



## 2024 OPERATING BUDGET (UTILITY FUND)

### TABLE OF CONTENTS

DIVISION	DEPARTMENT	COST CENTER	PAGE
CORPORATE SERVICES	FINANCE UTILITIES		2
		RATE REVENUES	4
		UTILITY ADMINISTRATION	5
DEVELOPMENT SERVICES	WATER TREATMENT		6
		WATER TREATMENT FACILITY	8
		PURIFICATION & TREATMENT	10
		BOOSTER STATIONS	11
	WASTEWATER TREATMENT		12
		MUNICIPAL PRE-TREATMENT PLANT	14
		SEWAGE LAGOON OPERATIONS	16
		LIFT STATIONS	17
		WATER RECLAMATION FACILITY	18
	UTILITY MAINTENANCE		20
		MAINTENANCE OPERATIONS	22
	UTILITY ADMIN ENGINEERING		24
		UTILITY ADMIN ENGINEERING	26
OPERATIONAL SERVICES	OPERATIONS UTILITIES		28
		UTILITY STORAGE GARAGE	30
		OPERATIONS BY-LAW UT	31
	FLEET SERVICES UTILITIES		32
		UTILITY FLEET EQUIPMENT	34
	UNDERGROUND UTILITIES		35
		UTILITY SUPERVISION	37
		DOMESTIC SEWER MAINS	39
		DOMESTIC SEWER SERVICES	40
		HYDRANTS	41
		WATER MAINS	42
		WATER METERS	43
		WATER SERVICES	44
		WATER VALVES	45



---

## FINANCE UTILITIES

---

Budget Manager: Troy Tripp, Director of Finance (Acting)

---

---

### Overview

---

This department reflects the revenues generated from water sales to the various classifications of consumers and includes bulk, consumption charges, and the flat meter service charge.

A debenture rate rider is included which offsets chemical building debt payments, and deficit recovery rate riders recover prior period deficits.

Also included in this department are the costs associated with the water billing function; administrative overhead allocations, mostly salary allocations from Finance, Human Resources, Information Technology & Communications, and Risk Management departments; property tax allocations for City properties used for Utility purposes; and half of the financial audit cost.

---

### Objectives

---

In 2023, the Public Utilities Board (PUB) issued board order No. 119/23 which set out rate increases for January 1 of 2024, 2025, and 2026.

The City of Brandon incorporated the following goals into its rate setting methodology:

1. Health & Safety - Rates should be adequate to operate the water utility, providing an uninterrupted supply of safe, potable water in promotion of public health.
2. Environment - Rates should be adequate to operate the wastewater utility, providing a treated water effluent back to the environment of a higher quality than was withdrawn. Conservation of all water resources should be a priority.
3. Capacity - Rates should allow for increasing input costs and aging infrastructure maintenance to operate existing infrastructure to its full potential.
4. Self-sufficiency - Rates should be sufficient to limit debt requirements and to operate the Utility Fund without reliance on the General Fund (property tax revenue).
5. Reliability - Rates should ensure sufficient funds are appropriated to utility reserves to deliver the ongoing capital improvement plan.
6. Competitiveness - Rates should remain competitive with other jurisdictions.
7. Growth - Rates should promote new user connections, with growth-related capital investments funded by Development Charges.

The board order also included deficit riders for water and wastewater deficits in 2015, 2016, 2017, 2020 and 2021 which will be collected over the next 7 years. A separate deficit rate rider application for 2022 was submitted near the end of 2023.

---



---

## FINANCE UTILITIES

---

Budget Manager: Troy Tripp, Director of Finance (Acting)

---

---

### Operating Costing Center Totals

---

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
5860 - RATE REVENUES	27,329,889	24,364,616	22,280,365
6008 - UTILITY ADMINISTRATION	(723,832)	(620,186)	(725,318)
<b>TOTAL</b>	<b>26,606,067</b>	<b>23,744,430</b>	<b>21,555,047</b>

---

### Budget Analysis

---

The rate revenues budget includes revised rates effective January 1, 2024, as approved through PUB Board Order 119/23. The budget assumes consumption volumes included in the rate study.

Similar to the general fund, the utility fund introduced a salary vacancy allowance in 2023. This allowance is accounted for in a central account within Utility Administration. This allowance recognizes that the Utility will experience vacancies and salary savings, but the specific costing centers that will be affected are unknown at the budgeting stage.



# Costing Center Budget Summary

Costing Center: RATE REVENUES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Revenues</b>				
Other Income				
46117 INTEREST ON OVERDUE ACCOUNTS	75,000	75,000	75,000	75,000
Other Income Total	75,000	75,000	75,000	75,000
Sale of Goods				
47940 BULK SALES	88,002	88,002	95,000	114,000
Sale of Goods Total	88,002	88,002	95,000	114,000
User Fees				
47910 METERED CONSUMPTION Water	11,606,084	11,073,435	13,990,104	16,390,977
47911 WATER DEFICIT RECOVERY	877,244	293,985	1,265,771	1,297,619
47912 METER SERVICE	1,045,808	1,045,808	1,130,110	1,199,084
47914 RATE RIDER REVENUE	1,117,674	1,123,676	1,145,856	1,174,687
47950 METERED CONSUMPTION Wastewater	8,772,744	8,328,856	10,893,829	12,994,676
47951 WASTEWATER DEFICIT RECOVERY	782,060	251,603	1,069,021	1,095,936
User Fees Total	24,201,614	22,117,363	29,494,691	34,152,979
<b>Total Revenues</b>	<b>24,364,616</b>	<b>22,280,365</b>	<b>29,664,691</b>	<b>34,341,979</b>
<b>Expenditures</b>				
Prior Year Deficit Recovery				
59998 DEFICIT RECOVERIES	0	0	2,334,792	2,393,555
Prior Year Deficit Recovery Total	0	0	2,334,792	2,393,555
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>2,334,792</b>	<b>2,393,555</b>
<b>Net Total</b>	<b>24,364,616</b>	<b>22,280,365</b>	<b>27,329,899</b>	<b>31,948,424</b>
<b>Percentage Change</b>			<b>12.17%</b>	



# Costing Center Budget Summary

Costing Center: UTILITY ADMINISTRATION

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	20,428	18,933	20,453	20,480
52019 CONSULTING FEES	0	13,500	5,000	40,000
52264 AUDITING FEES	22,470	22,470	23,005	23,540
52387 BANK PROCESSING FEES	1,000	1,000	1,500	1,500
Contract Services Total	43,898	55,903	49,958	85,520
Equipment Purchases				
54410 EQUIPMENT PURCHASES	677	677	700	725
Equipment Purchases Total	677	677	700	725
Materials and Supplies				
54068 POSTAGE	42,780	42,780	44,175	44,175
54099 PARTS AND MATERIALS	7,545	5,545	7,545	7,545
Materials and Supplies Total	50,325	48,325	51,720	51,720
Other Expense				
59003 ADVERTISING	548	3,048	547	547
59011 PUBLIC UTILITY BOARD FEES	100	1,600	100	1,100
59059 MEMBERSHIP	1,418	799	1,745	1,775
59098 SUBSCRIPTIONS	321	321	332	332
59128 PROPERTY TAXES	9,000	9,000	9,270	9,455
Other Expense Total	11,387	14,768	11,994	13,209
Overtime				
51084 OVERTIME SALARIES	4,790	10,790	4,790	4,885
Overtime Total	4,790	10,790	4,790	4,885
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	3,646	2,796	3,582	4,105
Professional Development Total	3,646	2,796	3,582	4,105
Reserve Appropriation				
58506 OFFICE EQUIPMENT B/L 3656	3,000	3,000	3,000	3,000
Reserve Appropriation Total	3,000	3,000	3,000	3,000
Salaries and Wages				
51016 SALARY VACANCY ALLOWANCE	(162,000)	0	(165,000)	(165,000)
51083 REGULAR SALARIES	664,124	588,720	762,644	789,172
Salaries and Wages Total	502,124	588,720	597,644	624,172
Utilities				
53130 TELEPHONE	339	339	444	444
Utilities Total	339	339	444	444
<b>Total Expenditures</b>	<b>620,186</b>	<b>725,318</b>	<b>723,832</b>	<b>787,780</b>
<b>Net Total</b>	<b>(620,186)</b>	<b>(725,318)</b>	<b>(723,832)</b>	<b>(787,780)</b>
<b>Percentage Change</b>			<b>16.71%</b>	



---

## WATER TREATMENT

---

Budget Manager: Alexia Stangherlin, Director of Utilities

---

---

### Overview

---

The Water Treatment section is responsible for the operation of the Water Treatment Facility, 5 Booster Stations, 9th Street Reservoir and Groundwater Wells. The costs associated with operating and maintaining these facilities resides in 3 primary costing centers.

This department also accounts for the debenture servicing costs for series A and B of the Chemical Building Borrowing, which will be retired in 2041 and 2042, respectively.

---

### Objectives

---

The objectives of the Water Treatment budget include:

- Meeting the requirements of the Operating Licenses issued by the Province
- Maintaining aging infrastructure in advance of future Capital upgrades
- Training significant number of new staff members
- Prioritizing items that must be coordinated with the Upgrade project



## WATER TREATMENT

Budget Manager: Alexia Stangherlin, Director of Utilities

### Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
0815 - WATER TREATMENT FACILITY	(4,909,017)	(4,687,852)	(4,410,054)
0780 - PURIFICATION & TREATMENT	(2,848,000)	(2,841,000)	(2,626,328)
0814 - BOOSTER STATIONS	(310,092)	(231,655)	(274,355)
<b>TOTAL</b>	<b>(8,067,110)</b>	<b>(7,760,508)</b>	<b>(7,310,738)</b>

### Budget Analysis

The vast majority of the operating budget at the Water Treatment Facility is for utilities (natural gas & power) and contracts, the largest being for the Residuals Management Program which is the single largest expense in the account. With a full year of operations at the chemical building, estimates for utilities have slightly decreased based on actual usage.

The cost of utility supplies and equipment has been trending upwards and is expected to continue in 2024. In addition, insurance premiums are projected to increase in 2024.

Chemical usage for water treatment fluctuates throughout the year and is primarily affected by source water quality and water demand. Chemical tender prices continue to increase, as well, the transition from chlorine gas to sodium hypochlorite disinfection was completed in late 2022. Sodium hypochlorite is more costly but is much safer to handle. A budget line for chemical inventory carryover was introduced in 2023, in recognition of inventory that carried over from year to year.

A new Water Treatment Facility expansion is underway, in the meantime, the aging Water Treatment Facility requires additional maintenance in order to provide reliable operations in the short term.

2024 operating projects and purchases include:

- Booster station train replacements on an annual basis
- Particle counter to test water for quality control
- Pumps to replenish spare inventory for chemical building equipment and reservoir to ensure service continuity
- Replacement of pumps providing raw water to system
- Addition of CL2 analyzer for 1st St booster for redundancy



# Costing Center Budget Summary

Costing Center: WATER TREATMENT FACILITY

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Expenditures</b>				
<b>Benefits</b>				
51122 BOOT ALLOWANCE	1,850	1,795	1,819	1,819
51123 PROTECTIVE CLOTHING	6,000	4,000	6,000	6,000
<b>Benefits Total</b>	<b>7,850</b>	<b>5,795</b>	<b>7,819</b>	<b>7,819</b>
<b>Contract Services</b>				
52015 CONTRACTS	905,450	785,450	896,300	865,713
52019 CONSULTING FEES	35,000	30,000	25,000	20,000
52028 GENERAL INSURANCE	27,936	27,936	36,247	39,872
52029 LIABILITY INSURANCE	38,581	38,581	55,628	61,191
52032 VEHICLE INSURANCE	173	191	173	0
52069 PRINTING COSTS	400	400	400	400
52081 EXTERNAL EQUIPMENT RENTAL	15,000	5,951	5,000	5,000
<b>Contract Services Total</b>	<b>1,022,540</b>	<b>888,509</b>	<b>1,018,748</b>	<b>992,176</b>
<b>Debenture Debt Servicing Costs</b>				
57438 DEBENTURE PRINCIPAL	584,072	584,072	604,428	912,296
57439 DEBENTURE INTEREST	543,340	543,340	522,984	1,051,910
<b>Debenture Debt Servicing Costs Total</b>	<b>1,127,412</b>	<b>1,127,412</b>	<b>1,127,412</b>	<b>1,964,206</b>
<b>Equipment Purchases</b>				
54410 EQUIPMENT PURCHASES	25,000	39,851	65,000	25,000
54410R EQUIPMENT PURCHASES (RES FUNDED)	87,500	40,500	0	0
59036 SAFETY EQUIPMENT	14,000	14,000	14,000	14,000
<b>Equipment Purchases Total</b>	<b>126,500</b>	<b>94,351</b>	<b>79,000</b>	<b>39,000</b>
<b>Fleet Expense</b>				
59080 FLEET EQUIP MAINTENANCE	8,200	8,200	8,400	8,608
59993 EQUIPMENT CAPITAL CONTRIBUTION	11,630	11,630	13,730	13,730
<b>Fleet Expense Total</b>	<b>19,830</b>	<b>19,830</b>	<b>22,130</b>	<b>22,338</b>
<b>Fuel</b>				
54103 GASOLINE (VEHICLE)	5,900	7,000	7,000	7,000
54128 GASOLINE (OPERATING)	1,500	300	1,500	1,500
54129 DIESEL (OPERATING)	7,000	6,000	7,000	7,200
<b>Fuel Total</b>	<b>14,400</b>	<b>13,300</b>	<b>15,500</b>	<b>15,700</b>
<b>Materials and Supplies</b>				
54099 PARTS AND MATERIALS	442,000	442,000	567,500	505,500
54118 OFFICE SUPPLIES	6,000	6,000	7,800	6,800
<b>Materials and Supplies Total</b>	<b>448,000</b>	<b>448,000</b>	<b>575,300</b>	<b>512,300</b>
<b>Other Expense</b>				
59003 ADVERTISING	2,000	438	2,000	2,000
59048 LUNCHEONS	650	650	650	650
59059 MEMBERSHIP	1,150	1,039	1,290	1,370
59241 SPECIAL PROGRAMS	5,000	5,000	5,000	5,000
<b>Other Expense Total</b>	<b>8,800</b>	<b>7,127</b>	<b>8,940</b>	<b>9,020</b>
<b>Overtime</b>				
51084 OVERTIME SALARIES	40,000	75,000	40,000	50,000
<b>Overtime Total</b>	<b>40,000</b>	<b>75,000</b>	<b>40,000</b>	<b>50,000</b>





# Costing Center Budget Summary

Costing Center: WATER TREATMENT FACILITY

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	36,000	30,000	35,000	30,000
Professional Development Total	36,000	30,000	35,000	30,000
Salaries and Wages				
51083 REGULAR SALARIES	1,368,545	1,199,689	1,432,514	1,483,116
51090 SHIFT DIFFERENTIAL	10,000	10,000	10,000	10,000
Salaries and Wages Total	1,378,545	1,209,689	1,442,514	1,493,116
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	(87,500)	(40,500)	0	0
Transfers from Reserves Total	(87,500)	(40,500)	0	0
Transfers to/from Internal Accounts				
59248 DISPOSAL SITE CHARGE	5,200	4,700	5,200	5,200
Transfers to/from Internal Accounts Total	5,200	4,700	5,200	5,200
Utilities				
53025 HEAT	210,000	232,000	235,000	235,000
53046 POWER	326,700	292,700	293,000	293,000
53130 TELEPHONE	3,225	1,775	3,103	3,103
53295 RADIO COSTS	350	366	350	350
Utilities Total	540,275	526,841	531,453	531,453
<b>Total Expenditures</b>	<b>4,687,852</b>	<b>4,410,054</b>	<b>4,909,017</b>	<b>5,672,328</b>
<b>Net Total</b>	<b>(4,687,852)</b>	<b>(4,410,054)</b>	<b>(4,909,017)</b>	<b>(5,672,328)</b>
<b>Percentage Change</b>			<b>4.72%</b>	



# Costing Center Budget Summary

Costing Center: PURIFICATION & TREATMENT

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Expenditures</b>				
Chemicals				
54108 SULPHATE OF ALUMINA	376,000	376,000	400,000	400,000
54110 SODA ASH	753,000	528,000	510,000	530,000
54111 LIME	976,000	826,000	955,000	975,000
54112 ACTIVE CARBON	100,000	101,637	105,000	105,000
54114 FLUORIDATION	50,000	44,680	50,000	55,000
54115 POLYMERS-ANIONIC	140,000	90,249	100,000	125,000
54116 POTASSIUM PERMANGANATE	15,000	13,762	15,000	15,000
54123 SODIUM HYPOCHLORITE	271,000	411,000	456,000	465,000
54200 CHEMICAL INVENTORY CARRYOVER	(150,000)	(150,000)	(150,000)	(150,000)
54653 CARBON DIOXIDE	225,000	300,000	320,000	330,000
Chemicals Total	2,756,000	2,541,328	2,761,000	2,850,000
Contract Services				
52049 LABORATORY TESTING	67,000	67,000	69,000	75,000
52113 LABORATORY SUPPLIES	18,000	18,000	18,000	18,000
Contract Services Total	85,000	85,000	87,000	93,000
<b>Total Expenditures</b>	<b>2,841,000</b>	<b>2,626,328</b>	<b>2,848,000</b>	<b>2,943,000</b>
<b>Net Total</b>	<b>(2,841,000)</b>	<b>(2,626,328)</b>	<b>(2,848,000)</b>	<b>(2,943,000)</b>
<b>Percentage Change</b>			<b>0.25%</b>	



# Costing Center Budget Summary

Costing Center: BOOSTER STATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	37,850	37,850	32,982	38,500
52019 CONSULTING FEES	25,000	0	0	0
52028 GENERAL INSURANCE	14,365	14,365	29,170	32,087
52081 EXTERNAL EQUIPMENT RENTAL	1,000	0	1,000	1,000
Contract Services Total	78,215	52,215	63,152	71,587
Fuel				
54129 DIESEL (OPERATING)	2,200	3,900	2,500	2,500
Fuel Total	2,200	3,900	2,500	2,500
Materials and Supplies				
54099 PARTS AND MATERIALS	28,000	110,000	123,000	98,000
Materials and Supplies Total	28,000	110,000	123,000	98,000
Utilities				
53046 POWER	121,800	106,800	120,000	120,000
53130 TELEPHONE	1,440	1,440	1,440	1,440
Utilities Total	123,240	108,240	121,440	121,440
<b>Total Expenditures</b>	<b>231,655</b>	<b>274,355</b>	<b>310,092</b>	<b>293,527</b>
<b>Net Total</b>	<b>(231,655)</b>	<b>(274,355)</b>	<b>(310,092)</b>	<b>(293,527)</b>
<b>Percentage Change</b>			<b>33.86%</b>	



---

## WASTEWATER TREATMENT

---

Budget Manager: Alexia Stangherlin, Director of Utilities

---

---

### Overview

---

The Wastewater Treatment section is responsible for the operation of the Water Reclamation Facility, Municipal Pre Treatment Facility, 7 Lift Stations, and Lagoons. The costs associated with operating and maintaining these facilities resides in 4 primary costing centers.

---

### Objectives

---

The objectives of the Wastewater Treatment budget include:

- Meeting the requirements of the Operating Licenses issued by the Province
- Exploiting operational efficiencies
- Maintaining aging infrastructure



---

## WASTEWATER TREATMENT

---

Budget Manager: Alexia Stangherlin, Director of Utilities

---

---

### Operating Costing Center Totals

---

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
0850 - MUNICIPAL PRE-TREATMENT PLANT	(1,476,713)	(1,893,028)	(1,768,533)
0855 - SEWAGE LAGOON OPERATIONS	(666,220)	(704,620)	(588,610)
0856 - LIFT STATIONS	(292,251)	(163,710)	(146,210)
2466 - WATER RECLAMATION FACILITY	(3,443,661)	(3,323,105)	(2,964,731)
<b>TOTAL</b>	<b>(5,878,846)</b>	<b>(6,084,463)</b>	<b>(5,468,084)</b>

---

### Budget Analysis

---

In 2024, it is expected that the City will receive increased recoveries from cost-sharing partners and septic haulers based on new rates.

Wastewater costs are expected to increase in 2024. Chemicals have increased slightly based on stabilization of the average chemical tender prices experienced in 2023. Wastewater processes consume high power and natural gas with variable aeration and heating requirements. There is a slight reduction in power and water costs based on historical use and projected rates. The cost of utility supplies has been trending upwards and is expected to continue in 2024. Insurance premiums for 2024 are also expected to increase.

A forklift for the water reclamation facility was purchased and received in 2023, resulting in a decrease in equipment purchases for 2024.

The frequency of the water reclamation facility biosolids program out of the anaerobic basin has increased to annually, resulting in additional contract services. The program was previously occurring bi-annually. The sewage lagoon biosolids program occurs annually.

There is a decrease in debenture debt servicing costs as the borrowing for Phase 2 of the WWTF was retired in 2023.

2024 operating projects and purchases include:

- Supply and installation of crane service platform at Kirkcaldy station
  - Bio-Gas relief valve installation
  - Lift station train replacements on an annual basis
  - Safety Ladder
  - Pilot program for Activated Granular Sludge in Bioreactors to reduce aeration costs
-



# Costing Center Budget Summary

Costing Center: MUNICIPAL PRE-TREATMENT PLANT

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Revenues</b>				
Sale of Goods				
47506 SCRAP METAL SALES	0	203	0	0
Sale of Goods Total	0	203	0	0
User Fees				
47309 SEPTIC DISPOSAL FEES	145,000	145,000	150,000	155,000
User Fees Total	145,000	145,000	150,000	155,000
<b>Total Revenues</b>	<b>145,000</b>	<b>145,203</b>	<b>150,000</b>	<b>155,000</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	79,000	49,000	89,550	110,700
52019 CONSULTING FEES	5,000	0	5,000	5,000
52028 GENERAL INSURANCE	21,110	21,110	27,316	30,048
52029 LIABILITY INSURANCE	16,902	16,902	24,370	26,807
52032 VEHICLE INSURANCE	186	44	186	200
52049 LABORATORY TESTING	25,000	8,500	27,000	30,000
52081 EXTERNAL EQUIPMENT RENTAL	24,000	24,000	24,000	24,000
52113 LABORATORY SUPPLIES	5,000	5,200	5,000	5,000
Contract Services Total	176,198	124,756	202,423	231,756
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	982,938	982,938	612,777	633,165
57439 DEBENTURE INTEREST	227,902	227,902	183,423	163,035
Debenture Debt Servicing Costs Total	1,210,840	1,210,840	796,200	796,200
Equipment Purchases				
59036 SAFETY EQUIPMENT	5,000	4,000	5,000	5,000
Equipment Purchases Total	5,000	4,000	5,000	5,000
Fuel				
54128 GASOLINE (OPERATING)	1,800	1,300	1,800	1,800
Fuel Total	1,800	1,300	1,800	1,800
Materials and Supplies				
54099 PARTS AND MATERIALS	135,000	153,000	135,000	135,000
54118 OFFICE SUPPLIES	1,400	1,400	1,500	1,500
Materials and Supplies Total	136,400	154,400	136,500	136,500
Other Expense				
59050 MAINTENANCE OF GROUNDS	6,000	4,500	6,000	6,000
59059 MEMBERSHIP	1,130	880	1,130	1,130
Other Expense Total	7,130	5,380	7,130	7,130
Salaries and Wages				
51231 INTERNAL SALARIES	2,200	2,200	2,200	2,200
Salaries and Wages Total	2,200	2,200	2,200	2,200
Transfers to/from Internal Accounts				
59248 DISPOSAL SITE CHARGE	16,000	16,000	15,000	15,000
Transfers to/from Internal Accounts Total	16,000	16,000	15,000	15,000
Utilities				
53025 HEAT	107,500	80,200	107,000	107,000



# Costing Center Budget Summary

Costing Center: MUNICIPAL PRE-TREATMENT PLANT

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
53046 POWER	218,000	206,000	203,000	203,000
53130 TELEPHONE	2,460	2,460	2,460	2,460
53150 WATER	154,500	106,200	148,000	148,000
Utilities Total	482,460	394,860	460,460	460,460
<b>Total Expenditures</b>	<b>2,038,028</b>	<b>1,913,736</b>	<b>1,626,713</b>	<b>1,656,045</b>
<b>Net Total</b>	<b>(1,893,028)</b>	<b>(1,768,533)</b>	<b>(1,476,713)</b>	<b>(1,501,045)</b>
<b>Percentage Change</b>			<b>(21.99%)</b>	



# Costing Center Budget Summary

Costing Center: SEWAGE LAGOON OPERATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	646,000	545,000	646,000	701,000
Contract Services Total	646,000	545,000	646,000	701,000
Materials and Supplies				
54099    PARTS AND MATERIALS	53,000	38,000	12,000	12,500
Materials and Supplies Total	53,000	38,000	12,000	12,500
Other Expense				
59128    PROPERTY TAXES	20	10	20	20
Other Expense Total	20	10	20	20
Utilities				
53046    POWER	5,600	5,600	8,200	8,200
Utilities Total	5,600	5,600	8,200	8,200
<b>Total Expenditures</b>	<b>704,620</b>	<b>588,610</b>	<b>666,220</b>	<b>721,720</b>
<b>Net Total</b>	<b>(704,620)</b>	<b>(588,610)</b>	<b>(666,220)</b>	<b>(721,720)</b>
<b>Percentage Change</b>			<b>(5.45%)</b>	





# Costing Center Budget Summary

Costing Center: LIFT STATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	31,000	51,000	56,185	26,600
52019 CONSULTING FEES	0	0	5,000	0
52028 GENERAL INSURANCE	9,710	9,710	12,566	13,823
52081 EXTERNAL EQUIPMENT RENTAL	1,000	0	1,000	1,000
Contract Services Total	41,710	60,710	74,751	41,423
Debt Service Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	0	0	0	430,190
57439 DEBENTURE INTEREST	0	0	0	825,000
Debt Service Debt Servicing Costs Total	0	0	0	1,255,190
Materials and Supplies				
54099 PARTS AND MATERIALS	45,000	18,000	140,000	145,500
Materials and Supplies Total	45,000	18,000	140,000	145,500
Utilities				
53046 POWER	74,000	66,300	76,000	76,000
53150 WATER	3,000	1,200	1,500	1,500
Utilities Total	77,000	67,500	77,500	77,500
<b>Total Expenditures</b>	<b>163,710</b>	<b>146,210</b>	<b>292,251</b>	<b>1,519,613</b>
<b>Net Total</b>	<b>(163,710)</b>	<b>(146,210)</b>	<b>(292,251)</b>	<b>(1,519,613)</b>
<b>Percentage Change</b>			<b>78.52%</b>	



# Costing Center Budget Summary

Costing Center: WATER RECLAMATION FACILITY

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Revenues</b>				
User Fees				
47303 MAPLE LEAF	2,250,000	2,250,000	2,300,000	2,300,000
47304 PFIZER	30,000	22,350	30,000	30,000
User Fees Total	2,280,000	2,272,350	2,330,000	2,330,000
<b>Total Revenues</b>	<b>2,280,000</b>	<b>2,272,350</b>	<b>2,330,000</b>	<b>2,330,000</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	1,877	1,868	1,877	1,877
51123 PROTECTIVE CLOTHING	2,000	630	2,000	2,000
Benefits Total	3,877	2,498	3,877	3,877
Chemicals				
54110 SODA ASH	40,000	0	40,000	40,000
54119 COAGULANT	910,000	1,020,000	910,000	920,000
54121 NITROGEN	12,000	13,000	13,000	14,000
54122 CITRIC ACID	20,000	16,500	22,000	22,000
54123 SODIUM HYPOCHLORITE	11,000	6,000	12,000	13,000
54463 METHANOL	1,095,000	890,000	1,116,900	1,120,000
Chemicals Total	2,088,000	1,945,500	2,113,900	2,129,000
Contract Services				
52015 CONTRACTS	307,700	247,700	352,800	300,000
52019 CONSULTING FEES	10,000	10,000	22,000	10,000
52028 GENERAL INSURANCE	28,440	28,440	36,413	40,054
52032 VEHICLE INSURANCE	154	380	154	0
52049 LABORATORY TESTING	300,000	250,000	300,000	310,000
52081 EXTERNAL EQUIPMENT RENTAL	2,000	0	2,000	2,000
52113 LABORATORY SUPPLIES	90,000	86,000	90,000	94,000
Contract Services Total	738,294	622,520	803,367	756,054
Equipment Purchases				
54410 EQUIPMENT PURCHASES	64,000	64,714	25,000	25,000
59036 SAFETY EQUIPMENT	7,000	10,100	7,000	10,000
Equipment Purchases Total	71,000	74,814	32,000	35,000
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	16,400	16,400	24,800	25,520
59993 EQUIPMENT CAPITAL CONTRIBUTION	16,120	16,120	23,193	27,737
Fleet Expense Total	32,520	32,520	47,993	53,257
Fuel				
54103 GASOLINE (VEHICLE)	14,000	11,000	12,000	12,000
54104 DIESEL (VEHICLE)	1,800	1,800	1,800	1,800
54129 DIESEL (OPERATING)	6,400	6,400	6,400	6,600
Fuel Total	22,200	19,200	20,200	20,400
Materials and Supplies				
54099 PARTS AND MATERIALS	418,000	440,500	505,000	469,000
54118 OFFICE SUPPLIES	9,200	10,200	9,200	10,000
Materials and Supplies Total	427,200	450,700	514,200	479,000



# Costing Center Budget Summary

Costing Center: WATER RECLAMATION FACILITY

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Other Expense				
59003 ADVERTISING	200	186	200	220
59050 MAINTENANCE OF GROUNDS	9,800	9,800	9,800	10,000
Other Expense Total	10,000	9,986	10,000	10,220
Overtime				
51084 OVERTIME SALARIES	30,000	30,000	30,000	30,000
Overtime Total	30,000	30,000	30,000	30,000
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	34,500	13,229	33,000	33,000
Professional Development Total	34,500	13,229	33,000	33,000
Salaries and Wages				
51083 REGULAR SALARIES	1,454,914	1,365,714	1,482,324	1,530,013
51090 SHIFT DIFFERENTIAL	5,200	5,200	6,100	6,300
Salaries and Wages Total	1,460,114	1,370,914	1,488,424	1,536,313
Utilities				
53025 HEAT	16,000	16,000	23,000	23,000
53046 POWER	625,900	615,900	616,000	616,000
53130 TELEPHONE	3,500	2,300	2,700	2,700
53150 WATER	40,000	31,000	35,000	35,000
Utilities Total	685,400	665,200	676,700	676,700
<b>Total Expenditures</b>	<b>5,603,105</b>	<b>5,237,081</b>	<b>5,773,661</b>	<b>5,762,822</b>
<b>Net Total</b>	<b>(3,323,105)</b>	<b>(2,964,731)</b>	<b>(3,443,661)</b>	<b>(3,432,822)</b>
<b>Percentage Change</b>			<b>3.63%</b>	



---

## UTILITY MAINTENANCE

---

Budget Manager: Alexia Stangherlin, Director of Utilities

---

---

### Overview

---

The Utility Maintenance section is responsible for the maintenance of all water and wastewater treatment facilities, including: Water Treatment Facility, 5 Booster Stations, 9th Street Reservoir, Groundwater Wells, Water Reclamation Facility, Municipal Pre-Treatment Facility, 7 Lift Stations, and Lagoon infrastructure. The costs associated with maintaining these facilities primarily resides in the facility costing centers. Staff and resource requirements for Utility Maintenance reside in a single costing center, split evenly between water/wastewater.

---

### Objectives

---

The objectives of the Utility Maintenance budget include:

- Meeting the needs of Operations and their equipment to stay compliant with Operating Licences
- Maintaining aging infrastructure in advance of future Capital upgrades
- Training new staff members with multiple retirements
- Prioritizing items that must be coordinated with the Upgrade projects (WTP & Lift Station)

## UTILITY MAINTENANCE

Budget Manager: Alexia Stangherlin, Director of Utilities

## Operating Costing Center Totals

<b>Costing Center &amp; Description</b>	<b>2024 Approved</b>	<b>2023 Approved</b>	<b>2023 Revised</b>
0816 - MAINTENANCE OPERATIONS	(1,208,465)	(1,226,624)	(1,009,627)
<b>TOTAL</b>	<b>(1,208,465)</b>	<b>(1,226,624)</b>	<b>(1,009,627)</b>

## Budget Analysis

In 2024, tablets used by staff in the field will be replaced. In 2023, there was an investment in mechanical equipment and furnishings for the new garage resulting in a decrease in equipment and materials purchases for 2024.



# Costing Center Budget Summary

Costing Center: MAINTENANCE OPERATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	1,180	1,285	1,197	1,197
51123 PROTECTIVE CLOTHING	2,700	2,700	2,700	2,700
Benefits Total	3,880	3,985	3,897	3,897
Contract Services				
52015 CONTRACTS	1,800	1,100	2,400	2,400
52028 GENERAL INSURANCE	176	176	212	234
Contract Services Total	1,976	1,276	2,612	2,634
Equipment Purchases				
54410 EQUIPMENT PURCHASES	32,000	22,000	12,000	0
59036 SAFETY EQUIPMENT	3,100	3,100	3,200	3,200
Equipment Purchases Total	35,100	25,100	15,200	3,200
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	30,500	30,500	31,800	32,764
59993 EQUIPMENT CAPITAL CONTRIBUTION	34,419	34,419	46,878	54,510
Fleet Expense Total	64,919	64,919	78,678	87,274
Fuel				
54103 GASOLINE (VEHICLE)	10,100	8,100	9,200	9,800
54104 DIESEL (VEHICLE)	6,000	4,900	6,300	6,500
54125 DIESEL EXHAUST FLUID	100	100	100	100
Fuel Total	16,200	13,100	15,600	16,400
Materials and Supplies				
54099 PARTS AND MATERIALS	0	7,693	0	0
54118 OFFICE SUPPLIES	15,800	15,800	3,800	3,800
54323 INSURANCE DEDUCTIBLE	0	750	0	0
Materials and Supplies Total	15,800	24,243	3,800	3,800
Other Expense				
59003 ADVERTISING	0	703	0	0
59059 MEMBERSHIP	55	55	375	375
Other Expense Total	55	758	375	375
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	17,000	13,000	14,500	17,000
Professional Development Total	17,000	13,000	14,500	17,000
Salaries and Wages				
51083 REGULAR SALARIES	1,067,804	860,223	1,070,801	1,116,669
Salaries and Wages Total	1,067,804	860,223	1,070,801	1,116,669
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	0	113	0	0
Transfers to/from Internal Accounts Total	0	113	0	0



# Costing Center Budget Summary

Costing Center: MAINTENANCE OPERATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Utilities				
53130 TELEPHONE	3,890	2,910	3,002	3,002
Utilities Total	3,890	2,910	3,002	3,002
<b>Total Expenditures</b>	<b>1,226,624</b>	<b>1,009,627</b>	<b>1,208,465</b>	<b>1,254,250</b>
<b>Net Total</b>	<b>(1,226,624)</b>	<b>(1,009,627)</b>	<b>(1,208,465)</b>	<b>(1,254,250)</b>
<b>Percentage Change</b>			<b>(1.48%)</b>	



---

## *UTILITY ADMINISTRATION ENGINEERING*

---

Budget Manager: Alexia Stangherlin, Director of Utilities

---

---

### **Overview**

---

The Utility component of Development Services is accounted for separate from the General Revenue costs. Services provided, primarily through the Engineering Department, include Asset Management, Development Review and Infrastructure Planning, and Design & Construction. Additional services include Utility management and regulatory support, as well as admin services. The Utility component of these work functions reside in a single costing center.

---

### **Objectives**

---

The objectives of the Utility Administration Engineering budget include:

- Continuing with asset management programs related to Utility infrastructure
- Capitalizing on completed linear infrastructure models and supporting calibration efforts
- Training new staff members as they come on board
- Providing tools and equipment as required to improve Utility support services





---

## UTILITY ADMINISTRATION ENGINEERING

---

Budget Manager: Alexia Stangherlin, Director of Utilities

---

---

### Operating Costing Center Totals

---

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
0817 - UTILITY ADMIN ENGINEERING	(7,939,994)	(5,221,459)	(5,048,694)
<b>TOTAL</b>	<b>(7,939,994)</b>	<b>(5,221,459)</b>	<b>(5,048,694)</b>

---

### Budget Analysis

---

Investment in software and equipment used in modeling, inspections and asset management continue to be prominent tools in quality control and quality assurance of linear infrastructure. There are increased fees for the water and wastewater modelling software used by engineers.

There is an addition of 0.5 FTE on a term basis to provide coverage for a maternity leave.

Development cost charge modeling indicates a significant reduction in revenues which flows through to fund reserves based on current fee structure. Review of DCC policy and By-Law is currently ongoing.

There are significant increases to reserve appropriations to both the water and wastewater reserves. The recent rate study indicated the need to increase reserve appropriations for future capital funding. In addition, because there are currently no debt servicing costs associated with the water treatment facility upgrade or the southwest wastewater servicing project, additional transfers to reserves have been designated to be transferred to operating in future years to offset the costs of future debt.

2024 operating projects include:

- The Sewer Back-up Subsidy Program will continue in 2024, through the transfer of funding from the Mitigation and Preparedness Reserve. The budgeted amount has been reduced based on uptake levels.
  - Two hydrant water fountains identified as a need by Downtown Wellness and Safety Taskforce
  - GIS wastewater utility network implementation to provide greater detail in building domestic sewer system
  - Cloud software to provide mobile and web tools for users of utility system
  - Southend Water Servicing Plan study to understand the limitations of water distribution system for development purposes funded from the Water Network DC reserve.
-



# Costing Center Budget Summary

Costing Center: UTILITY ADMIN ENGINEERING

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Revenues</b>				
Income from Enterprises				
47396R DC WWT RES (OFFSETTING)	125,217	71,830	64,355	1,000,000
47397R DC WATER TREAT RES (OFFSETTING)	98,036	55,506	50,385	1,000,000
47398R DC WW NETWORK RES (OFFSETTING)	569,806	144,990	292,850	1,500,000
47399R DC WATER NETWORK RES (OFFSETTING)	179,507	58,194	92,258	500,000
Income from Enterprises Total	972,566	330,520	499,848	4,000,000
Permits, Licenses and Fines				
47003 EXCAVATION PERMITS	22,400	13,180	21,900	21,900
Permits, Licenses and Fines Total	22,400	13,180	21,900	21,900
Sale of Goods				
47506 SCRAP METAL SALES	0	1,939	0	0
Sale of Goods Total	0	1,939	0	0
<b>Total Revenues</b>	<b>994,966</b>	<b>345,639</b>	<b>521,748</b>	<b>4,021,900</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	1,055	977	1,055	1,055
51710 RETIREMENT BENEFITS	36,000	36,000	36,000	36,000
Benefits Total	37,055	36,977	37,055	37,055
Contract Services				
52015 CONTRACTS	360	360	360	360
52019 CONSULTING FEES	75,000	63,869	105,000	80,000
52019R CONSULTING FEES (RES FUNDED)	24,000	19,200	200,000	0
52069 PRINTING COSTS	5,000	3,000	4,000	4,000
52162 MUNICIPAL BOARD FEES	1,200	1,200	1,200	1,200
52292 SOFTWARE LICENSES & MTNCE	68,040	62,960	104,490	95,140
Contract Services Total	173,600	150,589	415,050	180,700
Equipment Purchases				
54410 EQUIPMENT PURCHASES	24,500	18,937	17,500	0
59036 SAFETY EQUIPMENT	750	300	750	750
Equipment Purchases Total	25,250	19,237	18,250	750
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	12,300	12,300	13,200	13,539
59993 EQUIPMENT CAPITAL CONTRIBUTION	17,820	17,820	21,180	21,180
Fleet Expense Total	30,120	30,120	34,380	34,719
Fuel				
54103 GASOLINE (VEHICLE)	8,000	4,500	5,000	5,000
Fuel Total	8,000	4,500	5,000	5,000
Materials and Supplies				
54099 PARTS AND MATERIALS	10,000	13,739	15,000	15,000
54118 OFFICE SUPPLIES	1,500	1,500	1,500	1,500
Materials and Supplies Total	11,500	15,239	16,500	16,500
Other Expense				
59003 ADVERTISING	1,000	3,000	3,000	1,000
59048 LUNCHEONS	800	400	800	800



# Costing Center Budget Summary

Costing Center: UTILITY ADMIN ENGINEERING

		2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
59059	MEMBERSHIP	79,772	79,772	79,827	79,827
59241	SPECIAL PROGRAMS	5,000	3,000	5,000	5,000
59241r	SPECIAL PROGRAMS (RES FUNDED)	200,000	150,000	97,702	0
Other Expense Total		286,572	236,172	186,329	86,627
Overtime					
51084	OVERTIME SALARIES	2,000	2,200	3,000	3,000
Overtime Total		2,000	2,200	3,000	3,000
Professional Development					
51141	PROFESSIONAL DEVELOPMENT	35,000	18,478	28,700	30,000
Professional Development Total		35,000	18,478	28,700	30,000
Reserve Appropriation					
58541	WATER DISTRIBUTION B/L 6382	2,000,000	2,000,000	3,000,000	4,158,189
58557	WASTEWATER DISTRIB B/L 6732	1,367,593	1,367,593	2,953,204	3,691,641
58560R	DC WWT (OFFSETTING)	125,217	71,830	64,355	1,000,000
58561R	DC WATER TREAT (OFFSETTING)	98,036	55,506	50,385	1,000,000
58563R	DC WW NETWORK (OFFSETTING)	569,806	144,990	292,850	1,500,000
58564R	DC WATER NETWORK (OFFSETTING)	179,507	58,194	92,258	500,000
Reserve Appropriation Total		4,340,159	3,698,113	6,453,052	11,849,830
Salaries and Wages					
51083	REGULAR SALARIES	1,486,415	1,348,654	1,558,276	1,642,406
Salaries and Wages Total		1,486,415	1,348,654	1,558,276	1,642,406
Transfers from Reserves					
59997R	TRANSFER FR RESERVES (OFFSETTING)	(224,000)	(169,200)	(297,702)	0
Transfers from Reserves Total		(224,000)	(169,200)	(297,702)	0
Utilities					
53130	TELEPHONE	4,755	3,255	3,852	3,852
Utilities Total		4,755	3,255	3,852	3,852
<b>Total Expenditures</b>		<b>6,216,425</b>	<b>5,394,333</b>	<b>8,461,742</b>	<b>13,890,439</b>
<b>Net Total</b>		<b>(5,221,459)</b>	<b>(5,048,694)</b>	<b>(7,939,994)</b>	<b>(9,868,539)</b>
<b>Percentage Change</b>				<b>52.06%</b>	



---

## *OPERATIONS UTILITIES*

---

Budget Manager: Alexia Stangherlin, Director of Utilities

---

---

### **Overview**

---

The Utility component of Operational Services includes costs related to the storage garage and half of the Public Works Educator costs.

The utility storage garage is used to house equipment for the Underground Utilities section of Public Works. The building is located in the compound at 900 Richmond Ave East.

The Public Works Educator position is shared on a 50/50 basis between General Fund and Utility Fund. The role of the Public Works Educator is to assist the Public Works departments with public education and compliance of the By-laws relating to the various operations. This employee will focus on all areas of Sanitation in an effort to reduce contamination and bin placement. Grease inspections within commercial establishments will also occur later during the year, with the hopes to educate and bring awareness to the desire to reduce the number of backups that occur within the sewer system each year.

---

### **Objectives**

---

Our objective is to maintain the safe operation of the building and to provide a safe working environment for the staff. The main objective of the Educator position is to educate and make residents aware of bylaw related matters in regards to Public Works.



---

## OPERATIONS UTILITIES

---

Budget Manager: Alexia Stangherlin, Director of Utilities

---

---

### Operating Costing Center Totals

---

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
1786 - UTILITY STORAGE GARAGE	(20,855)	(16,193)	(21,775)
1798 - OPERATIONS BY-LAW UT	(44,431)	(38,603)	(25,868)
<b>TOTAL</b>	<b>(65,286)</b>	<b>(54,796)</b>	<b>(47,643)</b>

---

### Budget Analysis

---

The costs of operations by-law are shared on a 50/50 basis between General Fund and Utility Fund.

The main drivers in this section are increased water costs and the purchase of a powered tailgate lift accessory for the Public Works Educator truck.



# Costing Center Budget Summary

Costing Center: UTILITY STORAGE GARAGE

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	2,593	3,251	3,530	3,559
52016 SERVICE CALLS	0	650	0	0
Contract Services Total	2,593	3,901	3,530	3,559
Materials and Supplies				
54099 PARTS AND MATERIALS	100	1,074	150	158
Materials and Supplies Total	100	1,074	150	158
Utilities				
53025 HEAT	10,700	12,100	12,000	12,600
53150 WATER	2,800	4,700	5,175	5,434
Utilities Total	13,500	16,800	17,175	18,034
<b>Total Expenditures</b>	<b>16,193</b>	<b>21,775</b>	<b>20,855</b>	<b>21,751</b>
<b>Net Total</b>	<b>(16,193)</b>	<b>(21,775)</b>	<b>(20,855)</b>	<b>(21,751)</b>
<b>Percentage Change</b>			<b>28.79%</b>	



# Costing Center Budget Summary

Costing Center: OPERATIONS BY-LAW UT

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	150	135	250	250
51122 BOOT ALLOWANCE	61	61	61	61
Benefits Total	211	196	311	311
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	4,000	0
Equipment Purchases Total	0	0	4,000	0
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	2,600	2,600	3,200	3,296
59993 EQUIPMENT CAPITAL CONTRIBUTION	2,725	2,725	3,240	3,240
Fleet Expense Total	5,325	5,325	6,440	6,536
Fuel				
54103 GASOLINE (VEHICLE)	2,500	1,932	2,500	2,500
Fuel Total	2,500	1,932	2,500	2,500
Materials and Supplies				
54099 PARTS AND MATERIALS	200	474	250	250
Materials and Supplies Total	200	474	250	250
Salaries and Wages				
51083 REGULAR SALARIES	29,803	17,469	30,717	31,630
Salaries and Wages Total	29,803	17,469	30,717	31,630
Utilities				
53130 TELEPHONE	532	440	182	182
53295 RADIO COSTS	32	32	32	32
Utilities Total	564	472	214	214
<b>Total Expenditures</b>	<b>38,603</b>	<b>25,868</b>	<b>44,431</b>	<b>41,441</b>
<b>Net Total</b>	<b>(38,603)</b>	<b>(25,868)</b>	<b>(44,431)</b>	<b>(41,441)</b>
<b>Percentage Change</b>			<b>15.10%</b>	



---

## *FLEET SERVICES UTILITIES*

---

Budget Manager: Carla Richardson, Director of Transportation

---

---

### **Overview**

---

This costing center recognizes and allocates the Utility's share of the fleet capital discount.

---

### **Objectives**

---

User department contributions are calculated at full cost of replacing an asset and is set using assumptions for useful life, replacement cost, resale value, and inflation. Calculated Capital Contributions are discounted and a reduced amount appropriated to reserves to save for replacement based on the desired reserve funding level.



## FLEET SERVICES UTILITIES

Budget Manager: Carla Richardson, Director of Transportation

### Operating Costing Center Totals

<b>Costing Center &amp; Description</b>	<b>2024 Approved</b>	<b>2023 Approved</b>	<b>2023 Revised</b>
0701 - UTILITY FLEET EQUIPMENT	309,264	261,245	261,245
<b>TOTAL</b>	<b>309,264</b>	<b>261,245</b>	<b>261,245</b>



# Costing Center Budget Summary

Costing Center: UTILITY FLEET EQUIPMENT

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Expenditures</b>				
Fleet Expense				
59994 EQUIPMENT CAPITAL DISCOUNT	(261,245)	(261,245)	(309,264)	(338,437)
Fleet Expense Total	(261,245)	(261,245)	(309,264)	(338,437)
<b>Total Expenditures</b>	<b>(261,245)</b>	<b>(261,245)</b>	<b>(309,264)</b>	<b>(338,437)</b>
<b>Net Total</b>	<b>261,245</b>	<b>261,245</b>	<b>309,264</b>	<b>338,437</b>
<b>Percentage Change</b>			<b>18.38%</b>	



---

## *UNDERGROUND UTILITIES*

---

Budget Manager: Alexia Stangherlin, Director of Utilities

---

---

### **Overview**

---

The Underground Utilities department is responsible for the maintenance and up keep of City water distribution, wastewater collection and storm water drainage concerns, as well as storm and flooding responses.

The Utility component of the section's work functions account for the majority of their expenses, with storm water and drainage portions captured under the general fund. The Underground Utilities department consists of 8 costing centers.

---

### **Objectives**

---

The objective of the Underground Utilities budget is to provide the funds and resources to complete repairs to critical utility infrastructure in a timely and safe manner, thus extending the life cycle of City water, wastewater, and drainage infrastructure.



## UNDERGROUND UTILITIES

Budget Manager: Alexia Stangherlin, Director of Utilities

### Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
1785 - UTILITY SUPERVISION	(2,252,059)	(2,191,241)	(2,052,181)
1788 - DOMESTIC SEWER MAINS	(232,125)	(183,389)	(208,396)
1783 - DOMESTIC SEWER SERVICES	(285,811)	(262,078)	(266,517)
1782 - HYDRANTS	243,677	211,512	159,161
1777 - WATER MAINS	(558,761)	(587,450)	(595,145)
1779 - WATER METERS	(168,671)	(169,729)	(177,083)
1787 - WATER SERVICES	(407,815)	(382,570)	(203,374)
1781 - WATER VALVES	(94,064)	(92,880)	(108,887)
<b>TOTAL</b>	<b>(3,755,629)</b>	<b>(3,657,825)</b>	<b>(3,452,422)</b>

### Budget Analysis

Due to the City's population increase in the 2022 census, equipment operators are required to be certified level 3 operators as per Manitoba Sustainable Development and will continue education and training to maintain Provincial regulations. Utility employees are required to obtain mandatory Provincial Certification in Water Distribution and Wastewater Collection. Staff are required to obtain Continuing Education Units through training courses and conferences to maintain their certification.

Additional funds have been included to address 43 spot repairs that were identified in the 2022 Sewer Main assessment. Contracted rehabilitation of sewer manholes that have deteriorated is budgeted every year.

Within water services, there are funds included for the replacement and insulating of water services to prevent freezing, which will eliminate the need for homeowners to keep a tap running during winter months. Locations have been categorized and will be completed by internal staff and through contractor over the next 3 years. It is estimated that internal staff will be repairing two-thirds of the locations, leaving the remaining third to be contracted out. As well, there is funding included for a lead pipe program.

On average 10 valves are scheduled to be replaced each year plus general maintenance. These valves are used to isolate sections of water main in maintenance and emergency situations. Continued maintenance and/or replacement of water valves will result in fewer residences and businesses being inconvenienced during unexpected water main shut offs.

There are funds included in domestic sewer services for homeowner's sewer line maintenance program due to tree roots. Currently the City allows two roto rooting claims per calendar year. A new internal process was implemented in 2020 which provides accurate historical data as the City continues to grow.

This department also accounts for increased revenues from hydrant connection fees, in line with the rates approved in the recent PUB board order.



# Costing Center Budget Summary

Costing Center: UTILITY SUPERVISION

		2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Expenditures</b>					
Benefits					
51100	UNIFORMS	4,000	5,000	4,000	4,000
51122	BOOT ALLOWANCE	2,778	2,876	2,778	2,778
51123	PROTECTIVE CLOTHING	8,200	8,200	8,200	8,500
51285	MEDICALS	1,500	1,500	1,500	1,500
Benefits Total		16,478	17,576	16,478	16,778
Contract Services					
52015	CONTRACTS	5,765	3,265	3,265	3,265
52028	GENERAL INSURANCE	1,296	2,229	5,552	6,107
52032	VEHICLE INSURANCE	620	620	620	0
Contract Services Total		7,681	6,114	9,437	9,372
Equipment Purchases					
54410	EQUIPMENT PURCHASES	1,200	1,200	0	0
Equipment Purchases Total		1,200	1,200	0	0
Fleet Expense					
59080	FLEET EQUIP MAINTENANCE	5,100	5,100	6,700	6,891
59993	EQUIPMENT CAPITAL CONTRIBUTION	5,000	5,000	7,780	7,780
Fleet Expense Total		10,100	10,100	14,480	14,671
Fuel					
54103	GASOLINE (VEHICLE)	6,000	6,600	6,000	6,000
Fuel Total		6,000	6,600	6,000	6,000
Materials and Supplies					
54099	PARTS AND MATERIALS	4,000	4,000	4,000	4,000
Materials and Supplies Total		4,000	4,000	4,000	4,000
Other Expense					
59059	MEMBERSHIP	3,129	3,129	3,129	3,129
Other Expense Total		3,129	3,129	3,129	3,129
Overtime					
51084	OVERTIME SALARIES	140,000	140,000	140,000	140,000
Overtime Total		140,000	140,000	140,000	140,000
Professional Development					
51141	PROFESSIONAL DEVELOPMENT	60,026	60,026	58,876	50,076
Professional Development Total		60,026	60,026	58,876	50,076
Salaries and Wages					
51083	REGULAR SALARIES	1,931,749	1,793,262	1,986,976	2,053,531
51090	SHIFT DIFFERENTIAL	125	25	125	125
Salaries and Wages Total		1,931,874	1,793,287	1,987,101	2,053,656
Transfers to/from Internal Accounts					
59248	DISPOSAL SITE CHARGE	2,500	1,000	2,500	2,500
59334	INTERNAL CHARGES	3,264	3,264	3,492	3,664
Transfers to/from Internal Accounts Total		5,764	4,264	5,992	6,164
Utilities					
53130	TELEPHONE	3,637	4,366	5,016	5,016



# Costing Center Budget Summary

Costing Center: UTILITY SUPERVISION

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
53295 RADIO COSTS	1,351	1,519	1,550	1,550
Utilities Total	4,988	5,885	6,566	6,566
<b>Total Expenditures</b>	<b>2,191,241</b>	<b>2,052,181</b>	<b>2,252,059</b>	<b>2,310,412</b>
<b>Net Total</b>	<b>(2,191,241)</b>	<b>(2,052,181)</b>	<b>(2,252,059)</b>	<b>(2,310,412)</b>
<b>Percentage Change</b>			<b>2.78%</b>	



# Costing Center Budget Summary

Costing Center: DOMESTIC SEWER MAINS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	10,000	13,000	10,000	10,000
Contract Services Total	10,000	13,000	10,000	10,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	557	0	0
Equipment Purchases Total	0	557	0	0
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	34,400	34,400	35,000	36,174
59993 EQUIPMENT CAPITAL CONTRIBUTION	95,119	95,119	122,225	147,035
Fleet Expense Total	129,519	129,519	157,225	183,209
Fuel				
54104 DIESEL (VEHICLE)	17,500	11,700	17,500	18,500
54125 DIESEL EXHAUST FLUID	170	420	200	370
Fuel Total	17,670	12,120	17,700	18,870
Materials and Supplies				
54099 PARTS AND MATERIALS	15,000	40,000	30,000	45,000
Materials and Supplies Total	15,000	40,000	30,000	45,000
Other Expense				
59967 RESTORATION	9,000	11,000	15,000	15,000
Other Expense Total	9,000	11,000	15,000	15,000
Utilities				
53150 WATER	2,200	2,200	2,200	2,200
Utilities Total	2,200	2,200	2,200	2,200
<b>Total Expenditures</b>	<b>183,389</b>	<b>208,396</b>	<b>232,125</b>	<b>274,279</b>
<b>Net Total</b>	<b>(183,389)</b>	<b>(208,396)</b>	<b>(232,125)</b>	<b>(274,279)</b>
<b>Percentage Change</b>			<b>26.58%</b>	



# Costing Center Budget Summary

Costing Center: DOMESTIC SEWER SERVICES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	0	4,500	2,000	2,000
Contract Services Total	0	4,500	2,000	2,000
Fleet Expense				
59080    FLEET EQUIP MAINTENANCE	22,800	22,800	28,500	29,416
59993    EQUIPMENT CAPITAL CONTRIBUTION	133,753	133,753	149,786	149,786
Fleet Expense Total	156,553	156,553	178,286	179,202
Fuel				
54104    DIESEL (VEHICLE)	2,500	2,400	2,500	2,500
54125    DIESEL EXHAUST FLUID	25	25	25	25
Fuel Total	2,525	2,425	2,525	2,525
Materials and Supplies				
54062    LIABILITY CLAIMS	92,000	92,000	92,000	92,000
54099    PARTS AND MATERIALS	6,000	6,000	6,000	7,500
54257    WORK ORDER PARTS & MATERIALS	0	39	0	0
Materials and Supplies Total	98,000	98,039	98,000	99,500
Other Expense				
59967    RESTORATION	5,000	5,000	5,000	5,000
Other Expense Total	5,000	5,000	5,000	5,000
<b>Total Expenditures</b>	<b>262,078</b>	<b>266,517</b>	<b>285,811</b>	<b>288,227</b>
<b>Net Total</b>	<b>(262,078)</b>	<b>(266,517)</b>	<b>(285,811)</b>	<b>(288,227)</b>
<b>Percentage Change</b>			<b>9.06%</b>	





# Costing Center Budget Summary

Costing Center: HYDRANTS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Revenues</b>				
Other Income				
47990    RECEIPTS - UTILITY	305,800	259,000	340,965	351,670
Other Income Total	305,800	259,000	340,965	351,670
<b>Total Revenues</b>	<b>305,800</b>	<b>259,000</b>	<b>340,965</b>	<b>351,670</b>
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	7,000	1,000	7,000	7,000
Contract Services Total	7,000	1,000	7,000	7,000
Fleet Expense				
59080    FLEET EQUIP MAINTENANCE	10,000	10,000	13,000	13,430
59993    EQUIPMENT CAPITAL CONTRIBUTION	10,188	10,188	10,188	10,188
Fleet Expense Total	20,188	20,188	23,188	23,618
Fuel				
54104    DIESEL (VEHICLE)	3,100	4,600	3,100	3,200
Fuel Total	3,100	4,600	3,100	3,200
Materials and Supplies				
54099    PARTS AND MATERIALS	60,000	72,000	60,000	65,000
Materials and Supplies Total	60,000	72,000	60,000	65,000
Other Expense				
59967    RESTORATION	4,000	2,051	4,000	4,000
Other Expense Total	4,000	2,051	4,000	4,000
<b>Total Expenditures</b>	<b>94,288</b>	<b>99,839</b>	<b>97,288</b>	<b>102,818</b>
<b>Net Total</b>	<b>211,512</b>	<b>159,161</b>	<b>243,677</b>	<b>248,852</b>
<b>Percentage Change</b>			<b>15.21%</b>	



# Costing Center Budget Summary

Costing Center: WATER MAINS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Revenues</b>				
Other Income				
47999 REVENUE	0	0	2,500	2,500
Other Income Total	0	0	2,500	2,500
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	90,000	103,200	90,000	100,000
52049 LABORATORY TESTING	15,000	8,500	10,000	10,000
52081 EXTERNAL EQUIPMENT RENTAL	9,000	9,000	9,000	9,000
Contract Services Total	114,000	120,700	109,000	119,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	16,000	16,000	14,750	4,000
Equipment Purchases Total	16,000	16,000	14,750	4,000
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	110,200	110,200	95,600	98,870
59993 EQUIPMENT CAPITAL CONTRIBUTION	177,400	177,400	181,241	190,448
Fleet Expense Total	287,600	287,600	276,841	289,317
Fuel				
54103 GASOLINE (VEHICLE)	13,500	12,700	13,500	13,500
54104 DIESEL (VEHICLE)	32,000	32,000	33,000	33,000
54125 DIESEL EXHAUST FLUID	150	767	170	175
Fuel Total	45,650	45,467	46,670	46,675
Materials and Supplies				
54062 LIABILITY CLAIMS	0	6,178	0	0
54099 PARTS AND MATERIALS	55,000	75,000	55,000	60,000
54880 GRAVEL	23,200	13,200	12,500	12,500
Materials and Supplies Total	78,200	94,378	67,500	72,500
Other Expense				
59967 RESTORATION	45,000	30,000	45,000	50,000
Other Expense Total	45,000	30,000	45,000	50,000
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	1,000	1,000	1,500	1,500
Transfers to/from Internal Accounts Total	1,000	1,000	1,500	1,500
<b>Total Expenditures</b>	<b>587,450</b>	<b>595,145</b>	<b>561,261</b>	<b>582,992</b>
<b>Net Total</b>	<b>(587,450)</b>	<b>(595,145)</b>	<b>(558,761)</b>	<b>(580,492)</b>
<b>Percentage Change</b>			<b>(4.88%)</b>	



# Costing Center Budget Summary

Costing Center: WATER METERS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	0	71	2,000	2,000
52028 GENERAL INSURANCE	932	0	1,122	1,235
52081 EXTERNAL EQUIPMENT RENTAL	0	7,299	0	0
Contract Services Total	932	7,370	3,122	3,235
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	4,000	3,000
Equipment Purchases Total	0	0	4,000	3,000
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	12,100	12,100	13,600	13,985
59993 EQUIPMENT CAPITAL CONTRIBUTION	16,197	16,197	18,849	20,954
Fleet Expense Total	28,297	28,297	32,449	34,939
Fuel				
54103 GASOLINE (VEHICLE)	17,200	14,500	13,700	13,700
54104 DIESEL (VEHICLE)	300	117	400	400
Fuel Total	17,500	14,617	14,100	14,100
Materials and Supplies				
54099 PARTS AND MATERIALS	123,000	126,799	115,000	123,000
Materials and Supplies Total	123,000	126,799	115,000	123,000
<b>Total Expenditures</b>	<b>169,729</b>	<b>177,083</b>	<b>168,671</b>	<b>178,274</b>
<b>Net Total</b>	<b>(169,729)</b>	<b>(177,083)</b>	<b>(168,671)</b>	<b>(178,274)</b>
<b>Percentage Change</b>			<b>(0.62%)</b>	



# Costing Center Budget Summary

Costing Center: WATER SERVICES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Revenues</b>				
Other Income				
47999    REVENUE	50,000	50,000	50,000	50,000
Other Income Total	50,000	50,000	50,000	50,000
<b>Total Revenues</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	200,000	63,650	200,000	200,000
52050    LEAD TESTING	2,100	100	2,100	2,100
Contract Services Total	202,100	63,750	202,100	202,100
Fleet Expense				
59080    FLEET EQUIP MAINTENANCE	22,400	22,400	27,400	28,120
59993    EQUIPMENT CAPITAL CONTRIBUTION	69,265	69,265	99,915	112,240
Fleet Expense Total	91,665	91,665	127,315	140,360
Fuel				
54103    GASOLINE (VEHICLE)	3,350	1,950	3,000	3,000
54104    DIESEL (VEHICLE)	15,375	12,800	15,300	15,300
54125    DIESEL EXHAUST FLUID	80	80	100	100
Fuel Total	18,805	14,830	18,400	18,400
Materials and Supplies				
54099    PARTS AND MATERIALS	40,000	40,000	40,000	45,000
Materials and Supplies Total	40,000	40,000	40,000	45,000
Other Expense				
52231    INSURANCE RECOVERIES	0	3,129	0	0
59855    FROZEN WATER SERVICES	35,000	20,000	30,000	30,000
59967    RESTORATION	45,000	20,000	40,000	45,000
Other Expense Total	80,000	43,129	70,000	75,000
<b>Total Expenditures</b>	<b>432,570</b>	<b>253,374</b>	<b>457,815</b>	<b>480,860</b>
<b>Net Total</b>	<b>(382,570)</b>	<b>(203,374)</b>	<b>(407,815)</b>	<b>(430,860)</b>
<b>Percentage Change</b>			<b>6.60%</b>	



# Costing Center Budget Summary

Costing Center: WATER VALVES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	0	16,800	0	0
Contract Services Total	0	16,800	0	0
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	16,300	16,300	20,900	21,608
59993 EQUIPMENT CAPITAL CONTRIBUTION	24,480	24,480	21,014	28,236
Fleet Expense Total	40,780	40,780	41,914	49,844
Fuel				
54104 DIESEL (VEHICLE)	15,000	12,800	15,000	15,000
54125 DIESEL EXHAUST FLUID	100	100	150	150
Fuel Total	15,100	12,900	15,150	15,150
Materials and Supplies				
54099 PARTS AND MATERIALS	35,000	38,000	35,000	40,000
Materials and Supplies Total	35,000	38,000	35,000	40,000
Other Expense				
59967 RESTORATION	2,000	0	2,000	2,000
Other Expense Total	2,000	0	2,000	2,000
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	0	407	0	0
Transfers to/from Internal Accounts Total	0	407	0	0
<b>Total Expenditures</b>	<b>92,880</b>	<b>108,887</b>	<b>94,064</b>	<b>106,994</b>
<b>Net Total</b>	<b>(92,880)</b>	<b>(108,887)</b>	<b>(94,064)</b>	<b>(106,994)</b>
<b>Percentage Change</b>			<b>1.27%</b>	