

## 2021 OPERATING BUDGET (UTILITY FUND)

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# Costing Center Budget Summary

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Costing Center: RATE REVENUES

**Division:** WATER AND  
WASTEWATER  
**Department:** FINANCE UTILITIES  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 5860  
**Manager:** Val Rochelle

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## Description:

This cost center reflects the revenues generated from water sales to the various classifications of consumers and includes bulk, consumption charges, and the flat meter service charge. Also included is rate rider revenue which offsets chemical building debt payments.

## Comments:

The last of the rate changes approved by the PUB took affect July 1, 2018. A rate study is underway and is expected to propose new rates for 2022 and onwards.

## Outlook:

# Costing Center Budget Summary

Costing Center: RATE REVENUES

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Revenues</b>				
Other Income				
46117 INTEREST ON OVERDUE ACCOUNTS	100,408	100,408	100,408	100,408
Other Income Total	100,408	100,408	100,408	100,408
<b>User Fees and Sales of Goods</b>				
47910 METERED CONSUMPTION Water	10,902,168	10,902,168	11,321,857	11,665,330
47912 METER SERVICE	1,004,306	1,004,306	1,004,306	1,004,306
47940 BULK SALES	80,002	80,002	80,002	80,002
47950 METERED CONSUMPTION Wastewater	8,175,063	8,175,063	8,175,063	8,338,564
User Fees and Sales of Goods Total	20,161,539	20,161,539	20,581,228	21,088,202
<b>Total Revenues</b>	<b>20,261,947</b>	<b>20,261,947</b>	<b>20,681,636</b>	<b>21,188,610</b>
<b>Net Total</b>	<b>20,261,947</b>	<b>20,261,947</b>	<b>20,681,636</b>	<b>21,188,610</b>
<b>Percentage Change</b>			<b>2.07%</b>	

# Costing Center Budget Summary

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Costing Center: UTILITY ADMINISTRATION

**Division:** WATER AND  
WASTEWATER  
**Department:** FINANCE UTILITIES  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 6008  
**Manager:** Val Rochelle

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## Description:

This cost center reflects costs associated with the Water Billing Section of the Finance Department (1 permanent staff plus temporary staff for approximately 3 days each month related to stuffing bills).

The other costs are mostly allocations of administrative overhead for Finance, Information Technology and Human Resources. These departments periodically review their operating costs and adjust cost allocations to ensure the Utility pays its fair share of administrative overhead costs.

## Comments:

The meter reading software was at the end of life and an upgrade to the newer hosted software was required which resulted in an increase to contracts.

## Outlook:

# Costing Center Budget Summary

Costing Center: UTILITY ADMINISTRATION

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	0	0	21	21
Benefits Total	0	0	21	21
Contract Services				
52015 CONTRACTS	5,741	5,480	17,680	18,515
52020 PROFESSIONAL FEES	0	0	0	1,044
52264 AUDITING FEES	0	0	26,177	27,486
52387 BANK PROCESSING FEES	700	475	1,000	1,000
Contract Services Total	6,441	5,955	44,857	48,045
Equipment Purchases				
54410 EQUIPMENT PURCHASES	1,252	1,252	1,427	677
Equipment Purchases Total	1,252	1,252	1,427	677
Materials and Supplies				
54068 POSTAGE	45,080	45,080	46,060	47,040
54099 PARTS AND MATERIALS	6,000	6,750	6,394	6,522
Materials and Supplies Total	51,080	51,830	52,454	53,562
Other				
51141 PROFESSIONAL DEVELOPMENT	4,649	1,057	3,234	4,192
59003 ADVERTISING	684	302	688	691
59011 PUBLIC UTILITY BOARD FEES	200	200	350	100
59059 MEMBERSHIP	1,585	1,395	1,803	1,849
59098 SUBSCRIPTIONS	264	193	203	213
59128 PROPERTY TAXES	10,861	10,897	8,993	8,993
Other Total	18,243	14,044	15,270	16,037
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	607,297	568,902	630,987	634,619
51084 OVERTIME SALARIES	4,599	4,599	4,669	4,762
Salaries and Wages Total	611,896	573,501	635,656	639,381
Utilities				
53130 TELEPHONE	834	492	427	427
Utilities Total	834	492	427	427
<b>Total Expenditures</b>	<b>689,746</b>	<b>647,074</b>	<b>753,112</b>	<b>761,150</b>
<b>Net Total</b>	<b>(689,746)</b>	<b>(647,074)</b>	<b>(753,112)</b>	<b>(761,150)</b>
<b>Percentage Change</b>			<b>9.19%</b>	

# Costing Center Budget Summary

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Costing Center: BOOSTER STATIONS

**Division:** WATER AND  
WASTEWATER  
**Department:** ENGINEERING  
UTILITIES  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 0814  
**Manager:** Alexia Stangherlin

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## Description:

This cost center captures the operating costs for the City's treated water Reservoir and Booster Stations.

## Comments:

The City has four numbered booster stations plus the reservoir - 1st St North (No.3), 13th St (No.2), 16th St North (No.4), 34th St (No.1), and 9th Street (Reservoir). The cost for hydro and parts & materials are the main cost drivers in this account.

## Outlook:

# Costing Center Budget Summary

Costing Center: BOOSTER STATIONS

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	10,000	28,000	12,000	14,000
52028 GENERAL INSURANCE	12,519	12,519	12,772	13,155
52081 EXTERNAL EQUIPMENT RENTAL	2,000	1,000	2,000	2,000
Contract Services Total	24,519	41,519	26,772	29,155
Materials and Supplies				
54099 PARTS AND MATERIALS	55,000	35,000	48,000	53,000
54129 DIESEL (OPERATING)	3,500	2,000	2,500	2,500
Materials and Supplies Total	58,500	37,000	50,500	55,500
Utilities				
53046 POWER	115,000	105,000	110,000	112,750
53130 TELEPHONE	1,610	1,610	1,790	1,790
Utilities Total	116,610	106,610	111,790	114,540
<b>Total Expenditures</b>	<b>199,629</b>	<b>185,129</b>	<b>189,062</b>	<b>199,195</b>
<b>Net Total</b>	<b>(199,629)</b>	<b>(185,129)</b>	<b>(189,062)</b>	<b>(199,195)</b>
<b>Percentage Change</b>			<b>(5.29%)</b>	

# Costing Center Budget Summary

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Costing Center: LIFT STATIONS

**Division:** WATER AND  
WASTEWATER  
**Department:** ENGINEERING  
UTILITIES  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 0856  
**Manager:** Alexia Stangherlin

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## Description:

This cost center captures the operating costs for the City's wastewater Lift Stations.

## Comments:

The City has seven Lift Stations – Hilton, Elderwood, South End, Kirkcaldy, College, Dike Pump, and the Airport. The cost of hydro and parts for maintenance are the main cost drivers in this account. Contracted vacuor services for cleaning Elderwood, South End, and Kirkcaldy Lift Stations will be required on an ongoing basis due to the depth of the wet wells in those facilities.

## Outlook:

Kirkcaldy Drive Lift Station was completed and began operation in March 2020 as part of the Flood Mitigation projects to service the North Hill. The cost for operation and maintenance of the new Lift Station will be better determined following a full year of operation.



# Costing Center Budget Summary

Costing Center: LIFT STATIONS

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	15,000	15,000	15,000	16,000
52028 GENERAL INSURANCE	5,880	5,880	5,984	6,163
52081 EXTERNAL EQUIPMENT RENTAL	2,500	0	1,500	1,500
Contract Services Total	23,380	20,880	22,484	23,663
Materials and Supplies				
54099 PARTS AND MATERIALS	45,000	19,830	47,000	48,000
54129 DIESEL (OPERATING)	3,500	0	0	0
Materials and Supplies Total	48,500	19,830	47,000	48,000
Utilities				
53046 POWER	50,000	67,000	72,000	74,000
53130 TELEPHONE	3,700	3,700	3,700	3,700
53150 WATER	180	5,550	2,400	2,800
Utilities Total	53,880	76,250	78,100	80,500
<b>Total Expenditures</b>	<b>125,760</b>	<b>116,960</b>	<b>147,584</b>	<b>152,163</b>
<b>Net Total</b>	<b>(125,760)</b>	<b>(116,960)</b>	<b>(147,584)</b>	<b>(152,163)</b>
<b>Percentage Change</b>			<b>17.35%</b>	

# Costing Center Budget Summary

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Costing Center: MAINTENANCE OPERATIONS

**Division:** WATER AND  
WASTEWATER  
**Department:** ENGINEERING  
UTILITIES  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 0816  
**Manager:** Alexia Stangherlin

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## Description:

This cost center captures the costs for staff performing routine and preventative maintenance at the Water Treatment Facility, Municipal Pre-Treatment Facility, Water Reclamation Facility and ancillary facilities.

## Comments:

The ancillary facilities consist of 4 booster stations, 9th Street Reservoir, 2 groundwater wells, sludge dewatering facility, intake works, 7 lift stations, lagoons and associated equipment.

The Utility Maintenance department periodically is required to upgrade or purchase equipment or tools to aid them in their job. Included in 2021 is equipment purchases carried over from 2020 as well as additional items for 2021 resulting in an increase of \$55,000 in the equipment purchases budget. In an effort to update the preventative maintenance program database, a seasonal employee will be utilized, for 2021 only, which is reflected in regular salaries.

## Outlook:

# Costing Center Budget Summary

Costing Center: MAINTENANCE OPERATIONS

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	1,197	1,161	1,197	1,197
51123 PROTECTIVE CLOTHING	0	1,500	2,600	2,600
Benefits Total	1,197	2,661	3,797	3,797
Contract Services				
52028 GENERAL INSURANCE	169	169	169	174
Contract Services Total	169	169	169	174
Equipment Purchases				
54410 EQUIPMENT PURCHASES	45,000	0	100,000	0
59036 SAFETY EQUIPMENT	5,500	4,000	3,000	2,000
Equipment Purchases Total	50,500	4,000	103,000	2,000
Materials and Supplies				
54099 PARTS AND MATERIALS	180	0	0	0
54103 GASOLINE (VEHICLE)	8,700	5,700	8,700	8,700
54104 DIESEL (VEHICLE)	3,600	2,600	3,000	3,000
54125 DIESEL EXHAUST FLUID	100	100	100	100
Materials and Supplies Total	12,580	8,400	11,800	11,800
Other				
51141 PROFESSIONAL DEVELOPMENT	18,000	2,000	15,885	18,000
59059 MEMBERSHIP	380	380	680	620
59080 FLEET EQUIP MAINTENANCE	21,500	21,500	20,500	20,500
59911 EMERGENCY RESPONSE	0	52,792	0	0
59993 EQUIPMENT CAPITAL CONTRIBUTION	24,156	24,156	22,953	22,953
Other Total	64,036	100,828	60,018	62,073
Salaries and Wages				
51083 REGULAR SALARIES	907,751	714,285	923,667	899,666
51084 OVERTIME SALARIES	0	0	0	0
Salaries and Wages Total	907,751	714,285	923,667	899,666
Utilities				
53130 TELEPHONE	2,684	2,684	4,334	4,334
Utilities Total	2,684	2,684	4,334	4,334
<b>Total Expenditures</b>	<b>1,038,917</b>	<b>833,027</b>	<b>1,106,786</b>	<b>983,845</b>
<b>Net Total</b>	<b>(1,038,917)</b>	<b>(833,027)</b>	<b>(1,106,786)</b>	<b>(983,845)</b>
<b>Percentage Change</b>			<b>6.53%</b>	

# Costing Center Budget Summary

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Costing Center: MUNICIPAL PRE-TREATMENT PLANT

**Division:** WATER AND  
WASTEWATER  
**Department:** ENGINEERING  
UTILITIES  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 0850  
**Manager:** Alexia Stangherlin

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## Description:

This cost center captures the costs of operating and maintaining the Municipal Wastewater Pre-treatment Facility located at 4040 Victoria Ave East.

## Comments:

This account includes principal and interest costs for two debentures: the Lagoon expansion which expires in 2023, and the Water Reclamation Facility upgrades which expires in 2031. Revenues recorded in this account are the disposal fees charged to septic haulers for discharging at the septic receiving station.

## Outlook:

As the facility ages, more substantial maintenance projects will have negative impacts on the expense side of the operation. Some of these projects include roof repairs and overhaul of the heating system for the Primary Treatment Building.

# Costing Center Budget Summary

Costing Center: MUNICIPAL PRE-TREATMENT PLANT

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
47309 SEPTIC DISPOSAL FEES	120,000	140,000	145,000	145,000
User Fees and Sales of Goods Total	120,000	140,000	145,000	145,000
<b>Total Revenues</b>	<b>120,000</b>	<b>140,000</b>	<b>145,000</b>	<b>145,000</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	108,200	183,200	118,200	118,200
52019 CONSULTING FEES	10,000	0	5,000	5,000
52028 GENERAL INSURANCE	19,198	19,198	19,213	19,789
52029 LIABILITY INSURANCE	13,938	13,938	14,320	14,750
52032 VEHICLE INSURANCE	240	412	240	240
52049 LABORATORY TESTING	22,000	22,000	22,000	22,000
52081 EXTERNAL EQUIPMENT RENTAL	4,200	6,700	4,000	4,000
52113 LABORATORY SUPPLIES	4,500	4,500	4,500	4,500
Contract Services Total	182,276	249,948	187,473	188,479
Debt Service Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	876,416	876,416	910,337	945,274
57439 DEBENTURE INTEREST	334,174	334,174	300,532	265,195
Debt Service Debt Servicing Costs Total	1,210,590	1,210,590	1,210,869	1,210,469
Equipment Purchases				
59036 SAFETY EQUIPMENT	6,000	6,000	5,000	5,000
Equipment Purchases Total	6,000	6,000	5,000	5,000
Materials and Supplies				
54099 PARTS AND MATERIALS	130,000	120,000	130,000	135,000
54118 OFFICE SUPPLIES	1,200	1,200	1,200	1,200
54128 GASOLINE (OPERATING)	900	900	900	900
Materials and Supplies Total	132,100	122,100	132,100	137,100
Other				
59050 MAINTENANCE OF GROUNDS	7,000	4,500	6,000	6,000
59059 MEMBERSHIP	1,000	440	1,000	1,000
59248 DISPOSAL SITE CHARGE	12,000	13,000	15,000	15,000
Other Total	20,000	17,940	22,000	22,000
Salaries and Wages				
51231 INTERNAL SALARIES	2,000	2,000	2,000	2,200
Salaries and Wages Total	2,000	2,000	2,000	2,200
Utilities				
53025 HEAT	86,000	57,000	59,000	62,000
53046 POWER	205,000	205,000	200,000	200,000
53130 TELEPHONE	2,460	2,460	2,460	2,460
53150 WATER	150,000	110,000	115,000	115,000
Utilities Total	443,460	374,460	376,460	379,460
<b>Total Expenditures</b>	<b>1,996,426</b>	<b>1,983,038</b>	<b>1,935,902</b>	<b>1,944,708</b>
<b>Net Total</b>	<b>(1,876,426)</b>	<b>(1,843,038)</b>	<b>(1,790,902)</b>	<b>(1,799,708)</b>
<b>Percentage Change</b>			<b>(4.56%)</b>	

# Costing Center Budget Summary

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Costing Center: PURIFICATION & TREATMENT

**Division:** WATER AND  
WASTEWATER  
**Department:** ENGINEERING  
UTILITIES  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 0780  
**Manager:** Alexia Stangherlin

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## Description:

This cost center captures the costs of chemicals utilized in the Water Treatment Facility, as well as the internal and external laboratory costs associated with quality control.

## Comments:

Chemical usage for water treatment fluctuates throughout the year and is primarily affected by source water quality and water demand. The transition from chlorine gas to sodium hypochlorite disinfection will occur in late 2021. Sodium hypochlorite is more costly but is much safer to handle.

## Outlook:

The new, dedicated Chemical Building at the Water Treatment Facility will be completed in 2021 as part of the overall Water Treatment Upgrade and Expansion. The Chemical Building is the first phase of the upgrade and the current treatment technology will remain. The impact on most chemical usage will be unchanged, except for disinfection, where chlorine gas will be phased out in favour of sodium hypochlorite.

# Costing Center Budget Summary

Costing Center: PURIFICATION & TREATMENT

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Expenditures</b>				
Contract Services				
52049 LABORATORY TESTING	57,000	57,000	58,000	62,000
52113 LABORATORY SUPPLIES	15,000	13,000	16,000	17,000
Contract Services Total	72,000	70,000	74,000	79,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	2,500	0	0	0
Equipment Purchases Total	2,500	0	0	0
Materials and Supplies				
54108 SULPHATE OF ALUMINA	300,000	244,000	330,000	360,000
54109 CHLORINE	55,000	49,483	55,000	0
54110 SODA ASH	565,000	470,000	515,000	540,000
54111 LIME	890,000	690,000	800,000	840,000
54112 ACTIVE CARBON	110,000	121,639	120,000	130,000
54114 FLUORIDATION	22,000	20,218	24,000	26,500
54115 POLYMERS-ANIONIC	87,000	77,037	91,000	98,000
54116 POTASSIUM PERMANGANATE	24,000	15,691	24,000	26,500
54117 FERRIC SULPHATE	5,000	1,712	5,000	5,000
54123 SODIUM HYPOCHLORITE	20,000	6,372	30,000	150,000
54653 CARBON DIOXIDE	190,000	205,000	200,000	215,000
Materials and Supplies Total	2,268,000	1,901,152	2,194,000	2,391,000
<b>Total Expenditures</b>	<b>2,342,500</b>	<b>1,971,152</b>	<b>2,268,000</b>	<b>2,470,000</b>
<b>Net Total</b>	<b>(2,342,500)</b>	<b>(1,971,152)</b>	<b>(2,268,000)</b>	<b>(2,470,000)</b>
<b>Percentage Change</b>			<b>(3.18%)</b>	

# Costing Center Budget Summary

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*Costing Center: SEWAGE LAGOON OPERATIONS*

**Division:** WATER AND  
WASTEWATER  
**Department:** ENGINEERING  
UTILITIES  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 0855  
**Manager:** Alexia Stangherlin

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## Description:

This cost center captures the costs of operating and maintaining the City's wastewater lagoon system. Typical costs include maintaining the road network and underground piping, maintaining the integrity of the lagoon cells, and the Biosolids application program.

## Comments:

The operation of the lagoons continues to have minor fluctuations due in large part to utility rates. The cost of administering the Biosolids program as a maintenance exercise is the single, largest expense within the account and must be done annually.

## Outlook:

The Biosolids program continues to increase in scope based on actual loading in the lagoons. In 2021, the Biosolids program will focus on Sludge Cells 1 and 3A. Cell 3C will be handled in 2022.



# Costing Center Budget Summary

Costing Center: SEWAGE LAGOON OPERATIONS

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	570,000	560,000	580,000	580,000
Contract Services Total	570,000	560,000	580,000	580,000
Materials and Supplies				
54099    PARTS AND MATERIALS	10,000	5,000	10,000	10,000
Materials and Supplies Total	10,000	5,000	10,000	10,000
Other				
59128    PROPERTY TAXES	22	22	25	25
Other Total	22	22	25	25
Utilities				
53046    POWER	8,500	6,500	8,500	8,500
53130    TELEPHONE	350	350	350	0
Utilities Total	8,850	6,850	8,850	8,500
<b>Total Expenditures</b>	<b>588,872</b>	<b>571,872</b>	<b>598,875</b>	<b>598,525</b>
<b>Net Total</b>	<b>(588,872)</b>	<b>(571,872)</b>	<b>(598,875)</b>	<b>(598,525)</b>
<b>Percentage Change</b>			<b>1.70%</b>	

# Costing Center Budget Summary

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Costing Center: UTILITY ADMIN ENGINEERING

**Division:** WATER AND  
WASTEWATER  
**Department:** ENGINEERING  
UTILITIES  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 0817  
**Manager:** Alexia Stangherlin

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## Description:

This cost center captures the salaries and operating costs for the Utility related to Engineering administration. The appropriation of funds to the Water and Wastewater Reserves are recorded in this cost center and revenues recorded are generated from sewer and water installation permits as well as Development Charges.

## Comments:

There continues to be an investment in Asset Management Program (AMP) as an infrastructure renewal tool for the entire corporation. With the hire of the Director of Engineering in September 2020, the plan is to begin integrating the AMP into the operations of each of the Divisions mainly in the area of the utilities. As such there is continued investment in both software (\$95,000 - Contracts) and equipment (\$40,000 - Equipment Purchases). A portion of this is funded from the utility reserves. As per the conditional assessment report compiled in 2017, remedial work will be conducted on the Water Tower in 2021 at a cost of \$60,000 (Contracts).

## Outlook:

Entering the second year of Development Charges (DC), the expectation is that revenues will continue to rise considering the number of developments exempted from DCs reduces.

# Costing Center Budget Summary

Costing Center: UTILITY ADMIN ENGINEERING

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	0	26,277	0	0
44500 FEDERAL GOV'T	0	449,667	0	0
Conditional Government Transfers Total	0	475,944	0	0
Income from Enterprises				
47396 DC WWT RES CONTRIBUTION	21,000	21,000	75,507	126,181
47397 DC WATER TREATMENT RES CONTRIBUTI	18,000	18,000	59,327	99,142
47398 DC WASTEWTR NETWORK RES CONTRIB	215,000	216,624	457,728	764,916
47399 DC WATER NETWRK RES CONTRIBUTION	68,000	68,085	144,047	240,719
Income from Enterprises Total	322,000	323,709	736,609	1,230,958
Other Income				
47999 REVENUE	0	57,327	0	0
Other Income Total	0	57,327	0	0
Permits, Licenses and Fines				
47003 EXCAVATION PERMITS	22,000	17,100	22,000	22,000
Permits, Licenses and Fines Total	22,000	17,100	22,000	22,000
User Fees and Sales of Goods				
47506 SCRAP METAL SALES	0	2,345	0	0
User Fees and Sales of Goods Total	0	2,345	0	0
<b>Total Revenues</b>	<b>344,000</b>	<b>876,425</b>	<b>758,609</b>	<b>1,252,958</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	770	930	1,020	1,020
Benefits Total	770	930	1,020	1,020
Contract Services				
52015 CONTRACTS	74,500	61,400	259,000	79,000
52019 CONSULTING FEES	70,000	49,152	85,000	30,000
52069 PRINTING COSTS	1,000	1,000	5,000	5,000
52696 FLOOD CONTRACTS	0	4,703	0	0
Contract Services Total	145,500	116,255	349,000	114,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	7,500	6,633	52,000	2,000
59036 SAFETY EQUIPMENT	500	500	500	500
Equipment Purchases Total	8,000	7,133	52,500	2,500
Materials and Supplies				
54099 PARTS AND MATERIALS	12,500	5,500	10,000	10,000
54103 GASOLINE (VEHICLE)	0	3,100	2,500	2,600
54118 OFFICE SUPPLIES	2,000	1,500	1,800	1,800
Materials and Supplies Total	14,500	10,100	14,300	14,400
Other				
51141 PROFESSIONAL DEVELOPMENT	37,000	4,900	23,000	37,000
59003 ADVERTISING	2,000	500	1,000	1,000
59048 LUNCHEONS	500	19	500	500
59059 MEMBERSHIP	77,550	77,550	77,550	77,550

# Costing Center Budget Summary

Costing Center: UTILITY ADMIN ENGINEERING

		2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
59080	FLEET EQUIP MAINTENANCE	9,000	9,000	10,500	10,500
59241	SPECIAL PROGRAMS	5,000	500	105,000	5,000
59993	EQUIPMENT CAPITAL CONTRIBUTION	11,385	11,385	11,820	11,820
Other Total		142,435	103,854	229,370	143,370
Reserve Appropriation					
58541	WATER DISTRIBUTION B/L 6382	3,362,926	3,896,197	1,866,263	1,371,716
58557	WASTEWATER DISTRIB B/L 6732	0	0	776,752	1,517,594
58560	DC WWT B/L 7180	21,000	21,000	75,507	126,181
58561	DC WATER TREAT B/L 7181	18,000	18,000	59,327	99,142
58563	DC WW NETWORK B/L 7183	215,000	216,624	457,728	764,916
58564	DC WATER NETWORK B/L 7184	68,000	68,085	144,047	240,719
Reserve Appropriation Total		3,684,926	4,219,906	3,379,624	4,120,268
Salaries and Wages					
51083	REGULAR SALARIES	1,067,516	1,079,005	1,294,508	1,252,751
51084	OVERTIME SALARIES	5,000	2,200	5,000	5,000
51698	FLOOD OVERTIME	0	26,769	0	0
Salaries and Wages Total		1,072,516	1,107,974	1,299,508	1,257,751
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES	(40,000)	(23,900)	(270,000)	(20,000)
Transfers to/from Internal Accounts Total		(40,000)	(23,900)	(270,000)	(20,000)
Utilities					
53130	TELEPHONE	3,088	4,388	3,856	3,856
Utilities Total		3,088	4,388	3,856	3,856
<b>Total Expenditures</b>		<b>5,031,735</b>	<b>5,546,640</b>	<b>5,059,178</b>	<b>5,637,165</b>
<b>Net Total</b>		<b>(4,687,735)</b>	<b>(4,670,215)</b>	<b>(4,300,569)</b>	<b>(4,384,207)</b>
<b>Percentage Change</b>				<b>(8.26%)</b>	

# Costing Center Budget Summary

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*Costing Center: WATER RECLAMATION FACILITY*

**Division:** WATER AND  
WASTEWATER  
**Department:** ENGINEERING  
UTILITIES  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 2466  
**Manager:** Alexia Stangherlin

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## Description:

This cost center captures the costs of operating the Water Reclamation Facility located at 800 65th Street East.

## Comments:

The vast majority of the operating budget at the Water Reclamation Facility is for chemicals, utilities and biosolids treatment. For 2021, there is a net decrease in chemical costs due in large part to reduced waste loading into the facility. The biosolids program, which occurs every second year, is not scheduled to occur again until 2022. Portions of the operating costs are recovered from Maple Leaf and Pfizer as dictated by the Cost Sharing Agreements entered into during the last facility upgrades (2007-2014).

## Outlook:

# Costing Center Budget Summary

Costing Center: WATER RECLAMATION FACILITY

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
47303 MAPLE LEAF	2,100,000	1,930,000	1,850,000	1,850,000
47304 PFIZER	145,000	95,000	110,000	110,000
User Fees and Sales of Goods Total	2,245,000	2,025,000	1,960,000	1,960,000
<b>Total Revenues</b>	<b>2,245,000</b>	<b>2,025,000</b>	<b>1,960,000</b>	<b>1,960,000</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	1,877	1,830	1,877	1,877
51123 PROTECTIVE CLOTHING	0	400	3,000	3,000
Benefits Total	1,877	2,230	4,877	4,877
Contract Services				
52015 CONTRACTS	242,450	233,950	162,450	287,450
52019 CONSULTING FEES	32,500	17,500	25,000	10,000
52028 GENERAL INSURANCE	25,792	25,792	25,897	26,674
52032 VEHICLE INSURANCE	511	785	511	511
52049 LABORATORY TESTING	260,000	260,000	260,000	260,000
52081 EXTERNAL EQUIPMENT RENTAL	9,600	10,800	9,600	9,800
52113 LABORATORY SUPPLIES	85,000	85,000	90,000	90,000
Contract Services Total	655,853	633,827	573,458	684,435
Equipment Purchases				
59036 SAFETY EQUIPMENT	12,000	12,000	7,000	7,000
Equipment Purchases Total	12,000	12,000	7,000	7,000
Materials and Supplies				
54099 PARTS AND MATERIALS	375,000	340,000	415,000	415,000
54103 GASOLINE (VEHICLE)	10,000	10,000	10,000	10,000
54104 DIESEL (VEHICLE)	2,000	2,000	2,000	2,000
54110 SODA ASH	40,000	0	40,000	40,000
54118 OFFICE SUPPLIES	9,000	9,000	9,000	9,000
54119 COAGULANT	550,000	820,000	550,000	600,000
54121 NITROGEN	12,000	12,000	12,200	12,500
54122 CITRIC ACID	23,000	18,000	20,000	20,000
54123 SODIUM HYPOCHLORITE	32,500	7,500	14,000	14,000
54129 DIESEL (OPERATING)	1,500	3,500	3,500	3,500
54463 METHANOL	750,000	530,000	650,000	670,000
Materials and Supplies Total	1,805,000	1,752,000	1,725,700	1,796,000
Other				
51141 PROFESSIONAL DEVELOPMENT	42,000	10,475	40,000	40,000
59003 ADVERTISING	400	142	400	400
59050 MAINTENANCE OF GROUNDS	10,000	10,000	10,000	10,000
59080 FLEET EQUIP MAINTENANCE	13,700	13,700	14,000	14,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	14,512	14,512	12,877	12,877
Other Total	80,612	48,829	77,277	77,277
Salaries and Wages				
51083 REGULAR SALARIES	1,383,067	1,348,601	1,405,630	1,405,630
51084 OVERTIME SALARIES	30,000	30,000	30,000	30,000

# Costing Center Budget Summary

Costing Center: WATER RECLAMATION FACILITY

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
51090 SHIFT DIFFERENTIAL	5,200	6,500	5,200	5,200
Salaries and Wages Total	1,418,267	1,385,101	1,440,830	1,440,830
Utilities				
53025 HEAT	9,200	9,200	8,500	8,500
53046 POWER	580,000	580,000	580,000	580,000
53130 TELEPHONE	3,200	2,950	3,680	3,680
53150 WATER	38,000	38,000	38,000	38,000
Utilities Total	630,400	630,150	630,180	630,180
<b>Total Expenditures</b>	<b>4,604,009</b>	<b>4,464,137</b>	<b>4,459,323</b>	<b>4,640,600</b>
<b>Net Total</b>	<b>(2,359,009)</b>	<b>(2,439,137)</b>	<b>(2,499,323)</b>	<b>(2,680,600)</b>
<b>Percentage Change</b>			5.95%	

# Costing Center Budget Summary

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*Costing Center: WATER TREATMENT FACILITY*

**Division:** WATER AND  
WASTEWATER  
**Department:** ENGINEERING  
UTILITIES  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 0815  
**Manager:** Alexia Stangherlin

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## Description:

This cost center captures the operating costs for the Water Treatment Facility at 108 26th street as well as the groundwater wells. These costs include operating staff, power, heat and maintenance costs.

## Comments:

Operating costs for the Water Treatment Facility tend to remain consistent from year to year. Any fluctuations are usually a result of changes in utility costs (gas & power) and the contract for the Residuals Management Program, which is the largest single expense in the account.

This cost center includes the debt servicing principal and interest costs relating to the construction of the chemical building. The first series issued will have a 20 year term and expires in 2040.

## Outlook:

The aging Water Treatment Facility will require additional maintenance in order to provide reliable operations in the short term. To address current and future water needs, partial funding has been acquired for a Water Treatment Facility Upgrade and Expansion. The first phase of the expansion includes Planning & Design consulting work and the construction of a new Chemical Building, which will be completed in 2021. Additional funding opportunities are being pursued for future phases.



# Costing Center Budget Summary

Costing Center: WATER TREATMENT FACILITY

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	1,789	1,836	1,819	1,911
51123 PROTECTIVE CLOTHING	0	3,000	5,000	6,000
Benefits Total	1,789	4,836	6,819	7,911
Contract Services				
52015 CONTRACTS	830,080	911,080	870,300	867,232
52019 CONSULTING FEES	22,500	17,500	10,000	10,000
52028 GENERAL INSURANCE	24,348	24,348	24,840	25,585
52029 LIABILITY INSURANCE	31,814	31,814	32,687	33,668
52032 VEHICLE INSURANCE	131	61	131	131
52069 PRINTING COSTS	200	380	400	400
52081 EXTERNAL EQUIPMENT RENTAL	13,000	8,000	5,000	5,000
Contract Services Total	922,073	993,183	943,358	942,016
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	0	0	293,959	303,145
57439 DEBENTURE INTEREST	0	0	271,896	240,814
Debenture Debt Servicing Costs Total	0	0	565,855	543,959
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	6,207	32,000	22,000
59036 SAFETY EQUIPMENT	10,000	11,000	12,000	14,000
Equipment Purchases Total	10,000	17,207	44,000	36,000
Materials and Supplies				
54099 PARTS AND MATERIALS	270,000	360,000	330,000	365,000
54103 GASOLINE (VEHICLE)	6,500	6,500	6,700	6,800
54118 OFFICE SUPPLIES	5,500	6,900	6,000	6,200
54128 GASOLINE (OPERATING)	0	0	0	0
54129 DIESEL (OPERATING)	4,000	2,100	3,000	3,500
54323 INSURANCE DEDUCTIBLE	0	1,000	0	0
Materials and Supplies Total	286,000	376,500	345,700	381,500
Other				
51141 PROFESSIONAL DEVELOPMENT	22,000	7,500	19,000	24,000
59003 ADVERTISING	2,000	1,000	2,000	1,500
59048 LUNCHEONS	650	67	650	650
59059 MEMBERSHIP	1,640	1,140	1,340	3,740
59080 FLEET EQUIP MAINTENANCE	7,000	7,000	7,000	7,000
59138 BUSINESS TRAVEL	500	0	0	0
59248 DISPOSAL SITE CHARGE	1,000	2,250	2,000	2,000
59911 EMERGENCY RESPONSE	0	111,615	0	0
59993 EQUIPMENT CAPITAL CONTRIBUTION	8,107	8,107	7,090	7,090
Other Total	42,897	138,679	39,080	45,980
Salaries and Wages				
51083 REGULAR SALARIES	1,265,798	1,245,504	1,308,317	1,367,377
51084 OVERTIME SALARIES	40,000	311,500	40,000	40,000
51090 SHIFT DIFFERENTIAL	9,000	9,000	9,000	9,000
Salaries and Wages Total	1,314,798	1,566,004	1,357,317	1,416,377

# Costing Center Budget Summary

Costing Center: WATER TREATMENT FACILITY

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
Utilities				
53025 HEAT	130,000	130,000	150,000	180,000
53046 POWER	313,000	276,000	365,000	397,000
53130 TELEPHONE	3,883	4,483	4,591	4,591
53295 RADIO COSTS	210	210	126	126
Utilities Total	447,093	410,693	519,717	581,717
<b>Total Expenditures</b>	<b>3,024,650</b>	<b>3,507,102</b>	<b>3,821,846</b>	<b>3,955,459</b>
<b>Net Total</b>	<b>(3,024,650)</b>	<b>(3,507,102)</b>	<b>(3,821,846)</b>	<b>(3,955,459)</b>
<b>Percentage Change</b>			<b>26.36%</b>	

# Costing Center Budget Summary

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Costing Center: UTILITY STORAGE GARAGE

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** BUILDING  
MAINTENANCE  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 1786  
**Manager:** Pam Richardson

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## Description:

This cost center is for the operation and maintenance of the utility storage garage located at 900 Richmond Avenue East. The building is used to house equipment for the Sewer and Water section of Public Works.

## Comments:

This building, built in 2019, is approximately 12,800 square feet (160 x 80).

## Outlook:

# Costing Center Budget Summary

Costing Center: UTILITY STORAGE GARAGE

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	2,360	1,793	2,082	2,114
Contract Services Total	2,360	1,793	2,082	2,114
Materials and Supplies				
54099    PARTS AND MATERIALS	500	500	500	500
Materials and Supplies Total	500	500	500	500
Utilities				
53025    HEAT	8,500	5,000	8,713	8,930
53150    WATER	1,000	1,000	1,000	1,000
Utilities Total	9,500	6,000	9,713	9,930
<b>Total Expenditures</b>	<b>12,360</b>	<b>8,293</b>	<b>12,295</b>	<b>12,544</b>
<b>Net Total</b>	<b>(12,360)</b>	<b>(8,293)</b>	<b>(12,295)</b>	<b>(12,544)</b>
<b>Percentage Change</b>			<b>(0.53%)</b>	

# Costing Center Budget Summary

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Costing Center: OPERATIONS BY-LAW UT

**Division:** WATER AND  
WASTEWATER  
**Department:** OPERATIONS UTILITIES  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 1798  
**Manager:** Pam Richardson

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## 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 departments within Public Works 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.

## Outlook:

In 2021 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.

The Public Works Educator will begin to have the ability to issue tickets of non-compliance for Public Works related infractions.

# Costing Center Budget Summary

Costing Center: OPERATIONS BY-LAW UT

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Expenditures</b>				
Benefits				
51122    BOOT ALLOWANCE	61	61	61	61
Benefits Total	61	61	61	61
Contract Services				
52015    CONTRACTS	0	96	0	0
Contract Services Total	0	96	0	0
Equipment Purchases				
54410    EQUIPMENT PURCHASES	0	0	0	0
Equipment Purchases Total	0	0	0	0
Materials and Supplies				
54099    PARTS AND MATERIALS	100	14	100	100
54103    GASOLINE (VEHICLE)	2,500	448	2,140	2,140
Materials and Supplies Total	2,600	462	2,240	2,240
Other				
59080    FLEET EQUIP MAINTENANCE	1,500	1,500	1,500	1,500
59993    EQUIPMENT CAPITAL CONTRIBUTION	1,858	1,858	1,764	1,764
Other Total	3,358	3,358	3,264	3,264
Salaries and Wages				
51083    REGULAR SALARIES	28,430	28,430	29,038	29,038
51090    SHIFT DIFFERENTIAL	0	93	0	0
Salaries and Wages Total	28,430	28,523	29,038	29,038
Utilities				
53130    TELEPHONE	338	200	196	196
53295    RADIO COSTS	35	30	32	32
Utilities Total	373	230	228	228
<b>Total Expenditures</b>	<b>34,822</b>	<b>32,730</b>	<b>34,831</b>	<b>34,831</b>
<b>Net Total</b>	<b>(34,822)</b>	<b>(32,730)</b>	<b>(34,831)</b>	<b>(34,831)</b>
<b>Percentage Change</b>			<b>0.03%</b>	

# Costing Center Budget Summary

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Costing Center: DOMESTIC SEWER MAINS

**Division:** WATER AND  
WASTEWATER  
**Department:** OPERATIONS UTILITIES  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 1788  
**Manager:** Pam Richardson

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## Description:

This cost center covers costs for maintenance and repair of the sewer main system.

## Comments:

Contracted manhole maintenance is budgeted every year. In 2021 and 2022 seven manhole locations are planned to be restored.

## Outlook:

# Costing Center Budget Summary

Costing Center: DOMESTIC SEWER MAINS

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	100,000	119,478	94,563	94,563
Contract Services Total	100,000	119,478	94,563	94,563
Materials and Supplies				
54099    PARTS AND MATERIALS	10,000	13,213	12,000	12,000
54104    DIESEL (VEHICLE)	10,000	9,500	12,000	12,000
54125    DIESEL EXHAUST FLUID	100	140	100	100
Materials and Supplies Total	20,100	22,853	24,100	24,100
Other				
59003    ADVERTISING	500	0	0	0
59080    FLEET EQUIP MAINTENANCE	21,000	21,000	22,500	22,500
59967    RESTORATION	5,000	3,979	1,000	1,000
59993    EQUIPMENT CAPITAL CONTRIBUTION	87,912	87,912	71,339	71,339
Other Total	114,412	112,891	94,839	94,839
Utilities				
53150    WATER	3,000	1,800	2,000	2,000
Utilities Total	3,000	1,800	2,000	2,000
<b>Total Expenditures</b>	<b>237,512</b>	<b>257,022</b>	<b>215,502</b>	<b>215,502</b>
<b>Net Total</b>	<b>(237,512)</b>	<b>(257,022)</b>	<b>(215,502)</b>	<b>(215,502)</b>
<b>Percentage Change</b>			<b>(9.27%)</b>	



# Costing Center Budget Summary

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Costing Center: DOMESTIC SEWER SERVICES

**Division:** WATER AND  
WASTEWATER  
**Department:** OPERATIONS UTILITIES  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 1783  
**Manager:** Pam Richardson

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## Description:

This cost center covers costs associated with the maintenance of sewer service lines from the sewer main to the homeowner's property line. This account also provides funds for homeowner's sewer line maintenance program due to tree roots.

## Comments:

Currently the City allows two roto rooting claims per calendar year. A new internal process was implemented in 2020 which will provide accurate historical data as the City continues to grow.

## Outlook:

# Costing Center Budget Summary

Costing Center: DOMESTIC SEWER SERVICES

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	0	8,702	0	0
Contract Services Total	0	8,702	0	0
Materials and Supplies				
54062 LIABILITY CLAIMS	100,000	90,000	100,000	100,000
54099 PARTS AND MATERIALS	10,000	6,300	7,000	7,000
54104 DIESEL (VEHICLE)	15,000	9,000	9,000	9,000
54125 DIESEL EXHAUST FLUID	175	40	50	50
54323 INSURANCE DEDUCTIBLE	0	500	0	0
Materials and Supplies Total	125,175	105,840	116,050	116,050
Other				
59080 FLEET EQUIP MAINTENANCE	41,000	41,000	31,000	31,000
59967 RESTORATION	8,000	2,021	7,500	7,500
59993 EQUIPMENT CAPITAL CONTRIBUTION	75,403	75,403	92,172	92,172
Other Total	124,403	118,424	130,672	130,672
<b>Total Expenditures</b>	<b>249,578</b>	<b>232,966</b>	<b>246,722</b>	<b>246,722</b>
<b>Net Total</b>	<b>(249,578)</b>	<b>(232,966)</b>	<b>(246,722)</b>	<b>(246,722)</b>
<b>Percentage Change</b>			<b>(1.14%)</b>	

# Costing Center Budget Summary

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*Costing Center: HYDRANTS*

**Division:** WATER AND  
WASTEWATER  
**Department:** OPERATIONS UTILITIES  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 1782  
**Manager:** Pam Richardson

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## Description:

This cost center captures the costs of maintenance to fire hydrants, as well as the costs of the leak audits on the City's Water Distribution system. The revenue recorded in this cost center is an annual fee per hydrant for all public and private fire hydrants, as per the Water & Wastewater Rates By-law.

## Comments:

An aging infrastructure is leading to increased maintenance and hydrant replacements. Hydrants are inspected and flushed on an annual basis. There are approximately 1,500 hydrants that the department maintains in the City. The department aims to replace 6-10 hydrants per year plus repair and maintenance.

## Outlook:

# Costing Center Budget Summary

Costing Center: HYDRANTS

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Revenues</b>				
Other Income				
47990    RECEIPTS - UTILITY	296,200	254,400	301,200	301,200
Other Income Total	296,200	254,400	301,200	301,200
<b>Total Revenues</b>	<b>296,200</b>	<b>254,400</b>	<b>301,200</b>	<b>301,200</b>
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	0	18,400	0	0
Contract Services Total	0	18,400	0	0
Materials and Supplies				
54099    PARTS AND MATERIALS	70,000	70,000	70,000	70,000
54104    DIESEL (VEHICLE)	2,500	2,100	2,000	2,000
Materials and Supplies Total	72,500	72,100	72,000	72,000
Other				
59080    FLEET EQUIP MAINTENANCE	4,000	4,000	5,000	5,000
59967    RESTORATION	3,000	3,004	2,500	2,500
59993    EQUIPMENT CAPITAL CONTRIBUTION	8,034	8,034	7,640	7,640
Other Total	15,034	15,038	15,140	15,140
<b>Total Expenditures</b>	<b>87,534</b>	<b>105,538</b>	<b>87,140</b>	<b>87,140</b>
<b>Net Total</b>	<b>208,666</b>	<b>148,862</b>	<b>214,060</b>	<b>214,060</b>
<b>Percentage Change</b>			<b>2.58%</b>	

# Costing Center Budget Summary

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Costing Center: UTILITY SUPERVISION

**Division:** WATER AND  
WASTEWATER  
**Department:** OPERATIONS UTILITIES  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 1785  
**Manager:** Pam Richardson

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## Description:

This account covers the administrative costs for the utility section of Public Works.

## Comments:

Utility employees are required to obtain mandatory Provincial Certification in Water Distribution and Wastewater Collection. Staff are required to obtain educational CEU's (Continuing Education Units) through training courses and conferences to maintain their certification.  
In 2015 5 meter shop staff have been reassigned to the Sewer & Water Chargehand, and are now included in this cost center.

## Outlook:

In preparation of the 2021 census, when it's anticipated that Brandon's population will be greater than 50,000, equipment operators will be required to be certified level 3 operators as per Manitoba Sustainable Development.

# Costing Center Budget Summary

Costing Center: UTILITY SUPERVISION

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	1,500	0	2,200	2,200
51122 BOOT ALLOWANCE	2,778	2,486	2,778	2,778
51123 PROTECTIVE CLOTHING	5,000	5,000	5,000	5,000
51285 MEDICALS	350	1,050	1,000	1,000
Benefits Total	9,628	8,536	10,978	10,978
Contract Services				
52015 CONTRACTS	11,047	3,172	1,940	1,940
52028 GENERAL INSURANCE	1,389	1,389	1,133	1,167
52032 VEHICLE INSURANCE	731	610	731	731
Contract Services Total	13,167	5,171	3,804	3,838
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	1,968	0	0
Equipment Purchases Total	0	1,968	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	3,000	4,025	3,500	3,500
54103 GASOLINE (VEHICLE)	2,500	3,200	3,300	3,300
Materials and Supplies Total	5,500	7,225	6,800	6,800
Other				
51141 PROFESSIONAL DEVELOPMENT	49,875	14,680	34,550	37,560
59059 MEMBERSHIP	1,919	1,919	1,919	1,919
59080 FLEET EQUIP MAINTENANCE	3,000	3,000	4,000	4,000
59248 DISPOSAL SITE CHARGE	500	961	1,000	1,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	3,338	3,338	3,150	3,150
Other Total	58,632	23,898	44,619	47,629
Salaries and Wages				
51083 REGULAR SALARIES	1,871,063	1,607,270	1,916,506	1,922,302
51084 OVERTIME SALARIES	120,000	95,000	100,000	100,000
51090 SHIFT DIFFERENTIAL	100	150	250	250
Salaries and Wages Total	1,991,163	1,702,420	2,016,756	2,022,552
Utilities				
53130 TELEPHONE	6,787	5,387	3,836	3,726
53295 RADIO COSTS	1,750	1,391	1,449	1,449
Utilities Total	8,537	6,778	5,285	5,175
<b>Total Expenditures</b>	<b>2,086,627</b>	<b>1,755,996</b>	<b>2,088,243</b>	<b>2,096,972</b>
<b>Net Total</b>	<b>(2,086,627)</b>	<b>(1,755,996)</b>	<b>(2,088,243)</b>	<b>(2,096,972)</b>
<b>Percentage Change</b>			<b>0.08%</b>	

# Costing Center Budget Summary

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Costing Center: WATER MAINS

**Division:** WATER AND  
WASTEWATER  
**Department:** OPERATIONS UTILITIES  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 1777  
**Manager:** Pam Richardson

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## Description:

This account covers maintenance of watermain within the water distribution system. Equipment and parts for repairs to watermain breaks and the annual flushing of the watermain are captured in this account.

## Comments:

Actual costs can vary based on the number of watermain breaks within the City of Brandon's aging infrastructure.

## Outlook:

# Costing Center Budget Summary

Costing Center: WATER MAINS

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Revenues</b>				
Other Income				
47999 REVENUE	0	1,068	0	0
49368 SALE PROCEEDS - EQUIPMENT	0	7,498	0	0
Other Income Total	0	8,566	0	0
<b>Total Revenues</b>	<b>0</b>	<b>8,566</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	20,000	45,000	40,000	40,000
52049 LABORATORY TESTING	0	0	7,800	7,800
52081 EXTERNAL EQUIPMENT RENTAL	4,000	0	0	0
52696 FLOOD CONTRACTS	0	57,269	0	0
Contract Services Total	24,000	102,269	47,800	47,800
Equipment Purchases				
54410 EQUIPMENT PURCHASES	22,700	8,134	14,125	6,200
Equipment Purchases Total	22,700	8,134	14,125	6,200
Materials and Supplies				
54062 LIABILITY CLAIMS	0	2,682	0	0
54099 PARTS AND MATERIALS	55,000	51,818	60,000	60,000
54103 GASOLINE (VEHICLE)	8,000	6,000	7,000	7,000
54104 DIESEL (VEHICLE)	25,000	25,000	25,000	25,000
54125 DIESEL EXHAUST FLUID	150	150	120	120
54323 INSURANCE DEDUCTIBLE	0	500	0	0
54880 GRAVEL	22,000	18,636	23,200	23,200
Materials and Supplies Total	110,150	104,786	115,320	115,320
Other				
59003 ADVERTISING	750	0	0	0
59080 FLEET EQUIP MAINTENANCE	77,300	79,100	80,000	80,000
59967 RESTORATION	45,000	45,000	40,000	40,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	126,430	131,430	119,541	119,541
Other Total	249,480	255,530	239,541	239,541
Reserve Appropriation				
58541 WATER DISTRIBUTION B/L 6382	0	7,498	0	0
Reserve Appropriation Total	0	7,498	0	0
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	3,000	1,000	1,500	1,500
Transfers to/from Internal Accounts Total	3,000	1,000	1,500	1,500
<b>Total Expenditures</b>	<b>409,330</b>	<b>479,217</b>	<b>418,286</b>	<b>410,361</b>
<b>Net Total</b>	<b>(409,330)</b>	<b>(470,651)</b>	<b>(418,286)</b>	<b>(410,361)</b>
<b>Percentage Change</b>			<b>2.19%</b>	



# Costing Center Budget Summary

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Costing Center: WATER METERS

**Division:** WATER AND  
WASTEWATER  
**Department:** OPERATIONS UTILITIES  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 1779  
**Manager:** Pam Richardson

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## Description:

This cost center captures the repair and servicing costs for water meters.

## Comments:

The software used to read water meters requires upgrading. This work was to take place in 2020 however, increased demand from Municipalities across Canada delayed the upgrade from occurring. The software will now continue to be supported until December 2021, and the upgrade will take place in early 2021.

## Outlook:

Continued maintenance ensures that the City will have accurate water meter readings, and therefore supports the integrity and accountability of the water system.

# Costing Center Budget Summary

Costing Center: WATER METERS

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	800	319	0	0
51122 BOOT ALLOWANCE	50	0	0	0
Benefits Total	850	319	0	0
Contract Services				
52015 CONTRACTS	4,500	3,079	6,150	3,208
52028 GENERAL INSURANCE	895	895	896	922
Contract Services Total	5,395	3,974	7,046	4,130
Equipment Purchases				
54410 EQUIPMENT PURCHASES	30,000	1,167	0	0
Equipment Purchases Total	30,000	1,167	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	90,000	70,000	93,150	93,150
54103 GASOLINE (VEHICLE)	9,000	7,500	8,000	8,000
54104 DIESEL (VEHICLE)	2,000	50	180	180
54125 DIESEL EXHAUST FLUID	0	0	0	0
Materials and Supplies Total	101,000	77,550	101,330	101,330
Other				
59080 FLEET EQUIP MAINTENANCE	12,200	12,200	12,500	12,500
59993 EQUIPMENT CAPITAL CONTRIBUTION	12,102	12,102	11,510	11,510
Other Total	24,302	24,302	24,010	24,010
Salaries and Wages				
51083 REGULAR SALARIES	26,776	3,507	0	0
51084 OVERTIME SALARIES	4,000	0	0	0
Salaries and Wages Total	30,776	3,507	0	0
Transfers to/from Internal Accounts				
59334 INTERNAL CHARGES	1,902	1,902	1,938	1,974
Transfers to/from Internal Accounts Total	1,902	1,902	1,938	1,974
<b>Total Expenditures</b>	<b>194,225</b>	<b>112,721</b>	<b>134,324</b>	<b>131,444</b>
<b>Net Total</b>	<b>(194,225)</b>	<b>(112,721)</b>	<b>(134,324)</b>	<b>(131,444)</b>
<b>Percentage Change</b>			<b>(30.84%)</b>	

# Costing Center Budget Summary

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*Costing Center: WATER SERVICES*

**Division:** WATER AND  
WASTEWATER  
**Department:** OPERATIONS UTILITIES  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 1787  
**Manager:** Pam Richardson

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## Description:

This cost center captures costs for maintenance and/or replacement of water service lines between the watermain and the homeowner's property line. Revenues are generated from activities such as replacing water meters, thawing frozen water lines and providing services to contractors such as tapping of large valves and hook ups for hydrant boxes.

## Comments:

This account includes funds for the replacement and insulating of water services to prevent freezing which will eliminate the need for homeowners to keep the tap running. There are currently 300 identified locations that need this service. Locations have been categorized and a tentative schedule for the replacement of the remaining services have been set for the next 5 years. These repairs will either be completed internally by staff, or will be contracted out as required.

## Outlook:

# Costing Center Budget Summary

Costing Center: WATER SERVICES

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Revenues</b>				
Other Income				
47999    REVENUE	55,000	50,000	50,000	50,000
Other Income Total	55,000	50,000	50,000	50,000
User Fees and Sales of Goods				
47506    SCRAP METAL SALES	0	135	0	0
User Fees and Sales of Goods Total	0	135	0	0
<b>Total Revenues</b>	<b>55,000</b>	<b>50,135</b>	<b>50,000</b>	<b>50,000</b>
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	50,000	50,000	100,000	0
52032    VEHICLE INSURANCE	200	166	170	176
52050    LEAD TESTING	1,000	500	1,000	1,000
52081    EXTERNAL EQUIPMENT RENTAL	2,500	0	10,000	10,000
Contract Services Total	53,700	50,666	111,170	11,176
Materials and Supplies				
54099    PARTS AND MATERIALS	35,000	52,000	35,000	35,000
54103    GASOLINE (VEHICLE)	3,300	2,300	1,800	1,800
54104    DIESEL (VEHICLE)	9,000	9,000	10,000	10,000
54125    DIESEL EXHAUST FLUID	200	60	125	125
Materials and Supplies Total	47,500	63,360	46,925	46,925
Other				
59080    FLEET EQUIP MAINTENANCE	25,800	25,800	21,800	21,800
59855    FROZEN WATER SERVICES	90,000	35,000	75,000	75,000
59967    RESTORATION	35,000	35,000	30,000	30,000
59993    EQUIPMENT CAPITAL CONTRIBUTION	48,792	48,792	56,753	56,753
Other Total	199,592	144,592	183,553	183,553
Transfers to/from Internal Accounts				
59997    TRANSFER FR RESERVES	0	0	(100,000)	0
Transfers to/from Internal Accounts Total	0	0	(100,000)	0
<b>Total Expenditures</b>	<b>300,792</b>	<b>258,618</b>	<b>241,648</b>	<b>241,654</b>
<b>Net Total</b>	<b>(245,792)</b>	<b>(208,483)</b>	<b>(191,648)</b>	<b>(191,654)</b>
<b>Percentage Change</b>			<b>(22.03%)</b>	

# Costing Center Budget Summary

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*Costing Center: WATER VALVES*

**Division:** WATER AND  
WASTEWATER  
**Department:** OPERATIONS UTILITIES  
**Stage:** Approved

**Budget Year:** 2021  
**Accounting Reference:** 1781  
**Manager:** Pam Richardson

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## Description:

This cost center captures maintenance and replacement of water valves within the water distribution system.

## Comments:

On average 10 valves are scheduled to be replaced each year plus general maintenance. These valves are used to isolate sections of watermain in maintenance and emergency situations.

## Outlook:

Continued maintenance and/or replacement of water valves will result in fewer residences and businesses being inconvenienced during unexpected watermain shut offs.

# Costing Center Budget Summary

Costing Center: WATER VALVES

	2020 Approved Budget	2020 Revised Budget	2021 Current Budget	2022 Forecast
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	0	313	0	0
Contract Services Total	0	313	0	0
Materials and Supplies				
54099    PARTS AND MATERIALS	13,500	32,500	30,000	30,000
54104    DIESEL (VEHICLE)	12,000	8,000	9,000	9,000
54125    DIESEL EXHAUST FLUID	100	60	40	40
Materials and Supplies Total	25,600	40,560	39,040	39,040
Other				
59080    FLEET EQUIP MAINTENANCE	14,000	14,000	12,500	12,500
59967    RESTORATION	2,500	2,500	2,500	2,500
59993    EQUIPMENT CAPITAL CONTRIBUTION	25,024	25,024	23,748	23,748
Other Total	41,524	41,524	38,748	38,748
<b>Total Expenditures</b>	<b>67,124</b>	<b>82,397</b>	<b>77,788</b>	<b>77,788</b>
<b>Net Total</b>	<b>(67,124)</b>	<b>(82,397)</b>	<b>(77,788)</b>	<b>(77,788)</b>
<b>Percentage Change</b>			<b>15.89%</b>	