835	650	625
59128 PROPERTY TAXES	60,188	60,712	61,427	62,655
59139 CONFERENCE COSTS	0	0	0	0
59206 SURVEY FEES	10,000	10,000	15,000	15,000
59283 APPLICATION FEES	2,000	1,370	1,500	1,500
59507 LAND MAINTENANCE (PROPERTY)	500	0	0	0
Other Total	77,698	77,727	81,357	82,360
Reserve Appropriation				
58504 MUNICIPAL BUILDING B/L 3653	47,621	47,621	48,316	48,674
58520 CAPITAL DEVELOPMENT B/L 4976	0	0	0	0
58521 CIVIC LAND ACQ B/L 5765	0	97,000	55,000	55,000
58522 STORM SEWERS B/L 3835	0	0	0	0
58537 PARKS RESERVE B/L	0	0	0	0
58542 RECREATION CENTRE B/L 4750	0	860,000	0	0
58547 ARM BUILDING RESERVE B/L 7215	44,000	44,000	44,000	44,000
Reserve Appropriation Total	91,621	1,048,621	147,316	147,674
Salaries and Wages				
51083 REGULAR SALARIES	215,882	202,220	208,505	208,505
51084 OVERTIME SALARIES	500	606	500	500
Salaries and Wages Total	216,382	202,826	209,005	209,005
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	768	1,393	650	650
Utilities Total	768	1,393	650	650
	1,326,683	2,275,680	453,310	454,957
Net Total	(302,033)	(285,874)	593,546	598,663

Costing Center Summary

Costing Center: BRANDON MUNICIPAL AIRPORT

Previous Costing Center: BRANDON MUNICIPAL
AIRPORT

Budget Year: 2020

Division: TRANSPORTATION
SERVICES - Airport

Accounting Reference: 1725

Department: AIRPORT

Approved: Yes

Stage: Council Approved

Manager: Carla Richardson

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.

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:

In 2020 there has been a reallocation of salaries for the Transportation Analyst position. Previously this salary was allocated 100% in the Transit budget. It has now been evenly split between the Transit, Airport and Fleet sections. An increase to diesel was required due to increases for both fuel prices and the number of hours staff are utilizing diesel fueled equipment for snow clearing and lawn maintenance. Some revenue streams were lost in 2020 due to the Winnipeg Airport Authority not utilizing our training facility, and WestJet moving their airport ground equipment maintenance to the Brandon Flight Center. This was offset by projected increases to revenue generated from Landing Fees and Airport Improvement Fees.

Costing Center Summary

Costing Center: BRANDON MUNICIPAL AIRPORT

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	0	40,799	0	0
44500 FEDERAL GOV'T	0	55,552	0	0
Conditional Government Transfers Total	0	96,351	0	0
Other Income				
42365 COMMISSION REVENUES	2,000	9,044	7,000	7,000
42988 MISCELLANEOUS REVENUE	2,045	6,010	2,105	2,105
42994 RECOVERIES OTHER	40,000	16,797	0	0
Other Income Total	44,045	31,851	9,105	9,105
User Fees and Sales of Goods				
42194 BUILDING RENTALS	70,568	70,568	70,568	70,568
42304 LANDINGS-OTHER	25,460	20,460	25,452	26,216
42305 CUSTOMS FEES - AIRPORT	0	0	0	0
42314 SNOW REMOVAL FEES	8,690	8,690	8,689	8,689
42317 LAND-INDUSTRIAL	43,150	43,390	43,604	41,300
42321 LAND-AGRICULTURAL	18,418	13,429	13,429	13,429
42322 TRAINING REVENUE	7,200	0	0	0
42342 MUSEUM USER FEE	1,500	1,500	1,500	1,500
42469 LANDINGS-AIRLINE	64,746	64,746	85,698	89,292
42470 AIRPORT IMPROVEMENT FEE	280,790	270,790	370,113	370,113
42472 TERMINAL FEES	70,329	73,329	86,073	88,231
42473 FUEL CONCESSION REVENUE	4,896	4,896	5,043	5,194
User Fees and Sales of Goods Total	595,747	571,798	710,169	714,531
	639,792	700,000	719,274	723,636
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	710	710	710	710
51123 PROTECTIVE CLOTHING	1,000	500	1,000	1,000
51124 TOOL ALLOWANCE	410	751	415	415
51285 MEDICALS	220	0	150	220
Benefits Total	2,340	1,961	2,275	2,345
Contract Services				
52015 CONTRACTS	106,000	89,300	117,608	118,298
52028 GENERAL INSURANCE	1,425	1,425	2,067	2,129
52029 LIABILITY INSURANCE	9,632	9,632	10,861	11,186
52032 VEHICLE INSURANCE	7,500	9,779	9,822	9,822
52054 MAINT OF EQUIP EXT	2,000	1,500	7,000	2,500
Contract Services Total	126,557	111,636	147,357	143,935

Costing Center Summary

Costing Center: BRANDON MUNICIPAL AIRPORT

Debenture Debt Servicing Costs

57438	DEBENTURE PRINCIPAL	0	0	0	0
57439	DEBENTURE INTEREST	0	0	0	0

Debenture Debt Servicing Costs Total

0	0	0	0
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Equipment Purchases

54410	EQUIPMENT PURCHASES	2,000	1,860	0	5,500
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Equipment Purchases Total

2,000	1,860	0	5,500
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Materials and Supplies

54022	SPEC PROG PARTS & MATERIALS	7,500	3,208	0	0
54052	MAINT OF BUILD EXT	8,000	6,000	8,000	8,240
54099	PARTS AND MATERIALS	25,000	15,000	25,000	25,000
54102	PETROLEUM PRODUCTS	2,500	4,000	2,100	2,163
54103	GASOLINE (VEHICLE)	6,800	7,516	7,500	7,725
54104	DIESEL (VEHICLE)	22,500	29,800	30,000	30,600
54106	FUEL-TRAINING	3,000	3,271	3,000	3,000
54107	CHEMICALS	25,000	11,957	15,000	15,000
54118	OFFICE SUPPLIES	500	500	500	500
54125	DIESEL EXHAUST FLUID	220	345	375	375
54323	INSURANCE DEDUCTIBLE	0	500	0	0

Materials and Supplies Total

101,020	82,097	91,475	92,603
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Other

51141	PROFESSIONAL DEVELOPMENT	11,300	11,303	11,810	12,010
59003	ADVERTISING	3,664	2,914	3,164	3,764
59048	LUNCHEONS	0	171	200	200
59059	MEMBERSHIP	825	830	1,750	1,773
59080	FLEET EQUIP MAINTENANCE	8,000	8,000	6,200	6,200
59098	SUBSCRIPTIONS	0	512	0	0
59138	BUSINESS TRAVEL	0	0	0	0
59339	EQUIPMENT MAINTENANCE	23,000	29,000	27,500	27,950
59993	EQUIPMENT CAPITAL CONTRIBUTION	24,651	24,651	23,104	27,655

Other Total

71,440	77,381	73,728	79,552
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Reserve Appropriation

58507	BDN MUNICIPAL AIRPORT B/L 6353	0	81,598	0	50,000
58535	AIRPORT IMPROVEMENT B/L 7161	261,134	251,834	344,205	344,205

Reserve Appropriation Total

261,134	333,432	344,205	394,205
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Salaries and Wages

51083	REGULAR SALARIES	550,020	491,881	608,216	608,529
51084	OVERTIME SALARIES	15,000	15,000	23,000	23,000
51090	SHIFT DIFFERENTIAL	2,200	2,500	2,600	2,600

Salaries and Wages Total

567,220	509,381	633,816	634,129
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Transfers to/from Internal Accounts

59001	SHOP RATE CHARGES	4,000	2,638	4,100	4,100
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Transfers to/from Internal Accounts Total

4,000	2,638	4,100	4,100
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Costing Center Summary

Costing Center: BRANDON MUNICIPAL AIRPORT

Utilities					
53025	HEAT	0	0	0	0
53046	POWER	0	0	0	0
53130	TELEPHONE	5,471	5,221	5,341	5,591
53150	WATER	0	0	0	0
53295	RADIO COSTS	2,152	1,902	1,680	1,719
Utilities Total		7,623	7,123	7,021	7,310
		1,143,335	1,127,510	1,303,978	1,363,678
Net Total		(503,543)	(427,510)	(584,704)	(640,042)

Costing Center Summary

Costing Center: 208 22ND ST N

Previous Costing Center: 208 22ND ST N

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0805

Department: BUILDING MAINTENANCE

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

Description:

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

Comments:

This building is unoccupied and used as storage for Parks seasonal equipment (picnic tables).

Outlook:

Costing Center Summary

Costing Center: 208 22ND ST N

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Contract Services				
52028 GENERAL INSURANCE	153	153	201	207
Contract Services Total	153	153	201	207
Materials and Supplies				
54099 PARTS AND MATERIALS	0	0	0	0
Materials and Supplies Total	0	0	0	0
Utilities				
53046 POWER	1,300	1,300	1,300	1,300
53150 WATER	0	0	0	0
Utilities Total	1,300	1,300	1,300	1,300
	1,453	1,453	1,501	1,507
Net Total	(1,453)	(1,453)	(1,501)	(1,507)

Costing Center Summary

Costing Center: AIRPORT BUILDINGS

Previous Costing Center: AIRPORT BUILDINGS

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0804

Department: BUILDING MAINTENANCE

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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:

Construction of a new maintenance garage of approximately 10,000 sq. feet was started in the fall 2019 and will be completed in 2020.

Costing Center Summary

Costing Center: AIRPORT BUILDINGS

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures					
Contract Services					
52015	CONTRACTS	42,122	44,590	49,000	49,678
52028	GENERAL INSURANCE	6,739	6,739	8,711	8,972
Contract Services Total		48,861	51,329	57,711	58,650
Debenture Debt Servicing Costs					
57438	DEBENTURE PRINCIPAL	214,468	214,468	223,583	233,085
57439	DEBENTURE INTEREST	202,958	202,958	193,843	184,341
Debenture Debt Servicing Costs Total		417,426	417,426	417,425	417,425
Materials and Supplies					
54099	PARTS AND MATERIALS	15,000	1,932	3,500	3,500
Materials and Supplies Total		15,000	1,932	3,500	3,500
Utilities					
53025	HEAT	16,100	20,800	21,000	21,000
53046	POWER	36,500	37,025	36,100	36,100
53130	TELEPHONE	400	0	0	0
53150	WATER	6,708	7,458	7,500	7,500
Utilities Total		59,708	65,283	64,600	64,600
		540,995	535,970	543,236	544,176
Net Total					
		(540,995)	(535,970)	(543,236)	(544,176)

Costing Center Summary

Costing Center: BLDG & STRUCT SUPERVISION

Previous Costing Center: BLDG & STRUCT
SUPERVISION

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 5605

Department: BUILDING MAINTENANCE

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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, traffic lights and signs down.

Outlook:

Costing Center Summary

Costing Center: BLDG & STRUCT SUPERVISION

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	1,076	977	1,147	1,147
51123	PROTECTIVE CLOTHING	500	700	600	600
51285	MEDICALS	140	140	140	140
Benefits Total		1,716	1,817	1,887	1,887
Contract Services					
52015	CONTRACTS	1,020	2,020	26,020	1,020
52028	GENERAL INSURANCE	7	7	9	10
Contract Services Total		1,027	2,027	26,029	1,030
Equipment Purchases					
54410	EQUIPMENT PURCHASES	17,000	10,000	7,000	0
Equipment Purchases Total		17,000	10,000	7,000	0
Materials and Supplies					
54099	PARTS AND MATERIALS	1,500	1,246	1,500	1,500
54103	GASOLINE (VEHICLE)	10,500	8,700	9,500	9,500
54104	DIESEL (VEHICLE)	7,700	4,700	4,700	4,700
54125	DIESEL EXHAUST FLUID	0	25	30	30
54323	INSURANCE DEDUCTIBLE	0	0	0	0
Materials and Supplies Total		19,700	14,671	15,730	15,730
Other					
51141	PROFESSIONAL DEVELOPMENT	0	50	155	155
59080	FLEET EQUIP MAINTENANCE	32,200	32,200	28,700	28,700
59248	DISPOSAL SITE CHARGE	0	204	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	32,713	32,713	28,667	34,314
Other Total		64,913	65,167	57,522	63,169
Salaries and Wages					
51083	REGULAR SALARIES	712,043	601,304	714,913	715,625
51084	OVERTIME SALARIES	12,000	23,000	12,000	12,000
51090	SHIFT DIFFERENTIAL	0	0	0	0
Salaries and Wages Total		724,043	624,304	726,913	727,625
Utilities					
53130	TELEPHONE	3,243	2,769	3,376	2,243
53295	RADIO COSTS	324	324	70	70
Utilities Total		3,567	3,093	3,446	2,313
		831,966	721,079	838,527	811,754
Net Total					
		(831,966)	(721,079)	(838,527)	(811,754)

Costing Center Summary

Costing Center: CIVIC ADMIN BUILDING - 410 9th STREET

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

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0047

Department: BUILDING MAINTENANCE

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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 2020 which will identify areas that need repair or maintenance.

Outlook:

A multi year tender is being prepared for building condition assessments and this building is scheduled for completion by the spring of 2020.

Costing Center Summary

Costing Center: CIVIC ADMIN BUILDING - 410 9th STREET

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	67,987	72,646	68,026	69,816
52028 GENERAL INSURANCE	4,739	4,739	6,114	6,297
Contract Services Total	72,726	77,385	74,140	76,113
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	2,750	0
Equipment Purchases Total	0	0	2,750	0
Materials and Supplies				
54099 PARTS AND MATERIALS	11,500	9,457	15,500	11,500
Materials and Supplies Total	11,500	9,457	15,500	11,500
Reserve Appropriation				
58536 MUNICIPAL BLDG MAINT B/L 4368	35,000	35,000	150,000	50,000
Reserve Appropriation Total	35,000	35,000	150,000	50,000
Utilities				
53025 HEAT	25,240	27,740	28,000	28,000
53046 POWER	75,550	75,550	76,000	76,000
53150 WATER	6,636	6,636	6,700	6,700
Utilities Total	107,426	109,926	110,700	110,700
	226,652	231,768	353,090	248,313
Net Total	(226,652)	(231,768)	(353,090)	(248,313)

Costing Center Summary

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

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

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0802

Department: BUILDING MAINTENANCE

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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, Recreation Hub East 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:

A multi year tender is being prepared for building condition assessments and this building is scheduled for completion by the fall of 2020.

Costing Center Summary

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	71,872	207,607	72,847	73,782
52028 GENERAL INSURANCE	3,187	3,187	3,866	3,982
Contract Services Total	75,059	210,794	76,713	77,764
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	166,184	166,184	171,170	176,305
57439 DEBENTURE INTEREST	44,333	44,333	39,347	34,212
Debenture Debt Servicing Costs Total	210,517	210,517	210,517	210,517
Materials and Supplies				
54099 PARTS AND MATERIALS	8,000	7,653	5,000	5,000
54323 INSURANCE DEDUCTIBLE	0	5,000	0	0
Materials and Supplies Total	8,000	12,653	5,000	5,000
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	0	187	0	0
Transfers to/from Internal Accounts Total	0	187	0	0
Utilities				
53046 POWER	74,112	74,112	73,000	73,000
53130 TELEPHONE	350	350	350	350
53150 WATER	1,686	1,786	1,800	1,800
Utilities Total	76,148	76,248	75,150	75,150
	369,724	510,399	367,379	368,431
Net Total	(369,724)	(510,399)	(367,379)	(368,431)

Costing Center Summary

Costing Center: CIVIC SERVICES COMPLEX - 900 RICHMOND AVENUE

Previous Costing Center: CIVIC SERVICES
COMPLEX - 900

Budget Year: 2020

Division: RICHMOND AVENUE
GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0136

Department: BUILDING MAINTENANCE

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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.

Outlook:

A multi year tender is being prepared for building condition assessments and this building is scheduled for completion by the spring of 2020.

Costing Center Summary

Costing Center: CIVIC SERVICES COMPLEX - 900 RICHMOND AVENUE

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	29,003	32,479	29,043	29,825
52028 GENERAL INSURANCE	6,070	6,070	7,931	8,169
Contract Services Total	35,073	38,549	36,974	37,994
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	0	0
Equipment Purchases Total	0	0	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	11,000	11,524	14,000	11,000
Materials and Supplies Total	11,000	11,524	14,000	11,000
Reserve Appropriation				
58533 CIVIC SERVICES COMPLEX B/L5655	0	0	75,000	75,000
Reserve Appropriation Total	0	0	75,000	75,000
Transfers to/from Internal Accounts				
59334 INTERNAL CHARGES	(214,537)	(214,537)	(224,574)	(222,594)
Transfers to/from Internal Accounts Total	(214,537)	(214,537)	(224,574)	(222,594)
Utilities				
53025 HEAT	24,555	26,205	25,500	25,500
53046 POWER	58,215	58,715	59,000	59,000
53130 TELEPHONE	350	350	350	350
53150 WATER	10,344	13,744	13,750	13,750
Utilities Total	93,464	99,014	98,600	98,600
	(75,000)	(65,450)	(0)	(0)
Net Total	75,000	65,450	(0)	0

Costing Center Summary

Costing Center: DALY HOUSE MUSEUM

Previous Costing Center: DALY HOUSE MUSEUM

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 4062

Department: BUILDING MAINTENANCE

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 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	16	1,293	1,266	1,266
52028 GENERAL INSURANCE	244	244	322	332
Contract Services Total	260	1,537	1,588	1,598
Materials and Supplies				
54099 PARTS AND MATERIALS	1,200	1,253	800	800
Materials and Supplies Total	1,200	1,253	800	800
	1,460	2,790	2,388	2,398
Net Total	(1,460)	(2,790)	(2,388)	(2,398)

Costing Center Summary

Costing Center: FIRE STATION - 13TH STREET

Previous Costing Center: FIRE STATION - 13TH STREET

Budget Year: 2020

Division: GENERAL GOVERNMENT SERVICES

Accounting Reference: 0812

Department: BUILDING MAINTENANCE

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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:

A 3 year building condition assessment plan is in the process and this building is to be done by the fall of 2021.

Costing Center Summary

Costing Center: FIRE STATION - 13TH STREET

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	26	1,106	1,026	1,026
52028 GENERAL INSURANCE	621	621	813	838
Contract Services Total	647	1,727	1,839	1,864
Materials and Supplies				
54099 PARTS AND MATERIALS	3,000	2,170	2,000	2,000
Materials and Supplies Total	3,000	2,170	2,000	2,000
Utilities				
53025 HEAT	6,470	6,470	6,100	6,100
53046 POWER	8,060	8,060	8,000	8,000
53150 WATER	1,400	1,150	1,200	1,200
Utilities Total	15,930	15,680	15,300	15,300
	19,577	19,577	19,139	19,164
Net Total	(19,577)	(19,577)	(19,139)	(19,164)

Costing Center Summary

Costing Center: FIRE STATION - 19TH STREET NORTH

Previous Costing Center: FIRE STATION - 19TH STREET NORTH

Budget Year: 2020

Division: GENERAL GOVERNMENT SERVICES

Accounting Reference: 0806

Department: BUILDING MAINTENANCE

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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:

A 3 year building condition assessment plan is in the process and this building will be done by the fall of 2021.

Costing Center Summary

Costing Center: FIRE STATION - 19TH STREET NORTH

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures					
Contract Services					
52015	CONTRACTS	11,952	23,711	14,186	14,317
52028	GENERAL INSURANCE	5,593	5,593	7,333	7,553
Contract Services Total		17,545	29,304	21,519	21,870
Debenture Debt Servicing Costs					
57438	DEBENTURE PRINCIPAL	456,188	456,188	478,632	502,181
57439	DEBENTURE INTEREST	355,601	355,601	333,156	309,608
Debenture Debt Servicing Costs Total		811,789	811,789	811,788	811,789
Materials and Supplies					
54099	PARTS AND MATERIALS	6,900	7,587	6,900	6,900
Materials and Supplies Total		6,900	7,587	6,900	6,900
Utilities					
53025	HEAT	57,060	60,060	61,000	61,000
53150	WATER	4,074	4,074	4,100	4,100
Utilities Total		61,134	64,134	65,100	65,100
		897,368	912,814	905,307	905,659
Net Total		(897,368)	(912,814)	(905,307)	(905,659)

Costing Center Summary

Costing Center: *LIBRARY/ARTS BUILDING*

Previous Costing Center: LIBRARY/ARTS BUILDING

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0808

Department: BUILDING MAINTENANCE

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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. From the report, several issues have been identified and repairs/replacements are scheduled to be completed by 2027.

Costing Center Summary

Costing Center: LIBRARY/ARTS BUILDING

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	22,578	30,730	23,599	23,606
52028 GENERAL INSURANCE	3,346	3,346	4,387	4,518
Contract Services Total	25,924	34,076	27,986	28,124
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	8,000	5,458	6,200	6,200
Materials and Supplies Total	8,000	5,458	6,200	6,200
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
Utilities				
53025 HEAT	11,400	12,460	11,500	11,500
53046 POWER	55,074	57,974	58,000	58,000
53130 TELEPHONE	1,704	1,857	1,704	1,704
53150 WATER	1,676	1,676	1,700	1,700
Utilities Total	69,854	73,967	72,904	72,904
	153,778	163,501	157,090	157,228
Net Total	(153,778)	(163,501)	(157,090)	(157,228)

Costing Center Summary

Costing Center: PARKS BUILDINGS

Previous Costing Center: PARKS BUILDINGS

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0152

Department: BUILDING MAINTENANCE

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

Description:

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

Comments:

The parks complex was built in 1990.

Outlook:

A multi year tender is being prepared for building condition assessments and this building is scheduled for completion by the spring of 2020. The fencing for the East side of 20th Street will be installed in 2020.

Costing Center Summary

Costing Center: PARKS BUILDINGS

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Capital Contribution				
10300 CAPITAL PROJECTS	0	0	40,000	0
Capital Contribution Total	0	0	40,000	0
Contract Services				
52015 CONTRACTS	8,851	7,459	9,002	9,156
52028 GENERAL INSURANCE	2,691	2,691	4,359	4,490
Contract Services Total	11,542	10,150	13,361	13,646
Materials and Supplies				
54099 PARTS AND MATERIALS	2,500	2,951	2,500	2,500
Materials and Supplies Total	2,500	2,951	2,500	2,500
Utilities				
53025 HEAT	14,610	15,110	14,775	14,775
53150 WATER	5,198	8,348	8,500	8,500
Utilities Total	19,808	23,458	23,275	23,275
	33,850	36,559	79,136	39,421
Net Total	(33,850)	(36,559)	(79,136)	(39,421)

Costing Center Summary

Costing Center: POLICE STATION - VICTORIA AVE

Previous Costing Center: POLICE STATION -
VICTORIA AVE

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0085

Department: BUILDING MAINTENANCE

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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:

A 3 year building condition assessment plan is in the process and this building is to be done by the fall of 2021.

Costing Center Summary

Costing Center: POLICE STATION - VICTORIA AVE

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	60,643	62,405	61,753	62,886
52028 GENERAL INSURANCE	5,597	5,597	7,336	7,556
Contract Services Total	66,240	68,002	69,089	70,442
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	630,107	630,107	658,462	688,092
57439 DEBENTURE INTEREST	438,480	438,480	410,125	380,494
Debenture Debt Servicing Costs Total	1,068,587	1,068,587	1,068,587	1,068,586
Materials and Supplies				
54099 PARTS AND MATERIALS	18,500	16,738	19,100	16,000
Materials and Supplies Total	18,500	16,738	19,100	16,000
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	0	117	0	0
Transfers to/from Internal Accounts Total	0	117	0	0
Utilities				
53046 POWER	82,743	85,743	83,000	83,000
53150 WATER	2,210	2,210	2,200	2,200
Utilities Total	84,953	87,953	85,200	85,200
	1,238,280	1,241,397	1,241,976	1,240,228
Net Total	(1,238,280)	(1,241,397)	(1,241,976)	(1,240,228)

Costing Center Summary

Costing Center: STORAGE GARAGE

Previous Costing Center: STORAGE GARAGE

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0139

Department: BUILDING MAINTENANCE

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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. An internal recovery is funded through the garage and the utility.

Comments:

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

Outlook:

Costing Center Summary

Costing Center: STORAGE GARAGE

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures					
Contract Services					
52015	CONTRACTS	0	778	800	800
Contract Services Total		0	778	800	800
Materials and Supplies					
54099	PARTS AND MATERIALS	2,000	215	2,000	2,000
Materials and Supplies Total		2,000	215	2,000	2,000
Transfers to/from Internal Accounts					
59334	INTERNAL CHARGES	(11,298)	(11,298)	(11,600)	(11,600)
Transfers to/from Internal Accounts Total		(11,298)	(11,298)	(11,600)	(11,600)
Utilities					
53025	HEAT	8,140	8,140	7,600	7,600
53150	WATER	1,158	1,158	1,200	1,200
Utilities Total		9,298	9,298	8,800	8,800
		0	(1,007)	0	0
Net Total		0	1,007	0	0

Costing Center Summary

Costing Center: STREET LIGHTS	
Previous Costing Center: STREET LIGHTS	Budget Year: 2020
Division: GENERAL GOVERNMENT SERVICES	Accounting Reference: 0183
Department: BUILDING MAINTENANCE	Approved: Yes
Stage: Council Approved	Manager: Pam Richardson

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 Christmas light decorations will be expanded at the skating oval.

Outlook:

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

Costing Center Summary

Costing Center: STREET LIGHTS

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	15,000	8,751	10,000	10,000
Contract Services Total	15,000	8,751	10,000	10,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	5,280	0	0
Equipment Purchases Total	0	5,280	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	21,500	2,469	11,500	11,500
Materials and Supplies Total	21,500	2,469	11,500	11,500
Utilities				
53046 POWER	894,822	882,822	918,035	929,510
Utilities Total	894,822	882,822	918,035	929,510
	931,322	899,322	939,535	951,010
Net Total	(931,322)	(899,322)	(939,535)	(951,010)

Costing Center Summary

Costing Center: TEST LAB BUILDING

Previous Costing Center: TEST LAB BUILDING

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0801

Department: BUILDING MAINTENANCE

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Contract Services				
52015 CONTRACTS	502	568	505	510
Contract Services Total	502	568	505	510
Materials and Supplies				
54099 PARTS AND MATERIALS	200	53	200	200
Materials and Supplies Total	200	53	200	200
Utilities				
53025 HEAT	829	829	859	859
53150 WATER	168	168	170	170
Utilities Total	997	997	1,029	1,029
	1,699	1,618	1,734	1,739
Net Total	(1,699)	(1,618)	(1,734)	(1,739)

Costing Center Summary

Costing Center: TRAFFIC SIGNALS

Previous Costing Center: TRAFFIC SIGNALS

Budget Year: 2020

Division: GENERAL GOVERNMENT
SERVICES

Accounting Reference: 0190

Department: BUILDING MAINTENANCE

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

Description:

This cost center is for the maintenance and upgrading of all traffic signals within the jurisdiction and traffic signs throughout the City.

Comments:

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

With the effects of the weather and salt on the City's aging light standards, there is a need for a pole replacement program. In the fall of 2019 25 poles were purchased and will be replaced in the spring of 2020 in the downtown area, where light poles are in worst condition.

Outlook:

The department will continue to replace light poles throughout the city with the intention to replace 25 poles every second year.

Costing Center Summary

Costing Center: TRAFFIC SIGNALS

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Other Income				
42994 RECOVERIES OTHER	1,500	12,246	9,000	9,000
Other Income Total	1,500	12,246	9,000	9,000
	1,500	12,246	9,000	9,000
Expenditures				
Contract Services				
52015 CONTRACTS	24,515	26,207	27,287	27,287
Contract Services Total	24,515	26,207	27,287	27,287
Materials and Supplies				
54099 PARTS AND MATERIALS	81,000	79,539	55,000	75,000
Materials and Supplies Total	81,000	79,539	55,000	75,000
Other				
59014 WORK ORDERS	0	0	0	0
Other 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
	105,515	105,746	82,287	102,287
Net Total	(104,015)	(93,500)	(73,287)	(93,287)

Costing Center Summary

Costing Center: TRANSIT COMFORT STATION

Previous Costing Center: TRANSIT COMFORT STATION

Budget Year: 2020

Division: GENERAL GOVERNMENT SERVICES

Accounting Reference: 0507

Department: BUILDING MAINTENANCE

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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 started in August 2019 and will be completed March 2020.

Outlook:

Costing Center Summary

Costing Center: TRANSIT COMFORT STATION

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures					
Contract Services					
52015	CONTRACTS	3,878	2,639	3,956	4,035
Contract Services Total		3,878	2,639	3,956	4,035
Materials and Supplies					
54099	PARTS AND MATERIALS	1,200	869	1,200	1,200
Materials and Supplies Total		1,200	869	1,200	1,200
Utilities					
53046	POWER	3,301	3,301	3,420	3,543
53150	WATER	650	930	1,000	1,000
Utilities Total		3,951	4,231	4,420	4,543
		9,029	7,739	9,576	9,778
Net Total		(9,029)	(7,739)	(9,576)	(9,778)

Costing Center Summary

Costing Center: FIRE DEPT VEHICLES

Previous Costing Center: FIRE DEPT VEHICLES

Budget Year: 2020

Division: TRANSPORTATION
SERVICES

Accounting Reference: 4066

Department: FLEET SERVICES

Approved: Yes

Stage: Council Approved

Manager: Carla Richardson

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
User Fees and Sales of Goods				
49431 FIRE VEHICLE SALES	0	0	4,000	2,637
User Fees and Sales of Goods Total	0	0	4,000	2,637
	0	0	4,000	2,637
Expenditures				
Contract Services				
52032 VEHICLE INSURANCE	28,100	40,800	42,000	43,280
Contract Services Total	28,100	40,800	42,000	43,280
Materials and Supplies				
54099 PARTS AND MATERIALS	35,000	17,500	35,000	35,000
54125 DIESEL EXHAUST FLUID	0	0	0	0
54157 TIRES	4,500	6,500	6,000	6,000
Materials and Supplies Total	39,500	24,000	41,000	41,000
Other				
59080 FLEET EQUIP MAINTENANCE	(127,250)	(127,250)	(134,250)	(134,250)
59993 EQUIPMENT CAPITAL CONTRIBUTION	(162,536)	(162,536)	(178,076)	(178,076)
Other Total	(289,786)	(289,786)	(312,326)	(312,326)
Reserve Appropriation				
58554 FIRE VEHICLES B/L	162,536	162,536	182,076	180,713
Reserve Appropriation Total	162,536	162,536	182,076	180,713
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	59,650	32,650	51,250	49,970
Transfers to/from Internal Accounts Total	59,650	32,650	51,250	49,970
	0	(29,800)	4,000	2,637
Net Total	0	29,800	0	0

Costing Center Summary

Costing Center: *FLEET EQUIPMENT*

Previous Costing Center: FLEET EQUIPMENT

Budget Year: 2020

Division: TRANSPORTATION
SERVICES

Accounting Reference: 0700

Department: FLEET SERVICES

Approved: Yes

Stage: Council Approved

Manager: Carla Richardson

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
User Fees and Sales of Goods				
49224 GARAGE EQUIPMENT SALES	561,687	102,689	337,177	1,109,250
User Fees and Sales of Goods Total	561,687	102,689	337,177	1,109,250
	561,687	102,689	337,177	1,109,250
Expenditures				
Contract Services				
52032 VEHICLE INSURANCE	220,385	230,847	234,713	235,454
Contract Services Total	220,385	230,847	234,713	235,454
Materials and Supplies				
54099 PARTS AND MATERIALS	444,415	579,415	448,608	453,435
54103 GASOLINE (VEHICLE)	0	0	0	0
54157 TIRES	91,000	111,000	100,000	95,000
54209 PREVENTATIVE MAINTENANCE	91,057	90,755	67,849	58,611
Materials and Supplies Total	626,472	781,170	616,457	607,046
Other				
59080 FLEET EQUIP MAINTENANCE	(1,525,750)	(1,531,150)	(1,531,170)	(1,522,500)
59993 EQUIPMENT CAPITAL CONTRIBUTION	(2,320,497)	(2,335,497)	(2,085,563)	(2,385,563)
Other Total	(3,846,247)	(3,866,647)	(3,616,733)	(3,908,063)
Reserve Appropriation				
58508 EQUIPMENT REPLACEMENT B/L 3675	2,882,184	2,438,186	2,422,740	3,494,813
Reserve Appropriation Total	2,882,184	2,438,186	2,422,740	3,494,813
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	678,893	650,893	680,000	680,000
Transfers to/from Internal Accounts Total	678,893	650,893	680,000	680,000
	561,687	234,449	337,177	1,109,250
Net Total	0	(131,760)	0	0

Costing Center Summary

Costing Center: GARAGE SERVICES

Previous Costing Center: GARAGE SERVICES

Budget Year: 2020

Division: TRANSPORTATION
SERVICES

Accounting Reference: 0135

Department: FLEET SERVICES

Approved: Yes

Stage: Council Approved

Manager: Carla Richardson

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Other Income				
42994 RECOVERIES OTHER	0	0	0	0
49263 TRANSIT EQUIPMENT SALES	0	0	0	0
Other Income Total		0	0	0
User Fees and Sales of Goods	2000			
42506 SCRAP METAL SALES	2,200	2,000	2,000	2,060
42520 OIL & FILTER RECOVERIES	4,200	2,200	2,400	2,500
User Fees and Sales of Goods Total	4,200	4,200	4,400	4,560
		4,200	4,400	4,560
Expenditures				
Benefits	1563.116997			
51122 BOOT ALLOWANCE	8,750	1,374	1,563	1,563
51123 PROTECTIVE CLOTHING	4,320	5,000	7,000	7,210
51124 TOOL ALLOWANCE	625	4,320	4,320	4,320
51285 MEDICALS	15,258	300	250	550
Benefits Total		10,994	13,133	13,643
Contract Services	5000			
52015 CONTRACTS	430	34,710	6,000	6,300
52028 GENERAL INSURANCE	1,654	430	546	563
52029 LIABILITY INSURANCE	570	1,654	1,397	1,439
52032 VEHICLE INSURANCE	24,200	514	600	618
52054 MAINT OF EQUIP EXT	250	22,000	25,700	26,471
52069 PRINTING COSTS	32,104	645	200	206
Contract Services Total		59,953	34,444	35,597
Equipment Purchases	4800			
54410 EQUIPMENT PURCHASES	4,800	8,300	5,200	8,000
Equipment Purchases Total		8,300	5,200	8,000
Materials and Supplies	25000			
54095 SHOP SUPPLIES	15,000	13,000	32,000	32,960
54099 PARTS AND MATERIALS	2,023	8,500	0	0
54103 GASOLINE (VEHICLE)	2,332	1,523	1,995	2,055
54104 DIESEL (VEHICLE)	0	1,832	2,430	2,503
54125 DIESEL EXHAUST FLUID	12,000	25	0	0
54266 TOOLS	56,355	6,000	8,000	8,240
Materials and Supplies Total		30,880	44,425	45,758

Costing Center Summary

Costing Center: GARAGE SERVICES

Other		11000			
51141	PROFESSIONAL DEVELOPMENT	0	9,500	16,810	17,305
59003	ADVERTISING	0	640	1,000	1,000
59048	LUNCHEONS	0	59	0	0
59059	MEMBERSHIP	13,500	1,273	1,300	1,339
59080	FLEET EQUIP MAINTENANCE	10,415	13,500	16,500	16,500
59098	SUBSCRIPTIONS	200	9,890	10,665	10,264
59138	BUSINESS TRAVEL	19,921	0	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	55,036	19,921	20,530	20,530
Other Total			54,783	66,805	66,938
Reserve Appropriation		1500			
58508	EQUIPMENT REPLACEMENT B/L 3675	1,500	1,500	1,500	1,500
Reserve Appropriation Total			1,500	1,500	1,500
Salaries and Wages		1197799.05			
51083	REGULAR SALARIES	22,500	935,278	1,188,613	1,211,954
51084	OVERTIME SALARIES	5,310	34,500	25,000	25,750
51090	SHIFT DIFFERENTIAL	1,225,609	3,810	5,310	5,469
Salaries and Wages Total			973,588	1,218,923	1,243,173
Transfers to/from Internal Accounts		-1697640			
59001	SHOP RATE CHARGES	76,040	(1,512,640)	(1,617,399)	(1,645,113)
59002	SHOP RATE NON-MECHANICAL	225,835	56,040	0	0
59334	INTERNAL CHARGES	(1,395,765)	225,835	234,272	232,292
Transfers to/from Internal Accounts Total			(1,230,765)	(1,383,127)	(1,412,821)
Utilities		2320			
53130	TELEPHONE	1,120	2,320	2,787	2,459
53295	RADIO COSTS	3,440	1,120	310	313
Utilities Total		(1,663)	3,440	3,097	2,772
			(87,327)	4,400	4,560
		5862.993144			
Net Total		(57,691)	91,527	0	(0)

Costing Center Summary

Costing Center: *POLICE DEPT VEHICLES*

Previous Costing Center: POLICE DEPT VEHICLES

Budget Year: 2020

Division: TRANSPORTATION
SERVICES

Accounting Reference: 0084

Department: FLEET SERVICES

Approved: Yes

Stage: Council Approved

Manager: Carla Richardson

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
User Fees and Sales of Goods				
49452 POLICE VEHICLE SALES	15,937	12,910	8,498	19,784
User Fees and Sales of Goods Total	15,937	12,910	8,498	19,784
	15,937	12,910	8,498	19,784
Expenditures				
Contract Services				
52032 VEHICLE INSURANCE	58,000	60,766	60,000	60,000
Contract Services Total	58,000	60,766	60,000	60,000
Materials and Supplies				
54099 PARTS AND MATERIALS	57,000	57,000	57,000	57,000
54157 TIRES	35,000	30,000	35,000	35,000
Materials and Supplies Total	92,000	87,000	92,000	92,000
Other				
59080 FLEET EQUIP MAINTENANCE	(237,550)	(237,550)	(243,150)	(243,150)
59993 EQUIPMENT CAPITAL CONTRIBUTION	(235,783)	(235,783)	(339,719)	(364,719)
Other Total	(473,333)	(473,333)	(582,869)	(607,869)
Reserve Appropriation				
58549 POLICE VEHICLES B/L	251,720	248,693	348,217	384,503
Reserve Appropriation Total	251,720	248,693	348,217	384,503
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	87,550	90,550	91,150	91,150
Transfers to/from Internal Accounts Total	87,550	90,550	91,150	91,150
	15,937	13,676	8,498	19,784
Net Total	0	(766)	0	0

Costing Center Summary

Costing Center: SCHOOL DIVISION EQUIPMENT

Previous Costing Center: SCHOOL DIVISION
EQUIPMENT

Budget Year: 2020

Division: TRANSPORTATION
SERVICES

Accounting Reference: 0689

Department: FLEET SERVICES

Approved: Yes

Stage: Council Approved

Manager: Carla Richardson

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:

There has been a decrease to the revenue in this cost centre as the School Division transitions their fleet over to propane-fueled buses. The Brandon School Division currently fuels 23 buses with diesel compared to 30 in 2018.

Costing Center Summary

Costing Center: SCHOOL DIVISION EQUIPMENT

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Other Income				
42999 REVENUE	230,160	195,160	195,210	195,210
Other Income Total	230,160	195,160	195,210	195,210
	230,160	195,160	195,210	195,210
Expenditures				
Materials and Supplies				
54104 DIESEL (VEHICLE)	219,000	185,717	185,714	185,714
54125 DIESEL EXHAUST FLUID	200	150	200	200
Materials and Supplies Total	219,200	185,867	185,914	185,914
	219,200	185,867	185,914	185,914
Net Total	10,960	9,293	9,296	9,296

Costing Center Summary

Costing Center: STORES

Previous Costing Center: STORES

Budget Year: 2020

Division: TRANSPORTATION
SERVICES

Accounting Reference: 0016

Department: FLEET SERVICES

Approved: Yes

Stage: Council Approved

Manager: Carla Richardson

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	294	244	244	244
51123 PROTECTIVE CLOTHING	150	0	175	175
Benefits Total	444	244	419	419
Contract Services				
52069 PRINTING COSTS	1,000	415	500	500
52252 DELIVERY - IN CITY	15,000	15,000	15,000	15,000
Contract Services Total	16,000	15,415	15,500	15,500
Equipment Purchases				
54410 EQUIPMENT PURCHASES	1,000	0	0	0
Equipment Purchases Total	0	0	0	0
Materials and Supplies	1000			
54099 PARTS AND MATERIALS		1,000	1,000	1,000
54324 INVENTORY VARIANCE	2,000	0	0	0
54328 OBSOLETE INVENTORY	4,093	0	0	0
Materials and Supplies Total	6,093	1,000	1,000	1,000
Other				
59048 LUNCHEONS	119,958	0	0	0
59080 FLEET EQUIP MAINTENANCE	5,000	2,000	2,000	2,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	124,958	4,093	3,813	4,562
Other Total		6,093	5,813	6,562
Salaries and Wages	1143			
51083 REGULAR SALARIES	1,143	119,246	119,771	119,771
51084 OVERTIME SALARIES	149,638	6,500	5,000	5,000
Salaries and Wages Total		125,746	124,771	124,771
Utilities	-149637.5204			
53130 TELEPHONE	1,226	1,014	974	974
Utilities Total	1,226	1,014	974	974
	144,369	149,512	148,477	149,226
Net Total	(144,369)	(149,512)	(148,477)	(149,226)

Costing Center Summary

Costing Center: TRANSIT EQUIPMENT

Previous Costing Center: TRANSIT EQUIPMENT

Budget Year: 2020

Division: TRANSPORTATION
SERVICES

Accounting Reference: 3963

Department: FLEET SERVICES

Approved: Yes

Stage: Council Approved

Manager: Carla Richardson

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.

Costing Center Summary

Costing Center: TRANSIT EQUIPMENT

Outlook:

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Conditional Government Transfers				
43642 PROV-BUS PURCHASE	0	0	0	0
44500 FEDERAL GOV'T	444,054	446,314	446,314	466,601
Conditional Government Transfers Total	444,054	446,314	446,314	466,601
Other Income				
49263 TRANSIT EQUIPMENT SALES	0	0	0	0
Other Income Total	0	0	0	0
	444,054	446,314	446,314	466,601
Expenditures				
Contract Services				
52032 VEHICLE INSURANCE	66,000	68,220	70,000	70,000
Contract Services Total	66,000	68,220	70,000	70,000
Materials and Supplies				
54099 PARTS AND MATERIALS	505,000	425,000	495,000	495,000
54157 TIRES	55,000	45,000	55,000	55,000
Materials and Supplies Total	560,000	470,000	550,000	550,000
Other				
59080 FLEET EQUIP MAINTENANCE	(1,343,800)	(1,343,800)	(1,279,500)	(1,279,500)
59993 EQUIPMENT CAPITAL CONTRIBUTION	(290,000)	(290,000)	(410,002)	(410,002)
Other Total	(1,633,800)	(1,633,800)	(1,689,502)	(1,689,502)
Reserve Appropriation				
58510 TRANSIT EQUIPMENT B/L 3654	290,000	290,000	410,002	410,002
58558 TRANSIT GAS TAX RESERVE B/L	444,054	446,314	446,314	466,601
Reserve Appropriation Total	734,054	736,314	856,316	876,603
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	717,800	534,800	659,500	659,500
Transfers to/from Internal Accounts Total	717,800	534,800	659,500	659,500
	444,054	175,534	446,314	466,601
Net Total	0	270,780	0	0

Costing Center Summary

Costing Center: ENVIRONMENTAL INITIATIVES

Previous Costing Center: ENVIRONMENTAL
INITIATIVES

Budget Year: 2020

Division: TRANSPORTATION
SERVICES

Accounting Reference: 0143

Department: OPERATIONS ADMIN

Approved: Yes

Stage: Council Approved

Manager: Ian Broome

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 Operations Services which reports to the General Manager of Operations. 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 Ambassador Program.

The 2020 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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	10,000	1,736	16,500	16,500
Income from Enterprises Total	10,000	1,736	16,500	16,500
	10,000	1,736	16,500	16,500
Expenditures				
Contract Services				
52015 CONTRACTS	4,000	513	4,000	4,000
Contract Services Total	4,000	513	4,000	4,000
Materials and Supplies				
54099 PARTS AND MATERIALS	8,000	4,800	13,000	13,000
Materials and Supplies Total	8,000	4,800	13,000	13,000
Other				
51141 PROFESSIONAL DEVELOPMENT	4,725	2,725	4,730	3,575
59003 ADVERTISING	6,000	3,886	15,000	11,000
59048 LUNCHEONS	750	650	750	750
59138 BUSINESS TRAVEL	800	620	1,000	1,000
59139 CONFERENCE COSTS	0	0	0	0
Other Total	12,275	7,881	21,480	16,325
Salaries and Wages				
51083 REGULAR SALARIES	104,353	103,918	110,150	110,821
51084 OVERTIME SALARIES	3,500	2,506	3,500	3,500
51090 SHIFT DIFFERENTIAL	50	0	50	50
Salaries and Wages Total	107,903	106,424	113,700	114,371
Utilities				
53130 TELEPHONE	1,122	1,122	589	589
Utilities Total	1,122	1,122	589	589
	133,300	120,740	152,769	148,285
Net Total	(123,300)	(119,004)	(136,269)	(131,785)

Costing Center Summary

Costing Center: OPERATIONS ADMINISTRATION

Previous Costing Center: OPERATIONS
ADMINISTRATION

Budget Year: 2020

Division: TRANSPORTATION
SERVICES

Accounting Reference: 0142

Department: OPERATIONS ADMIN

Approved: Yes

Stage: Council Approved

Manager: Ian Broome

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 Parks and Recreation 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

		2019 Budget Review	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures					
Benefits					
51010	MISC EMPLOYEE ALLOWANCE	1,425	1,425	0	0
Benefits Total		1,425	1,425	0	0
Contract Services					
52015	CONTRACTS	2,633	2,633	1,020	1,020
52069	PRINTING COSTS	41	41	0	0
52252	DELIVERY - IN CITY	800	800	1,140	1,140
Contract Services Total		3,474	3,474	2,160	2,160
Equipment Purchases					
54410	EQUIPMENT PURCHASES	2,038	2,038	0	0
Equipment Purchases Total		2,038	2,038	0	0
Materials and Supplies					
54099	PARTS AND MATERIALS	6,075	6,075	6,000	6,500
Materials and Supplies Total		6,075	6,075	6,000	6,500
Other					
51141	PROFESSIONAL DEVELOPMENT	11,595	11,595	6,000	6,300
59048	LUNCHEONS	600	600	700	750
59059	MEMBERSHIP	1,405	1,405	1,100	1,100
59138	BUSINESS TRAVEL	1,000	1,000	1,000	1,000
Other Total		14,600	14,600	8,800	9,150
Salaries and Wages					
51083	REGULAR SALARIES	605,350	605,350	595,440	597,927
51084	OVERTIME SALARIES	621	621	500	500
51090	SHIFT DIFFERENTIAL	0	0	0	0
Salaries and Wages Total		605,971	605,971	595,940	598,427
Utilities					
53130	TELEPHONE	3,326	3,326	2,745	2,745
53295	RADIO COSTS	325	325	70	70
Utilities Total		3,651	3,651	2,815	2,815
		637,234	637,234	615,715	619,052
Net Total		(637,234)	(637,234)	(615,715)	(619,052)

Costing Center Summary

Costing Center: OPERATIONS BY-LAW GEN

Previous Costing Center: OPERATIONS BY-LAW
GEN

Budget Year: 2020

Division: ENVIRONMENTAL
HEALTH SERVICES -
SANITATION

Accounting Reference: 1797

Department: SANITATION

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	61	61	61	61
Benefits Total	61	61	61	61
Contract Services				
52015 CONTRACTS	0	0	0	0
Contract Services Total	0	0	0	0
Equipment Purchases				
54410 EQUIPMENT PURCHASES	100	1,500	0	0
Equipment Purchases Total	2,000	1,500	0	0
Materials and Supplies	0			
54099 PARTS AND MATERIALS	2,100	72	100	100
54103 GASOLINE (VEHICLE)		2,514	2,500	2,500
54323 INSURANCE DEDUCTIBLE	1,500	750	0	0
Materials and Supplies Total	2,687	3,336	2,600	2,600
Other	4187			
59080 FLEET EQUIP MAINTENANCE		1,500	1,500	1,500
59993 EQUIPMENT CAPITAL CONTRIBUTION	28,474	2,687	1,552	1,858
Other Total	0	4,187	3,052	3,358
Salaries and Wages	0			
51083 REGULAR SALARIES	28,474	28,474	28,430	28,430
51084 OVERTIME SALARIES		0	0	0
51090 SHIFT DIFFERENTIAL	280	0	0	0
Salaries and Wages Total	160	28,474	28,430	28,430
Utilities	440			
53130 TELEPHONE	35,262	143	338	338
53295 RADIO COSTS		160	35	35
Utilities Total	(35,262)	303	373	373
	34,505	37,861	34,516	34,822
Net Total	(34,505)	(37,861)	(34,516)	(34,822)

Costing Center Summary

Costing Center: *PARKING METERS*

Previous Costing Center: PARKING METERS

Budget Year: 2020

Division: TRANSPORTATION
SERVICES

Accounting Reference: 1793

Department: PARKING

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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*

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues					
Other Income					
42990	RECEIPTS	255,000	254,685	255,000	255,000
42999	REVENUE	0	500	315	315
Other Income Total		255,000	255,185	255,315	255,315
		255,000	255,185	255,315	255,315
Expenditures					
Benefits					
51100	UNIFORMS	200	200	200	200
51122	BOOT ALLOWANCE	61	61	50	50
Benefits Total		261	261	250	250
Materials and Supplies					
54099	PARTS AND MATERIALS	9,000	6,500	5,000	5,000
54103	GASOLINE (VEHICLE)	1,500	2,000	2,000	2,000
Materials and Supplies Total		10,500	8,500	7,000	7,000
Other					
59080	FLEET EQUIP MAINTENANCE	3,500	3,500	3,000	3,000
59993	EQUIPMENT CAPITAL CONTRIBUTION	3,233	3,233	3,005	3,597
Other Total		6,733	6,733	6,005	6,597
Salaries and Wages					
51083	REGULAR SALARIES	32,732	32,732	26,776	26,776
51084	OVERTIME SALARIES	0	0	0	0
Salaries and Wages Total		32,732	32,732	26,776	26,776
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	800	0	500	500
Transfers to/from Internal Accounts Total		800	0	500	500
		51,026	48,226	40,531	41,123
Net Total		203,974	206,959	214,784	214,192

Costing Center Summary

Costing Center: STORM SEWERS

Previous Costing Center: STORM SEWERS

Budget Year: 2020

Division: TRANSPORTATION
SERVICES

Accounting Reference: 1792

Department: PARKING

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	122	(0)	118	118
Benefits Total	122	(0)	118	118
Materials and Supplies				
54099 PARTS AND MATERIALS	7,000	15,500	7,000	7,000
Materials and Supplies Total	7,000	15,500	7,000	7,000
Other				
59967 RESTORATION	1,000	1,000	1,000	1,000
Other Total	1,000	1,000	1,000	1,000
Salaries and Wages				
51083 REGULAR SALARIES	68,165	52,908	67,227	67,227
Salaries and Wages Total	68,165	52,908	67,227	67,227
	76,287	69,408	75,345	75,345
Net Total	(76,287)	(69,408)	(75,345)	(75,345)

Costing Center Summary

Costing Center: SURFACE DRAINAGE

Previous Costing Center: SURFACE DRAINAGE

Budget Year: 2020

Division: TRANSPORTATION
SERVICES

Accounting Reference: 1791

Department: PARKING

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	122	(0)	118	118
Benefits Total	122	(0)	118	118
Contract Services				
52015 CONTRACTS	1,500	2,000	0	0
Contract Services Total	1,500	2,000	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	12,000	12,280	10,000	10,000
54104 DIESEL (VEHICLE)	13,500	9,000	9,500	9,500
54125 DIESEL EXHAUST FLUID	125	125	125	125
54129 DIESEL (OPERATING)	10,000	18,656	12,000	12,000
Materials and Supplies Total	35,625	40,061	31,625	31,625
Other				
59080 FLEET EQUIP MAINTENANCE	15,500	15,500	15,500	15,500
59967 RESTORATION	1,000	1,237	1,000	1,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	65,526	65,526	61,029	73,051
Other Total	82,026	82,263	77,529	89,551
Salaries and Wages				
51083 REGULAR SALARIES	68,165	52,888	67,227	67,227
Salaries and Wages Total	68,165	52,888	67,227	67,227
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
	194,938	184,712	183,999	196,021
Net Total	(194,938)	(184,712)	(183,999)	(196,021)

Costing Center Summary

Costing Center: ANDREWS FIELD OPERATIONS

Previous Costing Center: ANDREWS FIELD
OPERATIONS

Budget Year: 2020

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 1494

Department: PARKS

Approved: Yes

Stage: Council Approved

Manager: Perry Roque

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, significant upgrades are required to the facility. Upgrades to the field, lighting, score board and sound system, modifications to the buildings, smaller hand tools, and materials required for the day to day operation. These projects will be completed in partnership with Andrews Field Group.

Costing Center Summary

Costing Center: ANDREWS FIELD OPERATIONS

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures					
Contract Services					
52015	CONTRACTS	21,225	21,988	22,000	22,408
52028	GENERAL INSURANCE	636	636	831	856
Contract Services Total		21,861	22,624	22,831	23,264
Materials and Supplies					
54099	PARTS AND MATERIALS	5,000	13,437	15,000	15,000
Materials and Supplies Total		5,000	13,437	15,000	15,000
Other					
52231	INSURANCE RECOVERIES	0	0	0	0
Other Total		0	0	0	0
Reserve Appropriation					
58540	ANDREWS FIELD RESERVE B/L	0	0	35,000	5,000
Reserve Appropriation Total		0	0	35,000	5,000
Utilities					
53150	WATER	20,000	20,000	20,000	20,000
Utilities Total		20,000	20,000	20,000	20,000
		46,861	56,061	92,831	63,264
Net Total					
		(46,861)	(56,061)	(92,831)	(63,264)

Costing Center Summary

Costing Center: CEMETERY OPERATIONS

Previous Costing Center: CEMETERY OPERATIONS

Budget Year: 2020

Division: PUBLIC HEALTH AND
WELFARE SERVICES

Accounting Reference: 0231

Department: PARKS - Cemetery

Approved: Yes

Stage: Council Approved

Manager: Perry Roque

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

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 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	380	476	380	380
42327	CEMETERY PLOT SALES	70,650	70,650	70,000	70,000
42328	CEMETERY INTERMENT FEES	110,000	110,000	110,000	110,000
42329	CEMETERY FOUNDATION FEES	18,540	18,540	20,000	20,000
42330	CEMETERY COLUMBARIUM SALES	150,000	130,000	150,000	150,000
User Fees and Sales of Goods Total		349,570	329,666	350,380	350,380
		349,570	329,666	350,380	350,380
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	751	551	503	503
51123	PROTECTIVE CLOTHING	900	900	1,000	1,000
Benefits Total		1,651	1,451	1,503	1,503
Contract Services					
52015	CONTRACTS	18,840	16,840	21,516	21,516
52028	GENERAL INSURANCE	205	205	273	281
52032	VEHICLE INSURANCE	0	0	0	0
52387	BANK PROCESSING FEES	720	720	720	720
54226	INSCRIPTIONS	16,000	12,000	13,000	14,000
Contract Services Total		35,765	29,765	35,509	36,517
Equipment Purchases					
54410	EQUIPMENT PURCHASES	2,500	1,600	2,500	3,000
Equipment Purchases Total		2,500	1,600	2,500	3,000
Materials and Supplies					
54099	PARTS AND MATERIALS	25,000	18,500	17,000	25,000
54104	DIESEL (VEHICLE)	0	100	0	0
54128	GASOLINE (OPERATING)	5,660	6,560	6,500	6,500
54129	DIESEL (OPERATING)	3,675	2,647	3,500	3,500
Materials and Supplies Total		34,335	27,807	27,000	35,000

Costing Center Summary

Costing Center: CEMETERY OPERATIONS

Other					
51141	PROFESSIONAL DEVELOPMENT	225	0	1,000	1,000
59003	ADVERTISING	2,900	2,900	2,900	2,900
59059	MEMBERSHIP	230	242	250	250
59080	FLEET EQUIP MAINTENANCE	37,200	37,200	25,200	25,200
59138	BUSINESS TRAVEL	0	0	0	0
59248	DISPOSAL SITE CHARGE	0	100	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	32,217	32,217	28,023	33,543
Other Total		72,772	72,659	57,373	62,893
Reserve Appropriation					
58519	PERPETUAL CARE B/L 6562	69,838	65,838	70,000	70,000
Reserve Appropriation Total		69,838	65,838	70,000	70,000
Salaries and Wages					
51083	REGULAR SALARIES	300,485	270,950	295,366	295,366
51084	OVERTIME SALARIES	5,000	5,000	5,000	5,000
Salaries and Wages Total		305,485	275,950	300,366	300,366
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	700	700	700	700
59997	TRANSFER FR RESERVES	(50,000)	(50,000)	(165,000)	(70,000)
Transfers to/from Internal Accounts Total		(49,300)	(49,300)	(164,300)	(69,300)
Utilities					
53046	POWER	9,000	10,000	10,000	11,000
53130	TELEPHONE	1,531	2,287	1,465	1,465
53150	WATER	4,500	3,000	3,000	3,000
Utilities Total		15,031	15,287	14,465	15,465
		488,078	441,058	344,416	455,444
Net Total		(138,508)	(111,392)	5,964	(105,064)

Costing Center Summary

Costing Center: JOINT USE OF SCHOOLS

Previous Costing Center: JOINT USE OF SCHOOLS

Budget Year: 2020

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 0308

Department: COMMUNITY

Approved: Yes

Stage: Council Approved

Manager: Perry Roque

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 per the Joint Use of Schools Agreement, the City's contribution to new play structures and field maintenance is matched by the Brandon School Division.

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 nine (9) gym facilities which are at no charge to the public. These include: New Era, Betty Gibson, Linden Lanes, Riverheights, J. R. Reid, George Fitton, Kirkcaldy Heights, Green Acres and King George.

Outlook:

Costing Center Summary

Costing Center: JOINT USE OF SCHOOLS

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Other Income				
42999 REVENUE	77,000	107,000	110,000	115,000
Other Income Total	77,000	107,000	110,000	115,000
	77,000	107,000	110,000	115,000
Expenditures				
Contract Services				
52079 BUILDING RENTAL	70,000	97,272	100,000	104,545
Contract Services Total	70,000	97,272	100,000	104,545
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	30,000	30,000	30,000
Other Total	30,000	30,000	30,000	30,000
	150,000	177,272	180,000	184,545
Net Total	(73,000)	(70,272)	(70,000)	(69,545)

Costing Center Summary

Costing Center: MOSQUITO MITIGATION

Previous Costing Center: MOSQUITO MITIGATION

Budget Year: 2020

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 0123

Department: PARKS

Approved: Yes

Stage: Council Approved

Manager: Perry Roque

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:

An alternative mosquito mitigation program that builds bat houses will continue as another opportunity to control the emergence of nuisance adult mosquitos.

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:

Based on prior years, with no requirement to spray for nuisance mosquitos, no funds have been budgeted for spraying.

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	45,000	34,316	45,000	45,000
Conditional Government Transfers Total	45,000	34,316	45,000	45,000
	45,000	34,316	45,000	45,000
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	406	226	135	135
Benefits Total	406	226	135	135
Contract Services				
52015 CONTRACTS	5,000	5,000	0	0
Contract Services Total	5,000	5,000	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	4,500	1,527	4,000	4,000
54103 GASOLINE (VEHICLE)	2,525	3,025	3,000	3,250
54323 INSURANCE DEDUCTIBLE	0	0	0	0
Materials and Supplies Total	7,025	4,552	7,000	7,250
Other				
59080 FLEET EQUIP MAINTENANCE	3,600	3,600	3,600	3,600
59145 MOSQUITO SPRAYING	35,000	171	0	0
59639 VECTOR CONTROL	2,000	2,098	2,000	2,500
59993 EQUIPMENT CAPITAL CONTRIBUTION	10,000	10,000	10,000	10,000
Other Total	50,600	15,869	15,600	16,100
Salaries and Wages				
51083 REGULAR SALARIES	66,203	43,388	51,893	52,294
51084 OVERTIME SALARIES	0	765	0	0
Salaries and Wages Total	66,203	44,153	51,893	52,294
	129,234	69,800	74,628	75,779
Net Total	(84,234)	(35,484)	(29,628)	(30,779)

Costing Center Summary

Costing Center: *OUTDOOR POOLS*

Previous Costing Center: OUTDOOR POOLS

Budget Year: 2020

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 0371

Department: PARKS

Approved: Yes

Stage: Council Approved

Manager: Perry Roque

Description:

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

Comments:

Spray Parks - Rideau, Stanley, Kin Park, Valleyview and Westridge.
Pool - Kinsmen

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.

Outlook:

With the closure of the Keystone Pool in 2019, there will be a decrease in the revenue and expenses. The Kinsmen pool has significantly deteriorated and the cost to maintain this facility will continue to increase. The design of the Sir Winston Churchill spray park will happen in 2020 with build planned in 2021.

Costing Center Summary

Costing Center: OUTDOOR POOLS

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Other Income				
42999 REVENUE	183,800	0	15,000	0
Other Income Total	275	0	15,000	0
	184,075	0	15,000	0
Expenditures				
	9500			
Benefits	9500			
51100 UNIFORMS		0	0	0
51146 CLOTHING ALLOWANCE	16,500	0	0	0
Benefits Total	20,000	0	0	0
Contract Services	36500			
52015 CONTRACTS		142,363	107,700	165,850
52028 GENERAL INSURANCE	7,500	275	359	370
Contract Services Total	7,080	142,638	108,059	166,220
Equipment Purchases	535			
54410 EQUIPMENT PURCHASES	165,000	8,500	6,000	2,500
Equipment Purchases Total	180,115	8,500	6,000	2,500
Materials and Supplies	410190.35			
54099 PARTS AND MATERIALS		13,500	17,000	18,000
54107 CHEMICALS	(410,190)	13,145	16,000	16,000
Materials and Supplies Total	25,560	26,645	33,000	34,000
Other				
51141 PROFESSIONAL DEVELOPMENT	0	0	0	0
59138 BUSINESS TRAVEL	0	0	0	0
59427 SIGNAGE	0	0	0	0
Other Total	0	0	0	0
Salaries and Wages				
51083 REGULAR SALARIES	0	0	0	0
51084 OVERTIME SALARIES	0	0	0	0
51090 SHIFT DIFFERENTIAL	0	0	0	0
Salaries and Wages Total	0	0	0	0
Utilities				
53025 HEAT	7,909	4,500	3,500	3,500
53046 POWER	6,897	5,830	5,700	5,800
53130 TELEPHONE	757	535	252	252
53150 WATER	114,583	96,975	105,000	105,000
Utilities Total	130,146	107,840	114,452	114,552
	304,299	285,623	261,511	317,272
Net Total	(304,299)	(285,623)	(246,511)	(317,272)

Costing Center Summary

Costing Center: *PARKS OPERATIONS*

Previous Costing Center: PARKS OPERATIONS

Budget Year: 2020

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 0151

Department: PARKS

Approved: Yes

Stage: Council Approved

Manager: Perry Roque

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

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues					
Conditional Government Transfers					
43510	PROVINCIAL GOV'T	3,500	3,500	5,000	5,000
43625	PROVINCE - DISEASED TREES	195,279	241,749	180,925	180,925
Conditional Government Transfers Total		198,779	245,249	185,925	185,925
Income from Enterprises					
49388	ORGANIZATIONS/FOUNDATIONS	0	5,450	0	0
Income from Enterprises Total		0	5,450	0	0
Other Income					
42999	REVENUE	26,000	46,942	47,000	47,000
49368	SALE PROCEEDS - EQUIPMENT	0	10,014	0	0
Other Income Total		26,000	56,956	47,000	47,000
User Fees and Sales of Goods					
42506	SCRAP METAL SALES	0	1,231	500	500
User Fees and Sales of Goods Total		0	1,231	500	500
		224,779	308,886	233,425	233,425
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	2,802	2,802	2,864	2,864
51123	PROTECTIVE CLOTHING	13,000	13,000	14,000	15,000
51210	LICENSES	2,500	1,843	2,500	2,500
51285	MEDICALS	500	805	400	400
Benefits Total		18,802	18,450	19,764	20,764
Capital Contribution					
10300	CAPITAL PROJECTS	70,000	29,823	360,000	411,500
Capital Contribution Total		70,000	29,823	360,000	411,500
Contract Services					
52015	CONTRACTS	33,520	28,520	35,500	37,700
52028	GENERAL INSURANCE	2,341	2,341	3,200	3,296
52032	VEHICLE INSURANCE	1,500	1,039	1,400	1,400
52081	EXTERNAL EQUIPMENT RENTAL	10,500	8,000	11,700	12,750
52212	WORK ORDER CONTRACTS	27,500	35,202	34,750	55,000
Contract Services Total		75,361	75,102	86,550	110,146
Equipment Purchases					
54410	EQUIPMENT PURCHASES	12,000	6,500	11,000	13,000
Equipment Purchases Total		12,000	6,500	11,000	13,000

Costing Center Summary

Costing Center: PARKS OPERATIONS

Materials and Supplies

54062	LIABILITY CLAIMS	2,500	5,130	4,000	4,000
54099	PARTS AND MATERIALS	180,000	190,000	225,000	225,000
54103	GASOLINE (VEHICLE)	13,635	20,635	24,600	25,000
54104	DIESEL (VEHICLE)	29,970	27,970	31,000	31,000
54107	CHEMICALS	1,100	182	1,500	1,500
54118	OFFICE SUPPLIES	6,000	6,000	6,000	6,000
54125	DIESEL EXHAUST FLUID	565	315	400	400
54128	GASOLINE (OPERATING)	22,200	25,522	23,000	23,000
54129	DIESEL (OPERATING)	19,970	19,970	20,000	20,000
54228	PROPANE	0	346	0	0
54257	WORK ORDER PARTS & MATERIALS	3,500	3,500	3,500	3,500
54323	INSURANCE DEDUCTIBLE	0	500	0	0

Materials and Supplies Total		279,440	300,070	339,000	339,400
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Other

51141	PROFESSIONAL DEVELOPMENT	19,285	19,285	20,250	12,500
52231	INSURANCE RECOVERIES	0	0	0	0
59003	ADVERTISING	0	356	0	0
59014	WORK ORDERS	0	0	0	0
59048	LUNCHEONS	1,500	533	1,500	1,500
59059	MEMBERSHIP	250	713	750	750
59080	FLEET EQUIP MAINTENANCE	164,200	169,600	150,450	150,450
59138	BUSINESS TRAVEL	2,500	2,000	1,250	1,250
59139	CONFERENCE COSTS	0	0	0	0
59248	DISPOSAL SITE CHARGE	55,000	65,000	60,000	60,000
59501	GREEN SPACE DEVELOPMENT	40,000	44,000	30,000	90,000
59993	EQUIPMENT CAPITAL CONTRIBUTION	174,473	189,473	185,669	212,394

Other Total		457,208	490,960	449,869	528,844
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Reserve Appropriation

58537	PARKS RESERVE B/L	600,000	610,014	0	600,000
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Reserve Appropriation Total		600,000	610,014	0	600,000
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Salaries and Wages

51083	REGULAR SALARIES	1,234,322	1,389,252	1,608,093	1,609,050
51084	OVERTIME SALARIES	28,000	24,999	30,000	30,000
51090	SHIFT DIFFERENTIAL	500	500	625	625

Salaries and Wages Total		1,262,822	1,414,751	1,638,718	1,639,675
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Transfers to/from Internal Accounts

59001	SHOP RATE CHARGES	2,000	3,491	6,500	6,500
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Transfers to/from Internal Accounts Total		2,000	3,491	6,500	6,500
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Costing Center Summary

Costing Center: *PARKS OPERATIONS*

Utilities					
53046	POWER	19,060	20,060	20,000	21,000
53130	TELEPHONE	10,446	9,946	9,834	9,834
53150	WATER	19,000	14,082	20,000	20,000
53295	RADIO COSTS	7,800	7,800	1,820	1,820
Utilities Total		56,306	51,888	51,654	52,654
		2,833,939	3,001,049	2,963,056	3,722,484
Net Total		(2,609,160)	(2,692,163)	(2,729,631)	(3,489,059)

Costing Center Summary

Costing Center: REC CENTRE

Previous Costing Center: REC CENTRE

Budget Year: 2020

Division: RECREATION &
CULTURAL SERVICES -
Golf Course

Accounting Reference: 0284

Department: GOLF COURSE

Approved: Yes

Stage: Council Approved

Manager: Perry Roque

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:

The Rec Centre facility is operated under a management agreement with the Golf Brandon Inc. which provides management duties in relation to the operation of the Golf Course, pro shop, and course maintenance, as well as food and beverage services.

The agreement begins in 2020 and is for a term of up to five (5) years and may be extended upon mutual agreement.

Outlook:

Confirmed tournaments for 2020 include BIRT Cup, Matt Calvert Charity Shootout, Westman Dream For Kids Classic and Senior Men's Western Open.

Costing Center Summary

Costing Center: REC CENTRE

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues					
Other Income					
42999	REVENUE	0	1,156	24,060	24,840
49368	SALE PROCEEDS - EQUIPMENT	0	8,713	0	0
Other Income Total		0	9,869	24,060	24,840
User Fees and Sales of Goods					
42101	GOLF MEMBERSHIPS	169,843	173,940	0	0
42134	CART STORAGE FEE	33,190	26,205	0	0
42152	EQUIPMENT RENTAL REVENUE	125,306	114,826	30,000	30,000
42279	INVENTORY SALES	16,000	28,710	0	0
42296	GOLF CLUB CHAMPIONSHIPS	1,300	80	0	0
42297	GREEN FEES	288,660	244,676	0	0
42298	TRAIL FEES	700	1,523	0	0
42386	TENNIS FEES	10,000	8,197	0	0
42506	SCRAP METAL SALES	0	15	0	0
User Fees and Sales of Goods Total		644,999	598,172	30,000	30,000
		644,999	608,041	54,060	54,840
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	1,245	824	0	0
51210	LICENSES	500	300	0	0
Benefits Total		1,745	1,124	0	0
Contract Services					
52015	CONTRACTS	17,925	17,925	0	0
52028	GENERAL INSURANCE	5,247	6,207	1,481	1,676
52032	VEHICLE INSURANCE	930	873	957	957
52081	EXTERNAL EQUIPMENT RENTAL	40,000	54,761	0	0
52387	BANK PROCESSING FEES	8,000	8,615	0	0
Contract Services Total		72,102	88,381	2,438	2,633
Equipment Purchases					
54410	EQUIPMENT PURCHASES	2,800	2,435	0	0
Equipment Purchases Total		2,800	2,435	0	0
Materials and Supplies					
54099	PARTS AND MATERIALS	24,715	30,715	0	0
54103	GASOLINE (VEHICLE)	657	757	0	0
54107	CHEMICALS	42,500	31,259	0	0
54128	GASOLINE (OPERATING)	4,040	6,451	0	0
54129	DIESEL (OPERATING)	8,880	8,902	0	0
54274	EQUIPMENT PARTS	25,000	19,500	0	0
54397	INVENTORY PURCHASES	10,000	17,248	0	0
Materials and Supplies Total		115,792	114,832	0	0

Costing Center Summary

Costing Center: REC CENTRE

Other					
51141	PROFESSIONAL DEVELOPMENT	750	346	0	0
59003	ADVERTISING	7,000	7,197	0	0
59059	MEMBERSHIP	6,025	6,234	0	0
59080	FLEET EQUIP MAINTENANCE	1,800	1,800	0	0
59138	BUSINESS TRAVEL	0	0	0	0
59207	CASH OVER/SHORT	0	0	0	0
59429	PROMOTIONS EXPENSE	5,500	4,006	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	5,000	5,000	0	0
Other Total		26,075	24,583	0	0
Reserve Appropriation					
58542	RECREATION CENTRE B/L 4750	0	8,713	180,000	160,000
Reserve Appropriation Total		0	8,713	180,000	160,000
Salaries and Wages					
51083	REGULAR SALARIES	384,185	348,626	0	0
51084	OVERTIME SALARIES	10,500	16,864	0	0
51090	SHIFT DIFFERENTIAL	4,000	3,390	0	0
Salaries and Wages Total		398,685	368,880	0	0
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES	(200,000)	(200,000)	0	0
Transfers to/from Internal Accounts Total		(200,000)	(200,000)	0	0
Utilities					
53025	HEAT	8,000	9,500	0	0
53046	POWER	15,000	23,000	14,000	14,000
53130	TELEPHONE	2,200	1,700	0	0
53150	WATER	2,600	3,100	0	0
Utilities Total		27,800	37,300	14,000	14,000
		444,999	446,248	196,438	176,633
Net Total		200,000	161,793	(142,378)	(121,793)

Costing Center Summary

Costing Center: SKATING OVAL

Previous Costing Center: SKATING OVAL

Budget Year: 2020

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 2478

Department: PARKS

Approved: Yes

Stage: Council Approved

Manager: Perry Roque

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

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures					
Contract Services					
52015	CONTRACTS	6,500	4,000	5,800	6,800
52081	EXTERNAL EQUIPMENT RENTAL	0	0	0	0
Contract Services Total		6,500	4,000	5,800	6,800
Materials and Supplies					
54099	PARTS AND MATERIALS	2,000	2,750	2,000	2,000
54228	PROPANE	3,000	2,250	3,000	3,000
Materials and Supplies Total		5,000	5,000	5,000	5,000
Utilities					
53046	POWER	400	511	1,500	1,600
Utilities Total		400	511	1,500	1,600
		11,900	9,511	12,300	13,400
Net Total					
		(11,900)	(9,511)	(12,300)	(13,400)

Costing Center Summary

Costing Center: CITY WIDE INITIATIVES

Previous Costing Center: CITY WIDE INITIATIVES

Budget Year: 2020

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 1413

Department: RECREATION

Approved: Yes

Stage: Council Approved

Manager: Perry Roque

Description:

This costing centre includes programs classified as City Wide Initiatives, their respective costs including temporary staff and service providers, and revenues including grants.

Comments:

New programming for 2020 includes Canada 150 and Communities in Bloom National Competition.

Outlook:

A number of social, cultural and technological shifts have transformed Brandon, with implications for how the City delivers recreation.

Population growth, urban expansion and a changing demographic, combined with individual trends and preferences in recreation and leisure, and new players in the delivery of services are all contributing to and driving change in Brandon's recreation landscape.

Costing Center Summary

Costing Center: CITY WIDE INITIATIVES

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues					
Conditional Government Transfers					
43510	PROVINCIAL GOV'T	28,000	8,668	6,000	6,000
44500	FEDERAL GOV'T	22,000	0	0	0
Conditional Government Transfers Total		50,000	8,668	6,000	6,000
Income from Enterprises					
49388	ORGANIZATIONS/FOUNDATIONS	6,900	70,777	46,200	46,200
Income from Enterprises Total		6,900	70,777	46,200	46,200
Other Income					
42999	REVENUE	18,550	18,556	18,650	17,450
Other Income Total		18,550	18,556	18,650	17,450
		75,450	98,001	70,850	69,650
Expenditures					
Contract Services					
52015	CONTRACTS	117,540	87,955	76,582	88,082
52032	VEHICLE INSURANCE	65	59	0	0
52069	PRINTING COSTS	3,090	2,565	3,315	7,465
52079	BUILDING RENTAL	6,700	7,090	7,090	7,090
52081	EXTERNAL EQUIPMENT RENTAL	2,000	995	3,000	3,000
Contract Services Total		129,395	98,664	89,987	105,637
Equipment Purchases					
54410	EQUIPMENT PURCHASES	3,000	2,986	1,800	0
Equipment Purchases Total		3,000	2,986	1,800	0
Materials and Supplies					
54099	PARTS AND MATERIALS	50,404	50,117	38,675	47,577
54118	OFFICE SUPPLIES	0	0	0	0
54149	SUPPLIES	9,200	10,700	7,500	7,500
Materials and Supplies Total		59,604	60,817	46,175	55,077
Other					
51141	PROFESSIONAL DEVELOPMENT	8,400	8,210	6,200	7,500
59003	ADVERTISING	12,170	3,610	7,500	10,420
59048	LUNCHEONS	11,255	10,055	10,230	10,680
59059	MEMBERSHIP	340	340	340	340
59080	FLEET EQUIP MAINTENANCE	350	350	0	0
59138	BUSINESS TRAVEL	630	362	700	700
59139	CONFERENCE COSTS	0	0	0	0
59142	REGISTRATION FEES	415	0	475	415
59207	CASH OVER/SHORT	0	0	0	0
59241	SPECIAL PROGRAMS	0	0	70,000	40,000
59427	SIGNAGE	2,125	275	1,500	2,125
Other Total		35,685	23,202	96,945	72,180

Costing Center Summary

Costing Center: CITY WIDE INITIATIVES

Salaries and Wages

51026	INDEMNITY & HONORARIUM	3,780	2,780	1,930	2,730
51083	REGULAR SALARIES	386,210	376,901	323,386	323,386
51084	OVERTIME SALARIES	10,120	7,120	5,800	5,800
51090	SHIFT DIFFERENTIAL	3,285	1,785	2,000	2,000

Salaries and Wages Total

403,395	388,586	333,116	333,916
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Utilities

53130	TELEPHONE	855	855	1,211	1,211
53150	WATER	2,000	750	1,000	1,000

Utilities Total

2,855	1,605	2,211	2,211
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633,934	575,860	570,234	569,021
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Net Total

(558,484)	(477,859)	(499,384)	(499,371)
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Costing Center Summary

Costing Center: *RECREATION*

Previous Costing Center: RECREATION

Budget Year: 2020

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 1414

Department: RECREATION

Approved: Yes

Stage: Council Approved

Manager: Perry Roque

Description:

This costing center includes the administrative costs to manage Recreation Services.

Comments:

Recreation is an essential public service for growing healthy, vibrant and connected communities. Recreation is a powerful tool for advancing a wide range of municipal objectives including public health, community belonging, neighbourhood development, culture & heritage, tourism & economic growth, and green space enhancement.

Outlook:

A number of social, cultural and technological shifts have transformed Brandon, with implications for how the City delivers recreation.

Population growth, urban expansion and a changing demographic, combined with individual trends and preferences in recreation and leisure, and new players in the delivery of services are all contributing to and driving change in Brandon's recreation landscape.

Costing Center Summary

Costing Center: RECREATION

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures					
Contract Services					
52032	VEHICLE INSURANCE	0	0	65	65
52069	PRINTING COSTS	0	0	4,250	4,250
Contract Services Total		0	0	4,315	4,315
Materials and Supplies					
54099	PARTS AND MATERIALS	0	0	1,250	1,250
54103	GASOLINE (VEHICLE)	0	0	1,000	1,000
Materials and Supplies Total		0	0	2,250	2,250
Other					
51141	PROFESSIONAL DEVELOPMENT	0	0	15,855	20,970
59048	LUNCHEONS	0	0	500	500
59059	MEMBERSHIP	0	0	1,715	1,715
59080	FLEET EQUIP MAINTENANCE	0	0	4,000	4,000
59098	SUBSCRIPTIONS	0	0	215	215
59138	BUSINESS TRAVEL	0	0	900	900
59993	EQUIPMENT CAPITAL CONTRIBUTION	0	0	3,013	3,607
Other Total		0	0	26,198	31,907
Salaries and Wages					
51083	REGULAR SALARIES	0	0	256,692	256,692
51084	OVERTIME SALARIES	0	0	1,000	1,000
Salaries and Wages Total		0	0	257,692	257,692
Utilities					
53130	TELEPHONE	0	0	2,428	1,828
Utilities Total		0	0	2,428	1,828
		0	0	292,883	297,992
Net Total					
		0	0	(292,883)	(297,992)

Costing Center Summary

Costing Center: *RECREATION HUB EAST*

Previous Costing Center: RECREATION HUB EAST

Budget Year: 2020

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 1415

Department: RECREATION

Approved: Yes

Stage: Council Approved

Manager: Perry Roque

Description:

This costing center includes the administrative costs to manage Recreation Hub East. The hub model supports individualized programming for each hub based on community need.

Comments:

Recreation is an essential public service for growing healthy, vibrant and connected communities. Recreation is a powerful tool for advancing a wide range of municipal objectives including public health, community belonging, neighbourhood development, culture & heritage, tourism & economic growth, and green space enhancement.

Outlook:

A number of social, cultural and technological shifts have transformed Brandon, with implications for how the City delivers recreation.

Population growth, urban expansion and a changing demographic, combined with individual trends and preferences in recreation and leisure, and new players in the delivery of services are all contributing to and driving change in Brandon's recreation landscape.

Costing Center Summary

Costing Center: RECREATION HUB EAST

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Other Income				
42999 REVENUE	0	0	40,715	40,675
Other Income Total	0	0	0	40,675
	0	0	40,715	40,675
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	0	0	0	0
Benefits Total	0	0	0	0
Contract Services				
52015 CONTRACTS	0	0	4,000	4,000
52069 PRINTING COSTS	0	0	1,250	1,250
52079 BUILDING RENTAL	0	0	4,000	4,000
Contract Services Total	0	0	9,250	9,250
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	1,500	0
Equipment Purchases Total	0	0	1,500	0
Materials and Supplies				
54099 PARTS AND MATERIALS	0	0	3,250	3,250
Materials and Supplies Total	0	0	3,250	3,250
Other				
59003 ADVERTISING	0	0	1,000	1,000
59138 BUSINESS TRAVEL	0	0	750	750
Other Total	0	0	1,750	1,750
Salaries and Wages				
51083 REGULAR SALARIES	0	0	170,188	170,188
51084 OVERTIME SALARIES	0	0	1,000	1,000
51090 SHIFT DIFFERENTIAL	0	0	200	200
Salaries and Wages Total	0	0	171,388	171,388
Utilities				
53130 TELEPHONE	0	0	1,167	1,167
Utilities Total	0	0	1,167	1,167
	0	0	188,305	186,805
Net Total	0	0	(147,590)	(146,130)

Costing Center Summary

Costing Center: RECREATION HUB NORTH

Previous Costing Center: RECREATION HUB
NORTH

Budget Year: 2020

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 1416

Department: RECREATION

Approved: Yes

Stage: Council Approved

Manager: Perry Roque

Description:

This costing center includes the administrative costs to manage Recreation Hub North. The hub model supports individualized programming for each hub based on community need.

Comments:

Recreation is an essential public service for growing healthy, vibrant and connected communities. Recreation is a powerful tool for advancing a wide range of municipal objectives including public health, community belonging, neighbourhood development, culture & heritage, tourism & economic growth, and green space enhancement.

Outlook:

A number of social, cultural and technological shifts have transformed Brandon, with implications for how the City delivers recreation.

Population growth, urban expansion and a changing demographic, combined with individual trends and preferences in recreation and leisure, and new players in the delivery of services are all contributing to and driving change in Brandon's recreation landscape.

Costing Center Summary

Costing Center: RECREATION HUB NORTH

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Other Income				
42999 REVENUE	0	0	40,715	40,675
Other Income Total	0	0	40,715	40,675
	0	0	40,715	40,675
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	0	0	0	0
Benefits Total	0	0	0	0
Contract Services				
52015 CONTRACTS	0	0	4,000	4,000
52069 PRINTING COSTS	0	0	1,250	1,250
52079 BUILDING RENTAL	0	0	4,000	4,000
Contract Services Total	0	0	9,250	9,250
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	1,500	0
Equipment Purchases Total	0	0	1,500	0
Materials and Supplies				
54099 PARTS AND MATERIALS	0	0	3,250	3,250
Materials and Supplies Total	0	0	3,250	3,250
Other				
59003 ADVERTISING	0	0	1,000	1,000
59138 BUSINESS TRAVEL	0	0	800	800
Other Total	0	0	1,800	1,800
Salaries and Wages				
51083 REGULAR SALARIES	0	0	150,272	150,465
51084 OVERTIME SALARIES	0	0	1,000	1,000
51090 SHIFT DIFFERENTIAL	0	0	200	200
Salaries and Wages Total	0	0	151,472	151,665
Utilities				
53130 TELEPHONE	0	0	1,565	1,565
Utilities Total	0	0	1,565	1,565
	0	0	168,837	167,530
Net Total	0	0	(128,122)	(126,855)

Costing Center Summary

Costing Center: *RECREATION HUB WEST*

Previous Costing Center: RECREATION HUB WEST

Budget Year: 2020

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 1417

Department: RECREATION

Approved: Yes

Stage: Council Approved

Manager: Perry Roque

Description:

This costing center includes the administrative costs to manage Recreation Hub West. The hub model supports individualized programming for each hub based on community need.

Comments:

Recreation is an essential public service for growing healthy, vibrant and connected communities. Recreation is a powerful tool for advancing a wide range of municipal objectives including public health, community belonging, neighbourhood development, culture & heritage, tourism & economic growth, and green space enhancement.

Outlook:

A number of social, cultural and technological shifts have transformed Brandon, with implications for how the City delivers recreation.

Population growth, urban expansion and a changing demographic, combined with individual trends and preferences in recreation and leisure, and new players in the delivery of services are all contributing to and driving change in Brandon's recreation landscape.

Costing Center Summary

Costing Center: RECREATION HUB WEST

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Other Income				
42999 REVENUE	0	0	40,715	40,675
Other Income Total	0	0	40,715	40,675
	0	0	40,715	40,675
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	0	0	0	0
Benefits Total	0	0	0	0
Contract Services				
52015 CONTRACTS	0	0	4,000	4,000
52069 PRINTING COSTS	0	0	1,250	1,250
52079 BUILDING RENTAL	0	0	4,000	4,000
Contract Services Total	0	0	9,250	9,250
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	4,300	0
Equipment Purchases Total	0	0	4,300	0
Materials and Supplies				
54099 PARTS AND MATERIALS	0	0	3,250	3,250
Materials and Supplies Total	0	0	3,250	3,250
Other				
59003 ADVERTISING	0	0	1,000	1,000
59138 BUSINESS TRAVEL	0	0	800	800
Other Total	0	0	1,800	1,800
Salaries and Wages				
51083 REGULAR SALARIES	0	0	169,263	174,571
51084 OVERTIME SALARIES	0	0	1,000	1,000
51090 SHIFT DIFFERENTIAL	0	0	200	200
Salaries and Wages Total	0	0	170,463	175,771
Utilities				
53130 TELEPHONE	0	0	1,167	1,167
Utilities Total	0	0	1,167	1,167
	0	0	190,230	191,238
Net Total	0	0	(149,515)	(150,563)

Costing Center Summary

Costing Center: SPORTSPLEX ARENA

Previous Costing Center: SPORTSPLEX ARENA

Budget Year: 2020

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 2426

Department: RECREATION

Approved: Yes

Stage: Council Approved

Manager: Heather Reimer

Description:

This cost center captures revenues and some 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. A scheduled arena maintenance shutdown is planned for May/June of 2020.

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 program hours for sticks and pucks, open training and public skating 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. Summer months have several instructional hockey camps for skills development.

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

Outlook:

Future focus will be to maximize arena revenue through aggressive marketing, explore energy saving options to lower or maintain utility costs and ensure maintenance is completed in a proactive and efficient manner.

Costing Center Summary

Costing Center: SPORTSPLEX ARENA

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues					
User Fees and Sales of Goods					
42113	PROGRAMS REVENUE	24,780	29,522	30,616	31,535
42193	SPORT RENTAL	401,700	405,700	418,434	435,987
42195	ROOM RENTALS	3,760	3,890	3,875	3,980
42196	PUBLIC SKATING	43,260	38,212	38,128	39,272
42197	SCHOOL PASSES	500	500	500	500
User Fees and Sales of Goods Total		474,000	477,824	491,553	511,274
		474,000	477,824	491,553	511,274
Expenditures					
Contract Services					
52028	GENERAL INSURANCE	304	304	459	472
52282	BLADE SHARPENING	2,600	2,629	2,704	2,704
Contract Services Total		2,904	2,933	3,163	3,176
Materials and Supplies					
54099	PARTS AND MATERIALS	0	5,000	8,000	5,000
54228	PROPANE	5,000	6,000	5,500	5,750
Materials and Supplies Total		5,000	11,000	13,500	10,750
Other					
54124	PROGRAM EXPENSES	1,035	1,073	1,200	1,200
Other Total		1,035	1,073	1,200	1,200
Salaries and Wages					
51083	REGULAR SALARIES	8,414	8,414	10,279	10,557
51090	SHIFT DIFFERENTIAL	50	61	61	61
Salaries and Wages Total		8,464	8,475	10,340	10,618
		17,402	23,480	28,203	25,745
Net Total		456,598	454,344	463,350	485,529

Costing Center Summary

Costing Center: SPORTSPLEX GENERAL FACILITY

Previous Costing Center: SPORTSPLEX GENERAL FACILITY

Budget Year: 2020

Division: RECREATION & CULTURAL SERVICES

Accounting Reference: 0292

Department: RECREATION

Approved: Yes

Stage: Council Approved

Manager: Heather Reimer

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 2020, the facility will see a scheduled arena shut down in May/June for approximately 4 weeks to complete regular mechanical equipment overhauls and other related maintenance.

Better allocation of equipment and parts & material funds to Pool and Arena result in lower costs in this costing center.

Outlook:

Energy efficient upgrades such as the reimplemention of the heat recovery system will be explored.

Future focus will be on continued development and marketing of facility/community programs, exploring cost effective ways of advertising, scrutinizing all expenses and ensuring all operational costs are done as efficiently as possible.

Costing Center Summary

Costing Center: SPORTSPLEX GENERAL FACILITY

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues					
Conditional Government Transfers					
43510	PROVINCIAL GOV'T	0	12,515	0	0
Conditional Government Transfers Total		0	12,515	0	0
Other Income					
42365	COMMISSION REVENUES	6,500	5,500	6,078	6,078
49368	SALE PROCEEDS - EQUIPMENT	0	179	0	0
Other Income Total		6,500	5,679	6,078	6,078
User Fees and Sales of Goods					
42060	ADMIN FEE REVENUE	1,500	500	1,200	1,200
42113	PROGRAMS REVENUE	71,300	60,215	68,654	70,714
42142	MERCHANDISE SALES	2,000	2,000	2,000	2,000
42153	COURT FEE REVENUE	10,300	8,000	7,044	7,255
42169	LOCKER REVENUE	9,500	7,800	7,929	7,929
42172	TRACK REVENUE	6,500	5,200	9,724	6,500
42195	ROOM RENTALS	22,000	23,500	23,000	23,700
42390	ADVERTISING REVENUE	16,000	13,000	13,000	13,000
42412	MEMBERSHIP REVENUES	18,500	25,700	26,000	26,780
User Fees and Sales of Goods Total		157,600	145,915	158,551	159,078
		164,100	164,109	164,629	165,156
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	873	1,250	798	816
Benefits Total		873	1,250	798	816
Contract Services					
52015	CONTRACTS	5,032	9,132	8,757	8,775
52020	PROFESSIONAL FEES	800	1,050	1,285	1,285
52028	GENERAL INSURANCE	7,909	7,909	10,394	10,706
52043	EXTERNAL LAUNDRY	780	855	852	852
52054	MAINT OF EQUIP EXT	28,500	42,500	30,000	32,000
52081	EXTERNAL EQUIPMENT RENTAL	1,000	2,430	1,000	1,300
52282	BLADE SHARPENING	0	0	0	0
Contract Services Total		44,021	63,876	52,288	54,918
Equipment Purchases					
54410	EQUIPMENT PURCHASES	5,500	32,901	11,500	11,500
Equipment Purchases Total		5,500	32,901	11,500	11,500

Costing Center Summary

Costing Center: SPORTSPLEX GENERAL FACILITY

Materials and Supplies

54099	PARTS AND MATERIALS	73,000	33,400	35,000	35,000
54103	GASOLINE (VEHICLE)	150	725	600	600
54118	OFFICE SUPPLIES	0	6,000	4,000	4,000
54266	TOOLS	2,000	1,101	2,000	2,000
54274	EQUIPMENT PARTS	2,500	13,000	10,000	10,000
54275	JANITORIAL SUPPLIES	4,500	10,000	10,000	11,000
54397	INVENTORY PURCHASES	1,500	1,800	1,500	1,500

Materials and Supplies Total

83,650	66,026	63,100	64,100
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Other

51141	PROFESSIONAL DEVELOPMENT	2,490	2,795	4,837	6,169
54124	PROGRAM EXPENSES	4,900	4,900	4,954	4,993
59048	LUNCHEONS	250	100	250	250
59138	BUSINESS TRAVEL	750	500	750	750
59139	CONFERENCE COSTS	0	0	0	0
59207	CASH OVER/SHORT	0	0	0	0
59354	PROGRAM ADVERTISING	12,000	12,000	12,000	16,000

Other Total

20,390	20,295	22,791	28,162
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Reserve Appropriation

58512	SPORTSPLEX MAINTENANCE B/L5066	205,000	205,179	300,000	300,000
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Reserve Appropriation Total

205,000	205,179	300,000	300,000
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Salaries and Wages

51083	REGULAR SALARIES	903,079	876,726	719,640	721,687
51084	OVERTIME SALARIES	20,000	21,000	18,500	20,000
51090	SHIFT DIFFERENTIAL	7,800	8,500	8,500	8,500

Salaries and Wages Total

930,879	906,226	746,640	750,187
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Transfers to/from Internal Accounts

59001	SHOP RATE CHARGES	500	500	500	500
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Transfers to/from Internal Accounts Total

500	500	500	500
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Utilities

53025	HEAT	54,850	64,935	69,056	69,056
53046	POWER	184,122	170,192	174,447	178,808
53130	TELEPHONE	4,576	3,046	1,929	1,972
53150	WATER	51,680	47,680	48,781	49,756

Utilities Total

295,228	285,853	294,213	299,592
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1,586,041	1,582,106	1,491,830	1,509,775
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Net Total

(1,421,941)	(1,417,997)	(1,327,201)	(1,344,619)
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Costing Center Summary

Costing Center: SPORTSPLEX POOL

Previous Costing Center: SPORTSPLEX POOL

Budget Year: 2020

Division: RECREATION &
CULTURAL SERVICES

Accounting Reference: 0296

Department: RECREATION

Approved: Yes

Stage: Council Approved

Manager: Heather Reimer

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 a minimum of one swim meet per year. The majority of programs are Canadian Red Cross swimming and leadership programs. Public programming such as public swims, lane swimming and Aquafit classes are offered throughout the week at various times.

Outlook:

Future focus will be to maximize revenue through expanded programs and events, sponsorship partners, efficient marketing/advertising and exploring innovative programs are the keys to continued growth in aquatics.

2021 will see another scheduled maintenance pool shut down in September.

Costing Center Summary

Costing Center: SPORTSPLEX POOL

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues					
User Fees and Sales of Goods					
42113	PROGRAMS REVENUE	56,000	60,600	62,451	64,325
42168	LANE RENTAL	250	1,600	482	496
42175	PUBLIC SWIM REVENUE	85,000	80,000	82,490	84,964
42176	SWIM PASS REVENUE	15,000	13,600	16,000	16,500
42178	FULL POOL RENTAL	47,500	47,500	44,490	45,824
42181	HALF POOL RENTAL	29,000	23,414	21,407	22,049
42183	QUARTER POOL - RENTAL	20,000	5,200	3,702	3,813
42184	LIFEGUARD CHARGES	33,000	35,020	33,534	34,540
42185	SWIM LESSONS	186,935	201,000	207,946	214,184
42384	WATERSLIDE	2,600	2,600	2,019	2,079
User Fees and Sales of Goods Total		475,285	470,534	474,520	488,776
		475,285	470,534	474,520	488,776
Expenditures					
Benefits					
51100	UNIFORMS	500	733	500	500
51146	CLOTHING ALLOWANCE	1,000	1,250	1,250	1,250
Benefits Total		1,500	1,983	1,750	1,750
Contract Services					
52387	BANK PROCESSING FEES	11,000	12,500	12,500	12,500
Contract Services Total		11,000	12,500	12,500	12,500
Equipment Purchases					
54410	EQUIPMENT PURCHASES	5,000	11,074	10,000	10,000
Equipment Purchases Total		5,000	11,074	10,000	10,000
Materials and Supplies					
54099	PARTS AND MATERIALS	0	4,300	3,000	3,000
54107	CHEMICALS	10,000	7,000	7,508	7,733
54109	CHLORINE	5,817	5,817	5,975	6,150
54201	BADGES	5,000	6,065	0	0
59293	CYLINDER DEPOSITS	0	0	0	0
Materials and Supplies Total		20,817	23,182	16,483	16,883
Other					
51141	PROFESSIONAL DEVELOPMENT	4,500	4,500	6,527	7,185
54124	PROGRAM EXPENSES	15,000	5,769	16,500	16,500
59059	MEMBERSHIP	0	150	150	150
Other Total		19,500	10,419	23,177	23,835

Costing Center Summary

Costing Center: SPORTSPLEX POOL

Salaries and Wages					
51083	REGULAR SALARIES	329,444	329,237	350,021	354,038
51084	OVERTIME SALARIES	4,000	1,000	2,000	2,000
51090	SHIFT DIFFERENTIAL	3,850	4,650	4,000	4,000
Salaries and Wages Total		337,294	334,887	356,021	360,038
		395,111	394,045	419,932	425,006
Net Total		80,174	76,489	54,589	63,770

Costing Center Summary

Costing Center: COMPOSTING OPERATIONS

Previous Costing Center: COMPOSTING
OPERATIONS

Budget Year: 2020

Division: ENVIRONMENTAL
HEALTH SERVICES -
SANITATION

Accounting Reference: 1021

Department: SANITATION

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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 7800 green carts in the system as of August 2019, which represents an increase of 7% 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 and provide detailed reporting at the end of each year.

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 2020.

In the Fall of 2019 a 5 year compost strategy was developed to provide a plan to increase and heighten the awareness of the compost program, increased efficiency in operations, and begin a pilot program for commercial organics in the community. This strategy will focus on expansion of the program, diversion of organics from the waste stream, and solutions for end use of material, including sale of the final product to new markets.

Costing Center Summary

Costing Center: COMPOSTING OPERATIONS

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	56,000	71,000	70,000	70,000
Conditional Government Transfers Total	56,000	71,000	70,000	70,000
Other Income				
42990 RECEIPTS	1,903	2,598	2,500	2,500
42991 INTERNAL MUNICIPAL FEES	(1,903)	(2,629)	(2,500)	(2,500)
42999 REVENUE	3,525	2,875	3,360	3,360
Other Income Total	3,525	2,844	3,360	3,360
	59,525	73,844	73,360	73,360
Expenditures				
Contract Services				
52049 LABORATORY TESTING	3,969	3,003	4,328	4,328
Contract Services Total	3,969	3,003	4,328	4,328
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	8,000	0
Equipment Purchases Total	0	0	8,000	0
Materials and Supplies				
54099 PARTS AND MATERIALS	20,750	5,235	750	750
54104 DIESEL (VEHICLE)	25,000	19,000	23,000	23,510
54125 DIESEL EXHAUST FLUID	565	635	500	500
Materials and Supplies Total	46,315	24,870	24,250	24,760
Other				
51141 PROFESSIONAL DEVELOPMENT	5,200	1,115	10,500	5,500
59003 ADVERTISING	7,100	7,100	6,500	6,500
59059 MEMBERSHIP	1,345	1,360	3,860	3,860
59080 FLEET EQUIP MAINTENANCE	133,164	133,164	139,388	136,498
59248 DISPOSAL SITE CHARGE	1,903	2,629	2,500	2,500
59250 RECOVERY RESIDENTIAL	(1,903)	(2,629)	(2,500)	(2,500)
59993 EQUIPMENT CAPITAL CONTRIBUTION	180,824	180,824	150,656	180,332
Other Total	327,633	323,563	310,904	332,690
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	0	10,084	0	0
Transfers to/from Internal Accounts Total	0	10,084	0	0
	377,917	361,520	347,482	361,778
Net Total	(318,392)	(287,676)	(274,122)	(288,418)

Costing Center Summary

Costing Center: LANDFILL SITE OPERATIONS

Previous Costing Center: LANDFILL SITE
OPERATIONS

Budget Year: 2020

Division: ENVIRONMENTAL
HEALTH SERVICES -
SANITATION

Accounting Reference: 0204

Department: SANITATION

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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.

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

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues					
Other Income					
42990	RECEIPTS	2,394,200	2,476,389	2,441,027	2,439,642
42991	INTERNAL MUNICIPAL FEES	(903,700)	(950,002)	(947,200)	(950,200)
42999	REVENUE	23,550	23,550	31,800	31,800
44992	ECO CENTRE RECOVERIES	5,700	5,700	5,200	5,200
Other Income Total		1,519,750	1,555,637	1,530,827	1,526,442
User Fees and Sales of Goods					
42506	SCRAP METAL SALES	79,532	74,532	78,440	78,440
42557	HHW RECOVERY	5,500	4,700	4,000	4,000
42558	E-WASTE SALES	19,000	19,000	20,000	20,000
42901	HOUSEHOLD REFUSE FEES	1,344	1,044	1,750	1,750
42903	FREON HANDLING FEE	13,650	7,050	8,370	8,370
42921	TIRE DISPOSAL FEES	4,500	4,500	5,500	4,500
42986	ENVIRONMENTAL SURCHARGE	195,000	296,219	266,054	266,054
42987	POST/CLOSURE LEVY	78,000	118,488	106,421	106,421
User Fees and Sales of Goods Total		396,526	525,533	490,535	489,535
		1,916,276	2,081,170	2,021,362	2,015,977
Expenditures					
Benefits					
51100	UNIFORMS	0	0	1,500	1,500
51122	BOOT ALLOWANCE	2,184	2,184	2,038	2,038
51123	PROTECTIVE CLOTHING	1,300	1,300	1,200	1,200
51285	MEDICALS	280	140	210	210
Benefits Total		3,764	3,624	4,948	4,948
Contract Services					
52015	CONTRACTS	201,146	237,582	274,346	196,360
52019	CONSULTING FEES	0	0	0	0
52028	GENERAL INSURANCE	6,397	6,397	8,130	8,374
52081	EXTERNAL EQUIPMENT RENTAL	5,000	3,000	0	0
52387	BANK PROCESSING FEES	552	609	600	600
52902	FREON DISPOSAL	20,000	20,000	25,000	25,000
Contract Services Total		233,095	267,588	308,076	230,334
Equipment Purchases					
54410	EQUIPMENT PURCHASES	1,750	4,140	6,500	2,500
Equipment Purchases Total		1,750	4,140	6,500	2,500

Costing Center Summary

Costing Center: LANDFILL SITE OPERATIONS

Materials and Supplies

54057	ECO CENTRE PARTS & MATERIALS	300	401	300	300
54099	PARTS AND MATERIALS	22,000	19,000	24,200	20,000
54103	GASOLINE (VEHICLE)	6,100	5,000	4,500	5,000
54104	DIESEL (VEHICLE)	106,000	106,000	110,000	110,000
54118	OFFICE SUPPLIES	2,000	2,629	2,000	2,000
54125	DIESEL EXHAUST FLUID	1,656	939	1,000	1,000
54323	INSURANCE DEDUCTIBLE	500	0	0	0
Materials and Supplies Total		138,556	133,969	142,000	138,300

Other

51141	PROFESSIONAL DEVELOPMENT	8,450	4,400	13,000	11,465
52231	INSURANCE RECOVERIES	0	0	0	0
59003	ADVERTISING	4,853	4,853	7,500	6,060
59047	ECO CENTRE ADVERTISING	2,000	2,000	2,000	2,000
59048	LUNCHEONS	0	96	0	0
59059	MEMBERSHIP	2,277	910	1,627	2,277
59066	ENVIRONMENTAL LEVY	195,000	296,219	266,054	266,054
59067	LEACHATE TREATMENT	13,000	12,608	12,000	12,000
59080	FLEET EQUIP MAINTENANCE	76,800	76,800	72,300	72,300
59207	CASH OVER/SHORT	0	0	0	0
59248	DISPOSAL SITE CHARGE	(76,000)	(73,076)	(75,000)	(78,000)
59250	RECOVERY RESIDENTIAL	(827,700)	(876,926)	(872,200)	(872,200)
59339	EQUIPMENT MAINTENANCE	4,100	7,114	2,500	2,500
59993	EQUIPMENT CAPITAL CONTRIBUTION	296,327	296,327	267,535	319,250
Other Total		(300,893)	(248,675)	(302,684)	(256,294)

Reserve Appropriation

58525	LANDFILL CLOSURE/POST CLOSURE B/L	78,000	118,488	106,421	106,421
58544	DISPOSAL SITE B/L 4528	300,000	300,000	280,000	425,000
Reserve Appropriation Total		378,000	418,488	386,421	531,421

Salaries and Wages

51083	REGULAR SALARIES	1,203,510	1,055,247	1,179,820	1,183,955
51084	OVERTIME SALARIES	7,500	14,500	9,500	9,500
51090	SHIFT DIFFERENTIAL	2,300	2,300	2,000	2,000
Salaries and Wages Total		1,213,310	1,072,047	1,191,320	1,195,455

Transfers to/from Internal Accounts

59001	SHOP RATE CHARGES	4,100	2,100	3,000	4,000
Transfers to/from Internal Accounts Total		4,100	2,100	3,000	4,000

Utilities

53025	HEAT	5,035	6,535	5,500	7,000
53046	POWER	5,825	5,825	5,535	6,186
53130	TELEPHONE	5,224	6,200	5,653	5,653
53150	WATER	200	200	200	200
53295	RADIO COSTS	7,727	7,727	1,680	1,680
Utilities Total		24,011	26,487	18,568	20,719
		1,695,694	1,679,769	1,758,149	1,871,382

Net Total

220,582	401,401	263,213	144,595
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Costing Center Summary

Costing Center: *RECYCLING OPERATIONS*

Previous Costing Center: RECYCLING
OPERATIONS

Budget Year: 2020

Division: ENVIRONMENTAL
HEALTH SERVICES -
SANITATION

Accounting Reference: 1023

Department: SANITATION

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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 Recovery 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, proceeds from the sale of cardboard and shredded paper and commercial material fees charged at the gate upon entrance.

Comments:

On a 4 day schedule, 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. This has negatively impacted the market price for OCC substantially (from \$160US/2017, \$55US/2018, \$20US/2019) as North American mills are now flooded with the bales of OCC that used to ship to China.

The quantities of incoming commercial material to the MRF have also experienced a slight increase in 2019. Crown Shred is the current receiver of all recyclable material and is set to expire in December 2022 which could impact shipping rates going forward.

Costing Center Summary

Costing Center: RECYCLING OPERATIONS

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	355,000	355,000	355,000	355,000
43641 PROV-RECYCLING	973,739	973,739	989,721	973,739
Conditional Government Transfers Total	1,328,739	1,328,739	1,344,721	1,328,739
Other Income				
42991 INTERNAL MUNICIPAL FEES	(228,075)	(271,500)	(272,175)	(272,175)
42999 REVENUE	0	1,200	1,200	1,200
Other Income Total	(228,075)	(270,300)	(270,975)	(270,975)
User Fees and Sales of Goods				
42505 RECYCLED MATERIAL SALES	125,062	81,694	85,214	85,214
42511 COMMERCIAL MATERIALS FEE	450,097	522,350	583,832	583,832
User Fees and Sales of Goods Total	575,159	604,044	669,046	669,046
	1,675,823	1,662,483	1,742,792	1,726,810
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	853	606	847	847
51123 PROTECTIVE CLOTHING	2,502	2,502	2,627	2,627
Benefits Total	3,355	3,108	3,474	3,474
Contract Services				
52015 CONTRACTS	22,916	22,916	22,111	22,281
52028 GENERAL INSURANCE	2,109	2,109	2,766	2,849
52081 EXTERNAL EQUIPMENT RENTAL	0	1,309	0	0
Contract Services Total	25,025	26,334	24,877	25,130
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	148,830	148,830	155,410	162,765
57439 DEBENTURE INTEREST	41,351	41,351	34,654	27,427
Debenture Debt Servicing Costs Total	190,181	190,181	190,064	190,192
Equipment Purchases				
59036 SAFETY EQUIPMENT	800	800	500	500
Equipment Purchases Total	800	800	500	500
Materials and Supplies				
54099 PARTS AND MATERIALS	40,962	35,962	32,959	32,959
54104 DIESEL (VEHICLE)	79,500	77,500	83,000	62,000
54125 DIESEL EXHAUST FLUID	2,400	2,100	1,966	1,966
54228 PROPANE	5,300	4,300	4,500	5,000
54323 INSURANCE DEDUCTIBLE	0	2,500	0	0
54880 GRAVEL	0	0	0	0
Materials and Supplies Total	128,162	122,362	122,425	101,925

Costing Center Summary

Costing Center: RECYCLING OPERATIONS

Other					
51141	PROFESSIONAL DEVELOPMENT	1,280	100	4,400	5,900
52144	TRANSPORTATION	383,968	445,391	460,827	460,827
59003	ADVERTISING	6,600	5,863	7,000	7,000
59059	MEMBERSHIP	0	400	400	400
59080	FLEET EQUIP MAINTENANCE	400	133,672	138,394	135,504
59248	DISPOSAL SITE CHARGE	133,672	271,500	272,175	272,175
59250	RECOVERY RESIDENTIAL	228,075	(271,500)	(272,175)	(272,175)
59339	EQUIPMENT MAINTENANCE	(228,075)	8,056	2,500	2,500
59911	EMERGENCY RESPONSE	15,000	0	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	182,258	182,258	151,988	181,927
Other Total		723,178	775,740	765,509	794,058
Salaries and Wages					
51083	REGULAR SALARIES	503,889	479,991	497,807	501,942
51084	OVERTIME SALARIES	2,700	4,900	2,500	2,500
51090	SHIFT DIFFERENTIAL	910	910	500	500
Salaries and Wages Total		507,499	485,801	500,807	504,942
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	3,000	3,000	2,500	2,500
Transfers to/from Internal Accounts Total		3,000	3,000	2,500	2,500
Utilities					
53046	POWER	50,930	57,130	56,375	56,375
53150	WATER	1,000	750	745	760
Utilities Total		51,930	57,880	57,120	57,135
		1,633,130	1,665,206	1,667,276	1,679,856
Net Total		42,693	(2,723)	75,516	46,954

Costing Center Summary

Costing Center: REFUSE COLLECTION

Previous Costing Center: REFUSE COLLECTION

Budget Year: 2020

Division: ENVIRONMENTAL
HEALTH SERVICES -
SANITATION

Accounting Reference: 0166

Department: SANITATION

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

Description:

This cost center captures operations associated with the refuse collection program for residential dwellings, as well as the maintenance of approximately 150 litter bins in the downtown area and along walkways throughout the City.

Comments:

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

Outlook:

Collection schedule options and being reviewed and the possibility of an alternate collection cycle may be introduced in the Spring of 2021 with the replacement of the collection trucks.

Costing Center Summary

Costing Center: REFUSE COLLECTION

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
User Fees and Sales of Goods				
42507 COMMERCIAL COLLECTION FEES	31,824	30,560	48,360	48,360
42510 REFUSE BIN SALES	31,500	29,500	31,800	31,800
User Fees and Sales of Goods Total	63,324	60,060	80,160	80,160
	63,324	60,060	80,160	80,160
Expenditures				
Contract Services				
52015 CONTRACTS	0	0	0	0
Contract Services Total	0	0	0	0
Materials and Supplies				
54062 LIABILITY CLAIMS		837	0	0
54099 PARTS AND MATERIALS	3,200	1,236	1,500	1,500
54103 GASOLINE (VEHICLE)	5,000	3,200	4,000	4,080
54104 DIESEL (VEHICLE)	65,647	65,647	49,460	50,800
54125 DIESEL EXHAUST FLUID	1,884	1,884	1,752	1,752
Materials and Supplies Total	75,731	72,804	56,712	58,132
Other				
59003 ADVERTISING	5,000	106	5,000	5,000
59080 FLEET EQUIP MAINTENANCE	107,664	107,664	117,888	114,998
59248 DISPOSAL SITE CHARGE	827,700	876,926	872,200	872,200
59993 EQUIPMENT CAPITAL CONTRIBUTION	166,644	166,644	136,785	163,729
Other Total	1,107,008	1,151,340	1,131,873	1,155,927
Reserve Appropriation				
58544 DISPOSAL SITE B/L 4528	31,500	29,500	31,800	31,800
Reserve Appropriation Total	31,500	29,500	31,800	31,800
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	0	0	0	0
Transfers to/from Internal Accounts Total	0	0	0	0
	1,214,239	1,253,644	1,220,385	1,245,859
Net Total	(1,150,915)	(1,193,584)	(1,140,225)	(1,165,699)

Costing Center Summary

Costing Center: SIDEWALK MAINTENANCE

Previous Costing Center: SIDEWALK
MAINTENANCE

Budget Year: 2020

Division: TRANSPORTATION
SERVICES

Accounting Reference: 9796

Department: STREETS

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	1,403	664	531	548
51210	LICENSES	0	20	0	0
51285	MEDICALS	0	20	0	0
Benefits Total		1,403	704	531	548
Contract Services					
52015	CONTRACTS	65,000	54,315	40,000	40,000
52032	VEHICLE INSURANCE	240	214	248	260
52081	EXTERNAL EQUIPMENT RENTAL	0	0	10,000	0
Contract Services Total		65,240	54,529	50,248	40,260
Equipment Purchases					
54410	EQUIPMENT PURCHASES	0	0	0	0
Equipment Purchases Total		0	0	0	0
Materials and Supplies					
54062	LIABILITY CLAIMS		0	0	0
54099	PARTS AND MATERIALS	65,000	91,521	140,000	65,000
54103	GASOLINE (VEHICLE)	8,589	7,589	8,600	8,600
54104	DIESEL (VEHICLE)	0	500	500	0
54323	INSURANCE DEDUCTIBLE	0	0	0	0
Materials and Supplies Total		73,589	99,610	149,100	73,600
Other					
51141	PROFESSIONAL DEVELOPMENT		0	0	0
59080	FLEET EQUIP MAINTENANCE	20,900	17,300	33,300	33,300
59993	EQUIPMENT CAPITAL CONTRIBUTION	32,407	22,407	36,914	43,201
Other Total		53,307	39,707	70,214	76,501
Salaries and Wages					
51083	REGULAR SALARIES	268,916	244,004	281,454	287,700
51084	OVERTIME SALARIES	1,500	357	1,500	1,500
51090	SHIFT DIFFERENTIAL	500	500	500	500
Salaries and Wages Total		270,916	244,861	283,454	289,700
		464,455	439,411	553,548	480,609
Net Total					
		(464,455)	(439,411)	(553,548)	(480,609)

Costing Center Summary

Costing Center: SNOW REMOVAL & SANDING

Previous Costing Center: SNOW REMOVAL &
SANDING

Budget Year: 2020

Division: TRANSPORTATION
SERVICES

Accounting Reference: 1055

Department: STREETS

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures					
Contract Services					
52015	CONTRACTS	0	316	0	0
52028	GENERAL INSURANCE	141	141	178	183
52054	MAINT OF EQUIP EXT	0	50,876	0	0
52081	EXTERNAL EQUIPMENT RENTAL	15,000	85,269	86,250	86,250
Contract Services Total		15,141	136,602	86,428	86,433
Equipment Purchases					
54410	EQUIPMENT PURCHASES	0	0	0	0
Equipment Purchases Total		0	0	0	0
Materials and Supplies					
54062	LIABILITY CLAIMS	2,000	32,026	0	0
54099	PARTS AND MATERIALS	45,000	45,000	95,000	45,000
54104	DIESEL (VEHICLE)	79,000	79,000	89,000	80,000
54125	DIESEL EXHAUST FLUID	300	670	750	750
54323	INSURANCE DEDUCTIBLE	0	2,500	2,500	2,500
54396	SALT	30,000	19,152	25,000	25,000
54439	WINTER SAND MIX	5,000	20,503	5,000	5,000
Materials and Supplies Total		161,300	198,851	217,250	158,250
Other					
52231	INSURANCE RECOVERIES	0	0	0	0
59080	FLEET EQUIP MAINTENANCE	159,001	159,001	168,585	168,585
59993	EQUIPMENT CAPITAL CONTRIBUTION	153,629	153,629	158,890	190,188
Other Total		312,630	312,630	327,475	358,773
Salaries and Wages					
51084	OVERTIME SALARIES	50,000	101,839	25,000	25,000
Salaries and Wages Total		50,000	101,839	25,000	25,000
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	32,000	32,000	35,000	35,000
59997	TRANSFER FR RESERVES	0	0	(50,000)	0
Transfers to/from Internal Accounts Total		32,000	32,000	(15,000)	35,000
		571,071	781,922	641,152	663,456
Net Total		(571,071)	(781,922)	(641,152)	(663,456)

Costing Center Summary

Costing Center: STREET & WALKWAY MAINTENANCE

Previous Costing Center: STREET & WALKWAY
MAINTENANCE

Budget Year: 2020

Division: TRANSPORTATION
SERVICES

Accounting Reference: 1052

Department: STREETS

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures					
Contract Services					
52015	CONTRACTS	0	0	0	0
52028	GENERAL INSURANCE	52	52	67	69
52032	VEHICLE INSURANCE	0	25	25	25
Contract Services Total		52	77	92	94
Materials and Supplies					
54099	PARTS AND MATERIALS	10,000	2,975	50,000	50,000
54103	GASOLINE (VEHICLE)	750	1,150	800	800
54104	DIESEL (VEHICLE)	82,000	68,000	72,000	72,000
54125	DIESEL EXHAUST FLUID	400	400	350	350
54395	CALCIUM CHLORIDE	25,000	20,062	29,000	29,000
54879	ASPHALT	45,000	40,000	45,000	45,000
54880	GRAVEL	15,000	14,262	30,000	30,000
Materials and Supplies Total		178,150	146,849	227,150	227,150
Other					
59080	FLEET EQUIP MAINTENANCE	220,998	220,998	226,832	226,832
59993	EQUIPMENT CAPITAL CONTRIBUTION	257,089	257,089	251,892	301,510
Other Total		478,087	478,087	478,724	528,342
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	3,000	3,000	3,000	3,000
Transfers to/from Internal Accounts Total		3,000	3,000	3,000	3,000
Utilities					
53150	WATER	550	271	550	550
Utilities Total		550	271	550	550
		659,839	628,284	709,516	759,136
Net Total		(659,839)	(628,284)	(709,516)	(759,136)

Costing Center Summary

Costing Center: STREET SWEEPING

Previous Costing Center: STREET SWEEPING

Budget Year: 2020

Division: TRANSPORTATION
SERVICES

Accounting Reference: 1054

Department: STREETS

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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:

In 2020 and 2021 the department will be renting 2 additional sweepers, for 2 months, 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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
User Fees and Sales of Goods				
42508 SWEEPING SERVICES	65,000	68,269	70,000	70,000
User Fees and Sales of Goods Total	65,000	68,269	70,000	70,000
	65,000	68,269	70,000	70,000
Expenditures				
Contract Services				
52028 GENERAL INSURANCE	512	512	650	670
52081 EXTERNAL EQUIPMENT RENTAL	30,000	41,517	60,000	60,000
Contract Services Total	30,512	42,029	60,650	60,670
Equipment Purchases				
54410 EQUIPMENT PURCHASES	4,500	3,317	0	0
Equipment Purchases Total	4,500	3,317	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	30,000	17,597	30,000	30,000
54104 DIESEL (VEHICLE)	15,500	7,609	10,000	10,000
Materials and Supplies Total	45,500	25,206	40,000	40,000
Other				
59080 FLEET EQUIP MAINTENANCE	66,001	66,001	71,333	71,333
59993 EQUIPMENT CAPITAL CONTRIBUTION	56,877	56,877	52,973	63,408
Other Total	122,878	122,878	124,306	134,741
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	19,000	16,591	19,000	19,000
Transfers to/from Internal Accounts Total	19,000	16,591	19,000	19,000
Utilities				
53150 WATER	4,000	239	2,000	2,000
Utilities Total	4,000	239	2,000	2,000
	226,390	210,260	245,957	256,411
Net Total	(226,390)	(141,991)	(175,957)	(186,411)

Costing Center Summary

Costing Center: STREETS SUPERVISION

Previous Costing Center: STREETS SUPERVISION

Budget Year: 2020

Division: TRANSPORTATION
SERVICES

Accounting Reference: 1051

Department: STREETS

Approved: Yes

Stage: Council Approved

Manager: Pam Richardson

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*

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Expenditures					
Benefits					
51122	BOOT ALLOWANCE	2,403	1,922	2,198	2,198
51123	PROTECTIVE CLOTHING	1,000	2,800	1,500	1,500
51285	MEDICALS	280	280	280	280
Benefits Total		3,683	5,002	3,978	3,978
Contract Services					
52015	CONTRACTS	3,015	10,015	1,520	1,520
52028	GENERAL INSURANCE	231	231	292	301
Contract Services Total		3,246	10,246	1,812	1,821
Equipment Purchases					
54410	EQUIPMENT PURCHASES	5,000	3,962	5,500	0
Equipment Purchases Total		5,000	3,962	5,500	0
Materials and Supplies					
54099	PARTS AND MATERIALS	4,750	7,250	5,000	5,000
54103	GASOLINE (VEHICLE)	4,500	6,450	5,000	5,000
54323	INSURANCE DEDUCTIBLE	0	500	0	0
Materials and Supplies Total		9,250	14,200	10,000	10,000
Other					
51141	PROFESSIONAL DEVELOPMENT	0	135	8,155	5,155
52231	INSURANCE RECOVERIES	0	0	0	0
59003	ADVERTISING	0	0	0	0
59048	LUNCHEONS	0	0	0	0
59080	FLEET EQUIP MAINTENANCE	6,500	6,500	6,500	6,500
59248	DISPOSAL SITE CHARGE	0	3,072	1,500	1,500
59993	EQUIPMENT CAPITAL CONTRIBUTION	6,155	6,155	4,968	5,947
Other Total		12,655	15,862	21,123	19,102
Salaries and Wages					
51083	REGULAR SALARIES	1,084,128	909,005	1,104,383	1,104,383
51084	OVERTIME SALARIES	10,000	20,000	15,000	15,000
51090	SHIFT DIFFERENTIAL	2,000	2,000	2,000	2,000
Salaries and Wages Total		1,096,128	931,005	1,121,383	1,121,383
Utilities					
53130	TELEPHONE	7,908	4,409	4,772	4,772
53295	RADIO COSTS	11,165	10,017	1,820	1,820
Utilities Total		19,073	14,426	6,592	6,592
		1,149,036	994,704	1,170,389	1,162,876
Net Total					
		(1,149,036)	(994,704)	(1,170,389)	(1,162,876)

Costing Center Summary

Costing Center: HANDI-TRANSIT OPERATIONS

Previous Costing Center: HANDI-TRANSIT
OPERATIONS

Budget Year: 2020

Division: TRANSPORTATION
SERVICES - Transit

Accounting Reference: 3212

Department: TRANSIT / HANDI-
TRANSIT

Approved: Yes

Stage: Council Approved

Manager: Carla Richardson

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

	2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues				
User Fees and Sales of Goods				
42331 TICKETS	70,000	80,000	80,000	80,000
User Fees and Sales of Goods Total	70,000	80,000	80,000	80,000
	70,000	80,000	80,000	80,000
Expenditures				
Contract Services				
52015 CONTRACTS	4,900	2,000	24,913	25,423
52069 PRINTING COSTS	0	0	0	0
Contract Services Total	4,900	2,000	24,913	25,423
Materials and Supplies				
54099 PARTS AND MATERIALS		0	0	0
54103 GASOLINE (VEHICLE)	37,879	49,599	52,000	50,950
54104 DIESEL (VEHICLE)	1,214	1,264	1,325	1,350
54125 DIESEL EXHAUST FLUID	0	0	0	0
Materials and Supplies Total	39,093	50,863	53,325	52,300
Other				
59080 FLEET EQUIP MAINTENANCE	90,000	90,000	90,000	90,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	85,616	85,616	121,044	121,044
Other Total	175,616	175,616	211,044	211,044
Transfers to/from Internal Accounts				
59334 INTERNAL CHARGES	14,145	14,145	0	0
Transfers to/from Internal Accounts Total	14,145	14,145	0	0
	233,754	242,624	289,282	288,767
Net Total	(163,754)	(162,624)	(209,282)	(208,767)

Costing Center Summary

Costing Center: TRANSIT OPERATIONS

Previous Costing Center: TRANSIT OPERATIONS

Budget Year: 2020

Division: TRANSPORTATION
SERVICES - Transit

Accounting Reference: 3202

Department: TRANSIT / HANDI-
TRANSIT

Approved: Yes

Stage: Council Approved

Manager: Carla Richardson

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, school, 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.

Costing Center Summary

Costing Center: TRANSIT OPERATIONS

Outlook:

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 the end of life when a full replacement is required. After a number of successfully completed PTIF (Provincial Transportation Infrastructure Funding) projects in 2018 and 2019, the focus will be ensuring Transit is more accessible for our riders. This will include capital projects such as renovating bus stops (2019-2027) as well as replacing bus stop signage (2020).

In 2020, we will see the completion of the new Automated Farebox Collection system and technology that will replace the ageing equipment, as well as the completion of the Automated Audio and Visual Stop Announcement system.

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 and 2019, the ridership continued to increase to numbers parallel and in some cases exceeding the previous system pre-change. The number of rides per bus hour is now significantly higher, which is a substantial success.

In 2020, we anticipate that ridership will stabilize as customers have become comfortable with the system, which will continue to provide steady revenues. Additional revenue sources are being considered including reviews of existing programs and partnerships, as well as the promotion of charters. In addition we are exploring the implementation of an on demand service for off peak hours to increase efficiency and provide a more convenient service for riders.

Costing Center Summary

Costing Center: TRANSIT OPERATIONS

		2019 Approved Budget	2019 Budget Review	2020 Approved Budget	2021 Proposed Budget
Revenues					
Conditional Government Transfers					
43510	PROVINCIAL GOV'T	0	0	0	0
44500	FEDERAL GOV'T	0	626	0	0
Conditional Government Transfers Total		0	626	0	0
Other Income					
49368	SALE PROCEEDS - EQUIPMENT	0	199	0	0
Other Income Total		0	199	0	0
Unconditional Government Transfers					
43644	PROVINCIAL OPERATING GRANT	2,034,488	2,034,488	2,034,488	2,034,488
Unconditional Government Transfers Total		2,034,488	2,034,488	2,034,488	2,034,488
User Fees and Sales of Goods					
42332	BUS MEDIA SALES	528,000	538,000	537,000	542,000
42335	BUS PASS AGREEMENTS	96,060	110,355	101,480	101,480
42404	BUS CHARTER REVENUES	64,875	71,327	69,216	69,216
42405	BUS ADVERTISING	53,000	63,649	55,000	55,000
42406	BUS SHELTER ADVERTISING	33,472	36,458	36,472	36,472
42407	BUS BENCH ADVERTISING	78,300	78,515	80,100	81,000
42467	ROUTE REVENUE	323,000	347,000	347,000	350,000
42491	SCHOOL PATROL PASSES	10,000	10,000	10,000	10,000
User Fees and Sales of Goods Total		1,186,707	1,255,304	1,236,268	1,245,168
		3,221,195	3,290,617	3,270,756	3,279,656
Expenditures					
Benefits					
51100	UNIFORMS	21,550	16,850	24,630	24,630
51122	BOOT ALLOWANCE	568	568	512	512
51210	LICENSES	980	690	875	875
51285	MEDICALS	930	930	720	720
Benefits Total		24,028	19,038	26,737	26,737
Contract Services					
52015	CONTRACTS	62,800	42,868	60,620	68,630
52028	GENERAL INSURANCE	207	207	381	393
52029	LIABILITY INSURANCE	5,051	5,051	6,363	6,554
52069	PRINTING COSTS	26,460	20,460	24,660	26,460
52081	EXTERNAL EQUIPMENT RENTAL	9,000	7,261	9,000	9,000
52089	COMMISSION	8,200	8,200	8,750	9,750
Contract Services Total		111,719	84,048	109,774	120,786
Equipment Purchases					
54410	EQUIPMENT PURCHASES	19,000	21,000	12,000	9,000
Equipment Purchases Total		19,000	21,000	12,000	9,000

Costing Center Summary

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Materials and Supplies

54099	PARTS AND MATERIALS	21,000	21,000	22,000	22,000
54103	GASOLINE (VEHICLE)	6,112	5,417	5,900	6,100
54104	DIESEL (VEHICLE)	515,990	548,875	539,650	549,221
54125	DIESEL EXHAUST FLUID	2,400	2,800	2,750	2,850
54323	INSURANCE DEDUCTIBLE	4,000	4,000	4,000	4,000
Materials and Supplies Total		549,502	582,092	574,300	584,171

Other

51141	PROFESSIONAL DEVELOPMENT	14,000	17,500	14,620	14,650
59003	ADVERTISING	0	16,500	11,500	16,500
59048	LUNCHEONS	16,500	77	200	200
59059	MEMBERSHIP	0	7,007	7,450	7,950
59080	FLEET EQUIP MAINTENANCE	6,771	1,262,100	1,197,800	1,197,800
59207	CASH OVER/SHORT	1,262,100	20	0	0
59608	LABOUR RELATIONS-TRANSIT	0	0	0	0
59911	EMERGENCY RESPONSE	0	0	0	0
59993	EQUIPMENT CAPITAL CONTRIBUTION	217,929	217,929	298,895	299,867
Other Total		1,517,300	1,521,133	1,530,465	1,536,967

Reserve Appropriation

58510	TRANSIT EQUIPMENT B/L 3654	0	199	0	0
58539	TECHNOLOGY RESERVE B/L 7162	0	626	0	0
Reserve Appropriation Total		0	825	0	0

Salaries and Wages

51083	REGULAR SALARIES	2,949,587	2,903,952	2,883,679	2,880,536
51084	OVERTIME SALARIES	55,000	61,100	50,000	50,500
51090	SHIFT DIFFERENTIAL	21,976	20,976	20,976	21,226
51121	TRANSIT REPORTING PAY	36,223	36,223	33,900	35,200
51125	TRAVEL TIME PAY	49,442	49,442	48,530	49,000
51231	INTERNAL SALARIES	0	0	0	0
51291	REST BREAK REMUNERATION	58,841	57,341	44,700	45,220
Salaries and Wages Total		3,171,069	3,129,034	3,081,785	3,081,682

Utilities

53046	POWER	2,465	2,965	750	0
53130	TELEPHONE	10,353	9,353	8,237	7,210
53295	RADIO COSTS	12,345	11,572	2,350	2,350
Utilities Total		25,163	23,890	11,337	9,560
		5,417,782	5,381,061	5,346,398	5,368,904

Net Total

(2,196,587)	(2,090,444)	(2,075,642)	(2,089,248)
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