



2024 OPERATING BUDGET (GENERAL FUND)

TABLE OF CONTENTS

DIVISION	DEPARTMENT	COST CENTER	PAGE
CITY MANAGER	CITY MANAGER		4
		CITY MANAGER	6
EMERGENCY SERVICES	POLICE		7
		POLICE VEHICLES	9
		POLICE SERVICE	10
	FIRE & AMBULANCE		13
		FIRE SERVICE	15
		FIRE VEHICLES	17
		AMBULANCE SERVICE	18
	PUBLIC-SAFETY COMMUNICATIONS		20
		E 911 COMMUNICATIONS	22
		POLICE DISPATCH	24
	EMERGENCY MANAGEMENT		25
		EMERGENCY MANAGEMENT	27
CORPORATE SERVICES	FINANCE		28
		ACCOUNTING	30
	FINANCE - FISCAL		32
		TAX REVENUES	34
		FIRST NATIONS URBAN DEVELOPMENT AREA	35
		UNCONDITIONAL GRANT REVENUES	36
	GRANTS		37
		GRANTS-LONG TERM AGREEMENTS	39
		COMMUNITY GRANTS	40
		KEYSTONE CENTRE GRANT	41
		CENTENNIAL AUDITORIUM	42
	HUMAN RESOURCES		43
		HUMAN RESOURCES	45
		HEALTH & SAFETY	47
	LEGISLATIVE SERVICES		48
		RECORDS SERVICES	50
		PROPERTY ASSESSMENT	51
		RESIDENT ASSISTANCE	52
		LEGAL SERVICES	53
		CLERKS	54
		LICENSING	55
		ELECTION COSTS	56
	INDIGENOUS RELATIONS		57
		INDIGENOUS RELATIONS	59
	COUNCIL		60
		COUNCIL	62
	BUSINESS & INFRASTRUCTURE PLANNING		64
		BUSINESS & INFRASTRUCTURE PLANNING	65
	INNOVATION, TECHNOLOGY & COMMUNICATIONS		66
		INFORMATION TECHNOLOGY	68
		CORPORATE COMMUNICATIONS	70



2024 OPERATING BUDGET (GENERAL FUND)

TABLE OF CONTENTS

DIVISION	DEPARTMENT	COST CENTER	PAGE
DEVELOPMENT SERVICES	ENGINEERING SERVICES		71
		ENGINEERING SERVICES	73
		STREET PRESERVATION	76
		SIDEWALK & CURB PROJECTS	77
		GENERAL RECONSTRUCTION PROJECTS	78
	PLANNING		79
		BUILDING SAFETY	81
		PLANNING AND DEVELOPMENT	83
	REAL ESTATE		85
		PROPERTY ADMINISTRATION	87
		PARKING LOTS	89
	ECONOMIC DEVELOPMENT		90
		ECONOMIC DEVELOPMENT	92
		TOURISM INITIATIVES	94
	COMMUNITY WELLNESS		95
		HOUSING & WELLNESS	97
		AFFORDABLE HOUSING	98
		URBAN RENEWAL	99
	ENVIRONMENTAL INITIATIVES		100
		ENVIRONMENTAL INITIATIVES	102
OPERATIONAL SERVICES	AIRPORT		104
		BRANDON MUNICIPAL AIRPORT	106
	BUILDING MAINTENANCE		109
		BLDG & STRUCT SUPERVISION	112
		208 22ND ST N	114
		AIRPORT BUILDINGS	115
		CIVIC ADMIN BUILDING - 410 9TH	116
		CIVIC COMPLEX (A. R. MCDIARMID BUILDING)	117
		CIVIC SERVICES COMPLEX - 900 RICHMOND AVE E	118
		DALY HOUSE MUSEUM	119
		FIRE STATION - 13TH STREET	120
		FIRE STATION - 19TH STREET NORTH	121
		LANDFILL BUILDINGS	122
		LIBRARY/ARTS BUILDING	123
		PARKS BUILDING	124
		POLICE STATION - VICTORIA AVE	125
		STORAGE GARAGE	126
		STREET LIGHTS	127
		TEST LAB BUILDING	128
		TRAFFIC SIGNALS	129
		TRANSIT COMFORT STATION	130
	FLEET SERVICES		131
		FIRE DEPT VEHICLES	133
		FLEET EQUIPMENT	134
		POLICE DEPT VEHICLES	135
	FLEET SERVICES - GARAGE, STORES		137
		GARAGE SERVICES	139
		SCHOOL DIVISION EQUIPMENT	141
		STORES	142



2024 OPERATING BUDGET (GENERAL FUND)

TABLE OF CONTENTS

DIVISION	DEPARTMENT	COST CENTER	PAGE
OPERATIONAL SERVICES	OPERATIONS ADMINISTRATION		143
		OPERATIONS ADMINISTRATION	145
	DRAINAGE		146
		SURFACE DRAINAGE	148
		STORM SEWERS	149
	PARKS		150
		ANDREWS FIELD OPERATIONS	152
		CEMETERY OPERATIONS	153
		JOINT USE OF SCHOOLS	155
		MOSQUITO MITIGATION	156
		OUTDOOR SPORTS FIELD COMPLEX OPERATIONS	157
		PARKS OPERATIONS	159
		REC CENTRE	162
	RECREATION		163
		CITY WIDE INITIATIVES	165
		RECREATION	167
		RECREATION HUB EAST	168
		RECREATION HUB NORTH	169
		RECREATION HUB WEST	170
		HERITAGE ADMINISTRATION	171
		OUTDOOR POOLS	172
	SPORTSPLEX		173
		SPORTSPLEX ARENA	175
		SPORTSPLEX GENERAL FACILITY	176
		SPORTSPLEX POOL	178
	RISK MANAGEMENT		180
		INSURANCE EXPENSES	182
		RISK MANAGEMENT	183
	SANITATION		184
		COMPOSTING OPERATIONS	186
		LANDFILL SITE OPERATIONS	187
		RECYCLING OPERATIONS	190
		REFUSE COLLECTION	192
		OPERATIONS BY-LAW GEN	193
	STREETS		194
		STREETS SUPERVISION	196
		STREET & WALKWAY MAINTENANCE	198
		STREET SWEEPING	199
		SNOW REMOVAL & SANDING	200
		PARKING METERS	201
	TRANSIT / ACCESS TRANSIT		203
		TRANSIT OPERATIONS	205



CITY MANAGER

Budget Manager: Ron Bowles, City Manager / CAO

Overview

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

Objectives

The City Manager is responsible for carrying out Council's vision and mandate for their elected term. The City Manager oversees all City departments and works closely with Mayor and City Council on matters of importance to the citizens of Brandon. The City Manager is accountable to Council for the actions and outcomes of all City departments. The City Manager is Council's sole employee.

CITY MANAGER

Budget Manager: Ron Bowles, City Manager / CAO

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
6270 - CITY MANAGER	(378,006)	(374,388)	(366,043)
TOTAL	(378,006)	(374,388)	(366,043)

Budget Analysis

A retirement during the Covid-19 pandemic resulted in the elimination of one of the two Executive Assistant positions in the Mayor and City Manager's Offices. As a result, the single position was shared between the two offices. In 2024, this position will be reinstated to ensure that both offices receive the proper administrative resources to address increasing heavier workloads. The position is split between the City Manager and Council departments.

In 2023, \$50,000 was added to contracts under the City Manager to allow for the hiring of a public relations specialist. This budget line has been removed for 2024.



Costing Center Budget Summary

Costing Center: CITY MANAGER

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Benefits				
51010 MISC EMPLOYEE ALLOWANCE	4,800	4,800	4,800	4,800
Benefits Total	4,800	4,800	4,800	4,800
Contract Services				
52015 CONTRACTS	50,000	50,000	0	0
52069 PRINTING COSTS	1,200	700	1,350	850
Contract Services Total	51,200	50,700	1,350	850
Equipment Purchases				
54410 EQUIPMENT PURCHASES	400	400	3,400	400
Equipment Purchases Total	400	400	3,400	400
Grants and Contributions				
55167 PUBLIC RELATIONS	250	0	250	250
Grants and Contributions Total	250	0	250	250
Materials and Supplies				
54099 PARTS AND MATERIALS	1,750	500	1,500	1,500
Materials and Supplies Total	1,750	500	1,500	1,500
Other Expense				
59048 LUNCHEONS	2,000	3,000	2,500	2,500
59059 MEMBERSHIP	2,400	1,979	2,665	2,900
59098 SUBSCRIPTIONS	350	321	375	395
59138 BUSINESS TRAVEL	1,020	620	1,360	1,360
Other Expense Total	5,770	5,920	6,900	7,155
Overtime				
51084 OVERTIME SALARIES	500	500	671	671
Overtime Total	500	500	671	671
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	11,445	4,950	8,905	9,405
Professional Development Total	11,445	4,950	8,905	9,405
Salaries and Wages				
51083 REGULAR SALARIES	297,367	297,367	349,504	359,646
Salaries and Wages Total	297,367	297,367	349,504	359,646
Utilities				
53130 TELEPHONE	906	906	726	726
Utilities Total	906	906	726	726
Total Expenditures	374,388	366,043	378,006	385,403
Net Total	(374,388)	(366,043)	(378,006)	(385,403)
Percentage Change			0.97%	



POLICE

Budget Manager: Randy Lewis, Police Chief (Acting)

Overview

This department captures the revenues and expenses associated with the administration and operation of the Brandon Police Service. BPS consists of 94 sworn members and 46 civilian members serving the community through 4 distinct areas: Executive Management Team, Support Services Division, Patrol Division, and Crime Division.

The Chief of Police reports to the Brandon Police Board, whom provides civilian governance respecting the enforcement of the law, the maintenance of the public peaces and the prevention of crimes.

Objectives

The policing landscape is always changing, creating new challenges, and presenting new opportunities to capitalize on. Looking towards 2024 and beyond, BPS expects to take on several challenges. One of the largest projects will be the ongoing build of the permanent detention facility, attached to the Brandon Police Service. This plan will enhance the Service's ability to house detainees with the proper officer and detainee safety requirements in place. This project is well underway and should be completed in early 2024. BPS is also running out of space for operations and as such has started planning for the build of a second offsite location to house some of the special units in and as well is exploring the option of starting up a vehicle compound which will allow BPS to realize the revenue associated with impounding of vehicle.

In addition, BPS will continue to face challenges such as continued social issues faced in the community, increasingly higher public scrutiny, multiple retirements of experienced staff, recruiting challenges, as well as the mental health and wellbeing of our members and First Responders at large. BPS will continue to support our staff through our commitment to making ongoing training and development available to them.



POLICE

Budget Manager: Randy Lewis, Police Chief (Acting)

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
0073 - POLICE VEHICLES	(1,251,072)	(1,217,515)	(1,128,250)
0074 - POLICE SERVICE	(18,099,678)	(15,721,938)	(17,563,681)
TOTAL	(19,350,750)	(16,939,453)	(18,691,931)

Budget Analysis

Considerations for the 2024 Budget include:

- Increase of \$333,200 to the Provincial Basket Funding announced in 2023
- New funding for a secondment agreement with the TOBA Centre. This agreement was entered into in 2023 to have two members from the newly formed Child Protection Unit seconded to an integrated unit based out of TOBA Centre in Winnipeg as Child Abuse/Exploitation Investigators. This funding will cover the costs of 2 Specialist Constables and any associated travel expenses.
- Costs associated with the Collective Agreement signed with the Brandon Police Association that runs through the end of 2025.
- Removal of the one-time reserve transfer for funding the start up of the Cadet program.
- Additional Positions:
 - 3 Constables – 2 Patrol/1 Traffic
 - 1 CFDA – to bring total CFDA group up to 16, 4 per shift
 - 2 Cadets
 - 2 ASU – to accommodate growth of sworn members
 - 1 PIO/Recruiter (civilian)
 - 2 ARCC Constables
- Missing Person Coordinator civilian position. This is a cost recovery position that is 100% funded by the Province.
- Increase to overtime budget to bring it in line with actual costs.
- The full year wage impact for the new positions added in 2023 – 2 Bylaw/1 CFDA/1 Constable/ 4 Cadets

This cost center does not reflect the increase to the Urban Policing Grant received by the City in 2023 in the amount of \$1.89M. This additional funding is included in Unconditional Grant Revenues in Finance - Fiscal.

Additionally, funds were allocated to Police to hire and equip four new Community Cadets to further enhance service delivery in the Downtown area.



Costing Center Budget Summary

Costing Center: POLICE VEHICLES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
User Fees				
42999 REVENUE	7,235	7,235	7,235	7,235
User Fees Total	7,235	7,235	7,235	7,235
Total Revenues	7,235	7,235	7,235	7,235
Expenditures				
Contract Services				
52307 LEASED VEHICLES	117,400	58,218	80,900	81,750
Contract Services Total	117,400	58,218	80,900	81,750
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	338,300	338,300	391,900	403,470
59993 EQUIPMENT CAPITAL CONTRIBUTION	514,250	514,250	548,949	577,515
Fleet Expense Total	852,550	852,550	940,849	980,985
Fuel				
54103 GASOLINE (VEHICLE)	240,000	190,000	215,295	237,930
54104 DIESEL (VEHICLE)	800	800	763	800
Fuel Total	240,800	190,800	216,058	238,730
Materials and Supplies				
54323 INSURANCE DEDUCTIBLE	4,000	9,500	10,500	10,500
Materials and Supplies Total	4,000	9,500	10,500	10,500
Other Expense				
59318 WASHING VEHICLES	10,000	11,227	10,000	10,000
Other Expense Total	10,000	11,227	10,000	10,000
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	0	13,190	0	0
Transfers to/from Internal Accounts Total	0	13,190	0	0
Total Expenditures	1,224,750	1,135,485	1,258,307	1,321,965
Net Total	(1,217,515)	(1,128,250)	(1,251,072)	(1,314,730)
Percentage Change			2.76%	



Costing Center Budget Summary

Costing Center: POLICE SERVICE

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	1,190,000	1,523,200	1,523,200	1,523,200
43660 PROVINCIAL OTHER	341,500	558,957	761,968	761,968
43660G PROVINCIAL OTHER (OFFSETTING)	7,180,555	7,608,860	3,505,820	0
44500 FEDERAL GOV'T	400,000	409,333	400,000	400,000
Conditional Government Transfers Total	9,112,055	10,100,350	6,190,988	2,685,168
Permits, Licenses and Fines				
45701 TRAFFIC TICKETS	325,000	253,000	315,000	315,000
45702 PARKING TICKETS	137,500	150,000	175,000	175,000
45731 COMPLIANCE TICKETS	11,000	10,000	12,000	12,000
Permits, Licenses and Fines Total	473,500	413,000	502,000	502,000
User Fees				
42195 ROOM RENTALS	58,605	58,609	62,391	64,204
42315 SPECIAL DUTY	9,995	14,213	10,492	10,810
42374 SEARCH FEES	250,000	272,000	296,000	301,920
42375 TRAINING FEES RECOVERED	34,515	35,350	21,130	21,760
42999 REVENUE	4,000	55,210	4,000	104,000
45269 ANIMAL BOARDING FEES	8,000	10,000	9,000	9,270
User Fees Total	365,115	445,382	403,013	511,964
Total Revenues	9,950,670	10,958,732	7,096,001	3,699,132
Expenditures				
Benefits				
51100 UNIFORMS	75,710	90,860	157,813	70,900
51100R UNIFORMS (RES FUNDED)	6,000	0	0	0
51122 BOOT ALLOWANCE	15,620	15,620	15,620	16,085
51146 CLOTHING ALLOWANCE	31,000	28,500	31,000	31,000
51285 MEDICALS	1,700	1,700	1,600	1,600
51345 PERFORM BASED EMP RECOGNITION	1,000	250	1,000	1,000
Benefits Total	131,030	136,930	207,033	120,585
Capital Contribution				
10300G CAPITAL PROJECTS (GRANT FUNDED)	7,180,555	7,180,555	3,505,820	0
Capital Contribution Total	7,180,555	7,180,555	3,505,820	0
Contract Services				
52015 CONTRACTS	695,048	700,358	693,800	713,591
52020 PROFESSIONAL FEES	12,800	17,415	13,800	13,800
52028 GENERAL INSURANCE	2,251	2,251	2,721	2,994
52029 LIABILITY INSURANCE	6,283	6,283	6,500	6,760
52035 ACCIDENT INSURANCE	3,000	3,000	3,000	3,000
52054 MAINT OF EQUIP EXT	4,500	4,500	4,200	4,200
52069 PRINTING COSTS	5,000	5,000	5,000	5,000
52072 LEGAL FEES	35,000	35,000	50,000	50,000
52220 COMPETITION PROFESSIONAL FEES	8,500	19,402	77,500	77,550
52387 BANK PROCESSING FEES	5,160	5,740	5,400	5,505
Contract Services Total	777,542	798,949	861,921	882,400



Costing Center Budget Summary

Costing Center: POLICE SERVICE

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Equipment Purchases				
54410 EQUIPMENT PURCHASES	20,154	137,118	16,300	18,850
54412G FUNDED EQUIPMENT (GRANT FUNDED)	0	428,305	0	0
Equipment Purchases Total	20,154	565,423	16,300	18,850
Grants and Contributions				
55024 OTHER GRANTS	11,500	9,500	11,500	11,500
55167 PUBLIC RELATIONS	16,380	31,213	33,130	33,130
Grants and Contributions Total	27,880	40,713	44,630	44,630
Materials and Supplies				
54062 LIABILITY CLAIMS	750	750	750	750
54099 PARTS AND MATERIALS	60,345	58,921	69,300	59,850
54101 AMMUNITION / FIRE ARMS	61,650	68,335	66,700	67,200
54199 SPECIAL OP - PARTS & MATERIALS	3,500	10,400	3,500	3,500
54299 COMPETITION-PARTS & MATERIALS	500	500	1,000	1,000
54337 PARTS & MAT - INVESTIGATIONS	31,515	30,889	31,635	31,635
54338 PARTS & MAT - IDENT	24,255	25,255	29,480	27,491
54339 PARTS & MAT - CELLS	20,599	16,286	18,500	18,725
54358 PARTS & MAT - OPERATIONS	20,760	23,108	24,715	28,715
54359 PARTS & MAT - TRU	16,500	11,500	16,500	16,500
54360 PARTS & MAT - NEGOTIATORS	300	300	300	300
54361 PARTS & MAT - BYLAW	3,640	4,140	4,140	4,140
54363 PARTS & MAT - PSD	10,350	10,350	10,350	10,350
54383 PARTS & MAT - PROPERTY	7,000	8,972	8,750	8,750
Materials and Supplies Total	261,664	269,706	285,620	278,906
Other Expense				
59003 ADVERTISING	2,550	2,550	2,550	2,550
59006 POLICE BOARD	11,680	19,030	20,525	20,525
59045 LIBRARY	2,135	2,135	2,850	2,850
59048 LUNCHEONS	2,500	4,000	3,000	3,000
59059 MEMBERSHIP	7,770	8,830	9,301	9,301
59098 SUBSCRIPTIONS	530	530	530	530
59137 SPECIAL OP - BUSINESS TRAVEL	1,500	5,518	1,500	1,500
59138 BUSINESS TRAVEL	34,260	37,022	104,988	104,988
59241 SPECIAL PROGRAMS	7,400	0	7,400	7,400
Other Expense Total	70,325	79,615	152,644	152,644
Overtime				
51084 OVERTIME SALARIES	472,000	722,000	580,364	592,000
51094 FUNDED OVERTIME	280,000	295,356	298,000	298,000
51095 SPECIAL DUTY OVERTIME	9,995	9,995	10,492	10,662
51185 SPECIAL OP - OVERTIME	45,000	29,061	45,000	45,000
Overtime Total	806,995	1,056,412	933,856	945,662
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	166,250	196,444	205,250	205,250
Professional Development Total	166,250	196,444	205,250	205,250



Costing Center Budget Summary

Costing Center: POLICE SERVICE

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Reserve Appropriation				
58500 POLICE EQUIPMENT B/L 4442	330,000	2,230,000	680,000	380,000
Reserve Appropriation Total	330,000	2,230,000	680,000	380,000
Salaries and Wages				
51016 SALARY VACANCY ALLOWANCE	(510,000)	0	(510,000)	(510,000)
51083 REGULAR SALARIES	16,274,459	15,786,932	18,671,062	19,469,689
51083R REGULAR SALARIES (RES FUNDED)	94,000	0	0	0
51090 SHIFT DIFFERENTIAL	65,000	65,000	83,000	83,000
Salaries and Wages Total	15,923,459	15,851,932	18,244,062	19,042,689
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	(100,000)	0	0	0
Transfers from Reserves Total	(100,000)	0	0	0
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	6,000	6,000	6,000	6,000
Transfers to/from Internal Accounts Total	6,000	6,000	6,000	6,000
Utilities				
53130 TELEPHONE	9,590	9,590	9,590	9,590
53295 RADIO COSTS	14,000	52,212	0	0
53445 CELLULAR TELEPHONE	47,165	47,933	42,953	42,953
Utilities Total	70,755	109,735	52,543	52,543
Total Expenditures	25,672,608	28,522,413	25,195,679	22,130,159
Net Total	(15,721,938)	(17,563,681)	(18,099,678)	(18,431,027)
Percentage Change			15.12%	



FIRE & AMBULANCE

Budget Manager: Terry Parlow, Fire Chief

Overview

Costs associated with providing fire protection services and emergency medical services (EMS) to the City of Brandon and surrounding area. Other costs include the fire prevention division, fire training, rescue teams, Fire Halls 1 and 2 maintenance, overtime equipment, succession management professional development, water and hydrant use, training supplies, uniforms and other materials. All staff in the fire/ambulance operations division provide medical response and fire suppression.

All staff are licensed Technician Paramedics, and approximately half are certified to practice at the Intermediate Care Paramedic Level. These staff can provide more advance care including administration of medications and other advance procedures. Revenue is a combination of government grants, MPI and fire protection revenues received from the RM's of Cornwallis, Elton and Oakland as well as inter-facility transfers from Brandon to other centers such as Winnipeg and Morden.

Objectives

Main Objective is continuing to build a strong team and positive culture. As well, Brandon Fire and Emergency Services has received funding from Shared Health for the staffing of a third primary ambulance, as well as paramedics in the Brandon Police Department's detention unit. Our main focus for 2024 will be hiring and training these staff members. The department will also see an increase in costs associated with contractual obligations. The Provincial Government covers the difference between the ambulance rates set out in the City's annual fee schedule and the ambulance rates set by the Province.



FIRE & AMBULANCE

Budget Manager: Terry Parlow, Fire Chief

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
0092 - FIRE SERVICE	(5,430,149)	(4,649,070)	(4,384,931)
0106 - FIRE VEHICLES	(585,928)	(462,629)	(451,829)
0114 - AMBULANCE SERVICE	173,297	(636,821)	(416,863)
TOTAL	(5,842,780)	(5,748,520)	(5,253,623)

Budget Analysis

In 2024, revenues from ambulance fees for local and long distance trips is expected to increase, based on call levels experienced in 2023 and additional staffing resources. Through additional firefighter/paramedics provided recently by the City of Brandon and the Province, BFES is able to accept more long distance trips to Winnipeg. In 2022, 133 trips were not able to be fulfilled by BFES due to lack of staffing resulting in lost revenue.

The 2024 budget includes several staffing enhancements to the firefighter/paramedic complement.

- 15.0 FTE provided by the Province, fully funded
- 2.0 FTE increase to maintain 4 positions added in 2022 and budgeted through June of 2023
- 1.0 FTE increase to maintain 4 position added in 2023 beginning in April
- 1.0 FTE new position to complement 15 positions provided by the Province to evenly distribute four staff per shift enabling full shift rotations

The benefits of the new staff have been experienced in 2023 through the additional revenue generated from ambulance trips and significant reductions in overtime compared to historical averages, long-term WCB claims, and reduced sick time. The new staff are not exclusively allocated to Winnipeg trips, when not on a trip they increase BFES's ability to respond to fire and medical emergencies.

The funding provided by the Province for the new positions will also offset other staffing costs such as increases in uniforms and memberships.

The 2023 budget also included a tax-reducing transfer from the Firefighting Equipment Reserve in the amount of \$100,000. Increased rate for fire hydrant connections are also reflected in this section.



Costing Center Budget Summary

Costing Center: FIRE SERVICE

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	332,300	332,300	332,300	332,300
Conditional Government Transfers Total	332,300	332,300	332,300	332,300
Other Income				
49145 DONATIONS	5,000	6,885	5,885	5,885
Other Income Total	5,000	6,885	5,885	5,885
Sale of Goods				
42142 MERCHANDISE SALES	1,800	300	1,200	1,200
Sale of Goods Total	1,800	300	1,200	1,200
User Fees				
42287 FIRE/RESCUE INSURANCE COVERAGE	150,000	145,000	150,000	150,000
42322 TRAINING REVENUE	2,800	4,170	3,164	3,164
42999 REVENUE	209,748	210,124	256,365	242,451
User Fees Total	362,548	359,294	409,529	395,615
Total Revenues	701,648	698,779	748,914	735,000
Expenditures				
Benefits				
51100 UNIFORMS	35,000	65,200	74,700	74,700
51123 PROTECTIVE CLOTHING	38,000	61,285	67,285	67,285
51285 MEDICALS	1,500	1,300	1,500	1,500
Benefits Total	74,500	127,785	143,485	143,485
Contract Services				
52015 CONTRACTS	0	0	20,000	0
52019 CONSULTING FEES	9,350	8,485	9,350	9,350
52028 GENERAL INSURANCE	1,155	1,155	6,125	6,738
52035 ACCIDENT INSURANCE	2,400	2,051	2,400	2,400
52292 SOFTWARE LICENSES & MTNCE	18,035	19,430	16,908	17,083
Contract Services Total	30,940	31,121	54,783	35,571
Equipment Purchases				
54410 EQUIPMENT PURCHASES	23,000	28,000	88,000	28,000
Equipment Purchases Total	23,000	28,000	88,000	28,000
Grants and Contributions				
55167 PUBLIC RELATIONS	3,000	5,000	5,000	5,000
Grants and Contributions Total	3,000	5,000	5,000	5,000
Materials and Supplies				
54099 PARTS AND MATERIALS	22,000	22,000	22,000	22,000
54118 OFFICE SUPPLIES	10,000	10,000	10,000	10,000
Materials and Supplies Total	32,000	32,000	32,000	32,000
Other Expense				
59048 LUNCHEONS	1,500	3,500	3,500	3,500
59059 MEMBERSHIP	2,939	3,100	3,071	3,071
59098 SUBSCRIPTIONS	2,046	2,439	2,439	2,439
59156 PUBLIC EDUCATION	2,200	2,700	3,000	3,000



Costing Center Budget Summary

Costing Center: FIRE SERVICE

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
59241 SPECIAL PROGRAMS	4,000	4,700	4,100	4,100
Other Expense Total	12,685	16,439	16,110	16,110
Overtime				
51084 OVERTIME SALARIES	276,268	251,268	253,478	253,478
51352 TRAINING OVERTIME	37,834	37,834	38,786	39,761
Overtime Total	314,102	289,102	292,264	293,239
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	64,995	58,351	67,152	67,152
Professional Development Total	64,995	58,351	67,152	67,152
Salaries and Wages				
51083 REGULAR SALARIES	9,325,642	9,020,753	10,113,460	10,651,298
51090 SHIFT DIFFERENTIAL	98,039	103,039	116,939	116,939
51227 SPECIAL OT PAYMENTS	120,391	120,391	123,420	126,525
51997 FIRE/AMB ALLOCATION	(4,922,036)	(4,922,036)	(5,176,910)	(5,300,529)
Salaries and Wages Total	4,622,036	4,322,147	5,176,909	5,594,233
Transfers from Reserves				
59997 TRANSFER FR RESERVES (TX REDUCING)	(100,000)	(100,000)	0	0
Transfers from Reserves Total	(100,000)	(100,000)	0	0
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	500	500	500	500
59248 DISPOSAL SITE CHARGE	0	305	0	0
Transfers to/from Internal Accounts Total	500	805	500	500
Utilities				
53130 TELEPHONE	13,960	13,960	14,074	14,074
53150 WATER	259,000	259,000	288,785	297,850
Utilities Total	272,960	272,960	302,859	311,924
Total Expenditures	5,350,718	5,083,710	6,179,063	6,527,213
Net Total	(4,649,070)	(4,384,931)	(5,430,149)	(5,792,213)
Percentage Change			16.80%	



Costing Center Budget Summary

Costing Center: FIRE VEHICLES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	182,600	182,600	193,600	199,430
59993 EQUIPMENT CAPITAL CONTRIBUTION	229,779	229,779	349,994	349,994
Fleet Expense Total	412,379	412,379	543,594	549,424
Fuel				
54103 GASOLINE (VEHICLE)	16,000	13,600	14,157	14,900
54104 DIESEL (VEHICLE)	34,000	25,400	27,927	29,300
54125 DIESEL EXHAUST FLUID	250	450	250	250
Fuel Total	50,250	39,450	42,334	44,450
Total Expenditures	462,629	451,829	585,928	593,874
Net Total	(462,629)	(451,829)	(585,928)	(593,874)
Percentage Change			26.65%	



Costing Center Budget Summary

Costing Center: AMBULANCE SERVICE

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Conditional Government Transfers				
43580 PROV. AMBULANCE--BRANDON	1,422,762	1,525,228	3,329,238	3,329,238
Conditional Government Transfers Total	1,422,762	1,525,228	3,329,238	3,329,238
Other Income				
49145 DONATIONS	4,000	4,000	4,000	4,000
Other Income Total	4,000	4,000	4,000	4,000
User Fees				
42188 AMBULANCE FEES - LONG DISTANCE	834,040	954,040	1,087,175	1,087,175
42191 AMBULANCE FEES - LOCAL	2,550,000	2,660,000	2,850,800	2,850,800
42999 REVENUE	2,500	5,200	3,900	3,900
User Fees Total	3,386,540	3,619,240	3,941,875	3,941,875
Total Revenues	4,813,302	5,148,468	7,275,113	7,275,113
Expenditures				
Contract Services				
52015 CONTRACTS	4,500	3,573	3,680	3,791
52043 EXTERNAL LAUNDRY	1,700	1,400	1,700	1,700
Contract Services Total	6,200	4,973	5,380	5,491
Equipment Purchases				
54410 EQUIPMENT PURCHASES	11,000	15,000	15,000	15,000
Equipment Purchases Total	11,000	15,000	15,000	15,000
Materials and Supplies				
54099 PARTS AND MATERIALS	6,000	6,500	6,000	6,000
54120 MEDICAL SUPPLIES	48,500	66,500	71,500	71,500
54253 PHARMACEUTICALS	13,000	16,000	20,000	20,000
Materials and Supplies Total	67,500	89,000	97,500	97,500
Other Expense				
59049 MEAL PERDIEMS	18,499	18,499	18,526	18,526
59059 MEMBERSHIP	25,600	18,774	33,600	33,600
59393 FLEET AMBULANCES	1,500	1,500	1,500	1,500
Other Expense Total	45,599	38,773	53,626	53,626
Overtime				
51084 OVERTIME SALARIES	245,000	270,000	232,698	232,698
Overtime Total	245,000	270,000	232,698	232,698
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	9,359	5,454	9,833	9,833
Professional Development Total	9,359	5,454	9,833	9,833
Salaries and Wages				
51083 REGULAR SALARIES	142,429	219,095	1,509,869	1,609,522
51997 FIRE/AMB ALLOCATION	4,922,036	4,922,036	5,176,910	5,300,529
Salaries and Wages Total	5,064,465	5,141,131	6,686,779	6,910,051



Costing Center Budget Summary

Costing Center: *AMBULANCE SERVICE*

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	1,000	1,000	1,000	1,000
Transfers to/from Internal Accounts Total	1,000	1,000	1,000	1,000
Total Expenditures	5,450,123	5,565,331	7,101,816	7,325,199
Net Total	(636,821)	(416,863)	173,297	(50,086)
Percentage Change			(127.21%)	



PUBLIC-SAFETY COMMUNICATIONS

Budget Manager: Robert Stewart, Director of Emergency Communications

Overview

The City of Brandon began offering E911 services to Municipalities in September of 1996. The Emergency Communications department is located on the second floor of #1 Fire Hall. In the event that the primary site is unusable, the centre has a backup site located in the basement of the A.R. McDiarmid Building at 638 Princess Avenue.

The E911 Centre provides call-taking and dispatching services to approximately 495,000 Provincial residents, in 120 Municipalities, outside of the City of Winnipeg. Services are also provided to 1 National Park, 12 Provincial Parks, 8 First Nations, 220 Fire Departments, and 6 police departments (including BPS).

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

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

Digital radio system equipment and services used on the Public Safety Communications System (PSCS) are provided at no cost through the province to Manitoba PSAPs.

Objectives

The Province is content with the current service model (communities subscribing to 911 service through contracts with a third party). They are reviewing ways to encourage smaller communities not already subscribed to take on 911 service, with an eye toward Northern populations. As resources allow, the department continues to seek other police (and similar) dispatching opportunities, complimenting the range of services currently provided.

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

The City of Brandon licenses were last renewed in 2020. E911/Police Operator - Dispatcher Division Collective Agreement expires December 31, 2023.



PUBLIC-SAFETY COMMUNICATIONS

Budget Manager: Robert Stewart, Director of Emergency Communications

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
1911 - E 911 COMMUNICATIONS	88,019	290,824	394,838
1912 - POLICE DISPATCH	(1,141,390)	(1,309,357)	(1,173,693)
TOTAL	(1,053,371)	(1,018,532)	(778,854)

Budget Analysis

In 2024, the Brandon Public-Safety Communication Center entered into an agreement to provide services to Manitoba Conservation. This additional service required the addition of 4 staff to address the increased workload. The revenue generated from the new contract offsets the additional salary costs.

Due to the extended time required to hire and train a dispatcher to a signed off level, two positions were not included in the 2023 approved budget. These positions have been reinstated for 2024. There is also an allowance within the budget to accommodate new trainees during the year. Offsetting this planned vacancy is an increase to the overtime budget. The dispatch centre works on a minimum staffing level basis and therefore overtime callouts are required from time to time to meet these levels.

There is a reduction in equipment purchases as the Center was outfitted with new window treatments in 2023 to reduce the glare experienced by dispatchers.

This department also captures the City's portion of the enhanced 911 service and reflects the increased per capita rate that BPSCC charges to municipalities.



Costing Center Budget Summary

Costing Center: E 911 COMMUNICATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
User Fees				
42286 FIRE COMM/MEMO DISPATCH FEE	8,230	8,230	8,230	8,231
42990 RECEIPTS	10,000	10,000	12,500	12,500
42999 REVENUE	2,580,673	2,580,673	2,653,519	2,706,589
User Fees Total	2,598,904	2,598,904	2,674,249	2,727,320
Total Revenues	2,598,904	2,598,904	2,674,249	2,727,320
Expenditures				
Contract Services				
52015 CONTRACTS	88,020	96,720	90,270	92,978
52079 BUILDING RENTAL	21,929	21,929	21,929	21,929
52232 E911 CHARGES	243,224	243,224	250,407	257,920
52292 SOFTWARE LICENSES & MTNCE	2,684	2,684	3,096	3,096
Contract Services Total	355,857	364,557	365,702	375,923
Equipment Purchases				
54410 EQUIPMENT PURCHASES	10,125	6,300	3,750	7,000
Equipment Purchases Total	10,125	6,300	3,750	7,000
Materials and Supplies				
54099 PARTS AND MATERIALS	6,750	10,750	7,245	7,500
Materials and Supplies Total	6,750	10,750	7,245	7,500
Other Expense				
59048 LUNCHEONS	700	700	700	700
59059 MEMBERSHIP	2,070	2,070	2,070	2,070
59138 BUSINESS TRAVEL	2,000	1,000	2,000	2,000
59156 PUBLIC EDUCATION	2,000	2,000	2,000	2,000
Other Expense Total	6,770	5,770	6,770	6,770
Overtime				
51084 OVERTIME SALARIES	100,000	120,000	89,500	89,500
Overtime Total	100,000	120,000	89,500	89,500
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	27,949	24,649	28,598	29,455
Professional Development Total	27,949	24,649	28,598	29,455
Reserve Appropriation				
58513 E-911 EQUIPMENT B/L 6563	35,000	35,000	60,000	60,000
Reserve Appropriation Total	35,000	35,000	60,000	60,000
Salaries and Wages				
51017 TRAINING PAY	2,900	2,000	2,000	2,000
51083 REGULAR SALARIES	1,712,918	1,577,729	1,965,246	2,065,706
51090 SHIFT DIFFERENTIAL	18,789	25,289	23,789	24,502
51227 SPECIAL OT PAYMENTS	23,385	23,385	23,385	24,086
Salaries and Wages Total	1,757,992	1,628,403	2,014,420	2,116,294



Costing Center Budget Summary

Costing Center: E 911 COMMUNICATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Utilities				
53130 TELEPHONE	7,637	8,637	10,246	10,246
Utilities Total	7,637	8,637	10,246	10,246
Total Expenditures	2,308,079	2,204,065	2,586,230	2,702,688
Net Total	290,824	394,838	88,019	24,632
Percentage Change			(69.73%)	



Costing Center Budget Summary

Costing Center: POLICE DISPATCH

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
User Fees				
42288 POLICE DISPATCH FEES	598,434	675,034	1,012,237	1,032,482
User Fees Total	598,434	675,034	1,012,237	1,032,482
Total Revenues	598,434	675,034	1,012,237	1,032,482
Expenditures				
Contract Services				
52015 CONTRACTS	17,100	24,100	18,350	18,901
52079 BUILDING RENTAL	16,000	16,000	16,000	16,000
52292 SOFTWARE LICENSES & MTNCE	823	823	960	960
Contract Services Total	33,923	40,923	35,310	35,861
Equipment Purchases				
54410 EQUIPMENT PURCHASES	3,375	2,100	1,250	3,000
Equipment Purchases Total	3,375	2,100	1,250	3,000
Materials and Supplies				
54099 PARTS AND MATERIALS	2,250	2,250	2,415	2,500
Materials and Supplies Total	2,250	2,250	2,415	2,500
Other Expense				
59138 BUSINESS TRAVEL	400	400	400	400
Other Expense Total	400	400	400	400
Overtime				
51084 OVERTIME SALARIES	100,000	120,000	89,500	89,500
Overtime Total	100,000	120,000	89,500	89,500
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	9,516	7,516	9,933	10,230
Professional Development Total	9,516	7,516	9,933	10,230
Salaries and Wages				
51017 TRAINING PAY	2,900	2,000	2,000	2,000
51083 REGULAR SALARIES	1,710,668	1,622,279	1,962,996	2,065,706
51090 SHIFT DIFFERENTIAL	18,789	25,289	23,789	24,502
51227 SPECIAL OT PAYMENTS	23,385	23,385	23,385	24,086
Salaries and Wages Total	1,755,742	1,672,953	2,012,170	2,116,294
Utilities				
53130 TELEPHONE	2,585	2,585	2,650	2,650
Utilities Total	2,585	2,585	2,650	2,650
Total Expenditures	1,907,791	1,848,727	2,153,627	2,260,435
Net Total	(1,309,357)	(1,173,693)	(1,141,390)	(1,227,953)
Percentage Change			(12.83%)	



EMERGENCY MANAGEMENT

Budget Manager: Terry Parlow, Fire Chief

Overview

Emergency Management proactively plans for and responds to the large-scale risks that would be highly impactful on our community, e.g., floods, draughts, tornados, etc. The Emergency Manager continues to work with Industry and commercial businesses with the Brandon Emergency Support Team (BEST)

Objectives

With Emergency Management falling within Brandon Fire and Emergency Services, 2024 will see an increased emphasis on preparing the community on what to do in the event we have a large - scale event(s) that impact Brandon. This will be done through educational opportunities in Brandon School Division, and other out reach programs.

EMERGENCY MANAGEMENT

Budget Manager: Terry Parlow, Fire Chief

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
2472 - EMERGENCY MANAGEMENT	(153,635)	(145,348)	(143,641)
TOTAL	(153,635)	(145,348)	(143,641)

Budget Analysis

The changes in this department reflect increases in replacement costs of the truck utilized by the department and salary obligations.



Costing Center Budget Summary

Costing Center: EMERGENCY MANAGEMENT

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
User Fees				
42999 REVENUE	30,000	46,257	30,000	30,000
User Fees Total	30,000	46,257	30,000	30,000
Total Revenues	30,000	46,257	30,000	30,000
Expenditures				
Contract Services				
52028 GENERAL INSURANCE	218	218	282	310
Contract Services Total	218	218	282	310
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	2,300	2,300	2,300	2,345
59993 EQUIPMENT CAPITAL CONTRIBUTION	4,705	4,705	7,110	7,110
Fleet Expense Total	7,005	7,005	9,410	9,455
Fuel				
54103 GASOLINE (VEHICLE)	918	1,218	1,330	1,400
Fuel Total	918	1,218	1,330	1,400
Materials and Supplies				
54099 PARTS AND MATERIALS	1,000	1,000	1,100	1,200
Materials and Supplies Total	1,000	1,000	1,100	1,200
Other Expense				
59048 LUNCHEONS	500	500	500	500
59059 MEMBERSHIP	175	175	250	250
59138 BUSINESS TRAVEL	1,494	1,494	1,703	1,703
59156 PUBLIC EDUCATION	30,000	46,257	30,000	30,000
59256 EMERGENCY ALERT SYSTEM	3,500	3,500	3,500	3,500
Other Expense Total	35,669	51,926	35,953	35,953
Overtime				
51084 OVERTIME SALARIES	0	2,342	0	0
Overtime Total	0	2,342	0	0
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	10,325	7,186	10,325	10,525
Professional Development Total	10,325	7,186	10,325	10,525
Salaries and Wages				
51083 REGULAR SALARIES	118,613	117,403	123,772	127,310
Salaries and Wages Total	118,613	117,403	123,772	127,310
Utilities				
53046 POWER	1,100	1,100	1,160	1,190
53130 TELEPHONE	500	500	303	303
Utilities Total	1,600	1,600	1,463	1,493
Total Expenditures	175,348	189,898	183,635	187,646
Net Total	(145,348)	(143,641)	(153,635)	(157,646)
Percentage Change			5.70%	



FINANCE

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

Overview

This department includes revenues and expenses related to the administration and operations of the Finance Department and costs related to the financial function for the organization. This includes staffing costs, general office costs, vacancy allowance, and the cost of auditing services. The Finance department also supports the Utility and as such allocates a portion of salaries and administrative overhead such as parts and materials, and training and development to the Utility Administration cost center.

A corporate vacancy allowance (not including Police) is budgeted within this cost center. This cost offset recognizes that the City will experience vacancies and salary savings within 2024, but records the budget value in one central account as the specific costing centers that will be affected are unknown at the budgeting stage.

A corporate initiative to ensure sustainable funding of capital and infrastructure projects for the next 10 years is also included in this cost center.

Objectives

Finance is a professional services department responsible for procurement, accounts payable, accounts receivable, utility billing, property taxes, penalty appeals. Financial functions include corporate finance, performance measurement, analysis, budgeting, year end, and ensuring that the City is in compliance with many forms of legislation, accounting standards, and the City's own By-laws.

As a support department, Finance adapts to the needs and priorities of the organization. With newer Finance management team, it is a priority to develop business knowledge, both through on the job learning and formal professional development. Municipal procurement and finance are specialized functions, and investment in staff training and development is critical to the success of the department. As well, there are many roles where specialized training is a job requirement and/or required to maintain professional designations.



Costing Center Budget Summary

Costing Center: ACCOUNTING

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Other Income				
42365 COMMISSION REVENUES	360	360	360	360
46117 INTEREST ON OVERDUE ACCOUNTS	25,000	80,000	30,000	30,000
Other Income Total	25,360	80,360	30,360	30,360
User Fees				
42299 ACCOUNT CONFIRMATIONS	70,000	70,000	70,000	70,000
42999 REVENUE	53,300	53,300	53,300	53,300
User Fees Total	123,300	123,300	123,300	123,300
Total Revenues	148,660	203,660	153,660	153,660
Expenditures				
Contract Services				
52015 CONTRACTS	9,723	9,723	9,859	9,995
52019 CONSULTING FEES	0	1,500	0	0
52020 PROFESSIONAL FEES	500	500	500	500
52069 PRINTING COSTS	4,225	4,428	6,610	6,265
52089 COMMISSION	8,500	8,500	8,500	8,500
52264 AUDITING FEES	22,470	22,470	23,005	23,540
52387 BANK PROCESSING FEES	4,000	7,000	6,000	6,000
Contract Services Total	49,418	54,121	54,474	54,800
Equipment Purchases				
54410 EQUIPMENT PURCHASES	2,031	2,031	6,100	2,175
Equipment Purchases Total	2,031	2,031	6,100	2,175
Materials and Supplies				
54099 PARTS AND MATERIALS	12,755	10,755	12,755	12,755
Materials and Supplies Total	12,755	10,755	12,755	12,755
Other Expense				
59003 ADVERTISING	3,223	3,223	3,223	3,223
59048 LUNCHEONS	300	300	300	300
59059 MEMBERSHIP	4,253	2,396	6,435	5,325
59098 SUBSCRIPTIONS	962	962	998	998
59138 BUSINESS TRAVEL	200	200	200	400
Other Expense Total	8,937	7,080	11,155	10,246
Overtime				
51084 OVERTIME SALARIES	6,886	8,886	5,450	5,450
Overtime Total	6,886	8,886	5,450	5,450
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	10,937	8,437	8,480	12,315
51142 PROFESSIONAL DEVELOPMENT ALLOWA	(91,260)	0	0	0
Professional Development Total	(80,323)	8,437	8,480	12,315
Reserve Appropriation				
58571 FISCAL CONTINGENCY RESERVE	0	1,375,758	0	0
58571R FISCAL CONT RES (OFFSETTING)	0	0	8,598	0
Reserve Appropriation Total	0	1,375,758	8,598	0



Costing Center Budget Summary

Costing Center: ACCOUNTING

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Salaries and Wages				
51016 SALARY VACANCY ALLOWANCE	(1,660,000)	0	(1,660,000)	(1,660,000)
51083 REGULAR SALARIES	1,019,286	872,656	1,144,614	1,181,626
Salaries and Wages Total	(640,714)	872,656	(515,386)	(478,374)
Transfers from Reserves				
59997 TRANSFER FR RESERVES (TX REDUCING)	(1,500,728)	(1,500,728)	0	0
59997R TRANSFER FR RESERVES (OFFSETTING)	0	0	(8,598)	0
Transfers from Reserves Total	(1,500,728)	(1,500,728)	(8,598)	0
Utilities				
53130 TELEPHONE	852	852	1,150	1,150
Utilities Total	852	852	1,150	1,150
Total Expenditures	(2,140,886)	839,848	(415,822)	(379,483)
Net Total	2,289,546	(636,188)	569,482	533,143
Percentage Change			(75.13%)	



FINANCE - FISCAL

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

Overview

This department reflects the funds raised by the municipal portion of the mill rate levy on real and personal property as well as local improvement frontage levies, the funds raised by first nation urban development area general service charges, and the Municipal Operating grant received from the Provincial Government.

Municipal expenditures within the general revenue fund are funded by revenue received from user fees, service charges, reserves, grants, financing and the balance from property taxation.

In addition to the annual tax levy, there is \$1,000,000 of net supplementary tax revenues, arrears penalty revenue and a discount for early payment of property taxes outside of the TIP program. There are tax credits related to the Renaissance District Tax Credit program (5 active properties), Heritage Tax Credit program (2 active properties), as well as the Municipal Tax Increment Financing Program (1 active property)

On June 24, 2019 Privy Council Number 2019-0933 designated land within the City of Brandon as First Nations lands to be known as Gambler First Nation Indian Reserve 63B in Manitoba. As such this designated land is excluded from the Assessment Roll as land designated as a First Nations Reserve does not form part of a municipality. In early 2018 Gambler First Nation and the City of Brandon entered into a Municipal Development and Service Agreement. As per this agreement Gambler First Nation will now pay an annual general service charge in lieu of property taxes in consideration of the City providing the general services.



FINANCE - FISCAL

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

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
2443 - TAX REVENUES	53,292,193	48,756,877	48,340,810
2444 - FIRST NATION URBAN DEVELOPMENT AREA	24,110	23,786	23,786
2447 - UNCONDITIONAL GRANT REVENUES	13,162,411	8,929,273	13,162,410
TOTAL	66,478,714	57,709,936	61,527,006

Budget Analysis

The approved general revenue fund budget increases total municipal taxes levied by 10.4%. 2024 is not a reassessment year, however the City will see a small increase in the assessment base of 1.04% as provided by Assessment Services.

The estimated for supplemental taxes added to the rolls in 2024 has been reduced to \$800,000 for 2024. This revenue source can be difficult to project.

Unconditional grants have increased for 2024 based on funding increases announced during 2023:

- Municipal Operating Grant- Increase of \$2.34M
- Urban Policing Grant - Increase of \$1.89M

There is no anticipated increase to either of these grants for 2024.



Costing Center Budget Summary

Costing Center: TAX REVENUES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Other Income				
41450 REAL PROPERTY SUPP TAXES	1,200,000	737,015	800,000	800,000
41480 ARREARS TAX PENALTY	287,000	297,000	287,000	287,000
41484 CURRENT YEAR TAX PENALTY	265,000	277,000	265,000	265,000
Other Income Total	1,752,000	1,311,015	1,352,000	1,352,000
Property Taxes				
41420 REAL PROPERTY TAXES	44,662,717	44,662,717	49,346,717	58,180,047
41433 PERSONAL PROPERTY - RP	30,350	30,350	33,310	0
41440 BUSINESS	99,731	99,731	95,054	0
48430 PERSONAL PROPERTY - GIL	200,340	200,340	219,880	0
48500 TAX REVENUES FEDERAL GOVT	361,247	361,247	395,088	0
48510 TAX REVENUES PROVINCIAL GOVT	1,892,158	1,892,158	2,067,443	0
Property Taxes Total	47,246,544	47,246,544	52,157,492	58,180,047
Total Revenues	48,998,544	48,557,559	53,509,492	59,532,047
Expenditures				
Grants and Contributions				
55442 TAX CREDITS	142,011	133,292	127,339	133,071
55450 RM OF CORNWALLIS	156	156	0	0
Grants and Contributions Total	142,167	133,448	127,339	133,071
Other Expense				
59216 DISCOUNT	78,861	62,662	79,995	80,000
Other Expense Total	78,861	62,662	79,995	80,000
Reserve Appropriation				
58548 TAX RESERVE	20,639	20,639	9,965	0
Reserve Appropriation Total	20,639	20,639	9,965	0
Total Expenditures	241,667	216,749	217,299	213,071
Net Total	48,756,877	48,340,810	53,292,193	59,318,976
Percentage Change			9.30%	



Costing Center Budget Summary

Costing Center: FIRST NATION URBAN DEVELOPMENT AREA

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Other Income				
41499 GENERAL SERVICE CHARGE	23,786	23,786	24,110	24,833
Other Income Total	23,786	23,786	24,110	24,833
Total Revenues	23,786	23,786	24,110	24,833
Net Total	23,786	23,786	24,110	24,833
Percentage Change			1.36%	



Costing Center Budget Summary

Costing Center: UNCONDITIONAL GRANT REVENUES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Unconditional Government Transfers				
43540 PROV'L MUNICIPAL OPERATING	8,929,273	13,162,410	13,162,411	13,162,411
Unconditional Government Transfers Total	8,929,273	13,162,410	13,162,411	13,162,411
Total Revenues	8,929,273	13,162,410	13,162,411	13,162,411
Net Total	8,929,273	13,162,410	13,162,411	13,162,411
Percentage Change			47.41%	



GRANTS

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

Overview

Current long-term agreements include a tax credit grant, equivalent to municipal taxes levied on the ACC Culinary Arts Building, Green House and Trades Centre located at the North Hill campus. This tax credit started in 2007 with the passing of By-Law No. 6893. It is for a duration of 25 years, ending in 2031 or a maximum of \$20,290,000.

Community grants include Central Council of Community Centres grant, Simplot Millenium Park, Regional Library per capita levy & security grant, Daly House Museum, Art Gallery of SW Manitoba rent subsidy, and the Grants Review Committee's service organizations & cultural/performance grants.

Through a MOA, the Centennial Auditorium receives a grant equivalent to 50% of the operating deficit and a grant for infrastructure and operational improvements at the facility.

The Keystone Centre includes an operating and capital grant, a tax credit equivalent to the municipal taxes paid by Canad Inns, and debt servicing costs for roof repair projects. Accommodation Tax is used to offset a portion of the capital grant.



GRANTS

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

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
2410 - GRANTS-LONG TERM AGREEMENTS	(290,810)	(273,937)	(260,599)
2436 - COMMUNITY GRANTS	(1,551,006)	(1,452,725)	(1,504,210)
2455 - KEYSTONE CENTRE GRANT	(1,287,052)	(1,279,590)	(1,273,691)
0320 - CENTENNIAL AUDITORIUM	(216,053)	(224,574)	(194,574)
TOTAL	(3,334,921)	(3,230,826)	(3,233,074)

Budget Analysis

Within Community Grants costing center, the Grant's Review Committee's grant recommendations for service organizations & cultural/performance grants have been included in the budget . The library per capita levy has increased to \$13.55 and the rent subsidy has been eliminated. A grant in the amount of \$58,000 for security a the Western Manitoba Regional Library Town Centre location is also included. In accordance with the MOU, funding for the Multicultural Festival has been restored. During the 2023 budget deliberations \$80,000 was added for the Brandon General Museum and Archives, and \$20,000 each for the Ashley Neufeld Softball Complex and Andrew's Field.

The ACC tax credit increase is a result of increased assessment of the property value, in combination with the estimated municipal mill rate.

The Centennial Auditorium operating grant is based on their 2024 operating budget. The grant is based on 50% of the budgeted revenue shortfall. The reserve appropriation is also included, in accordance with the MOU.

Keystone funding includes:

- \$375,000 for operating costs
- An annual grant in an amount equal to the municipal taxes collected from Canad Inns - Brandon Ltd. in respect of the operations on the Keystone Centre lands.
- Annual debenture principal and interest payments for the City's contribution to:
 - Roof repairs – Expires in 2026 (debt servicing decreased in 2024 as a result of Memorial Cup Upgrades debt that retired in 2023)
- Capital grant \$1,368,127, \$862,806 of which is offset from a transfer from reserve.

Through budget deliberations grants were also added to Brandon Downtown Biz, Commonwealth Air Training Plan Museum, Riverbank Inc, and Westman Multicultural Festival.



Costing Center Budget Summary

Costing Center: GRANTS-LONG TERM AGREEMENTS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Grants and Contributions				
55302 ASSINIBOINE COMMUNITY COLLEGE	273,937	260,599	290,810	296,626
Grants and Contributions Total	273,937	260,599	290,810	296,626
Total Expenditures	273,937	260,599	290,810	296,626
Net Total	(273,937)	(260,599)	(290,810)	(296,626)
Percentage Change			6.16%	



Costing Center Budget Summary

Costing Center: COMMUNITY GRANTS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Grants and Contributions				
55024 OTHER GRANTS	60,000	60,000	185,000	40,000
55024R OTHER GRANTS (RES FUNDED)	0	171,000	50,000	0
55405 COMMUNITY CENTRE ASSISTANCE	60,000	60,000	60,000	60,000
55449 CULTURAL/PERFORMANCE GRANTS	35,250	20,250	61,000	44,000
55451 SERVICE ORGANIZATIONS GRANTS	170,603	198,603	142,000	142,000
55458 REGIONAL LIBRARY	761,637	800,122	732,766	674,766
55464 MUSEUMS	115,000	115,000	115,000	115,000
55477 ART GALLERY OF SW MANITOBA	250,235	250,235	255,240	255,240
Grants and Contributions Total	1,452,725	1,675,210	1,601,006	1,331,006
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	0	(171,000)	(50,000)	0
Transfers from Reserves Total	0	(171,000)	(50,000)	0
Total Expenditures	1,452,725	1,504,210	1,551,006	1,331,006
Net Total	(1,452,725)	(1,504,210)	(1,551,006)	(1,331,006)
Percentage Change			6.77%	



Costing Center Budget Summary

Costing Center: KEYSTONE CENTRE GRANT

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	602,377	602,377	254,511	262,146
57439 DEBENTURE INTEREST	53,563	53,563	23,600	15,965
Debenture Debt Servicing Costs Total	655,940	655,940	278,111	278,111
Grants and Contributions				
55024 OTHER GRANTS	502,492	502,492	880,321	880,321
55024R OTHER GRANTS (RES FUNDED)	500,000	500,000	862,806	862,806
55442 TAX CREDITS	121,158	115,259	128,620	131,193
Grants and Contributions Total	1,123,650	1,117,751	1,871,747	1,874,320
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	(500,000)	(500,000)	(862,806)	(862,806)
Transfers from Reserves Total	(500,000)	(500,000)	(862,806)	(862,806)
Total Expenditures	1,279,590	1,273,691	1,287,052	1,289,625
Net Total	(1,279,590)	(1,273,691)	(1,287,052)	(1,289,625)
Percentage Change			0.58%	



Costing Center Budget Summary

Costing Center: CENTENNIAL AUDITORIUM

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Grants and Contributions				
55024 OTHER GRANTS	199,574	169,574	191,053	196,602
55024R OTHER GRANTS (RES FUNDED)	0	17,894	0	0
Grants and Contributions Total	199,574	187,468	191,053	196,602
Reserve Appropriation				
58524 CENTENNIAL AUDITORIUM B/L 4647	25,000	25,000	25,000	25,000
Reserve Appropriation Total	25,000	25,000	25,000	25,000
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	0	(17,894)	0	0
Transfers from Reserves Total	0	(17,894)	0	0
Total Expenditures	224,574	194,574	216,053	221,602
Net Total	(224,574)	(194,574)	(216,053)	(221,602)
Percentage Change			(3.79%)	



HUMAN RESOURCES

Budget Manager: Cory Schermann, General Manager of Corporate Services

Overview

The Human Resources Department budget includes funds for staffing, general office, recruitment, labour relations, safety, payroll, compensation & benefits, pension plans, and training & development.

Collective bargaining agreements:

- ATU (Transit) Collective Agreement expires on December 31, 2024
- Brandon Police Association Collective Agreement expires December 31, 2025
- CUPE Collective Agreement has been negotiated, which expires on December 31, 2023
- E911/Police Operator - Dispatcher Division Collective Agreement expires December 31, 2023
- Firefighters'/Paramedics' Association Collective Agreement expires December 31, 2024

Objectives

The corporate commitment to human resources continues to ensure that initiatives in staff development and corporate initiatives are carried through. These include strategic initiatives such as Human Resource Planning, Vacancy Management, Representative workforce, Attendance Support, Employee Engagement and an active Return to Work program, each being driven or monitored by department staff in line with our culture of Serving & Building Community and in support of City Council's Strategic direction. We also continue to work to meet legislative requirements in regards to Accessibility.

Staffing and recruitment within the organization continues to be very active and challenging as a result of a steady rate of retirements, resignations, and a shortage of skilled labor. We are experiencing increased challenges in filling positions, along with an increase in mandatory skills / certifications required for those positions. 2024 will include the implementation of a new Payroll/Human Resources Information System within the department, which will require training for all departments, provided by HR.



HUMAN RESOURCES

Budget Manager: Cory Schermann, General Manager of Corporate Services

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
1401 - HUMAN RESOURCES	(1,720,064)	(1,490,087)	(1,401,824)
1402 - HEALTH & SAFETY	(307,539)	(303,514)	(267,410)
TOTAL	(2,027,602)	(1,793,601)	(1,669,234)

Budget Analysis

In 2023, an organizational restructure resulted in the GM of Corporate Services/CFO position being reallocated from a separate cost center to an allocation across the departments the GM is responsible for: Finance, Human Resources, Legislative Services and Innovation, Technology, and communications. The 2024 budget reflects the revised structure and costs. In addition, a new Corporate HR Officer position was added in 2023 to address the increasingly challenging tasks of recruiting and retaining talent.

In 2024 funds has been allocated for the consulting services of developing an employee retention strategy. The services will also include insights into employee engagement and comparisons to other municipalities compenation structures.

There is a decrease in CUPE labour relations costs based on an analysis of historical costs.



Costing Center Budget Summary

Costing Center: HUMAN RESOURCES

		2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures					
Benefits					
51002	EMPLOYEE APPRECIATION	12,000	12,000	12,000	12,000
51122	BOOT ALLOWANCE	0	0	122	122
51176	LONG SERVICE RECOGNITION & RETIREM	6,000	6,000	6,000	6,000
51179	COMPASSIONATE GIFTS	500	500	600	500
51285	MEDICALS	3,000	1,000	1,500	1,500
51294	MEDICALS-RECRUITMENT/STAFFING	6,000	1,000	6,000	6,000
51423	PENSION PLAN PRE MEBP	30,000	26,602	27,000	28,000
51709R	SEVERANCE PYMT EXP (RES FUNDED)	75,000	75,000	75,000	75,000
51710	RETIREMENT BENEFITS	239,000	218,102	239,000	240,000
Benefits Total		371,500	340,204	367,222	369,122
Contract Services					
52019	CONSULTING FEES	0	0	95,000	0
52069	PRINTING COSTS	1,000	500	1,000	1,000
52070	METRICS	0	0	5,000	0
52239	TESTING-RECRUITMENT/STAFFING	15,000	13,000	18,000	18,000
59242	SALARY SURVEYS	5,000	5,000	5,000	0
Contract Services Total		21,000	18,500	124,000	19,000
Equipment Purchases					
54410	EQUIPMENT PURCHASES	3,500	3,500	3,000	3,500
Equipment Purchases Total		3,500	3,500	3,000	3,500
Materials and Supplies					
54099	PARTS AND MATERIALS	5,000	6,000	3,000	5,000
Materials and Supplies Total		5,000	6,000	3,000	5,000
Other Expense					
59007	ADVERTISING-RECRUIT/STAFFING	10,000	6,000	8,000	8,000
59023	SYMPOSIUMS	1,000	1,000	1,000	1,000
59048	LUNCHEONS	1,000	1,000	1,000	1,000
59059	MEMBERSHIP	2,500	2,500	2,050	2,500
59098	SUBSCRIPTIONS	4,450	4,450	4,450	4,450
59138	BUSINESS TRAVEL	600	1,600	800	0
59603	LABOUR RELATIONS-CUPE	50,000	20,000	30,000	30,000
59604	LABOUR RELATIONS-E911	5,000	5,000	5,000	5,000
59605	LABOUR RELATIONS-FIRE	10,000	10,000	10,000	10,000
59606	LABOUR RELATIONS-OOS	5,000	5,000	5,000	5,000
59607	LABOUR RELATIONS-POLICE	5,000	5,000	5,000	5,000
59608	LABOUR RELATIONS-TRANSIT	5,000	2,000	5,000	5,000
Other Expense Total		99,550	63,550	77,300	76,950
Overtime					
51084	OVERTIME SALARIES	1,000	1,000	447	447
Overtime Total		1,000	1,000	447	447
Professional Development					
51141	PROFESSIONAL DEVELOPMENT	22,590	19,320	16,788	23,000
51145	CORP TRAINING & DEVELOPMENT	27,000	22,000	27,000	27,000
Professional Development Total		49,590	41,320	43,788	50,000



Costing Center Budget Summary

Costing Center: HUMAN RESOURCES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Salaries and Wages				
51083 REGULAR SALARIES	1,009,907	998,710	1,171,567	1,261,540
Salaries and Wages Total	1,009,907	998,710	1,171,567	1,261,540
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	(75,000)	(75,000)	(75,000)	(75,000)
Transfers from Reserves Total	(75,000)	(75,000)	(75,000)	(75,000)
Utilities				
53130 TELEPHONE	4,040	4,040	4,740	4,760
Utilities Total	4,040	4,040	4,740	4,760
Total Expenditures	1,490,087	1,401,824	1,720,064	1,715,319
Net Total	(1,490,087)	(1,401,824)	(1,720,064)	(1,715,319)
Percentage Change			15.43%	



Costing Center Budget Summary

Costing Center: HEALTH & SAFETY

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Benefits				
51071 EMPLOYEE WELLNESS PROGRAMS	1,500	1,500	1,500	1,500
51389 HEARING TESTS	8,000	7,000	6,000	6,000
Benefits Total	9,500	8,500	7,500	7,500
Contract Services				
52019 CONSULTING FEES	5,500	5,000	5,000	5,000
52297 CPR/FIRST AID TRAINING	8,000	8,000	6,000	6,000
Contract Services Total	13,500	13,000	11,000	11,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	500	500
Equipment Purchases Total	0	0	500	500
Materials and Supplies				
54099 PARTS AND MATERIALS	5,700	4,200	6,500	6,500
Materials and Supplies Total	5,700	4,200	6,500	6,500
Other Expense				
51182 SAFETY INITIATIVES	6,000	6,000	7,000	7,000
59059 MEMBERSHIP	1,265	1,265	1,265	1,265
59098 SUBSCRIPTIONS	1,350	1,152	1,350	1,350
59138 BUSINESS TRAVEL	1,440	1,540	1,440	1,440
Other Expense Total	10,055	9,957	11,055	11,055
Overtime				
51084 OVERTIME SALARIES	0	556	0	0
Overtime Total	0	556	0	0
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	7,500	4,000	5,500	5,500
Professional Development Total	7,500	4,000	5,500	5,500
Salaries and Wages				
51083 REGULAR SALARIES	255,869	225,807	263,349	272,859
Salaries and Wages Total	255,869	225,807	263,349	272,859
Utilities				
53130 TELEPHONE	1,390	1,390	2,135	2,200
Utilities Total	1,390	1,390	2,135	2,200
Total Expenditures	303,514	267,410	307,539	317,114
Net Total	(303,514)	(267,410)	(307,539)	(317,114)
Percentage Change			1.33%	



LEGISLATIVE SERVICES

Budget Manager: Renee Sigurdson, Director of Legislative Services

Overview

Legislative Services is comprised of the following sections: Clerks, Records, and Legal Services. Included are licensing revenues and administrative and operational costs of these sections.

The next general civic election will be held in October of 2026. The General Election will be held in conjunction with the Brandon School Board Election, whereby a portion of the costs of holding the election (30%) will be recovered from the Brandon School Division.

The Province of Manitoba provides assessment services to the City of Brandon and levies a fee for their services. Provisions are also included for the consideration of assessment appeals through the Board of Revision.

The City is required to provide an annual residence assistance contribution under the one tier system of income assistance. The one-tier system began in 2004/2005. At that time the Province calculated the City's contribution to the system. The contribution has remained static ever since.

Objectives

Clerks provides advisory and administrative support required by the legislative and administrative functions of City Council and its various standing or special committees. It is also responsible for the preparation of by-laws and policies in consultation with the various City departments and as required by Provincial legislation.

Records maintains active and inactive records for the City, which includes administration of corporate electronic and archival records, and access and privacy provisions in accordance with legislative requirements.

The Legal Services section provides a full range of legal (excluding labour relations), licensing, and legislative support to the corporation through the preparation and management of by-laws, agreements, and other legal documents and ensuring compliance with relevant laws. The Manager of Legal Services acts as in-house counsel and manages all related contract services for the City, reviewing all legal documents including by-laws to ensure necessary provisions are included and statutory obligations are met and complied with.



LEGISLATIVE SERVICES

Budget Manager: Renee Sigurdson, Director of Legislative Services

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
0011 - RECORDS SERVICES	(342,817)	(325,642)	(290,838)
0037 - PROPERTY ASSESSMENT	(740,563)	(734,620)	(734,634)
1442 - RESIDENT ASSISTANCE	(267,032)	(267,032)	(267,032)
2087 - LEGAL SERVICES	(248,778)	(243,814)	(166,696)
2090 - CLERKS	(479,330)	(399,072)	(390,686)
2452 - LICENSING	1,289,443	1,219,898	1,229,835
2456 - ELECTION COSTS	(15,000)	(15,000)	(15,000)
TOTAL	(804,077)	(765,282)	(635,050)

Budget Analysis

With 2023 not being an election year, the election costing center contains only the annual appropriation to save for the next election.

The Mobile Home By-law requires payment of fees based on the mobile unit's size, age and if accessory buildings exist. As mobile units age, the fees decrease. Park owners report unit inventory which are audited by the City's By-law Compliance Clerk. Mobile home fees increase annually by a percentage as determined by the Consumer Price Index (CPI) Winnipeg, set at 7.8% for 2024 and estimated at 3.0% for 2025.

There is a significant increase in Clerks revenue from marriage licenses issued and ceremonies conducted for 2024, in line with 2023 actuals.

Contract Services have seen an increase based on the new shredding contract for the City. The budget, included in the Records Services cost centre, covers shredding for the entire corporation.

A Grant Writer position was added in the 2024 budget deliberation after the need to enhance grant revenue development was identified.



Costing Center Budget Summary

Costing Center: RECORDS SERVICES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52081 EXTERNAL EQUIPMENT RENTAL	2,360	4,974	9,894	9,894
52252 DELIVERY - IN CITY	16,821	16,821	16,990	0
Contract Services Total	19,181	21,795	26,884	9,894
Equipment Purchases				
54410 EQUIPMENT PURCHASES	725	0	0	0
Equipment Purchases Total	725	0	0	0
Materials and Supplies				
54068 POSTAGE	48,662	48,662	50,028	52,305
54099 PARTS AND MATERIALS	905	1,705	905	905
Materials and Supplies Total	49,567	50,367	50,933	53,210
Other Expense				
59059 MEMBERSHIP	1,430	1,220	1,430	1,430
59098 SUBSCRIPTIONS	185	0	185	185
Other Expense Total	1,615	1,220	1,615	1,615
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	6,356	3,056	4,942	6,450
Professional Development Total	6,356	3,056	4,942	6,450
Salaries and Wages				
51083 REGULAR SALARIES	247,533	213,735	257,761	265,182
Salaries and Wages Total	247,533	213,735	257,761	265,182
Utilities				
53130 TELEPHONE	665	665	683	683
Utilities Total	665	665	683	683
Total Expenditures	325,642	290,838	342,817	337,034
Net Total	(325,642)	(290,838)	(342,817)	(337,034)
Percentage Change			5.27%	



Costing Center Budget Summary

Costing Center: PROPERTY ASSESSMENT

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
User Fees				
42999 REVENUE	1,750	0	3,000	1,500
User Fees Total	1,750	0	3,000	1,500
Total Revenues	1,750	0	3,000	1,500
Expenditures				
Contract Services				
52015 CONTRACTS	733,520	733,520	738,333	738,333
52421 BOARD OF REVISION	2,850	1,114	5,230	2,850
Contract Services Total	736,370	734,634	743,563	741,183
Total Expenditures	736,370	734,634	743,563	741,183
Net Total	(734,620)	(734,634)	(740,563)	(739,683)
Percentage Change			0.81%	



Costing Center Budget Summary

Costing Center: *RESIDENT ASSISTANCE*

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52211 WELFARE	267,032	267,032	267,032	267,032
Contract Services Total	267,032	267,032	267,032	267,032
Total Expenditures	267,032	267,032	267,032	267,032
Net Total	(267,032)	(267,032)	(267,032)	(267,032)
Percentage Change			0.00%	



Costing Center Budget Summary

Costing Center: LEGAL SERVICES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
User Fees				
42999 REVENUE	6,000	4,623	4,000	5,000
User Fees Total	6,000	4,623	4,000	5,000
Total Revenues	6,000	4,623	4,000	5,000
Expenditures				
Contract Services				
52072 LEGAL FEES	35,000	65,000	35,000	40,000
Contract Services Total	35,000	65,000	35,000	40,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	500	0	0	0
Equipment Purchases Total	500	0	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	740	74	725	775
Materials and Supplies Total	740	74	725	775
Other Expense				
59048 LUNCHEONS	70	0	80	80
59059 MEMBERSHIP	3,465	1,227	3,345	3,295
Other Expense Total	3,535	1,227	3,425	3,375
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	5,085	2,359	3,478	4,435
Professional Development Total	5,085	2,359	3,478	4,435
Salaries and Wages				
51083 REGULAR SALARIES	204,332	102,309	209,786	218,028
Salaries and Wages Total	204,332	102,309	209,786	218,028
Utilities				
53130 TELEPHONE	622	350	364	364
Utilities Total	622	350	364	364
Total Expenditures	249,814	171,319	252,778	266,977
Net Total	(243,814)	(166,696)	(248,778)	(261,977)
Percentage Change			2.04%	



Costing Center Budget Summary

Costing Center: CLERKS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
User Fees				
42999 REVENUE	19,308	29,638	29,472	29,500
User Fees Total	19,308	29,638	29,472	29,500
Total Revenues	19,308	29,638	29,472	29,500
Expenditures				
Contract Services				
52015 CONTRACTS	405	405	405	435
52069 PRINTING COSTS	750	800	1,050	1,050
52759 SECURITY	135	285	300	300
Contract Services Total	1,290	1,490	1,755	1,785
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	2,400	0
Equipment Purchases Total	0	0	2,400	0
Materials and Supplies				
54099 PARTS AND MATERIALS	11,197	14,397	18,397	18,397
Materials and Supplies Total	11,197	14,397	18,397	18,397
Other Expense				
59048 LUNCHEONS	285	285	330	330
59059 MEMBERSHIP	1,750	1,750	2,320	2,270
59098 SUBSCRIPTIONS	200	180	200	200
59138 BUSINESS TRAVEL	520	1,400	520	520
Other Expense Total	2,755	3,615	3,370	3,320
Overtime				
51084 OVERTIME SALARIES	6,500	13,000	11,635	13,135
Overtime Total	6,500	13,000	11,635	13,135
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	10,948	8,728	8,530	10,559
Professional Development Total	10,948	8,728	8,530	10,559
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				
51083 REGULAR SALARIES	381,563	373,791	457,411	517,526
Salaries and Wages Total	381,563	373,791	457,411	517,526
Utilities				
53130 TELEPHONE	1,127	2,303	2,304	1,204
Utilities Total	1,127	2,303	2,304	1,204
Total Expenditures	418,380	420,324	508,802	568,926
Net Total	(399,072)	(390,686)	(479,330)	(539,426)
Percentage Change			20.11%	



Costing Center Budget Summary

Costing Center: LICENSING

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Other Income				
45999 REVENUE	7,500	7,500	7,761	0
Other Income Total	7,500	7,500	7,761	0
Permits, Licenses and Fines				
45672 AUTO LIVERY	28,945	38,558	30,415	30,415
45682 HOME DEALER	93,428	97,428	93,508	93,508
45686 RESTAURANT	4,800	5,960	5,080	5,300
45690 TRANSIENT BUSINESS	97,030	92,030	92,310	92,310
45694 VENDING MACHINE	250	50	50	50
45696 DERELICT VEHICLE	150	150	200	200
45700 ANIMAL LICENSES	11,985	11,985	12,499	12,499
45710 MOBILE HOME	1,040,406	1,040,406	1,114,377	1,140,247
45715 TRADE SHOW	2,100	2,100	2,100	2,100
Permits, Licenses and Fines Total	1,279,093	1,288,666	1,350,539	1,376,629
Total Revenues	1,286,593	1,296,166	1,358,300	1,376,629
Expenditures				
Contract Services				
52069 PRINTING COSTS	1,410	1,410	1,410	1,410
Contract Services Total	1,410	1,410	1,410	1,410
Materials and Supplies				
54099 PARTS AND MATERIALS	790	926	850	850
Materials and Supplies Total	790	926	850	850
Overtime				
51084 OVERTIME SALARIES	150	0	134	134
Overtime Total	150	0	134	134
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	350	0	500	500
Professional Development Total	350	0	500	500
Salaries and Wages				
51083 REGULAR SALARIES	63,940	63,940	65,902	67,863
Salaries and Wages Total	63,940	63,940	65,902	67,863
Utilities				
53130 TELEPHONE	55	55	61	61
Utilities Total	55	55	61	61
Total Expenditures	66,695	66,331	68,857	70,818
Net Total	1,219,898	1,229,835	1,289,443	1,305,811
Percentage Change			5.70%	



Costing Center Budget Summary

Costing Center: *ELECTION COSTS*

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Reserve Appropriation				
58543 ELECTIONS B/L 5760	15,000	15,000	15,000	15,000
Reserve Appropriation Total	15,000	15,000	15,000	15,000
Total Expenditures	15,000	15,000	15,000	15,000
Net Total	(15,000)	(15,000)	(15,000)	(15,000)
Percentage Change			0.00%	



INDIGENOUS RELATIONS

Budget Manager: Renee Sigurdson, Director of Legislative Services

Overview

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

The current coalition funding agreement with the Federal Department of Indian Affairs and Northern Development for the delivery of urban programming and services for Indigenous Peoples, including the funding of the Aboriginal Relations Coordinator position, expires on March 31, 2022. A new 10 year funding agreement with Indigenous Services Canada is pending.

Objectives

The following strategic priorities have been identified by BUAPC:

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

INDIGENOUS RELATIONS

Budget Manager: Renee Sigurdson, Director of Legislative Services

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
2088 - INDIGENOUS RELATIONS	(25,000)	(28,000)	(27,600)
TOTAL	(25,000)	(28,000)	(27,600)

Budget Analysis

A commitment from the City of Brandon is necessary to deliver the programs and initiatives required to address issues of concern to Indigenous people. Funding is required to develop programming to address those initiatives and to recognize National Indigenous Peoples Day and the National Day for Truth and Reconciliation. Included in the budget is \$20,000 for Truth and Reconciliation week. Contributions from other levels of government and the community toward Truth and Reconciliation week are also recorded through this department.

In 2023, \$8,000 was included through budget deliberations for a corporate initiative to address Truth and Reconciliation and treaty training. This line has been reduced to \$5,000 for 2024.



Costing Center Budget Summary

Costing Center: INDIGENOUS RELATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	0	22,500	0	0
44500 FEDERAL GOV'T	119,545	127,795	100,413	100,413
Conditional Government Transfers Total	119,545	150,295	100,413	100,413
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	10,000	20,400	27,000	27,000
Income from Enterprises Total	10,000	20,400	27,000	27,000
Total Revenues	129,545	170,695	127,413	127,413
Expenditures				
Contract Services				
52015 CONTRACTS	5,000	7,000	7,000	7,000
52069 PRINTING COSTS	650	250	650	650
Contract Services Total	5,650	7,250	7,650	7,650
Materials and Supplies				
54099 PARTS AND MATERIALS	3,200	3,200	3,200	3,200
Materials and Supplies Total	3,200	3,200	3,200	3,200
Other Expense				
59003 ADVERTISING	756	256	500	500
59048 LUNCHEONS	500	500	500	500
59059 MEMBERSHIP	350	350	350	350
59138 BUSINESS TRAVEL	1,500	1,500	600	600
59241 SPECIAL PROGRAMS	5,000	4,200	5,000	5,000
59243 TRUTH & RECONCILIATION	30,000	63,400	47,000	47,000
Other Expense Total	38,106	70,206	53,950	53,950
Overtime				
51084 OVERTIME SALARIES	2,000	0	2,000	2,000
Overtime Total	2,000	0	2,000	2,000
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	3,700	635	3,700	3,700
51145 CORP TRAINING & DEVELOPMENT	8,000	9,066	5,000	0
Professional Development Total	11,700	9,700	8,700	3,700
Salaries and Wages				
51026 INDEMNITY & HONORARIUM	500	750	1,000	1,000
51083 REGULAR SALARIES	95,885	106,685	75,409	75,409
Salaries and Wages Total	96,385	107,435	76,409	76,409
Utilities				
53130 TELEPHONE	504	504	504	504
Utilities Total	504	504	504	504
Total Expenditures	157,545	198,295	152,413	147,413
Net Total	(28,000)	(27,600)	(25,000)	(20,000)
Percentage Change			(10.71%)	



COUNCIL

Budget Manager: Renee Sigurdson, Director of Legislative Services

Overview

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

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

Objectives

Council's core authorities and responsibilities are defined by the Municipal Act of Manitoba. A council is responsible for developing and evaluating the policies and programs of the municipality, for ensuring that the powers, duties and functions of the municipality are appropriately carried out; and for carrying out the powers, duties and functions expressly given to the council under the Municipal Act or any other Act.

Council's Strategic Plan outlines vision and priorities for the City and supports decision making for future initiatives, projects, as well as to plan and guide

COUNCIL

Budget Manager: Renee Sigurdson, Director of Legislative Services

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
2431 - COUNCIL	(601,861)	(529,178)	(538,525)
TOTAL	(601,861)	(529,178)	(538,525)

Budget Analysis

Council expenses and indemnities are increased annually by a percentage equal to the increase in the Consumer Price Index (CPI) for Manitoba. A retirement during the Covid-19 pandemic resulted in the elimination of one of the two Executive Assistant positions in the Mayor and City Manager's Offices. As a result, the single position was shared between the two offices. In 2024, this position will be reinstated to ensure that both offices receive the proper administrative resources to address increasing heavier workloads. The position is split between the City Manager and Council departments.

The Council budget also contains funds for the following items in 2024 that are typically not included and then added through Council budget deliberations:

- Poverty Committee
- Age Friendly Committee (was funded through a transfer from reserve in 2023)

In 2024, the microphones will be replaced in the Council Chambers to improve the quality of sound both in person and for online streaming.



Costing Center Budget Summary

Costing Center: COUNCIL

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Benefits				
51010 MISC EMPLOYEE ALLOWANCE	4,500	4,500	4,500	4,500
51159 MAX COUNCIL PER DIEM	7,262	9,500	7,262	7,262
51187 RRSP CONTRIBUTION	6,732	6,732	6,732	6,732
Benefits Total	18,494	20,732	18,494	18,494
Contract Services				
52019 CONSULTING FEES	0	455	0	0
52028 GENERAL INSURANCE	722	722	933	1,027
52759 SECURITY	2,594	2,594	2,530	2,530
Contract Services Total	3,316	3,771	3,463	3,557
Equipment Purchases				
54410R EQUIPMENT PURCHASES (RES FUNDED)	37,819	33,714	5,300	0
Equipment Purchases Total	37,819	33,714	5,300	0
Grants and Contributions				
55167 PUBLIC RELATIONS	5,000	6,000	7,000	7,000
55462 ECKHARDT-GRAMATTE	1,000	0	1,000	1,000
Grants and Contributions Total	6,000	6,000	8,000	8,000
Materials and Supplies				
54099 PARTS AND MATERIALS	3,758	4,158	4,355	4,355
Materials and Supplies Total	3,758	4,158	4,355	4,355
Other Expense				
59003 ADVERTISING	3,150	5,150	3,500	3,500
59048 LUNCHEONS	6,500	6,500	6,500	6,500
59138 BUSINESS TRAVEL	1,040	4,740	4,500	4,500
59158 MAX COUNCIL EXPENSES	4,305	4,305	4,500	4,500
59164 FED OF CANADIAN MUNICIPALITIES	10,875	11,947	12,366	12,798
59183 GOOD ROADS MEMBERSHIP	200	200	200	200
59195 AGE FRIENDLY COMMITTEE	16,000	4,800	11,000	11,000
59196 ASSOCIATION OF MB MUNICIPALITIES	4,200	4,450	4,500	4,500
59197 BDN CHAMBER OF COMMERCE	1,375	1,523	1,390	1,418
59198 POVERTY COMMITTEE	0	0	10,000	10,000
59198R POVERTY COMMITTEE (RES FUNDED)	20,000	20,000	0	0
59901 COUNCIL RETREATS	0	2,498	0	0
Other Expense Total	67,645	66,113	58,456	58,916
Overtime				
51084 OVERTIME SALARIES	500	500	447	447
Overtime Total	500	500	447	447
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	16,563	13,149	18,323	0
Professional Development Total	16,563	13,149	18,323	0
Salaries and Wages				
51026 INDEMNITY & HONORARIUM	12,310	12,310	12,990	12,310
51083 REGULAR SALARIES	419,973	431,173	476,701	490,314
Salaries and Wages Total	432,283	443,483	489,691	502,624



Costing Center Budget Summary

Costing Center: COUNCIL

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	(57,819)	(53,714)	(5,300)	0
Transfers from Reserves Total	(57,819)	(53,714)	(5,300)	0
Utilities				
53130 TELEPHONE	619	619	632	632
Utilities Total	619	619	632	632
Total Expenditures	529,178	538,525	601,861	597,024
Net Total	(529,178)	(538,525)	(601,861)	(597,024)
Percentage Change			13.74%	



BUSINESS & INFRASTRUCTURE PLANNING

Budget Manager:

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
0120 - BUSINESS & INFRASTRUCTURE PLANNING	-	(152,721)	(145,413)
TOTAL	-	(152,721)	(145,413)

Budget Analysis

In 2023, an organizational restructure resulted in the GM of Corporate Services/CFO position being reallocated from a separate cost center to an allocation across the departments the GM is responsible for: Finance, Human Resources, Legislative Services and Innovation, Technology, and communications. The 2024 budget reflects the revised structure and costs in those departments.



Costing Center Budget Summary

Costing Center: BUSINESS & INFRASTRUCTURE PLANNING

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	0	57,800	0	0
52020 PROFESSIONAL FEES	0	4,050	0	0
Contract Services Total	0	61,850	0	0
Other Expense				
59003 ADVERTISING	0	1,037	0	0
59048 LUNCHEONS	300	300	0	0
59059 MEMBERSHIP	1,325	0	0	0
59138 BUSINESS TRAVEL	320	920	0	0
Other Expense Total	1,945	2,257	0	0
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	748	0	0	0
Professional Development Total	748	0	0	0
Salaries and Wages				
51083 REGULAR SALARIES	149,529	80,029	0	0
Salaries and Wages Total	149,529	80,029	0	0
Utilities				
53130 TELEPHONE	499	1,277	0	0
Utilities Total	499	1,277	0	0
Total Expenditures	152,721	145,413	0	0
Net Total	(152,721)	(145,413)	0	0
Percentage Change			(100.00%)	



INFORMATION TECHNOLOGY

Budget Manager: Todd Burton, Director of Innovation, Technology & Communications

Overview

Information Technology captures the administrative and operational costs associated with the Information Technology section of the Innovation, Technology, and Communications Department.

Corporate Communications covers the salary and general operating expenses for the Corporate Communications section of the Innovation, Technology, and Communications department.

Objectives

The Information Technology Section of the Innovation, Technology, and Communications Department looks after all software packages for the city.

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

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

The section strives to maintain a current IT infrastructure that can be effectively leveraged to assist the city in providing cost effective services. Technology is critical in ensuring the needs of the citizens of Brandon are met.

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

The rapid increased requirement for remote working as well as video conferencing becoming the norm rather than the exception, the corporation has seen a large charge in the work requirements of computer equipment. This is resulting in an increased requirement for laptops and tablets which are more expensive than desktop computers and this is driving up the cost of computer equipment purchases.

Corporate Communications is responsible for the planning, development, implementation & coordination of internal and external communication and public relations strategies and activities for the City of Brandon.



INFORMATION TECHNOLOGY

Budget Manager: Todd Burton, Director of Innovation, Technology & Communications

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
0031 - INFORMATION TECHNOLOGY	(3,443,849)	(3,277,925)	(3,149,181)
2089 - CORPORATE COMMUNICATIONS	(109,781)	(107,406)	(105,304)
TOTAL	(3,553,630)	(3,385,331)	(3,254,484)

Budget Analysis

A significant influence on the 2024 budget is the increases in software licensing and maintenance. The largest portions of the increase stems from the the new HR/Payroll software implementation planned for 2024, GIS Mapping software, and the City's financial ERP software.



Costing Center Budget Summary

Costing Center: INFORMATION TECHNOLOGY

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Other Income				
42988 MISCELLANEOUS REVENUE	1,000	1,000	1,000	0
Other Income Total	1,000	1,000	1,000	0
Total Revenues	1,000	1,000	1,000	0
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	0	220	0	0
Benefits Total	0	220	0	0
Contract Services				
52019 CONSULTING FEES	30,000	30,000	22,000	22,000
52028 GENERAL INSURANCE	1,344	1,344	1,554	1,709
52029 LIABILITY INSURANCE	5,676	5,676	6,734	7,407
52054 MAINT OF EQUIP EXT	25,000	22,000	25,000	25,000
52292 SOFTWARE LICENSES & MTNCE	1,074,261	1,074,261	1,130,212	1,418,000
52305 CONTRACTED COMPUTER MAINT.	361,500	361,500	390,000	400,000
Contract Services Total	1,497,781	1,494,781	1,575,499	1,874,116
Equipment Purchases				
54410 EQUIPMENT PURCHASES	165,200	165,200	165,200	165,200
54411 NETWORK EQUIPMENT	39,000	39,000	39,000	40,000
Equipment Purchases Total	204,200	204,200	204,200	205,200
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	3,600	3,600	3,100	3,166
59993 EQUIPMENT CAPITAL CONTRIBUTION	3,566	3,566	5,510	5,510
Fleet Expense Total	7,166	7,166	8,610	8,676
Fuel				
54103 GASOLINE (VEHICLE)	900	900	855	900
Fuel Total	900	900	855	900
Materials and Supplies				
54118 OFFICE SUPPLIES	4,600	4,600	4,600	4,600
Materials and Supplies Total	4,600	4,600	4,600	4,600
Other Expense				
59048 LUNCHEONS	500	500	500	500
59059 MEMBERSHIP	500	380	500	500
59138 BUSINESS TRAVEL	2,000	1,000	2,000	2,000
Other Expense Total	3,000	1,880	3,000	3,000
Overtime				
51084 OVERTIME SALARIES	30,000	30,000	26,850	26,850
Overtime Total	30,000	30,000	26,850	26,850
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	35,500	20,500	31,571	35,500
Professional Development Total	35,500	20,500	31,571	35,500
Reserve Appropriation				
58539 TECHNOLOGY RESERVE B/L 7162	210,000	210,000	210,000	210,000
Reserve Appropriation Total	210,000	210,000	210,000	210,000



Costing Center Budget Summary

Costing Center: INFORMATION TECHNOLOGY

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Salaries and Wages				
51083 REGULAR SALARIES	1,279,454	1,176,790	1,374,170	1,414,441
Salaries and Wages Total	1,279,454	1,176,790	1,374,170	1,414,441
Transfers to/from Internal Accounts				
59334 INTERNAL CHARGES	(18,000)	(18,000)	(18,000)	(18,000)
Transfers to/from Internal Accounts Total	(18,000)	(18,000)	(18,000)	(18,000)
Utilities				
53130 TELEPHONE	8,349	1,169	7,519	10,000
59134 DATA COMMUNICATIONS	15,975	15,975	15,975	16,000
Utilities Total	24,324	17,144	23,494	26,000
Total Expenditures	3,278,925	3,150,181	3,444,849	3,791,283
Net Total	(3,277,925)	(3,149,181)	(3,443,849)	(3,791,283)
Percentage Change			5.06%	



Costing Center Budget Summary

Costing Center: CORPORATE COMMUNICATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52069 PRINTING COSTS	100	100	100	0
Contract Services Total	100	100	100	0
Materials and Supplies				
54099 PARTS AND MATERIALS	0	20	0	0
Materials and Supplies Total	0	20	0	0
Other Expense				
59003 ADVERTISING	1,000	380	1,000	1,000
59048 LUNCHEONS	200	200	200	400
59059 MEMBERSHIP	355	160	355	355
59098 SUBSCRIPTIONS	200	200	200	200
Other Expense Total	1,755	940	1,755	1,955
Overtime				
51084 OVERTIME SALARIES	2,100	2,700	1,879	1,979
Overtime Total	2,100	2,700	1,879	1,979
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	3,680	3,680	3,680	7,200
Professional Development Total	3,680	3,680	3,680	7,200
Salaries and Wages				
51083 REGULAR SALARIES	99,271	97,424	102,070	107,437
Salaries and Wages Total	99,271	97,424	102,070	107,437
Utilities				
53130 TELEPHONE	500	440	297	2,000
Utilities Total	500	440	297	2,000
Total Expenditures	107,406	105,304	109,781	120,571
Net Total	(107,406)	(105,304)	(109,781)	(120,571)
Percentage Change			2.21%	



ENGINEERING SERVICES

Budget Manager: Mark Allard, General Manager of Development Services

Overview

The cost center captures costs associated with Engineering Services including municipal infrastructure planning, design, tender and contract administration. Engineering Services also undertakes asset management of linear infrastructure related to transportation, land drainage, water distribution and waste water collection.

The department is also tasked with the review and approval of land development proposals including the writing and administration of land development agreements.

Objectives

Engineering Services has several capital projects to deliver including the Outdoor Sports Field Complex, Southeast Drainage Project and Phase 1 of the Southwest lift station. These are in addition to annual rehabilitation projects for linear municipal infrastructure.

Other focuses are on the completion of the Drainage Levy, Development Charge Rate Review and the further development of Asset Management plans for within Engineering Services and Operations that support a Corporate Asset Management Plan.



ENGINEERING SERVICES

Budget Manager: Mark Allard, General Manager of Development Services

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
0132 - ENGINEERING SERVICES	(2,735,762)	(2,250,253)	(2,087,940)
2481 - STREET PRESERVATION	(1,025,000)	(1,105,000)	(1,105,000)
2482 - SIDEWALK & CURB PROJECTS	(150,000)	(150,000)	(150,000)
3957 - GENERAL RECONSTRUCTION PROJECTS	(325,000)	(120,000)	-
TOTAL	(4,235,762)	(3,625,253)	(3,342,940)

Budget Analysis

2024 operating projects funded by general revenues include:

- Phase 2 of pictometry aerial photo update (phase 1 was funded by reserve)
- Traffic signal specification creation
- Cityworks improvements
- Stormwater and transportation benchmarking

2024 operating projects funded by transfers from reserves include:

- Asset management consulting and software configurations
- Backlane Lighting Program
- DCC Rate Study Review & By-Law update
- Land Drainage Modeling Update
- Solar Pathway Lighting Standard Specification Design

In the 2023 budget, routine annual software costs were funded through the reserve in order to reduce taxation. Generally it is advisable to use reserves to fund operating projects rather than routine operating expenses. In 2024, software costs will be funded through general revenues.

Included in this departmental budget is \$50,000 for Vision Zero Initiatives and \$20,000 for rapid relay flashing beacons for crosswalks. These items were previously budgeted through the 10-year capital plan but have been allocated into operating going forward.

Development cost charge modeling indicates a significant reduction in revenues which flows through to fund reserves.

Within the infrastructure costing centers, there is an increase in proposed infrastructure funding of \$125,000 to \$1,500,000. The infrastructure programs themselves are included in the capital budget. This amount is a contribution from general revenues towards those projects, supplementing the funding from reserves.



Costing Center Budget Summary

Costing Center: *ENGINEERING SERVICES*

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	246,000	246,000	246,000	246,000
44500R FEDERAL GOV'T (OFFSETTING)	2,868,465	2,918,465	2,868,465	2,868,465
Conditional Government Transfers Total	3,114,465	3,164,465	3,114,465	3,114,465
Income from Enterprises				
49392R PARKS RES CONTRIBUTION (OFFSETTING)	0	27,860	0	0
49395R DC TRANS NTWRK RES (OFFSETTING)	369,438	119,843	184,719	1,500,000
49396R DC DRAIN NTWRK RES (OFFSETTING)	52,156	16,981	26,078	1,000,000
Income from Enterprises Total	421,593	164,683	210,797	2,500,000
Other Income				
42988 MISCELLANEOUS REVENUE	0	748	0	0
45800R DRAINAGE LEVY	0	0	0	2,400,000
45999 REVENUE	0	87,000	0	0
Other Income Total	0	87,748	0	2,400,000
Permits, Licenses and Fines				
45001 DRIVEWAY APPROACH PERMIT	11,524	4,988	9,450	9,639
45002 CROSSING PERMITS	14,448	5,676	11,200	11,424
45251 LOT GRADING PERMITS	15,631	6,898	12,627	12,880
45679 MOVING PERMITS	126,000	126,000	126,000	126,000
Permits, Licenses and Fines Total	167,603	143,562	159,277	159,943
User Fees				
45004 LAND DEVELOPMENT REVIEW	1,715	1,024	1,715	1,715
45367 DEVELOPMENT AGREEMENTS	3,000	5,907	3,000	3,000
User Fees Total	4,715	6,931	4,715	4,715
Total Revenues	3,708,376	3,567,389	3,489,254	8,179,123
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	1,318	1,200	1,318	1,318
51123 PROTECTIVE CLOTHING	750	695	750	750
Benefits Total	2,068	1,895	2,068	2,068
Contract Services				
52015 CONTRACTS	4,643	3,343	7,143	7,143
52015R CONTRACTS (RES FUNDED)	25,000	10,000	15,000	15,000
52019 CONSULTING FEES	12,000	31,000	169,165	127,000
52019R CONSULTING FEES (RES FUNDED)	355,000	254,000	445,000	95,000
52028 GENERAL INSURANCE	2,676	2,676	5,597	6,157
52069 PRINTING COSTS	10,000	10,000	10,000	10,000
52292 SOFTWARE LICENSES & MTNCE	0	0	145,795	145,795
52292R SOFTWARE LIC & MTNCE (RES FUNDED)	137,275	128,194	0	0
Contract Services Total	546,594	439,213	797,700	406,095
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	269,542	269,542	277,629	710,447
57439 DEBENTURE INTEREST	82,149	82,149	74,063	909,484
Debenture Debt Servicing Costs Total	351,692	351,692	351,692	1,619,931



Costing Center Budget Summary

Costing Center: *ENGINEERING SERVICES*

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Equipment Purchases				
54410 EQUIPMENT PURCHASES	36,600	15,576	56,100	127,600
59036 SAFETY EQUIPMENT	0	55	0	0
Equipment Purchases Total	36,600	15,631	56,100	127,600
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	33,900	33,900	43,500	44,645
59993 EQUIPMENT CAPITAL CONTRIBUTION	44,615	44,615	61,070	63,189
Fleet Expense Total	78,515	78,515	104,570	107,834
Fuel				
54103 GASOLINE (VEHICLE)	18,000	20,000	23,658	24,900
Fuel Total	18,000	20,000	23,658	24,900
Materials and Supplies				
54099 PARTS AND MATERIALS	25,000	25,000	25,000	25,000
54118 OFFICE SUPPLIES	9,000	9,000	9,000	9,000
Materials and Supplies Total	34,000	34,000	34,000	34,000
Other Expense				
59003 ADVERTISING	0	225	0	0
59045 LIBRARY	1,500	2,710	3,345	3,345
59048 LUNCHEONS	2,120	2,500	2,120	2,120
59059 MEMBERSHIP	8,531	6,955	9,510	9,510
59098 SUBSCRIPTIONS	3,950	3,950	18,950	10,000
59138 BUSINESS TRAVEL	500	73	500	500
59240 VISION ZERO INITIATIVES	0	0	50,000	50,000
59241r SPECIAL PROGRAMS (RES FUNDED)	75,000	55,178	0	0
Other Expense Total	91,601	71,591	84,425	75,475
Overtime				
51084 OVERTIME SALARIES	4,000	4,000	3,580	3,580
Overtime Total	4,000	4,000	3,580	3,580
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	38,302	16,017	21,598	41,000
Professional Development Total	38,302	16,017	21,598	41,000
Reserve Appropriation				
58520 CAPITAL DEVELOPMENT B/L 4976	35,000	35,000	35,000	135,000
58522 STORM SEWERS B/L 3835	565,000	565,000	565,000	0
58522R STORM SEWERS (OFFSETTING)	0	0	100,000	2,400,000
58523 DIKING/FLOOD CONTROL B/L 4923	0	0	0	100,000
58537R PARKS RESERVE (OFFSETTING)	0	27,860	0	0
58559R GENERAL GAS TAX RES (OFFSETTING)	2,868,465	2,918,465	2,868,465	2,868,465
58562R DC TRANSPORT NETWORK (OFFSETTING)	369,438	119,843	184,719	1,500,000
58565R DC DRAINAGE NETWORK (OFFSETTING)	52,156	16,981	26,078	1,000,000
58569 ACTIVE TRANSPORTATION	0	0	0	100,000
58569R ACTIVE TRANSPORTATION (OFFSETTING)	570,445	570,445	525,753	0
Reserve Appropriation Total	4,460,503	4,253,593	4,305,015	8,103,465
Salaries and Wages				
51083 REGULAR SALARIES	1,438,942	1,372,167	1,510,959	1,574,392
Salaries and Wages Total	1,438,942	1,372,167	1,510,959	1,574,392



Costing Center Budget Summary

Costing Center: *ENGINEERING SERVICES*

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	(1,162,720)	(1,017,817)	(1,085,753)	(110,000)
Transfers from Reserves Total	(1,162,720)	(1,017,817)	(1,085,753)	(110,000)
Utilities				
53130 TELEPHONE	20,532	14,832	15,404	14,139
Utilities Total	20,532	14,832	15,404	14,139
Total Expenditures	5,958,629	5,655,329	6,225,016	12,024,478
Net Total	(2,250,253)	(2,087,940)	(2,735,762)	(3,845,355)
Percentage Change			21.58%	



Costing Center Budget Summary

Costing Center: STREET PRESERVATION

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Capital Contribution				
10300 CAPITAL PROJECTS	0	0	1,000,000	1,000,000
Capital Contribution Total	0	0	1,000,000	1,000,000
Contract Services				
52015 CONTRACTS	1,080,000	1,080,000	0	0
52015R CONTRACTS (RES FUNDED)	1,779,477	1,779,477	0	0
Contract Services Total	2,859,477	2,859,477	0	0
Overtime				
51084 OVERTIME SALARIES	25,000	25,000	25,000	25,000
Overtime Total	25,000	25,000	25,000	25,000
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	(1,779,477)	(1,779,477)	0	0
Transfers from Reserves Total	(1,779,477)	(1,779,477)	0	0
Total Expenditures	1,105,000	1,105,000	1,025,000	1,025,000
Net Total	(1,105,000)	(1,105,000)	(1,025,000)	(1,025,000)
Percentage Change			(7.24%)	



Costing Center Budget Summary

Costing Center: SIDEWALK & CURB PROJECTS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Capital Contribution				
10300 CAPITAL PROJECTS	0	0	140,000	140,000
Capital Contribution Total	0	0	140,000	140,000
Contract Services				
52015 CONTRACTS	140,000	140,000	0	0
52015R CONTRACTS (RES FUNDED)	250,000	64,000	0	0
Contract Services Total	390,000	204,000	0	0
Overtime				
51084 OVERTIME SALARIES	10,000	10,000	10,000	10,000
Overtime Total	10,000	10,000	10,000	10,000
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	(250,000)	(64,000)	0	0
Transfers from Reserves Total	(250,000)	(64,000)	0	0
Total Expenditures	150,000	150,000	150,000	150,000
Net Total	(150,000)	(150,000)	(150,000)	(150,000)
Percentage Change			0.00%	



Costing Center Budget Summary

Costing Center: GENERAL RECONSTRUCTION PROJECTS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Capital Contribution				
10300 CAPITAL PROJECTS	100,000	0	305,000	305,000
Capital Contribution Total	100,000	0	305,000	305,000
Overtime				
51084 OVERTIME SALARIES	20,000	0	20,000	20,000
Overtime Total	20,000	0	20,000	20,000
Total Expenditures	120,000	0	325,000	325,000
Net Total	(120,000)	0	(325,000)	(325,000)
Percentage Change			170.83%	



PLANNING

Budget Manager: Ryan Nickel, Director of Planning

Overview

Functions include long range community planning and implementation (e.g. City Plan, Secondary Plans) and land use/permit processing (e.g. subdivision, rezoning, development permits, building permits).

Objectives

1. Review update and implement City Plan, Secondary Plans, and other council adopted plans and frameworks
2. Complete land use planning that aligns with infrastructure and capital planning to facilitate growth in established, emerging and industrial growth areas
3. Facilitate industry transition to updated building standards and regulations
4. Monitor and enforce vacant buildings within the city and in particular the downtown



PLANNING

Budget Manager: Ryan Nickel, Director of Planning

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
0270 - BUILDING SAFETY	442,324	(46,351)	206,703
0273 - PLANNING AND DEVELOPMENT	(571,457)	(645,671)	(431,513)
TOTAL	(129,133)	(692,022)	(224,810)

Budget Analysis

Building and plumbing permit fees make up the majority of revenue in the Building Safety costing center. Estimating permit fees is a challenge and requires heavy reliance on historical data. In 2024, due to large institutional and commercial projects scheduled, there is a significant increase in projected building permit revenue.

Updates to the vacant and derelict building by-law are expected to yield a sizeable increase in revenue from permits for those properties.

In 2024, the City Plan will reach it's final phases with the utilization of the remainder of the budget funds from the Planning Projects Reserve.



Costing Center Budget Summary

Costing Center: BUILDING SAFETY

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Other Income				
42559 PRIVATE WORK	0	420	0	0
Other Income Total	0	420	0	0
Permits, Licenses and Fines				
45514 BUILDING PERMITS	900,000	1,150,000	1,480,000	999,600
45515 PLUMBING PERMITS	85,031	85,031	96,240	98,165
45516 OCCUPANCY PERMITS	5,320	5,320	5,434	5,543
45532 VACANT/DERELICT BLDG PERMITS	4,000	10,500	20,000	14,000
45538 ORDER ISSUANCE FEES	4,000	4,000	4,000	4,000
Permits, Licenses and Fines Total	998,351	1,254,851	1,605,674	1,121,308
Total Revenues	998,351	1,255,271	1,605,674	1,121,308
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	828	589	828	828
51123 PROTECTIVE CLOTHING	400	522	400	400
Benefits Total	1,228	1,111	1,228	1,228
Contract Services				
52015 CONTRACTS	2,146	6,146	2,178	2,222
52020 PROFESSIONAL FEES	500	440	500	500
52057 SPEC PROG CONTRACTS	3,000	10,000	3,000	3,000
52069 PRINTING COSTS	250	250	250	250
52387 BANK PROCESSING FEES	25,000	30,000	25,000	20,000
Contract Services Total	30,896	46,836	30,928	25,972
Equipment Purchases				
54410 EQUIPMENT PURCHASES	1,000	8,000	3,000	1,000
59036 SAFETY EQUIPMENT	500	0	500	0
Equipment Purchases Total	1,500	8,000	3,500	1,000
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	19,200	19,200	17,900	18,329
59993 EQUIPMENT CAPITAL CONTRIBUTION	22,026	22,026	21,930	27,921
Fleet Expense Total	41,226	41,226	39,830	46,250
Fuel				
54103 GASOLINE (VEHICLE)	3,900	2,700	3,420	3,600
Fuel Total	3,900	2,700	3,420	3,600
Materials and Supplies				
54099 PARTS AND MATERIALS	2,000	500	2,000	2,000
54118 OFFICE SUPPLIES	1,200	1,200	1,200	1,200
54323 INSURANCE DEDUCTIBLE	0	750	0	0
Materials and Supplies Total	3,200	2,450	3,200	3,200
Other Expense				
59003 ADVERTISING	500	0	500	500
59048 LUNCHEONS	100	700	600	600
59059 MEMBERSHIP	920	908	1,110	1,110



Costing Center Budget Summary

Costing Center: BUILDING SAFETY

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
59138 BUSINESS TRAVEL	100	0	100	100
Other Expense Total	1,620	1,608	2,310	2,310
Overtime				
51084 OVERTIME SALARIES	1,500	3,500	1,790	1,790
Overtime Total	1,500	3,500	1,790	1,790
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	11,376	3,964	8,500	10,833
Professional Development Total	11,376	3,964	8,500	10,833
Salaries and Wages				
51083 REGULAR SALARIES	944,406	934,623	1,066,169	1,107,856
Salaries and Wages Total	944,406	934,623	1,066,169	1,107,856
Utilities				
53130 TELEPHONE	3,850	2,550	2,475	2,475
Utilities Total	3,850	2,550	2,475	2,475
Total Expenditures	1,044,702	1,048,568	1,163,350	1,206,514
Net Total	(46,351)	206,703	442,324	(85,206)
Percentage Change			(1,054.29%)	



Costing Center Budget Summary

Costing Center: PLANNING AND DEVELOPMENT

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Other Income				
42988 MISCELLANEOUS REVENUE	5,040	6,000	5,508	5,620
Other Income Total	5,040	6,000	5,508	5,620
Permits, Licenses and Fines				
42518 VARIANCE	10,282	8,486	10,488	10,698
42519 CONDITIONAL USE APPLICATIONS	9,718	9,718	9,912	10,110
42533 SUBDIVISION APPLICATIONS	4,959	3,931	5,033	5,134
42534 SUBDIVISION LOT FEE	19,800	4,000	42,600	19,800
42540 SECONDARY PLAN AMENDMENTS	2,080	4,161	2,122	2,164
42546 DEVELOPMENT PERMITS	54,506	78,000	56,430	57,559
Permits, Licenses and Fines Total	101,345	108,296	126,585	105,465
User Fees				
42517 ZONING BYLAW AMENDMENTS	21,847	27,725	22,281	22,727
42536 DEVELOPMENT PLAN AMENDMENTS	5,202	0	0	0
42537 ZONING MEMORANDUMS	6,992	3,500	5,000	5,000
User Fees Total	34,041	31,225	27,281	27,727
Total Revenues	140,426	145,521	159,374	138,812
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	0	123	0	0
Benefits Total	0	123	0	0
Contract Services				
52019 CONSULTING FEES	5,000	5,000	5,000	0
52019R CONSULTING FEES (RES FUNDED)	87,500	87,500	7,273	0
52020 PROFESSIONAL FEES	400	300	400	400
52057 SPEC PROG CONTRACTS	5,000	2,000	10,000	10,000
52069 PRINTING COSTS	500	500	500	500
Contract Services Total	98,400	95,300	23,173	10,900
Equipment Purchases				
54410 EQUIPMENT PURCHASES	700	8,000	700	800
Equipment Purchases Total	700	8,000	700	800
Materials and Supplies				
54099 PARTS AND MATERIALS	500	500	500	500
54118 OFFICE SUPPLIES	1,200	1,200	1,200	1,200
Materials and Supplies Total	1,700	1,700	1,700	1,700
Other Expense				
59003 ADVERTISING	2,000	5,000	2,000	2,000
59048 LUNCHEONS	500	800	500	500
59059 MEMBERSHIP	3,450	2,845	4,725	4,725
59138 BUSINESS TRAVEL	100	0	100	100
59283 APPLICATION FEES	14,000	6,092	14,000	14,000
Other Expense Total	20,050	14,737	21,325	21,325



Costing Center Budget Summary

Costing Center: PLANNING AND DEVELOPMENT

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Overtime				
51084 OVERTIME SALARIES	2,500	1,500	2,237	2,237
Overtime Total	2,500	1,500	2,237	2,237
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	14,210	10,000	15,076	17,313
Professional Development Total	14,210	10,000	15,076	17,313
Salaries and Wages				
51083 REGULAR SALARIES	735,138	531,075	672,743	696,610
Salaries and Wages Total	735,138	531,075	672,743	696,610
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	(87,500)	(87,500)	(7,273)	0
Transfers from Reserves Total	(87,500)	(87,500)	(7,273)	0
Utilities				
53130 TELEPHONE	899	2,099	1,150	1,150
Utilities Total	899	2,099	1,150	1,150
Total Expenditures	786,097	577,034	730,831	752,035
Net Total	(645,671)	(431,513)	(571,457)	(613,223)
Percentage Change			(11.49%)	



REAL ESTATE

Budget Manager: Ryan Nickel, Director of Planning

Overview

Functions include the purchase, sale, and lease of land to achieve community/council priorities. The property costing centre is for the purchase, sale and lease of land. The parking lots costing centre is for managing city held parking lots in downtown brandon.

Objectives

Acquire land to facilitate infrastructure planning as per council adopted plans and strategies, including:

1. Infrastructure
2. Public Facilities
3. Affordable Housing
4. Economic Development
5. Downtown Development



REAL ESTATE

Budget Manager: Ryan Nickel, Director of Planning

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
0272 - PROPERTY ADMINISTRATION	(46,179)	120,280	127,064
1056 - PARKING LOTS	35,400	33,718	41,938
TOTAL	(10,779)	153,998	169,002

Budget Analysis

Main driver of the 2024 budget is the reduction in rent charged to the Western Manitoba Regional Library under the new agreement. The 2024 budget also includes revenues from a new cell tower rental agreement.

The budget also includes additional funds for snow clearing in City-owned public parking areas aligned with the new contract effective for this winter and additional funds for appraising surplus lands for sale.



Costing Center Budget Summary

Costing Center: PROPERTY ADMINISTRATION

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	0	20,000	0	0
Conditional Government Transfers Total	0	20,000	0	0
Other Income				
42988 MISCELLANEOUS REVENUE	0	3,091	0	0
49380 LEASE IMPROVEMENT RECOVERIES	0	0	0	497,346
49380R LEASE IMPROVMENT REC (OFFSETTING)	30,415	30,415	30,415	30,415
Other Income Total	30,415	33,506	30,415	527,761
Permits, Licenses and Fines				
42728 ENCROACHMENTS	20,500	20,500	20,500	20,500
Permits, Licenses and Fines Total	20,500	20,500	20,500	20,500
User Fees				
42468 ART GALLERY OF SW MANITOBA	250,235	250,235	255,240	255,240
42704 638 PRINCESS AVE	44,000	44,000	44,000	44,000
42704R 638 PRINCESS AVE (OFFSETTING)	44,000	44,000	44,000	44,000
42732 100 BLACK STREET	1,710	1,710	1,710	1,710
42733 WESTMAN COMMUNICATIONS GROUP	8,277	8,277	8,277	8,277
42734 MASTERFEEDS RENTAL	876	0	0	0
42737 COMMUNICATIONS CENTRE	37,929	37,929	37,929	37,929
42738 1700 & 1710 PARK AVE	16,793	16,793	16,793	16,793
42739 LAGOON PROPERTY	4,550	4,550	4,550	4,550
42742 REGIONAL LIBRARY	252,770	252,770	98,171	98,171
42744 WESTBRAN	19,090	19,090	18,711	18,711
42744R WESTBRAN (OFFSETTING)	18,903	18,903	19,282	19,282
42746 CELL TOWER RENTAL	5,963	5,963	17,963	17,963
42749 1820 PACIFIC AVE LEASE	2,500	2,500	2,500	2,500
49371R LAND SALES (OFFSETTING)	0	366,335	0	0
User Fees Total	707,596	1,073,055	569,126	569,126
Total Revenues	758,511	1,147,061	620,041	1,117,387
Expenditures				
Contract Services				
52015 CONTRACTS	0	41,901	0	0
52019 CONSULTING FEES	21,000	7,200	26,000	26,000
52019R CONSULTING FEES (RES FUNDED)	30,000	30,000	0	0
52028 GENERAL INSURANCE	9,847	9,847	12,577	13,834
52069 PRINTING COSTS	0	74	0	0
Contract Services Total	60,847	89,022	38,577	39,834
Materials and Supplies				
54099 PARTS AND MATERIALS	300	621	300	300
Materials and Supplies Total	300	621	300	300
Other Expense				
59003 ADVERTISING	2,000	2,260	2,000	2,000
59048 LUNCHEONS	100	0	100	100
59059 MEMBERSHIP	600	770	625	600
59128 PROPERTY TAXES	61,086	59,255	61,618	64,083



Costing Center Budget Summary

Costing Center: PROPERTY ADMINISTRATION

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
59206 SURVEY FEES	20,000	15,000	20,000	20,000
59283 APPLICATION FEES	2,199	2,199	2,243	2,600
Other Expense Total	85,985	79,484	86,586	89,383
Overtime				
51084 OVERTIME SALARIES	500	100	268	268
Overtime Total	500	100	268	268
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	2,032	0	2,100	2,080
Professional Development Total	2,032	0	2,100	2,080
Reserve Appropriation				
58521 CIVIC LAND ACQ B/L 5765	200,000	200,000	210,000	210,000
58521R CIVIC LAND ACQ (OFFSETTING)	125,971	492,306	0	0
58536R MUNICIPAL BLDG MAINT (OFFSETTING)	93,318	93,318	93,697	93,697
Reserve Appropriation Total	419,289	785,624	303,697	303,697
Salaries and Wages				
51083 REGULAR SALARIES	224,694	220,762	234,338	241,320
Salaries and Wages Total	224,694	220,762	234,338	241,320
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	(155,971)	(155,971)	0	0
Transfers from Reserves Total	(155,971)	(155,971)	0	0
Utilities				
53130 TELEPHONE	555	355	355	355
Utilities Total	555	355	355	355
Total Expenditures	638,231	1,019,997	666,220	677,236
Net Total	120,280	127,064	(46,179)	440,151
Percentage Change			(138.39%)	



Costing Center Budget Summary

Costing Center: PARKING LOTS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
User Fees				
42242 7TH ST-000 BLK-METERED	1,500	1,000	1,500	1,500
42687 PARKING STALLS	49,620	57,840	58,800	58,800
User Fees Total	51,120	58,840	60,300	60,300
Total Revenues	51,120	58,840	60,300	60,300
Expenditures				
Contract Services				
52015 CONTRACTS	12,502	15,397	20,000	20,000
Contract Services Total	12,502	15,397	20,000	20,000
Materials and Supplies				
54099 PARTS AND MATERIALS	3,000	5	3,000	3,000
Materials and Supplies Total	3,000	5	3,000	3,000
Utilities				
53046 POWER	1,900	1,500	1,900	1,900
Utilities Total	1,900	1,500	1,900	1,900
Total Expenditures	17,402	16,902	24,900	24,900
Net Total	33,718	41,938	35,400	35,400
Percentage Change			4.99%	



ECONOMIC DEVELOPMENT

Budget Manager: Gerald Cathcart, Director of Economic Development

Overview

The Economic Development Department known as Economic Development Brandon (EDB) includes three full time staff and two part time staff who work solely on administering the Rural and Northern Immigration Pilot which concludes Feb. 29, 2024.

The team is augmented through funding partnerships with Brandon Riverbank Inc. and Brandon First who respectively look after tourism and event attraction on behalf of the City of Brandon.

Through a multi-year service delivery contract, Brandon Riverbank Inc. is responsible for the delivery of tourism services for the City of Brandon. This includes operation of the Riverbank Discovery Centre, delivery of tourism services focused on servicing the needs of visitors to Brandon, as well as developing tourism marketing partnerships and initiatives. Brandon Riverbank Inc. is also responsible for advancing the vision established for the Riverbank Corridor and ensuring the upkeep of the popular destination, which includes many capital projects. The organization employs a full time executive director, a tourism manager, an office administrator, a facility coordinator, part time tourism hosts an interpretative coordinators.

Through a multi-year service delivery contract, Brandon First is responsible for the proactive attraction of events to Brandon. The organization typically employs an Executive Director, a Development Coordinator and two sales coordinators.

Objectives

The department is responsible for growing the local economy and population as well as marketing the City of Brandon as an investment and relocation destination. Included in our work is immigration related matters, downtown revitalization and Tourism which includes visitors to the city and the attraction, growth and retention of events.

Departmental priorities include enhancing Brandon's overall readiness for investment, enhancing business competitiveness and enhancing the business climate. Efforts continue to be focused on helping existing businesses grow, attracting new industry and assisting with chronic labour challenges experienced by local employers.



ECONOMIC DEVELOPMENT

Budget Manager: Gerald Cathcart, Director of Economic Development

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
0202 - ECONOMIC DEVELOPMENT	(560,084)	(488,292)	(465,504)
2453 - TOURISM INITIATIVES	(802,034)	(778,131)	(778,131)
TOTAL	(1,362,118)	(1,266,423)	(1,243,635)

Budget Analysis

The City of Brandon provides core funding for Brandon Riverbank Inc. in recognition of their efforts to develop the river corridor, operate the tourism function on behalf of the City of Brandon and to maintain the grounds in immediate proximity to the Riverbank Discovery Centre. To support implementation of the Back to the River Master Plan, the cost center includes ongoing capital funding provided on a dollar for dollar matching arrangement to a maximum set forth in the annually approved budget. In 2024, the recommended capital budget is \$250,000. Brandon Riverbank Inc. uses municipally approved funds to leverage financial contributions from other levels of government, the private sector and residents.

The City of Brandon provides core funding to Brandon First through its operating budget. The City also provides enhanced funding for event attraction made possible from Accommodation Tax funding based on a 2 to 1 funding arrangement. For every dollar Brandon First raises annually through memberships, the City of Brandon provides two dollars to a maximum of \$100,000 from the Accommodation Tax Reserve.

In 2024, there are additional funds allocated towards special programming to attract large industry to Brandon, creating additional jobs and increasing the assessment base.

There are also funds allocated to maintain the two staff assigned to the Rural & Northern Immigration Program through the end of February 2024.

During budget deliberations, \$50,000 was allocated for the development and implementation of a Medical Doctor Recruitment Program to assist in attracting and retaining medical professionals to the City of Brandon.

Funds were also allocated towards the design of a Brandon landmark attraction.



Costing Center Budget Summary

Costing Center: ECONOMIC DEVELOPMENT

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Conditional Government Transfers				
44500G FEDERAL GOV'T (OFFSETTING)	0	0	38,000	0
Conditional Government Transfers Total	0	0	38,000	0
Other Income				
42988 MISCELLANEOUS REVENUE	54,500	40,000	0	0
42988R MISCELLANEOUS REVENUE (OFFSETTING)	0	0	15,919	0
Other Income Total	54,500	40,000	15,919	0
Total Revenues	54,500	40,000	53,919	0
Expenditures				
Contract Services				
52028 GENERAL INSURANCE	67	70	88	97
52057 SPEC PROG CONTRACTS	0	6,340	0	0
52069 PRINTING COSTS	9,250	5,750	6,075	6,325
Contract Services Total	9,317	12,160	6,163	6,422
Materials and Supplies				
54022 SPEC PROG PARTS & MATERIALS	0	334	0	0
54099 PARTS AND MATERIALS	2,500	2,500	2,500	2,500
Materials and Supplies Total	2,500	2,834	2,500	2,500
Other Expense				
59003 ADVERTISING	18,875	8,320	10,925	10,925
59026 SPEC PROG CONFERENCES	0	390	0	0
59027 SPEC PROG LUNCHEONS	0	140	0	0
59028 SPEC PROG BUSINESS TRAVEL	0	1,716	0	0
59048 LUNCHEONS	1,226	644	1,276	1,276
59059 MEMBERSHIP	1,250	650	2,222	2,295
59098 SUBSCRIPTIONS	4,164	1,640	2,700	3,025
59138 BUSINESS TRAVEL	5,000	2,500	5,000	10,000
59241 SPECIAL PROGRAMS	59,500	10,760	133,000	163,000
59241G SPECIAL PROGRAMS (GRANT FUNDED)	0	0	38,000	0
59427 SIGNAGE	41,000	41,000	1,000	1,000
59427R SIGNAGE (RES FUNDED)	35,000	0	27,268	0
59428 PHOTO LIBRARY	4,000	0	4,000	4,000
Other Expense Total	170,015	67,760	225,391	195,521
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	7,800	1,180	7,000	6,824
Professional Development Total	7,800	1,180	7,000	6,824
Reserve Appropriation				
58515 SIGNAGE RESERVE B/L	10,000	10,000	10,000	10,000
Reserve Appropriation Total	10,000	10,000	10,000	10,000
Salaries and Wages				
51083 REGULAR SALARIES	377,225	408,135	373,304	325,826
Salaries and Wages Total	377,225	408,135	373,304	325,826



Costing Center Budget Summary

Costing Center: ECONOMIC DEVELOPMENT

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	(35,000)	0	(11,349)	0
Transfers from Reserves Total	(35,000)	0	(11,349)	0
Utilities				
53130 TELEPHONE	935	3,435	994	994
Utilities Total	935	3,435	994	994
Total Expenditures	542,792	505,504	614,003	548,087
Net Total	(488,292)	(465,504)	(560,084)	(548,087)
Percentage Change			14.70%	



Costing Center Budget Summary

Costing Center: TOURISM INITIATIVES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Grants and Contributions				
55024 OTHER GRANTS	0	0	10,700	0
55429R ACCOMMODATION GRANT (RES FUNDED)	367,025	367,025	143,185	125,435
55518 RIVERBANK INC	717,115	717,115	728,793	740,763
55519 BRANDON FIRST	61,016	61,016	62,541	64,105
55519R BRANDON FIRST (RES FUNDED)	73,795	72,238	80,000	100,000
Grants and Contributions Total	1,218,951	1,217,394	1,025,219	1,030,303
Reserve Appropriation				
58529R ACCOMMODATION TAX B/L 7016 (OFFSET)	200,000	200,000	0	0
Reserve Appropriation Total	200,000	200,000	0	0
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	(640,820)	(639,263)	(223,185)	(225,435)
Transfers from Reserves Total	(640,820)	(639,263)	(223,185)	(225,435)
Total Expenditures	778,131	778,131	802,034	804,868
Net Total	(778,131)	(778,131)	(802,034)	(804,868)
Percentage Change			3.07%	



COMMUNITY WELLNESS

Budget Manager: Ryan Nickel, Director of Planning

Overview

Functions include coordination and facilitation of affordable housing and community wellness strategies.

The Housing and Wellness cost center is for administrative expenses related to the Community Housing and Wellness Coordinator role as well as an annual allocation to the Affordable Housing Reserve.

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

The Urban Renewal cost center is for the core funding provided to the Brandon Downtown Development Corporation (BDDC) as well as for contract expenses for other downtown initiatives.

Objectives

1. Support our service providers to move towards net zero homelessness through adoption and coordinated implementation of strategies
2. Establish and administer programs to increase supply of transitional, supportive and affordable housing
3. Support and assist to build capacity within our service providers to fill wellness gaps in our community
4. Support and assist initiatives that further equity and healing within our community



COMMUNITY WELLNESS

Budget Manager: Ryan Nickel, Director of Planning

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
2489 - HOUSING & WELLNESS	(100,457)	(93,087)	(101,364)
2490 - AFFORDABLE HOUSING	(99,294)	(105,397)	(105,397)
2492 - URBAN RENEWAL	(468,000)	(519,200)	(516,700)
TOTAL	(780,929)	(717,684)	(723,461)

Budget Analysis

The main drivers in the budget for Community Wellness include:

- Permanent installation of Housing Programmer position, Position was added on a term basis at 2023 Budget Deliberations and was funded through a transfer from reserve
- Consulting services for the implementation of community safety & wellbeing plan
- \$50,000 for Downtown Initiatives, At 2023 Budget Deliberations, \$100,000 was added for this purposes but was funded through a reserve
- Removal of funds for Downtown security, service to be provided by BPS cadets

Throughout 2024, there is a continuation of the grant provide in partnership with Manitoba Housing and Renewal Corporation. In addition, \$200,000 will be transfered to operating from the Affordable Housing reserve to create a housing incentive program. \$100,000 will also be transferred from the same reserve for the Housing Programmer position.

There is continued funding for Graffiti Cost Share Program, Clean Sweeps, and public space maintenance. There is an increase in the amount of funds allocated towards public space maintenance of \$47,000.



Costing Center Budget Summary

Costing Center: HOUSING & WELLNESS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Conditional Government Transfers				
43510G PROVINCIAL GOV'T (OFFSETTING)	0	72,200	0	0
Conditional Government Transfers Total	0	72,200	0	0
Total Revenues	0	72,200	0	0
Expenditures				
Contract Services				
52019G CONSULTING FEES (GRANT FUNDED)	0	72,200	0	0
52019R CONSULTING FEES (RES FUNDED)	0	20,000	0	0
52069 PRINTING COSTS	50	91	50	50
52069R PRINTING COSTS (RES FUNDED)	0	25	0	0
Contract Services Total	50	92,316	50	50
Equipment Purchases				
54410R EQUIPMENT PURCHASES (RES FUNDED)	0	3,018	0	0
Equipment Purchases Total	0	3,018	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	750	822	750	750
Materials and Supplies Total	750	822	750	750
Other Expense				
59048 LUNCHEONS	250	150	250	250
59059 MEMBERSHIP	950	960	960	960
59138 BUSINESS TRAVEL	556	0	834	834
59241 SPECIAL PROGRAMS	0	211	0	0
Other Expense Total	1,756	1,321	2,044	2,044
Overtime				
51084 OVERTIME SALARIES	2,500	1,200	2,237	2,237
Overtime Total	2,500	1,200	2,237	2,237
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	2,345	5,746	5,000	7,915
Professional Development Total	2,345	5,746	5,000	7,915
Salaries and Wages				
51083 REGULAR SALARIES	85,187	91,735	89,794	198,378
51083R REGULAR SALARIES (RES FUNDED)	72,000	59,104	100,000	0
Salaries and Wages Total	157,187	150,839	189,794	198,378
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	(72,000)	(83,402)	(100,000)	0
Transfers from Reserves Total	(72,000)	(83,402)	(100,000)	0
Utilities				
53130 TELEPHONE	499	449	582	582
53130R TELEPHONE (RES FUNDED)	0	1,255	0	0
Utilities Total	499	1,704	582	582
Total Expenditures	93,087	173,564	100,457	211,956
Net Total	(93,087)	(101,364)	(100,457)	(211,956)
Percentage Change			7.92%	



Costing Center Budget Summary

Costing Center: AFFORDABLE HOUSING

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Conditional Government Transfers				
43510G PROVINCIAL GOV'T (OFFSETTING)	1,918,500	1,918,500	2,240,000	0
Conditional Government Transfers Total	1,918,500	1,918,500	2,240,000	0
Total Revenues	1,918,500	1,918,500	2,240,000	0
Expenditures				
Grants and Contributions				
55442 TAX CREDITS	105,397	105,397	99,294	114,791
55499G CAPITAL GRANTS (GRANT FUNDED)	1,918,500	1,918,500	2,240,000	0
55499R CAPITAL GRANTS (RES FUNDED)	0	0	500,000	200,000
Grants and Contributions Total	2,023,897	2,023,897	2,839,294	314,791
Reserve Appropriation				
58505R AFFORDABLE HOUSING RES (OFFSETTING)	0	0	300,000	0
Reserve Appropriation Total	0	0	300,000	0
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	0	0	(800,000)	(200,000)
Transfers from Reserves Total	0	0	(800,000)	(200,000)
Total Expenditures	2,023,897	2,023,897	2,339,294	114,791
Net Total	(105,397)	(105,397)	(99,294)	(114,791)
Percentage Change			(5.79%)	



Costing Center Budget Summary

Costing Center: URBAN RENEWAL

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	519,200	516,700	418,000	433,000
52015R CONTRACTS (RES FUNDED)	100,000	100,000	50,000	0
Contract Services Total	619,200	616,700	468,000	433,000
Other Expense				
59241 SPECIAL PROGRAMS	0	0	50,000	50,000
59241r SPECIAL PROGRAMS (RES FUNDED)	100,000	100,000	0	0
Other Expense Total	100,000	100,000	50,000	50,000
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	(200,000)	(200,000)	(50,000)	0
Transfers from Reserves Total	(200,000)	(200,000)	(50,000)	0
Total Expenditures	519,200	516,700	468,000	483,000
Net Total	(519,200)	(516,700)	(468,000)	(483,000)
Percentage Change			(9.86%)	



ENVIRONMENTAL INITIATIVES

Budget Manager: Ryan Nickel, Director of Planning

Overview

Functions include coordination and facilitation of climate change action plan at both a corporate and community level including transitioning to renewable energy, rethinking transportation, building resilient infrastructure, conserving and protecting nature, preparing for emergencies, and consuming and producing sustainably.

Objectives

1. Supporting city departments through the transition to a carbon free corporation
 2. Supporting the transition of buildings within the community to renewable energy sources
 3. Leading and supporting initiatives that shift the modal share within our community towards transit, cycling and walking
 4. Conserving and protecting nature as an asset to mitigate our impact on climate change
-



ENVIRONMENTAL INITIATIVES

Budget Manager: Ryan Nickel, Director of Planning

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
0143 - ENVIRONMENTAL INITIATIVES	(212,387)	(236,229)	(145,250)
TOTAL	(212,387)	(236,229)	(145,250)

Budget Analysis

In 2024, the Reducing Fossil Fuels in Fleets study will take place. Originally budgeted for 2023, this study is funded equally between the Federation of Canadian Municipalities and the City of Brandon. As the funds were allocated in the 2023 budget but not used, they will be transferred to a reserve through the 2023 yearend process and transferred back to operating to offset this project in 2024.

In 2024, this department will no longer receive funding from the MMSM Ambassador Program as 2023 was the final year of funding.

Historically, this department has comprised of a single coordinator position, supplemented by a temporary assistant position. For 2024, the 0.3 FTE assistant position has been removed and replaced with a 1.0 FTE programmer position on a proposed 2-year term basis, increasing the complement of the department to two. This enhanced position will be the Environmental Initiative programmer aimed to address the environmental sustainability component of Council's strategic plan. The position will be subsidized by funding from Efficiency Manitoba for the two years. The additional equipment and software requirements for the addition is considered within this budget.

The 2024 budget also reflects additional funds allocated towards the Residential Rain Garden Program which matches funding with the Central Assiniboine Watershed District for successful applicants.



Costing Center Budget Summary

Costing Center: ENVIRONMENTAL INITIATIVES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Conditional Government Transfers				
43660 PROVINCIAL OTHER	0	0	40,000	40,000
Conditional Government Transfers Total	0	0	40,000	40,000
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	16,000	17,200	2,000	2,000
49388G ORGANIZATIONS/FOUNDATIONS (OFFSET)	72,500	0	72,500	0
Income from Enterprises Total	88,500	17,200	74,500	2,000
Total Revenues	88,500	17,200	114,500	42,000
Expenditures				
Contract Services				
52015 CONTRACTS	3,000	985	3,000	3,000
52019 CONSULTING FEES	72,500	0	0	0
52019G CONSULTING FEES (GRANT FUNDED)	72,500	0	72,500	0
52019R CONSULTING FEES (RES FUNDED)	0	0	72,500	0
Contract Services Total	148,000	985	148,000	3,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	2,180	0
Equipment Purchases Total	0	0	2,180	0
Materials and Supplies				
54099 PARTS AND MATERIALS	8,000	7,778	8,000	8,000
Materials and Supplies Total	8,000	7,778	8,000	8,000
Other Expense				
59003 ADVERTISING	15,000	15,800	15,000	15,000
59048 LUNCHEONS	1,000	1,319	1,500	1,500
59059 MEMBERSHIP	1,025	928	1,100	1,100
59098 SUBSCRIPTIONS	750	384	1,550	750
59138 BUSINESS TRAVEL	838	518	720	720
59156 PUBLIC EDUCATION	5,000	5,000	5,000	5,000
59241 SPECIAL PROGRAMS	20,000	20,000	25,000	25,000
Other Expense Total	43,613	43,949	49,870	49,070
Overtime				
51084 OVERTIME SALARIES	3,500	3,000	2,685	2,685
Overtime Total	3,500	3,000	2,685	2,685
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	3,122	3,122	5,000	6,830
Professional Development Total	3,122	3,122	5,000	6,830
Salaries and Wages				
51083 REGULAR SALARIES	116,808	102,010	183,016	193,202
51090 SHIFT DIFFERENTIAL	10	0	10	10
Salaries and Wages Total	116,818	102,010	183,026	193,212
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	0	0	(72,500)	0
Transfers from Reserves Total	0	0	(72,500)	0



Costing Center Budget Summary

Costing Center: ENVIRONMENTAL INITIATIVES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Utilities				
53130 TELEPHONE	1,676	1,606	626	626
Utilities Total	1,676	1,606	626	626
Total Expenditures	324,729	162,450	326,887	263,423
Net Total	(236,229)	(145,250)	(212,387)	(221,423)
Percentage Change			(10.09%)	



AIRPORT

Budget Manager: Carla Richardson, Director of Transportation

Overview

This account reflects the costs and revenues associated with airside and groundside operations of the Brandon Municipal Airport including requirements associated with meeting Transport Canada certification standards and supporting passenger air service.

The Brandon Municipal Airport is heavily regulated by Civil Aviation Regulations and is audited annually by Transport Canada to ensure proper policies and procedures are being followed in order to maintain the airport certification for aerodromes.

Objectives

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

The aviation industry is still recovering from the effects of the pandemic and as a result the Airport has not reached pre-pandemic revenue levels generated from landing, terminal and airport improvement fees. In addition, despite the reduced revenues, the Airport is still required to maintain all regulatory and operational requirements as set by Transport Canada. As a result of these requirements, many of the expense lines must be budgeted to provide the necessary security and snow management functions. A main focus for the upcoming year will be on formalizing the land use and master plan for the airport.



Costing Center Budget Summary

Costing Center: BRANDON MUNICIPAL AIRPORT

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Other Income				
42365 COMMISSION REVENUES	10,700	4,300	9,600	10,900
42988 MISCELLANEOUS REVENUE	5,000	11,500	6,000	11,000
Other Income Total	15,700	15,800	15,600	21,900
Sale of Goods				
42506 SCRAP METAL SALES	0	522	0	0
Sale of Goods Total	0	522	0	0
User Fees				
42194 BUILDING RENTALS	57,576	40,576	42,576	47,576
42304 LANDINGS-OTHER	38,800	38,800	38,000	39,900
42314 SNOW REMOVAL FEES	8,774	8,774	8,988	9,219
42317 LAND-INDUSTRIAL	49,017	49,017	49,957	51,079
42321 LAND-AGRICULTURAL	13,763	13,200	13,200	13,200
42469 LANDINGS-AIRLINE	66,163	60,663	70,468	77,938
42470R AIRPORT IMPROV FEE (OFFSETTING)	248,519	248,519	237,519	304,352
42472 TERMINAL FEES	74,630	84,630	83,537	94,514
42473 FUEL CONCESSION REVENUE	5,457	5,457	5,566	5,677
User Fees Total	562,699	549,636	549,811	643,455
Total Revenues	578,399	565,958	565,411	665,355
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	731	613	731	731
51123 PROTECTIVE CLOTHING	1,000	500	1,000	1,000
51124 TOOL ALLOWANCE	415	415	415	415
51285 MEDICALS	110	40	190	190
Benefits Total	2,256	1,568	2,336	2,336
Chemicals				
54107 CHEMICALS	17,000	20,280	18,000	23,000
Chemicals Total	17,000	20,280	18,000	23,000
Contract Services				
52015 CONTRACTS	133,400	95,750	138,000	139,500
52015R CONTRACTS (RES FUNDED)	17,397	17,397	16,626	21,305
52028 GENERAL INSURANCE	1,394	1,394	4,566	5,023
52029 LIABILITY INSURANCE	17,394	32,371	24,000	31,000
52032 VEHICLE INSURANCE	11,860	17,829	18,088	18,088
52054 MAINT OF EQUIP EXT	2,500	9,500	2,500	2,500
Contract Services Total	183,944	174,240	203,780	217,416
Equipment Purchases				
54410 EQUIPMENT PURCHASES	3,000	3,000	3,000	3,000
Equipment Purchases Total	3,000	3,000	3,000	3,000
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	8,100	8,100	9,700	9,941
59993 EQUIPMENT CAPITAL CONTRIBUTION	32,842	32,842	35,910	38,032
Fleet Expense Total	40,942	40,942	45,610	47,973



Costing Center Budget Summary

Costing Center: BRANDON MUNICIPAL AIRPORT

		2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Fuel					
54103	GASOLINE (VEHICLE)	7,600	7,000	5,891	6,200
54104	DIESEL (VEHICLE)	47,100	42,100	40,032	42,000
54106	FUEL-TRAINING	4,600	3,600	3,200	3,200
54125	DIESEL EXHAUST FLUID	750	750	750	750
54128	GASOLINE (OPERATING)	0	2,099	1,200	1,200
Fuel Total		60,050	55,549	51,073	53,350
Materials and Supplies					
54099	PARTS AND MATERIALS	21,000	21,205	21,000	21,000
54102	PETROLEUM PRODUCTS	4,000	4,000	4,000	4,000
54118	OFFICE SUPPLIES	500	500	500	500
Materials and Supplies Total		25,500	25,705	25,500	25,500
Other Expense					
59003	ADVERTISING	2,164	1,284	1,000	1,000
59048	LUNCHEONS	360	660	500	500
59050	MAINTENANCE OF GROUNDS	6,000	6,000	6,000	6,000
59059	MEMBERSHIP	1,200	1,130	1,550	1,200
59339	EQUIPMENT MAINTENANCE	20,000	56,000	29,000	44,000
Other Expense Total		29,724	65,074	38,050	52,700
Overtime					
51084	OVERTIME SALARIES	18,000	18,000	13,425	13,425
Overtime Total		18,000	18,000	13,425	13,425
Professional Development					
51141	PROFESSIONAL DEVELOPMENT	14,000	11,500	13,784	14,500
Professional Development Total		14,000	11,500	13,784	14,500
Reserve Appropriation					
58535R	AIRPORT IMPROVEMENT FEE (OFFSETTIN	231,122	231,122	220,893	283,047
Reserve Appropriation Total		231,122	231,122	220,893	283,047
Salaries and Wages					
51083	REGULAR SALARIES	661,805	629,784	693,109	713,160
51090	SHIFT DIFFERENTIAL	2,400	2,400	2,700	2,700
Salaries and Wages Total		664,205	632,184	695,809	715,860
Transfers from Reserves					
59997	TRANSFER FR RESERVES (TX REDUCING)	(50,000)	(50,000)	0	0
Transfers from Reserves Total		(50,000)	(50,000)	0	0
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	2,100	2,009	2,100	2,100
Transfers to/from Internal Accounts Total		2,100	2,009	2,100	2,100
Utilities					
53056	TELEMATICS	360	360	360	360
53130	TELEPHONE	5,030	4,030	3,987	4,987
53295	RADIO COSTS	789	747	813	213
Utilities Total		6,179	5,137	5,160	5,560



Costing Center Budget Summary

Costing Center: BRANDON MUNICIPAL AIRPORT

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Total Expenditures	1,248,021	1,236,309	1,338,519	1,459,766
Net Total	(669,622)	(670,351)	(773,108)	(794,411)
Percentage Change			15.45%	



BUILDING MAINTENANCE

Budget Manager: Pam Richardson, Director of Public Works

Overview

The Building Maintenance Department is responsible for the maintenance of 19 City-owned buildings.

Building Maintenance also maintains and upgrades all traffic signals within the jurisdiction and traffic signs throughout the City. There are maintenance agreements with the railways which have crossings within City boundaries.

Street light maintenance and power consumption of the street lighting system is included within this department. Manitoba Hydro is responsible for lamp replacements and upgrades to the street lights.

Objectives

Building Maintenance's objective is to maintain the safe operation of the buildings and to provide a safe working environment for the buildings staff and public attending City facilities.



BUILDING MAINTENANCE

Budget Manager: Pam Richardson, Director of Public Works

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
5605 - BLDG & STRUCT SUPERVISION	(1,327,319)	(1,026,217)	(920,952)
0804 - AIRPORT BUILDINGS	(589,505)	(554,014)	(585,271)
0805 - 208 22ND ST N	(478)	(410)	(410)
0047 - CIVIC ADMIN BUILDING - 410 9th STREET	(267,287)	(262,903)	(285,948)
0802 - CIVIC COMPLEX (A. R. MCDIARMID BUILDING)	(374,321)	(381,769)	(382,570)
0136 - CIVIC SERVICES COMPLEX - 900 RICHMOND	65,693	5,000	(795)
4062 - DALY HOUSE MUSEUM	(1,844)	(1,869)	(969)
0812 - FIRE STATION - 13TH STREET	(24,807)	(24,760)	(25,585)
0806 - FIRE STATION - 19TH STREET NORTH	(930,159)	(928,710)	(927,597)
0807 - LANDFILL BUILDINGS	(235,609)	(111,983)	(103,926)
0808 - LIBRARY/ARTS BUILDING	(157,340)	(154,019)	(167,318)
0152 - PARKS BUILDINGS	(104,613)	(57,762)	(57,662)
0085 - POLICE STATION - VICTORIA AVE	(1,285,217)	(1,277,183)	(1,314,307)
0139 - STORAGE GARAGE	-	-	(1,611)
0183 - STREET LIGHTS	(1,014,522)	(962,700)	(967,146)
0801 - TEST LAB BUILDING	(6,515)	(2,265)	(2,285)
0190 - TRAFFIC SIGNALS	(102,949)	(90,656)	(94,669)
0507 - TRANSIT	(11,093)	(12,827)	(13,887)
TOTAL	(6,367,884)	(5,845,048)	(5,852,909)



BUILDING MAINTENANCE

Budget Manager: Pam Richardson, Director of Public Works

Budget Analysis

There are separate costing centers for each building which contains building-specific budgets such as maintenance, repairs and operational costs such as utilities and contracted services for cleaning, security, pest control, alarm monitoring, etc. Salaries and overhead costs are captured within the Building & Structures Supervision costing center.

Natural gas, electricity and water expenses are expected to increase in 2024, based on an analysis of historical consumption and projected rates.

Historically, there has not been funding provided for unidentified repairs and maintenance that may arise throughout the year. Although every effort is made to plan for required repairs and replacement, with aging infrastructure, it is not always possible and as a result the department has posted unfavourable variances and at times work has not been completed due to financial constraints. Throughout 2022, the department began creating a baseline and separated service calls from routine contracts. Service calls are often critical repairs requiring a specialized skillset. In 2023, a modest budget for service calls was added to the Supervision costing center to be allocated to the respective buildings throughout the year as a need arises. In 2024, this budget allotment was removed.

There are several capital maintenance items proposed to be funded by general revenue. These include:

- 240V backup heat source installation at the airport
- Replacement of the electrical panel at the parks complex
- Installation of ventilation and exhaust fan/gas detection in the shop area of the parks complex

Also included in the 2024 budget is the purchase of several pieces of equipment to allow maintenance staff to perform services internally, rather than reliance on external contractors. These items have been identified as opportunities with positive cost/benefit outcomes due to historical costs to outsource services. These include:

- Vinyl printer/lamintor for sign shop
 - Roto-rooter tool
 - Belt and pulley alignment tool
 - Infrared camera for preventative maintenance/servicing of electrical systems
-



Costing Center Budget Summary

Costing Center: BLDG & STRUCT SUPERVISION

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	1,147	1,126	1,147	1,147
51123 PROTECTIVE CLOTHING	1,400	1,400	1,400	1,400
51285 MEDICALS	140	140	140	140
Benefits Total	2,687	2,666	2,687	2,687
Contract Services				
52016 SERVICE CALLS	20,000	0	0	0
52028 GENERAL INSURANCE	10	10	12	13
Contract Services Total	20,010	10	12	13
Equipment Purchases				
54410 EQUIPMENT PURCHASES	10,500	11,255	41,250	1,575
Equipment Purchases Total	10,500	11,255	41,250	1,575
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	43,500	43,500	42,200	43,465
59993 EQUIPMENT CAPITAL CONTRIBUTION	46,224	46,224	59,710	70,248
Fleet Expense Total	89,724	89,724	101,910	113,713
Fuel				
54103 GASOLINE (VEHICLE)	11,329	10,100	10,451	11,000
54104 DIESEL (VEHICLE)	8,235	6,900	7,244	7,600
54125 DIESEL EXHAUST FLUID	40	40	40	40
Fuel Total	19,604	17,040	17,735	18,640
Materials and Supplies				
54099 PARTS AND MATERIALS	3,000	2,000	3,150	3,308
Materials and Supplies Total	3,000	2,000	3,150	3,308
Other Expense				
59059 MEMBERSHIP	0	0	320	0
Other Expense Total	0	0	320	0
Overtime				
51084 OVERTIME SALARIES	12,000	13,000	12,530	13,230
Overtime Total	12,000	13,000	12,530	13,230
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	250	3,695	9,212	3,630
Professional Development Total	250	3,695	9,212	3,630
Reserve Appropriation				
58536 MUNICIPAL BLDG MAINT B/L 4368	50,000	50,000	300,000	550,000
58536R MUNICIPAL BLDG MAINT (OFFSETTING)	350,003	350,003	9,461	0
Reserve Appropriation Total	400,003	400,003	309,461	550,000
Salaries and Wages				
51083 REGULAR SALARIES	813,182	727,000	835,937	861,549
Salaries and Wages Total	813,182	727,000	835,937	861,549
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	(350,003)	(350,003)	(9,461)	0
Transfers from Reserves Total	(350,003)	(350,003)	(9,461)	0



Costing Center Budget Summary

Costing Center: BLDG & STRUCT SUPERVISION

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Transfers to/from Internal Accounts				
59248 DISPOSAL SITE CHARGE	250	250	250	250
Transfers to/from Internal Accounts Total	250	250	250	250
Utilities				
53130 TELEPHONE	4,633	4,181	2,194	2,194
53295 RADIO COSTS	378	132	132	132
Utilities Total	5,011	4,313	2,326	2,326
Total Expenditures	1,026,217	920,952	1,327,319	1,570,920
Net Total	(1,026,217)	(920,952)	(1,327,319)	(1,570,920)
Percentage Change			29.34%	



Costing Center Budget Summary

Costing Center: 208 22ND ST N

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52028 GENERAL INSURANCE	230	230	298	328
Contract Services Total	230	230	298	328
Utilities				
53046 POWER	180	180	180	180
Utilities Total	180	180	180	180
Total Expenditures	410	410	478	508
Net Total	(410)	(410)	(478)	(508)
Percentage Change			16.59%	



Costing Center Budget Summary

Costing Center: AIRPORT BUILDINGS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Capital Contribution				
10300 CAPITAL PROJECTS	0	0	10,000	0
Capital Contribution Total	0	0	10,000	0
Contract Services				
52015 CONTRACTS	45,206	51,535	55,987	54,731
52016 SERVICE CALLS	0	20,733	0	0
52028 GENERAL INSURANCE	9,283	9,283	11,901	13,091
Contract Services Total	54,489	81,551	67,888	67,822
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	253,318	253,318	264,084	275,308
57439 DEBENTURE INTEREST	164,107	164,107	153,341	142,118
Debenture Debt Servicing Costs Total	417,425	417,425	417,425	417,425
Materials and Supplies				
54099 PARTS AND MATERIALS	2,000	5,295	3,150	3,308
Materials and Supplies Total	2,000	5,295	3,150	3,308
Utilities				
53025 HEAT	30,100	33,400	38,325	40,241
53046 POWER	41,600	39,100	43,172	45,330
53150 WATER	8,400	8,500	9,545	10,022
Utilities Total	80,100	81,000	91,042	95,593
Total Expenditures	554,014	585,271	589,505	584,148
Net Total	(554,014)	(585,271)	(589,505)	(584,148)
Percentage Change			6.41%	



Costing Center Budget Summary

Costing Center: CIVIC ADMIN BUILDING - 410 9th STREET

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	118,767	117,996	114,501	116,554
52016 SERVICE CALLS	5,000	24,200	0	0
52028 GENERAL INSURANCE	6,907	6,907	8,937	9,831
Contract Services Total	130,674	149,103	123,438	126,385
Fuel				
54129 DIESEL (OPERATING)	0	431	1,000	1,050
Fuel Total	0	431	1,000	1,050
Materials and Supplies				
54099 PARTS AND MATERIALS	14,125	18,327	15,781	14,471
Materials and Supplies Total	14,125	18,327	15,781	14,471
Utilities				
53025 HEAT	34,904	33,700	39,060	41,013
53046 POWER	76,500	78,632	80,147	84,154
53130 TELEPHONE	0	55	61	61
53150 WATER	6,700	5,700	7,800	7,800
Utilities Total	118,104	118,087	127,068	133,028
Total Expenditures	262,903	285,948	267,287	274,934
Net Total	(262,903)	(285,948)	(267,287)	(274,934)
Percentage Change			1.67%	



Costing Center Budget Summary

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

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	70,833	70,288	62,736	63,843
52016 SERVICE CALLS	0	7,158	0	0
52028 GENERAL INSURANCE	4,679	4,679	6,055	6,661
Contract Services Total	75,512	82,125	68,791	70,504
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	187,042	187,042	192,653	492,369
57439 DEBENTURE INTEREST	23,475	23,475	17,864	215,495
Debenture Debt Servicing Costs Total	210,517	210,517	210,517	707,864
Fuel				
54129 DIESEL (OPERATING)	0	785	2,000	2,100
Fuel Total	0	785	2,000	2,100
Materials and Supplies				
54099 PARTS AND MATERIALS	8,400	9,100	8,820	9,261
Materials and Supplies Total	8,400	9,100	8,820	9,261
Utilities				
53046 POWER	84,700	77,400	81,305	85,370
53130 TELEPHONE	340	243	243	243
53150 WATER	2,300	2,400	2,645	2,777
Utilities Total	87,340	80,043	84,193	88,390
Total Expenditures	381,769	382,570	374,321	878,119
Net Total	(381,769)	(382,570)	(374,321)	(878,119)
Percentage Change			(1.95%)	



Costing Center Budget Summary

Costing Center: CIVIC SERVICES COMPLEX - 900 RICHMOND AVENUE EAST

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	19,717	17,935	8,881	26,737
52016 SERVICE CALLS	0	11,525	0	0
52028 GENERAL INSURANCE	8,969	8,969	11,551	12,706
Contract Services Total	28,686	38,429	20,433	39,443
Equipment Purchases				
54410 EQUIPMENT PURCHASES	3,000	5,819	0	0
Equipment Purchases Total	3,000	5,819	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	15,000	23,099	6,024	19,169
Materials and Supplies Total	15,000	23,099	6,024	19,169
Reserve Appropriation				
58536 MUNICIPAL BLDG MAINT B/L 4368	15,000	15,000	15,000	15,000
58536R MUNICIPAL BLDG MAINT (OFFSETTING)	0	0	17,500	0
Reserve Appropriation Total	15,000	15,000	32,500	15,000
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	0	0	(17,500)	0
Transfers from Reserves Total	0	0	(17,500)	0
Transfers to/from Internal Accounts				
59334 INTERNAL CHARGES	(180,251)	(180,251)	(186,308)	(192,132)
Transfers to/from Internal Accounts Total	(180,251)	(180,251)	(186,308)	(192,132)
Utilities				
53025 HEAT	37,125	33,700	13,479	42,887
53046 POWER	64,600	60,135	64,165	67,374
53130 TELEPHONE	340	270	324	324
53150 WATER	11,500	4,594	1,190	7,935
Utilities Total	113,565	98,699	79,158	118,520
Total Expenditures	(5,000)	795	(65,693)	0
Net Total	5,000	(795)	65,693	0
Percentage Change			1,213.86%	



Costing Center Budget Summary

Costing Center: DALY HOUSE MUSEUM

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	500	500	316	499
52028 GENERAL INSURANCE	369	369	478	526
Contract Services Total	869	869	794	1,025
Materials and Supplies				
54099 PARTS AND MATERIALS	1,000	100	1,050	1,103
Materials and Supplies Total	1,000	100	1,050	1,103
Total Expenditures	1,869	969	1,844	2,128
Net Total	(1,869)	(969)	(1,844)	(2,128)
Percentage Change			(1.34%)	



Costing Center Budget Summary

Costing Center: FIRE STATION - 13TH STREET

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	829	1,016	1,076	1,122
52016 SERVICE CALLS	1,000	2,988	0	0
52028 GENERAL INSURANCE	931	931	1,204	1,324
Contract Services Total	2,760	4,935	2,280	2,446
Materials and Supplies				
54099 PARTS AND MATERIALS	1,400	1,050	1,470	1,544
Materials and Supplies Total	1,400	1,050	1,470	1,544
Utilities				
53025 HEAT	11,300	10,900	11,865	12,458
53046 POWER	8,300	7,700	8,042	8,444
53150 WATER	1,000	1,000	1,150	1,208
Utilities Total	20,600	19,600	21,057	22,110
Total Expenditures	24,760	25,585	24,807	26,100
Net Total	(24,760)	(25,585)	(24,807)	(26,100)
Percentage Change			0.19%	



Costing Center Budget Summary

Costing Center: FIRE STATION - 19TH STREET NORTH

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	15,634	14,106	11,976	12,565
52016 SERVICE CALLS	0	8,762	0	0
52028 GENERAL INSURANCE	8,388	8,388	10,855	11,940
Contract Services Total	24,022	31,256	22,831	24,505
Debt Service Debt Servicing Costs				
57438 DEBT PRINCIPAL	552,811	552,811	580,009	608,546
57439 DEBT INTEREST	258,978	258,978	231,779	203,243
Debt Service Debt Servicing Costs Total	811,788	811,788	811,788	811,789
Equipment Purchases				
54410 EQUIPMENT PURCHASES	2,500	3,050	0	0
Equipment Purchases Total	2,500	3,050	0	0
Fuel				
54129 DIESEL (OPERATING)	0	0	1,500	1,575
Fuel Total	0	0	1,500	1,575
Materials and Supplies				
54099 PARTS AND MATERIALS	9,300	8,103	9,765	10,253
Materials and Supplies Total	9,300	8,103	9,765	10,253
Utilities				
53025 HEAT	76,100	69,300	79,905	83,900
53150 WATER	5,000	4,100	4,370	4,589
Utilities Total	81,100	73,400	84,275	88,489
Total Expenditures	928,710	927,597	930,159	936,611
Net Total	(928,710)	(927,597)	(930,159)	(936,611)
Percentage Change			0.16%	



Costing Center Budget Summary

Costing Center: LANDFILL BUILDINGS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Capital Contribution				
10300 CAPITAL PROJECTS	0	0	100,000	35,000
Capital Contribution Total	0	0	100,000	35,000
Contract Services				
52015 CONTRACTS	14,436	12,802	31,914	12,200
52016 SERVICE CALLS	0	2,954	0	0
52028 GENERAL INSURANCE	3,447	3,447	4,520	4,972
Contract Services Total	17,883	19,203	36,434	17,172
Equipment Purchases				
54410 EQUIPMENT PURCHASES	5,000	0	5,000	0
Equipment Purchases Total	5,000	0	5,000	0
Materials and Supplies				
54099 PARTS AND MATERIALS	3,200	9,523	3,890	4,085
Materials and Supplies Total	3,200	9,523	3,890	4,085
Utilities				
53025 HEAT	11,600	10,500	12,180	12,789
53046 POWER	73,400	63,700	77,070	80,923
53150 WATER	900	1,000	1,035	1,087
Utilities Total	85,900	75,200	90,285	94,799
Total Expenditures	111,983	103,926	235,609	151,056
Net Total	(111,983)	(103,926)	(235,609)	(151,056)
Percentage Change			110.40%	



Costing Center Budget Summary

Costing Center: LIBRARY/ARTS BUILDING

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	38,144	38,391	37,477	37,901
52016 SERVICE CALLS	0	15,787	0	0
52028 GENERAL INSURANCE	4,732	4,732	6,124	6,736
Contract Services Total	42,876	58,910	43,601	44,637
Materials and Supplies				
54099 PARTS AND MATERIALS	6,000	7,786	8,138	8,544
Materials and Supplies Total	6,000	7,786	8,138	8,544
Reserve Appropriation				
58526 LIBRARY/ARTS MAINT B/L 5259	15,000	15,000	15,000	15,000
Reserve Appropriation Total	15,000	15,000	15,000	15,000
Utilities				
53025 HEAT	23,200	19,800	21,315	22,381
53046 POWER	63,100	61,300	64,458	67,681
53130 TELEPHONE	2,143	2,422	2,643	2,775
53150 WATER	1,700	2,100	2,185	2,294
Utilities Total	90,143	85,622	90,601	95,131
Total Expenditures	154,019	167,318	157,340	163,312
Net Total	(154,019)	(167,318)	(157,340)	(163,312)
Percentage Change			2.16%	



Costing Center Budget Summary

Costing Center: PARKS BUILDINGS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Capital Contribution				
10300 CAPITAL PROJECTS	0	0	45,000	0
Capital Contribution Total	0	0	45,000	0
Contract Services				
52015 CONTRACTS	12,838	10,345	9,727	9,795
52016 SERVICE CALLS	0	3,271	0	0
52028 GENERAL INSURANCE	4,424	4,424	5,794	6,373
Contract Services Total	17,262	18,040	15,521	16,168
Materials and Supplies				
54099 PARTS AND MATERIALS	2,500	2,322	4,470	4,694
Materials and Supplies Total	2,500	2,322	4,470	4,694
Utilities				
53025 HEAT	30,200	30,000	31,710	33,296
53150 WATER	7,800	7,300	7,912	8,308
Utilities Total	38,000	37,300	39,622	41,604
Total Expenditures	57,762	57,662	104,613	62,466
Net Total	(57,762)	(57,662)	(104,613)	(62,466)
Percentage Change			81.11%	



Costing Center Budget Summary

Costing Center: POLICE STATION - VICTORIA AVE

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	82,028	76,806	69,430	68,664
52016 SERVICE CALLS	0	5,695	0	0
52028 GENERAL INSURANCE	8,269	8,269	10,721	11,793
Contract Services Total	90,297	90,770	80,151	80,457
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	751,414	751,414	785,228	820,563
57439 DEBENTURE INTEREST	317,172	317,172	283,359	248,023
Debenture Debt Servicing Costs Total	1,068,586	1,068,586	1,068,586	1,068,586
Fuel				
54129 DIESEL (OPERATING)	0	650	1,500	1,575
Fuel Total	0	650	1,500	1,575
Materials and Supplies				
54099 PARTS AND MATERIALS	16,000	31,701	16,800	17,640
Materials and Supplies Total	16,000	31,701	16,800	17,640
Utilities				
53046 POWER	99,600	119,600	115,420	121,191
53150 WATER	2,700	3,000	2,760	2,898
Utilities Total	102,300	122,600	118,180	124,089
Total Expenditures	1,277,183	1,314,307	1,285,217	1,292,348
Net Total	(1,277,183)	(1,314,307)	(1,285,217)	(1,292,348)
Percentage Change			0.63%	



Costing Center Budget Summary

Costing Center: STORAGE GARAGE

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	1,000	867	326	326
52016 SERVICE CALLS	0	1,200	0	0
Contract Services Total	1,000	2,067	326	326
Materials and Supplies				
54099 PARTS AND MATERIALS	1,000	1,744	1,831	1,923
Materials and Supplies Total	1,000	1,744	1,831	1,923
Transfers to/from Internal Accounts				
59334 INTERNAL CHARGES	(19,900)	(19,900)	(21,293)	(22,342)
Transfers to/from Internal Accounts Total	(19,900)	(19,900)	(21,293)	(22,342)
Utilities				
53025 HEAT	16,800	16,900	18,060	18,963
53150 WATER	1,100	800	1,076	1,130
Utilities Total	17,900	17,700	19,136	20,093
Total Expenditures	0	1,611	0	0
Net Total	0	(1,611)	0	0
Percentage Change			0.00%	



Costing Center Budget Summary

Costing Center: STREET LIGHTS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	0	2,046	0	0
Contract Services Total	0	2,046	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	1,500	1,500	1,575	1,654
Materials and Supplies Total	1,500	1,500	1,575	1,654
Utilities				
53046 POWER	961,200	963,600	1,012,947	1,063,594
Utilities Total	961,200	963,600	1,012,947	1,063,594
Total Expenditures	962,700	967,146	1,014,522	1,065,248
Net Total	(962,700)	(967,146)	(1,014,522)	(1,065,248)
Percentage Change			5.38%	



Costing Center Budget Summary

Costing Center: TEST LAB BUILDING

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	535	535	535	535
Contract Services Total	535	535	535	535
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	4,000	0
Equipment Purchases Total	0	0	4,000	0
Materials and Supplies				
54099 PARTS AND MATERIALS	100	250	263	276
Materials and Supplies Total	100	250	263	276
Utilities				
53025 HEAT	1,400	1,300	1,470	1,544
53150 WATER	230	200	247	260
Utilities Total	1,630	1,500	1,717	1,804
Total Expenditures	2,265	2,285	6,515	2,615
Net Total	(2,265)	(2,285)	(6,515)	(2,615)
Percentage Change			187.64%	



Costing Center Budget Summary

Costing Center: TRAFFIC SIGNALS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Other Income				
42994 RECOVERIES OTHER	2,500	0	0	0
Other Income Total	2,500	0	0	0
Total Revenues	2,500	0	0	0
Expenditures				
Contract Services				
52015 CONTRACTS	41,656	47,874	47,874	47,874
52016 SERVICE CALLS	0	3,295	0	0
Contract Services Total	41,656	51,169	47,874	47,874
Materials and Supplies				
54099 PARTS AND MATERIALS	51,500	43,500	55,075	56,778
Materials and Supplies Total	51,500	43,500	55,075	56,778
Total Expenditures	93,156	94,669	102,949	104,652
Net Total	(90,656)	(94,669)	(102,949)	(104,652)
Percentage Change			13.56%	



Costing Center Budget Summary

Costing Center: TRANSIT COMFORT STATION

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	6,477	4,809	4,565	4,565
52016 SERVICE CALLS	0	2,650	0	0
Contract Services Total	6,477	7,459	4,565	4,565
Materials and Supplies				
54099 PARTS AND MATERIALS	1,750	1,968	1,838	1,930
Materials and Supplies Total	1,750	1,968	1,838	1,930
Utilities				
53046 POWER	3,700	3,300	3,885	4,079
53150 WATER	900	1,160	805	845
Utilities Total	4,600	4,460	4,690	4,924
Total Expenditures	12,827	13,887	11,093	11,419
Net Total	(12,827)	(13,887)	(11,093)	(11,419)
Percentage Change			(13.52%)	



FLEET SERVICES

Budget Manager: Carla Richardson, Director of Transportation

Overview

Fleet Services manages multiple fleets including Fire, Police, Transit and Fleet vehicles. The four different equipment cost centers capture expenses related to insurance, tires and maintenance and repairs. There is an offsetting recovery through a shop rate which is charged to the various fleet accounts as work is performed.

The Fleet department is also responsible for determining capital replacement schedules and costs of the City of Brandon Fleet. An annual capital contribution is charged to the user departments to ensure fleet reserves are adequately funded to support future replacements.

Objectives

Fleet Services works collaboratively with all departments to ensure the right vehicles and equipment are procured at the most optimal time. Fleet Services is committed to being a reliable support system for user departments so they can effectively provide their services to the citizens of Brandon.



FLEET SERVICES

Budget Manager: Carla Richardson, Director of Transportation

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
4066 - FIRE DEPT VEHICLES	55,449	52,849	(21,321)
0700 - FLEET EQUIPMENT	1,125,226	2,071,452	1,587,313
0084 - POLICE DEPT VEHICLES	181,154	171,142	178,723
3963 - TRANSIT EQUIPMENT	(505,926)	74,982	(92,765)
TOTAL	855,903	2,370,425	1,651,950

Budget Analysis

Fleet maintenance costs have increased by approximately 6.4% from the approved 2023 budget. Factors influencing this increase include supply chain issues that is currently having negative impacts on parts and components for automotive repairs, increasing insurance premiums on equipment not covered through MPI policy, and an aging equipment fleet. Although there is a full complement of mechanic staff, allowing the garage to complete more work, some repairs must currently be performed externally due to a lack of heavy duty lifts after the Civic Services Complex incident.

Capital Contributions from user departments are increasing substantially. User department contributions are calculated at the full cost of replacing an asset and is set using assumptions for useful life, replacement cost, resale value, and inflation. Based on an analysis performed on obtaining current costing for units and assessing the replacement cycles, contributions will increase 18%. In addition, in the 2023 budget deliberations, \$500,000 of general revenue funded contributions was removed and was supplemented from a transfer from the 8th St. Bridge reserve. In 2024, the contributions will return to being funded by general revenue.

Pricing for fleet equipment has increased substantially coming out of the pandemic, with many items experiencing increases of 10-20%. In 2023, the City was forced to cancel several bids for fleet equipment due to insufficient approved budgets.



Costing Center Budget Summary

Costing Center: FIRE DEPT VEHICLES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Total Revenues	0	0	0	0
Expenditures				
Contract Services				
52032 VEHICLE INSURANCE	55,743	53,913	54,405	55,493
Contract Services Total	55,743	53,913	54,405	55,493
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	(182,600)	(182,600)	(193,600)	(199,430)
59993 EQUIPMENT CAPITAL CONTRIBUTION	(176,930)	(176,930)	(269,545)	(269,545)
59994 EQUIPMENT CAPITAL DISCOUNT	(52,849)	(52,849)	(80,449)	(80,449)
Fleet Expense Total	(412,379)	(412,379)	(543,594)	(549,424)
Materials and Supplies				
54099 PARTS AND MATERIALS	45,093	121,093	55,063	56,714
54157 TIRES	4,665	4,665	4,434	4,565
Materials and Supplies Total	49,758	125,758	59,497	61,279
Reserve Appropriation				
58554 FIRE VEHICLES B/L	176,930	176,930	294,545	294,545
Reserve Appropriation Total	176,930	176,930	294,545	294,545
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	72,059	72,059	74,658	77,618
Transfers to/from Internal Accounts Total	72,059	72,059	74,658	77,618
Utilities				
53056 TELEMATICS	5,040	5,040	5,040	5,040
Utilities Total	5,040	5,040	5,040	5,040
Total Expenditures	(52,849)	21,321	(55,449)	(55,449)
Net Total	52,849	(21,321)	55,449	55,449
Percentage Change			4.92%	



Costing Center Budget Summary

Costing Center: FLEET EQUIPMENT

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Sale of Goods				
49224R GARAGE EQUIP SALES (OFFSETTING)	70,185	70,185	70,185	1,369,900
Sale of Goods Total	70,185	70,185	70,185	1,369,900
Total Revenues	70,185	70,185	70,185	1,369,900
Expenditures				
Contract Services				
52032 VEHICLE INSURANCE	214,533	244,672	254,377	259,470
Contract Services Total	214,533	244,672	254,377	259,470
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	(1,663,600)	(1,663,600)	(1,720,600)	(1,773,800)
59993 EQUIPMENT CAPITAL CONTRIBUTION	(1,035,184)	(1,035,184)	(2,232,928)	(2,427,067)
59994 EQUIPMENT CAPITAL DISCOUNT	(2,071,452)	(2,071,452)	(1,375,226)	(1,486,162)
Fleet Expense Total	(4,770,236)	(4,770,236)	(5,328,754)	(5,687,029)
Materials and Supplies				
54099 PARTS AND MATERIALS	524,159	1,008,159	603,317	621,412
54157 TIRES	109,174	129,174	110,471	113,796
54209 PREVENTATIVE MAINTENANCE	38,545	38,545	22,295	22,296
Materials and Supplies Total	671,878	1,175,878	736,083	757,504
Reserve Appropriation				
58508 EQUIPMENT REPLACEMENT B/L 3675	1,035,184	1,035,184	2,482,928	3,377,067
58508R EQUIPMENT REPLACEMENT (OFFSETTING)	570,185	570,185	70,185	1,369,900
Reserve Appropriation Total	1,605,369	1,605,369	2,553,113	4,746,967
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	(500,000)	(500,000)	0	0
Transfers from Reserves Total	(500,000)	(500,000)	0	0
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	722,469	672,469	673,980	700,666
Transfers to/from Internal Accounts Total	722,469	672,469	673,980	700,666
Utilities				
53056 TELEMATICS	54,720	54,720	56,160	56,160
Utilities Total	54,720	54,720	56,160	56,160
Total Expenditures	(2,001,267)	(1,517,128)	(1,055,041)	833,738
Net Total	2,071,452	1,587,313	1,125,226	536,162
Percentage Change			(45.68%)	



Costing Center Budget Summary

Costing Center: POLICE DEPT VEHICLES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Sale of Goods				
49452R POLICE VEHICLE SALE (OFFSETTING)	30,400	30,400	23,700	11,000
Sale of Goods Total	30,400	30,400	23,700	11,000
Total Revenues	30,400	30,400	23,700	11,000
Expenditures				
Contract Services				
52032 VEHICLE INSURANCE	90,714	108,133	127,785	130,340
Contract Services Total	90,714	108,133	127,785	130,340
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	(338,300)	(338,300)	(391,900)	(403,470)
59993 EQUIPMENT CAPITAL CONTRIBUTION	(343,108)	(343,108)	(367,796)	(386,935)
59994 EQUIPMENT CAPITAL DISCOUNT	(171,142)	(171,142)	(181,153)	(190,580)
Fleet Expense Total	(852,550)	(852,550)	(940,849)	(980,985)
Materials and Supplies				
54099 PARTS AND MATERIALS	66,882	56,882	64,539	66,468
54157 TIRES	28,641	28,641	26,948	27,754
Materials and Supplies Total	95,523	85,523	91,487	94,222
Reserve Appropriation				
58549 POLICE VEHICLES B/L	343,108	343,108	367,796	386,935
58549R POLICE VEHICLES (OFFSETTING)	30,400	30,400	23,700	11,000
Reserve Appropriation Total	373,508	373,508	391,496	397,935
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	138,383	123,383	158,587	164,868
Transfers to/from Internal Accounts Total	138,383	123,383	158,587	164,868
Utilities				
53056 TELEMATICS	13,680	13,680	14,040	14,040
Utilities Total	13,680	13,680	14,040	14,040
Total Expenditures	(140,742)	(148,323)	(157,454)	(179,580)
Net Total	171,142	178,723	181,154	190,580
Percentage Change			5.85%	



Costing Center Budget Summary

Costing Center: TRANSIT EQUIPMENT

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Conditional Government Transfers				
44500R FEDERAL GOV'T (OFFSETTING)	486,888	486,888	486,888	507,095
Conditional Government Transfers Total	486,888	486,888	486,888	507,095
Sale of Goods				
49263R TRANSIT EQUIP SALES (OFFSETTING)	0	0	0	126,600
Sale of Goods Total	0	0	0	126,600
Total Revenues	486,888	486,888	486,888	633,695
Expenditures				
Contract Services				
52032 VEHICLE INSURANCE	47,729	55,126	57,882	59,040
Contract Services Total	47,729	55,126	57,882	59,040
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	(1,209,900)	(1,209,900)	(1,305,500)	(1,350,939)
59993 EQUIPMENT CAPITAL CONTRIBUTION	(416,062)	(416,062)	(533,085)	(865,878)
59994 EQUIPMENT CAPITAL DISCOUNT	(74,982)	(74,982)	(94,074)	(152,802)
Fleet Expense Total	(1,700,944)	(1,700,944)	(1,932,659)	(2,369,619)
Materials and Supplies				
54099 PARTS AND MATERIALS	384,702	641,702	452,761	466,349
54157 TIRES	38,736	65,736	49,021	50,486
Materials and Supplies Total	423,438	707,438	501,782	516,835
Reserve Appropriation				
58510 TRANSIT EQUIPMENT B/L 3654	416,062	416,062	1,133,085	865,878
58510R TRANSIT EQUIPMENT (OFFSETTING)	0	0	0	126,600
58558R TRANSIT GAS TAX (OFFSETTING)	486,888	486,888	486,888	507,095
Reserve Appropriation Total	902,950	902,950	1,619,973	1,499,573
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	736,933	606,933	737,916	767,144
Transfers to/from Internal Accounts Total	736,933	606,933	737,916	767,144
Utilities				
53056 TELEMATICS	1,800	8,150	7,920	7,920
Utilities Total	1,800	8,150	7,920	7,920
Total Expenditures	411,906	579,653	992,814	480,893
Net Total	74,982	(92,765)	(505,926)	152,802
Percentage Change			(774.73%)	



FLEET SERVICES - GARAGE & STORES

Budget Manager: Carla Richardson, Director of Transportation

Overview

Fleet Services manages the maintenance of the city fleet and internal stores operations. This account includes the operating costs associated with the functions of the City Garage as they relate to maintaining and repairing vehicles and equipment owned by the City of Brandon. There is an offsetting recovery through a shop rate which is charged to the various fleet accounts as work is performed.

The stores function is responsible for inventory management of goods used during day today operations of all City departments as well as parts and materials for completing repairs to City-owned equipment, buildings, and infrastructure.

This department is also responsible for the fuel that is inventoried at the Civic Services Complex and manages the administration of providing diesel to the Brandon School Division.

Objectives

Fleet Services operates a six day work schedule to ensure smooth operations to maintain and repair the city fleet in a timely, effective and efficient manner. The internal stores function procures the majority of city resources at a reduced rate with the higher buying power.



FLEET SERVICES - GARAGE & STORES

Budget Manager: Carla Richardson, Director of Transportation

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
0135 - GARAGE SERVICES	9,817	(0)	(49,499)
0016 - STORES	(234,016)	(229,496)	(223,607)
0689 - SCHOOL DIVISION EQUIPMENT	5,650	6,903	6,903
TOTAL	(218,549)	(222,593)	(266,203)

Budget Analysis

Increases in operational costs of the garage relate primarily to general wage increases, increased costs of materials consumed within garage operations and increased insurance premiums. The costs of operating the garage are charged out to fleet assets through a set shop rate charge.

This department also accounts for diesel sold to the Brandon School Division. The City collects a 5% commission on these sales. For 2024, there is a decrease in the projected volume of diesel sold to BSD due to their move towards propane school buses.



Costing Center Budget Summary

Costing Center: GARAGE SERVICES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Other Income				
42994 RECOVERIES OTHER	6,690	8,690	9,000	9,000
Other Income Total	6,690	8,690	9,000	9,000
Sale of Goods				
42506 SCRAP METAL SALES	4,013	7,013	6,000	6,000
42520 OIL & FILTER RECOVERIES	100	2,036	900	900
Sale of Goods Total	4,113	9,049	6,900	6,900
Total Revenues	10,803	17,739	15,900	15,900
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	1,705	3,005	1,583	1,583
51123 PROTECTIVE CLOTHING	5,692	5,692	5,375	5,536
51124 TOOL ALLOWANCE	4,320	4,320	3,960	3,960
51285 MEDICALS	330	330	330	330
Benefits Total	12,047	13,347	11,248	11,409
Contract Services				
52015 CONTRACTS	8,595	8,810	9,345	9,810
52028 GENERAL INSURANCE	569	569	5,022	5,524
52029 LIABILITY INSURANCE	1,295	1,295	1,295	1,395
52032 VEHICLE INSURANCE	530	476	500	530
52054 MAINT OF EQUIP EXT	21,000	21,000	24,480	23,612
52069 PRINTING COSTS	200	691	200	200
Contract Services Total	32,189	32,841	40,842	41,071
Equipment Purchases				
54410 EQUIPMENT PURCHASES	8,600	8,600	9,500	8,600
Equipment Purchases Total	8,600	8,600	9,500	8,600
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	15,100	15,100	9,900	10,177
59993 EQUIPMENT CAPITAL CONTRIBUTION	26,399	26,399	26,185	26,185
Fleet Expense Total	41,499	41,499	36,085	36,362
Fuel				
54103 GASOLINE (VEHICLE)	1,595	2,095	1,782	1,960
54104 DIESEL (VEHICLE)	2,295	2,295	2,073	2,175
Fuel Total	3,890	4,390	3,855	4,135
Materials and Supplies				
54095 SHOP SUPPLIES	36,550	36,550	40,250	41,350
54228 PROPANE	0	700	816	816
54266 TOOLS	11,000	11,000	11,000	11,330
Materials and Supplies Total	47,550	48,250	52,066	53,496
Other Expense				
59003 ADVERTISING	500	500	500	500
59048 LUNCHEONS	500	500	500	500
59059 MEMBERSHIP	1,335	1,335	1,785	1,435



Costing Center Budget Summary

Costing Center: GARAGE SERVICES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
59098 SUBSCRIPTIONS	11,536	11,536	11,366	12,252
Other Expense Total	13,871	13,871	14,151	14,687
Overtime				
51084 OVERTIME SALARIES	35,000	57,000	31,325	31,325
Overtime Total	35,000	57,000	31,325	31,325
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	22,810	15,169	17,156	23,389
Professional Development Total	22,810	15,169	17,156	23,389
Reserve Appropriation				
58508 EQUIPMENT REPLACEMENT B/L 3675	2,000	2,000	2,000	2,000
Reserve Appropriation Total	2,000	2,000	2,000	2,000
Salaries and Wages				
51083 REGULAR SALARIES	1,349,013	1,237,937	1,373,233	1,423,713
51090 SHIFT DIFFERENTIAL	4,006	4,006	3,921	3,921
Salaries and Wages Total	1,353,019	1,241,943	1,377,154	1,427,634
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	(1,760,399)	(1,610,399)	(1,796,167)	(1,814,774)
59334 INTERNAL CHARGES	196,887	196,887	204,109	210,810
Transfers to/from Internal Accounts Total	(1,563,512)	(1,413,512)	(1,592,058)	(1,603,964)
Utilities				
53130 TELEPHONE	1,551	1,551	2,445	1,245
53295 RADIO COSTS	289	289	313	313
Utilities Total	1,840	1,840	2,758	1,558
Total Expenditures	10,803	67,238	6,083	51,703
Net Total	0	(49,499)	9,817	(35,803)
Percentage Change			100.00%	



Costing Center Budget Summary

Costing Center: SCHOOL DIVISION EQUIPMENT

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
User Fees				
42999 REVENUE	6,903	6,903	5,650	5,650
42999R REVENUE (OFFSETTING)	138,052	108,052	113,000	113,000
User Fees Total	144,955	114,955	118,650	118,650
Total Revenues	144,955	114,955	118,650	118,650
Expenditures				
Fuel				
54104R DIESEL (OFFSETTING)	137,952	107,952	113,000	113,000
54125R DEF (OFFSETTING)	100	100	0	0
Fuel Total	138,052	108,052	113,000	113,000
Total Expenditures	138,052	108,052	113,000	113,000
Net Total	6,903	6,903	5,650	5,650
Percentage Change			(18.15%)	



Costing Center Budget Summary

Costing Center: STORES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	244	368	365	365
51123 PROTECTIVE CLOTHING	155	167	160	160
Benefits Total	399	535	525	525
Contract Services				
52069 PRINTING COSTS	700	700	700	700
Contract Services Total	700	700	700	700
Equipment Purchases				
54410 EQUIPMENT PURCHASES	3,000	3,000	0	0
Equipment Purchases Total	3,000	3,000	0	0
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	500	500	500	516
59993 EQUIPMENT CAPITAL CONTRIBUTION	5,755	5,755	5,200	6,988
Fleet Expense Total	6,255	6,255	5,700	7,504
Fuel				
54103 GASOLINE (VEHICLE)	1,170	1,170	1,140	1,200
Fuel Total	1,170	1,170	1,140	1,200
Materials and Supplies				
54099 PARTS AND MATERIALS	800	1,525	1,200	1,200
Materials and Supplies Total	800	1,525	1,200	1,200
Other Expense				
59048 LUNCHEONS	100	100	100	100
59098 SUBSCRIPTIONS	50	50	50	50
Other Expense Total	150	150	150	150
Overtime				
51084 OVERTIME SALARIES	500	500	447	447
Overtime Total	500	500	447	447
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	1,000	300	1,000	1,000
Professional Development Total	1,000	300	1,000	1,000
Salaries and Wages				
51083 REGULAR SALARIES	215,357	209,307	222,971	227,108
Salaries and Wages Total	215,357	209,307	222,971	227,108
Utilities				
53130 TELEPHONE	165	165	183	183
Utilities Total	165	165	183	183
Total Expenditures	229,496	223,607	234,016	240,018
Net Total	(229,496)	(223,607)	(234,016)	(240,018)
Percentage Change			1.97%	



OPERATIONS ADMIN

Budget Manager: Patrick Pulak, General Manager of Operations

Overview

The Operational Services Division is under the direction of the General Manager of Operations who reports directly to the City Manager.

Operational Services consists of three (3) Department Heads - Director of Transportation Services, Director of Public Works and the Director of Parks and Recreation. Director positions are structured to reflect the cohesiveness of departments with the Operations Division. There are nine (9) sections that make up the three departments. These include Parks, Recreation, Streets & Roads, Sewer & Water, Sanitation, Airport, Fleet, Transit and Building Maintenance.

Objectives

A forthcoming new strategic plan for the Division and each of the Departments will have an impact on operating accounts, and long and short-term capital. The greatest impacts will be in 2024 and beyond. Emphasis will be placed on operating standards for each of the departments to ensure financial responsibilities are maintained. Financial controls are supported through assistance from the Finance Department. Infrastructure is becoming categorized for levels of service with development of the Asset Management Program.

OPERATIONS ADMIN

Budget Manager: Patrick Pulak, General Manager of Operations

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
0142 - OPERATIONS ADMINISTRATION	(630,623)	(560,877)	(661,069)
TOTAL	(630,623)	(560,877)	(661,069)

Budget Analysis

The main change in Operations Administration is a due to general wage and step increment increases.

This cost centre also includes \$50,000 to address attraction and retention of qualified mechanics and equipment operators.



Costing Center Budget Summary

Costing Center: OPERATIONS ADMINISTRATION

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	4,000	97,895	0	0
Contract Services Total	4,000	97,895	0	0
Equipment Purchases				
54410 EQUIPMENT PURCHASES	2,200	551	1,500	1,500
Equipment Purchases Total	2,200	551	1,500	1,500
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	5,200	5,200	6,400	6,592
59993 EQUIPMENT CAPITAL CONTRIBUTION	5,370	5,370	6,340	6,340
Fleet Expense Total	10,570	10,570	12,740	12,932
Fuel				
54103 GASOLINE (VEHICLE)	2,200	1,000	1,425	1,500
Fuel Total	2,200	1,000	1,425	1,500
Materials and Supplies				
54099 PARTS AND MATERIALS	6,500	6,500	6,500	6,500
Materials and Supplies Total	6,500	6,500	6,500	6,500
Other Expense				
59048 LUNCHEONS	900	500	900	900
59059 MEMBERSHIP	705	1,470	1,361	1,361
59138 BUSINESS TRAVEL	300	0	150	150
59241 SPECIAL PROGRAMS	0	0	50,000	50,000
Other Expense Total	1,905	1,970	52,411	52,411
Overtime				
51084 OVERTIME SALARIES	250	250	0	0
Overtime Total	250	250	0	0
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	15,165	11,013	7,810	8,000
Professional Development Total	15,165	11,013	7,810	8,000
Salaries and Wages				
51083 REGULAR SALARIES	515,966	529,329	546,383	565,803
Salaries and Wages Total	515,966	529,329	546,383	565,803
Utilities				
53130 TELEPHONE	1,997	1,867	1,730	840
53295 RADIO COSTS	124	124	124	124
Utilities Total	2,121	1,991	1,854	964
Total Expenditures	560,877	661,069	630,623	649,610
Net Total	(560,877)	(661,069)	(630,623)	(649,610)
Percentage Change			12.44%	



DRAINAGE

Budget Manager: Patrick Pulak, General Manager of Operations

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.

Objectives

Drainage and Surface drainage accounts provides funds for maintenance of infrastructure related to surface water that drains from the streets through catch basins and into the storm sewer system to the river, as well as regular cleaning of and improvements to the water run off ditch system. This system is utilized in cases where storm sewers do not exist.



DRAINAGE

Budget Manager: Patrick Pulak, General Manager of Operations

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
1791 - SURFACE DRAINAGE	(476,577)	(438,661)	(329,282)
1792 - STORM SEWERS	(102,512)	(90,359)	(83,895)
TOTAL	(579,090)	(529,020)	(413,177)

Budget Analysis

In 2024, an additional 0.5 FTE casual labour position has been added to focus solely on replacement of catch basins. Increased costs to maintain aging fleet of pumps also impacts this department as the pumps deployed at various locations are being used more frequently.

In 2024, there is additional funds allocated for the fabrication and installation of movable culvert grates at 26th St and Willowdale Ave. Additionally, funds have been allocated for the development and implementation of a homeowners drainage assistance program.



Costing Center Budget Summary

Costing Center: SURFACE DRAINAGE

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	270	0	270	270
Benefits Total	270	0	270	270
Contract Services				
52015 CONTRACTS	20,000	1,201	20,000	20,000
Contract Services Total	20,000	1,201	20,000	20,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	4,600	4,600	0	0
Equipment Purchases Total	4,600	4,600	0	0
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	47,400	47,400	38,400	39,386
59993 EQUIPMENT CAPITAL CONTRIBUTION	120,479	120,479	136,808	160,847
Fleet Expense Total	167,879	167,879	175,208	200,232
Fuel				
54104 DIESEL (VEHICLE)	23,500	25,300	22,399	23,500
54125 DIESEL EXHAUST FLUID	200	200	200	200
54129 DIESEL (OPERATING)	39,100	20,200	40,000	40,000
Fuel Total	62,800	45,700	62,599	63,700
Materials and Supplies				
54099 PARTS AND MATERIALS	15,000	18,500	26,000	17,000
Materials and Supplies Total	15,000	18,500	26,000	17,000
Other Expense				
59241r SPECIAL PROGRAMS (RES FUNDED)	0	0	50,000	50,000
59967 RESTORATION	1,000	0	1,000	1,000
Other Expense Total	1,000	0	51,000	51,000
Salaries and Wages				
51083 REGULAR SALARIES	159,611	78,902	179,000	185,696
Salaries and Wages Total	159,611	78,902	179,000	185,696
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	0	0	(50,000)	(50,000)
Transfers from Reserves Total	0	0	(50,000)	(50,000)
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	7,500	12,500	12,500	12,500
Transfers to/from Internal Accounts Total	7,500	12,500	12,500	12,500
Total Expenditures	438,661	329,282	476,577	500,398
Net Total	(438,661)	(329,282)	(476,577)	(500,398)
Percentage Change			8.64%	



Costing Center Budget Summary

Costing Center: STORM SEWERS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	118	0	118	118
Benefits Total	118	0	118	118
Materials and Supplies				
54099 PARTS AND MATERIALS	15,000	15,000	15,000	17,000
Materials and Supplies Total	15,000	15,000	15,000	17,000
Other Expense				
59967 RESTORATION	3,500	0	3,500	3,500
Other Expense Total	3,500	0	3,500	3,500
Salaries and Wages				
51083 REGULAR SALARIES	71,741	68,895	83,894	86,928
Salaries and Wages Total	71,741	68,895	83,894	86,928
Total Expenditures	90,359	83,895	102,512	107,546
Net Total	(90,359)	(83,895)	(102,512)	(107,546)
Percentage Change			13.45%	



PARKS

Budget Manager: Perry Roque, Director of Parks & Recreation

Overview

The Park Section is made up of 2 sections, Forestry & Horticulture and Greenspace Maintenance. Parks consists of a wide range of staff that maintain and upgrade City parks, playgrounds, recreation facilities and greenspaces. Parks employs 68 staff throughout the year who work out of the Parks Complex and Brandon Municipal Cemetery.

Objectives

Forestry & Horticulture: Activities within the Forestry & Horticulture section include tree maintenance and pruning, tree planting, tree stumping, greenhouse activities, flower planting and maintenance and landscaping.

Greenspace Maintenance: Annual duties include grass mowing and clean up, maintenance of recreation facilities, playgrounds, parks and greenspaces, operation and maintenance of Brandon Municipal Cemetery, start up, maintenance and shutdown of all spray parks, pool, park washroom facilities and irrigation. Staff also administer the Mosquito Abatement Program alongside the Province.



PARKS

Budget Manager: Perry Roque, Director of Parks & Recreation

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
1494 - ANDREWS FIELD OPERATIONS	(150,449)	(124,715)	(105,356)
0231 - CEMETERY OPERATIONS	(239)	(0)	12,265
0308 - JOINT USE OF SCHOOLS	(65,600)	(72,800)	(76,400)
0123 - MOSQUITO MITIGATION	(42,352)	(45,517)	(35,618)
1496 - OUTDOOR SPORTS FIELD COMPLEX	-	-	-
0151 - PARKS OPERATIONS	(3,593,943)	(3,290,092)	(3,205,838)
0284 - REC CENTRE	(3,500)	(1,800)	(4,020)
TOTAL	(3,855,605)	(3,534,924)	(3,414,966)

Budget Analysis

Significant changes in the Parks department include additional revenue from cemetery fees for services, increased mosquito trap collection revenue, and increases to Dutch Elm Disease funding.

Other items influencing the change in the Parks department include

- reduction in advertising due to 2023's tree protection by-law education initiatives
- purchase of a soil mixer for the greenhouse
- replacement of roof on Stanley Park lawn bowling shed
- additional truck rental for mosquito trap collection

Operating projects included in the 2024 Parks department also include tree planting, which is funded by reserve, that was previously accounted for within the Engineering department.

Up to \$25,000 was also allocated from the Parks Reserve to address gopher infestations across the City.



Costing Center Budget Summary

Costing Center: ANDREWS FIELD OPERATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	25,549	25,549	25,982	26,424
52028 GENERAL INSURANCE	1,166	1,166	1,467	1,614
Contract Services Total	26,715	26,715	27,449	28,038
Materials and Supplies				
54099 PARTS AND MATERIALS	8,000	817	8,000	8,500
Materials and Supplies Total	8,000	817	8,000	8,500
Reserve Appropriation				
58540 ANDREWS FIELD RESERVE B/L	65,000	65,000	90,000	90,000
Reserve Appropriation Total	65,000	65,000	90,000	90,000
Utilities				
53150 WATER	25,000	12,824	25,000	25,000
Utilities Total	25,000	12,824	25,000	25,000
Total Expenditures	124,715	105,356	150,449	151,538
Net Total	(124,715)	(105,356)	(150,449)	(151,538)
Percentage Change			20.63%	



Costing Center Budget Summary

Costing Center: CEMETERY OPERATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
User Fees				
42060 ADMIN FEE REVENUE	500	500	500	600
42327 CEMETERY PLOT SALES	73,600	73,600	75,200	76,800
42327R CEMETERY PLOT SALES (OFFSETTING)	18,400	18,400	18,800	19,200
42328 CEMETERY INTERMENT FEES	112,000	96,000	113,600	115,200
42328R CEMETERY INTERMENT (OFFSETTING)	28,000	24,000	28,400	28,800
42329 CEMETERY FOUNDATION FEES	17,600	17,600	19,200	20,000
42329R CEMETERY FOUNDATION (OFFSETTING)	4,400	4,400	4,800	5,000
42330 CEMETERY COLUMBARIUM SALES	120,000	136,000	128,000	136,000
42330R CEMETERY COLUMBARIUM (OFFSETTING)	30,000	34,000	32,000	34,000
User Fees Total	404,500	404,500	420,500	435,600
Total Revenues	404,500	404,500	420,500	435,600
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	453	573	456	456
51123 PROTECTIVE CLOTHING	1,000	1,418	1,000	1,100
Benefits Total	1,453	1,991	1,456	1,556
Contract Services				
52015 CONTRACTS	19,062	10,862	10,215	10,500
52028 GENERAL INSURANCE	341	341	422	464
52069 PRINTING COSTS	0	209	0	0
52387 BANK PROCESSING FEES	800	800	825	825
54226 INSCRIPTIONS	18,000	18,000	19,000	19,000
Contract Services Total	38,203	30,212	30,462	30,789
Equipment Purchases				
54410 EQUIPMENT PURCHASES	2,500	4,766	5,000	5,000
Equipment Purchases Total	2,500	4,766	5,000	5,000
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	15,200	15,200	22,700	23,383
59993 EQUIPMENT CAPITAL CONTRIBUTION	39,622	39,622	36,162	38,281
Fleet Expense Total	54,822	54,822	58,862	61,664
Fuel				
54128 GASOLINE (OPERATING)	8,000	6,000	6,000	6,500
54129 DIESEL (OPERATING)	5,000	7,000	6,000	6,500
Fuel Total	13,000	13,000	12,000	13,000
Materials and Supplies				
54099 PARTS AND MATERIALS	20,000	15,296	20,000	20,000
Materials and Supplies Total	20,000	15,296	20,000	20,000
Other Expense				
59003 ADVERTISING	3,250	1,841	3,250	3,250
59059 MEMBERSHIP	242	242	242	242
Other Expense Total	3,492	2,083	3,492	3,492



Costing Center Budget Summary

Costing Center: CEMETERY OPERATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Overtime				
51084 OVERTIME SALARIES	5,000	3,500	4,475	5,475
Overtime Total	5,000	3,500	4,475	5,475
Reserve Appropriation				
58519R PERPETUAL CARE (OFFSETTING)	80,800	80,800	84,000	87,000
Reserve Appropriation Total	80,800	80,800	84,000	87,000
Salaries and Wages				
51083 REGULAR SALARIES	290,022	288,891	308,902	319,333
Salaries and Wages Total	290,022	288,891	308,902	319,333
Transfers from Reserves				
59997 TRANSFER FR RESERVES (TX REDUCING)	(116,570)	(116,570)	(121,916)	0
Transfers from Reserves Total	(116,570)	(116,570)	(121,916)	0
Transfers to/from Internal Accounts				
59248 DISPOSAL SITE CHARGE	200	1,259	500	500
Transfers to/from Internal Accounts Total	200	1,259	500	500
Utilities				
53046 POWER	7,300	7,300	9,000	9,200
53130 TELEPHONE	1,279	1,886	829	829
53150 WATER	3,000	3,000	3,200	3,500
Utilities Total	11,579	12,186	13,029	13,529
Total Expenditures	404,500	392,235	420,261	561,338
Net Total	0	12,265	239	(125,738)
Percentage Change			100.00%	



Costing Center Budget Summary

Costing Center: JOINT USE OF SCHOOLS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
User Fees				
42999 REVENUE	7,200	3,600	14,400	14,400
42999R REVENUE (OFFSETTING)	72,000	36,000	72,000	72,000
User Fees Total	79,200	39,600	86,400	86,400
Total Revenues	79,200	39,600	86,400	86,400
Expenditures				
Contract Services				
52079R BUILDING RENTAL (OFFSETTING)	72,000	36,000	72,000	72,000
Contract Services Total	72,000	36,000	72,000	72,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	50,000	50,000	50,000	50,000
Equipment Purchases Total	50,000	50,000	50,000	50,000
Other Expense				
59450 SCHOOL FACILITIES MAINTENANCE	30,000	30,000	30,000	30,000
Other Expense Total	30,000	30,000	30,000	30,000
Total Expenditures	152,000	116,000	152,000	152,000
Net Total	(72,800)	(76,400)	(65,600)	(65,600)
Percentage Change			(9.89%)	



Costing Center Budget Summary

Costing Center: MOSQUITO MITIGATION

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	60,000	97,747	110,000	110,000
Conditional Government Transfers Total	60,000	97,747	110,000	110,000
Total Revenues	60,000	97,747	110,000	110,000
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	148	223	151	151
Benefits Total	148	223	151	151
Contract Services				
52015 CONTRACTS	0	5,499	5,000	5,000
52081 EXTERNAL EQUIPMENT RENTAL	0	8,132	8,680	9,000
Contract Services Total	0	13,631	13,680	14,000
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	15,900	15,900	15,500	15,951
59993 EQUIPMENT CAPITAL CONTRIBUTION	13,846	13,846	18,480	18,480
Fleet Expense Total	29,746	29,746	33,980	34,431
Fuel				
54103 GASOLINE (VEHICLE)	3,600	11,600	12,351	13,000
Fuel Total	3,600	11,600	12,351	13,000
Materials and Supplies				
54099 PARTS AND MATERIALS	3,500	1,321	3,500	3,500
Materials and Supplies Total	3,500	1,321	3,500	3,500
Other Expense				
59003 ADVERTISING	200	0	200	200
59639 VECTOR CONTROL	3,500	3,629	4,000	4,000
Other Expense Total	3,700	3,629	4,200	4,200
Overtime				
51084 OVERTIME SALARIES	0	149	0	0
Overtime Total	0	149	0	0
Salaries and Wages				
51083 REGULAR SALARIES	64,822	72,902	84,390	87,424
51090 SHIFT DIFFERENTIAL	0	163	100	100
Salaries and Wages Total	64,822	73,065	84,490	87,524
Total Expenditures	105,517	133,365	152,352	156,806
Net Total	(45,517)	(35,618)	(42,352)	(46,806)
Percentage Change			(6.95%)	



Costing Center Budget Summary

Costing Center: OUTDOOR SPORTS FIELD COMPLEX OPERATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Other Income				
42988 MISCELLANEOUS REVENUE	0	0	0	120,000
Other Income Total	0	0	0	120,000
User Fees				
42334 VENDING MACHINE REVENUE	0	0	0	5,000
User Fees Total	0	0	0	5,000
Total Revenues	0	0	0	125,000
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	0	0	0	888
51210 LICENSES	0	0	0	300
Benefits Total	0	0	0	1,188
Chemicals				
54107 CHEMICALS	0	0	0	30,000
Chemicals Total	0	0	0	30,000
Contract Services				
52015 CONTRACTS	0	0	0	15,000
52081 EXTERNAL EQUIPMENT RENTAL	0	0	0	12,000
52387 BANK PROCESSING FEES	0	0	0	8,000
Contract Services Total	0	0	0	35,000
Debt Service Debt Servicing Costs				
57438 DEBT SERVICE PRINCIPAL	0	0	0	480,834
57439 DEBT SERVICE INTEREST	0	0	0	311,359
Debt Service Debt Servicing Costs Total	0	0	0	792,193
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	0	10,000
Equipment Purchases Total	0	0	0	10,000
Fuel				
54103 GASOLINE (VEHICLE)	0	0	0	1,200
54128 GASOLINE (OPERATING)	0	0	0	9,000
54129 DIESEL (OPERATING)	0	0	0	9,000
Fuel Total	0	0	0	19,200
Materials and Supplies				
54099 PARTS AND MATERIALS	0	0	0	32,000
54118 OFFICE SUPPLIES	0	0	0	1,000
54149 SUPPLIES	0	0	0	60,000
54274 EQUIPMENT PARTS	0	0	0	5,000
Materials and Supplies Total	0	0	0	98,000
Other Expense				
59003 ADVERTISING	0	0	0	1,000
59138 BUSINESS TRAVEL	0	0	0	480
59339 EQUIPMENT MAINTENANCE	0	0	0	500
Other Expense Total	0	0	0	1,980



Costing Center Budget Summary

Costing Center: OUTDOOR SPORTS FIELD COMPLEX OPERATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Overtime				
51084 OVERTIME SALARIES	0	0	0	6,000
Overtime Total	0	0	0	6,000
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	0	0	0	3,000
Professional Development Total	0	0	0	3,000
Salaries and Wages				
51083 REGULAR SALARIES	0	0	0	297,179
51090 SHIFT DIFFERENTIAL	0	0	0	3,930
Salaries and Wages Total	0	0	0	301,109
Utilities				
53025 HEAT	0	0	0	5,000
53046 POWER	0	0	0	20,000
53130 TELEPHONE	0	0	0	2,760
53150 WATER	0	0	0	3,500
Utilities Total	0	0	0	31,260
Total Expenditures	0	0	0	1,328,930
Net Total	0	0	0	(1,203,930)
Percentage Change			0.00%	



Costing Center Budget Summary

Costing Center: PARKS OPERATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	18,284	25,038	25,000	25,000
43625 PROVINCE - DISEASED TREES	166,571	152,065	201,788	201,788
43625G PROVINCE - DISEASED TREES (OFFSETT)	0	57,000	0	0
Conditional Government Transfers Total	184,855	234,103	226,788	226,788
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	23,500	31,150	24,500	22,500
Income from Enterprises Total	23,500	31,150	24,500	22,500
Other Income				
49368R SALE PROCEEDS - EQUIPMENT (OFFSETT)	0	10,703	0	0
Other Income Total	0	10,703	0	0
User Fees				
42999 REVENUE	0	4,818	4,000	4,000
User Fees Total	0	4,818	4,000	4,000
Total Revenues	208,355	280,774	255,288	253,288
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	3,466	4,262	3,466	3,466
51123 PROTECTIVE CLOTHING	14,000	14,000	14,000	14,000
51210 LICENSES	2,500	1,466	2,500	2,500
51285 MEDICALS	600	600	800	800
Benefits Total	20,566	20,328	20,766	20,766
Chemicals				
54107 CHEMICALS	250	908	300	300
Chemicals Total	250	908	300	300
Contract Services				
52015 CONTRACTS	76,530	76,928	85,930	81,930
52015R CONTRACTS (RES FUNDED)	0	0	25,000	0
52028 GENERAL INSURANCE	5,079	5,079	7,657	8,422
52032 VEHICLE INSURANCE	1,400	1,551	1,400	1,400
52081 EXTERNAL EQUIPMENT RENTAL	2,500	9,315	3,750	3,750
52212 WORK ORDER CONTRACTS	45,000	45,000	45,000	45,000
Contract Services Total	130,509	137,873	168,737	140,502
Equipment Purchases				
54410 EQUIPMENT PURCHASES	13,000	20,723	16,000	16,500
59036 SAFETY EQUIPMENT	500	4,000	1,200	1,200
Equipment Purchases Total	13,500	24,723	17,200	17,700
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	198,200	198,200	231,300	238,609
59993 EQUIPMENT CAPITAL CONTRIBUTION	360,533	360,533	426,522	447,614
Fleet Expense Total	558,733	558,733	657,822	686,223
Fuel				
54103 GASOLINE (VEHICLE)	40,000	40,000	38,004	45,000
54104 DIESEL (VEHICLE)	45,000	38,000	38,126	45,000



Costing Center Budget Summary

Costing Center: PARKS OPERATIONS

		2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
54125	DIESEL EXHAUST FLUID	225	425	500	500
54128	GASOLINE (OPERATING)	35,000	26,210	35,000	35,000
54129	DIESEL (OPERATING)	30,000	30,000	30,000	30,000
Fuel Total		150,225	134,635	141,630	155,500
Materials and Supplies					
54062	LIABILITY CLAIMS	0	5,000	0	0
54099	PARTS AND MATERIALS	264,094	245,811	277,628	271,128
54118	OFFICE SUPPLIES	7,200	7,446	8,500	8,500
54228	PROPANE	2,500	2,500	3,000	3,000
54257	WORK ORDER PARTS & MATERIALS	3,000	3,000	3,000	3,000
54323	INSURANCE DEDUCTIBLE	0	500	0	0
Materials and Supplies Total		276,794	264,257	292,128	285,628
Other Expense					
59003	ADVERTISING	5,650	2,307	650	700
59048	LUNCHEONS	750	1,062	1,000	1,000
59138	BUSINESS TRAVEL	800	1,250	800	800
59241r	SPECIAL PROGRAMS (RES FUNDED)	0	0	75,000	75,000
59501	GREEN SPACE MAINTENANCE	65,000	30,000	65,000	65,000
Other Expense Total		72,200	34,619	142,450	142,500
Overtime					
51084	OVERTIME SALARIES	26,000	31,000	24,165	24,165
Overtime Total		26,000	31,000	24,165	24,165
Professional Development					
51141	PROFESSIONAL DEVELOPMENT	8,658	9,450	7,756	17,108
Professional Development Total		8,658	9,450	7,756	17,108
Reserve Appropriation					
58508G	EQUIPMENT REPLACEMENT (GRANT FUN	0	57,000	0	0
58537	PARKS RESERVE B/L	150,000	150,000	300,000	150,000
58537R	PARKS RESERVE (OFFSETTING)	0	10,703	0	0
Reserve Appropriation Total		150,000	217,703	300,000	150,000
Salaries and Wages					
51083	REGULAR SALARIES	1,981,150	1,938,839	2,056,403	2,125,330
51090	SHIFT DIFFERENTIAL	1,500	2,490	1,500	1,500
Salaries and Wages Total		1,982,650	1,941,329	2,057,903	2,126,830
Transfers from Reserves					
59997R	TRANSFER FR RESERVES (OFFSETTING)	0	0	(100,000)	(75,000)
Transfers from Reserves Total		0	0	(100,000)	(75,000)
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	3,000	3,523	5,000	5,000
59248	DISPOSAL SITE CHARGE	55,000	55,000	55,000	55,000
Transfers to/from Internal Accounts Total		58,000	58,523	60,000	60,000
Utilities					
53046	POWER	23,900	27,000	28,000	28,000
53130	TELEPHONE	6,887	8,946	6,798	6,798



Costing Center Budget Summary

Costing Center: PARKS OPERATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
53150 WATER	18,000	15,000	22,000	22,000
53295 RADIO COSTS	1,575	1,585	1,575	1,575
Utilities Total	50,362	52,531	58,373	58,373
Total Expenditures	3,498,447	3,486,612	3,849,231	3,810,597
Net Total	(3,290,092)	(3,205,838)	(3,593,943)	(3,557,309)
Percentage Change			9.24%	



Costing Center Budget Summary

Costing Center: REC CENTRE

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
User Fees				
42152R EQUIPMENT RENTAL REV (OFFSETTING)	30,000	30,000	30,000	30,000
42999 REVENUE	34,500	34,500	34,500	35,500
User Fees Total	64,500	64,500	64,500	65,500
Total Revenues	64,500	64,500	64,500	65,500
Expenditures				
Benefits				
51210 LICENSES	0	100	0	0
Benefits Total	0	100	0	0
Contract Services				
52015 CONTRACTS	300	2,420	0	0
Contract Services Total	300	2,420	0	0
Reserve Appropriation				
58542 RECREATION CENTRE B/L 4750	25,000	25,000	25,000	25,000
58542R RECREATION CENTRE (OFFSETTING)	30,000	30,000	30,000	30,000
Reserve Appropriation Total	55,000	55,000	55,000	55,000
Utilities				
53046 POWER	11,000	11,000	13,000	13,000
Utilities Total	11,000	11,000	13,000	13,000
Total Expenditures	66,300	68,520	68,000	68,000
Net Total	(1,800)	(4,020)	(3,500)	(2,500)
Percentage Change			94.44%	



RECREATION

Budget Manager: Perry Roque, Director of Parks & Recreation

Overview

Recreation Services revenues and expenses are related to the operations, maintenance and programming of the Outdoor Pool, Spray Parks and Brandon Youth Centre, as well as the revenues and expenses related to recreation programs and events. Recreation employees 78 staff members, including the Recreation Manager, Coordinators, Programmers, Lifeguards, Recreation Leaders and Clerical Staff. The Sportsplex falls under the perview of Recreation, however for budget purposes, is not included in this report.

Objectives

Recreation strategic directions include; Investing in the renewal of municipal recreation facilities and planning for future growth. Enhancing municipal operational practices in the delivery of recreation services, strengthening partnerships with recreation providers in the community. Improving public participation with the creation of programs and services. Areas of focus in 2024 include improving customer service, third-party agreements and policies and procedures.



RECREATION

Budget Manager: Perry Roque, Director of Parks & Recreation

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
1413 - CITY WIDE INITIATIVES	(486,778)	(447,764)	(439,008)
1414 - RECREATION	(316,919)	(317,898)	(309,416)
1415 - RECREATION HUB EAST	(176,295)	(177,382)	(164,392)
1416 - RECREATION HUB NORTH	(124,104)	(118,389)	(93,536)
1417 - RECREATION HUB WEST	(186,107)	(181,627)	(173,114)
0371 - OUTDOOR POOLS	(373,783)	(330,930)	(277,908)
2557 - HERITAGE ADMINISTRATION	(16,211)	(16,373)	(16,862)
TOTAL	(1,680,196)	(1,590,363)	(1,474,236)

Budget Analysis

The largest contributor to the increase in the Recreation budget for 2024 in the increase in water costs for the City's outdoor pool and spray parks. This increase is primarily driven by increased water rates. There are also increased costs associated with the chemicals used in the outdoor pools and spray parks.

In 2024, a temporary youth centre program assistant position is being replaced with a permanent recreation programmer position for an increase of 0.2 FTE. Aside from regular salary and wages increases, there are also some increases to programming expenses that are offset by additional programming revenues and government funding.

There are also funds allocated towards the replacement of the heavily used furniture at the Youth Center and a new POS system will be implemented at the Kinsmen Pool, enabling residents to use Interac as a payment form.



Costing Center Budget Summary

Costing Center: CITY WIDE INITIATIVES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	7,000	7,500	6,000	6,000
Conditional Government Transfers Total	7,000	7,500	6,000	6,000
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	46,500	53,845	49,500	49,500
Income from Enterprises Total	46,500	53,845	49,500	49,500
User Fees				
42999 REVENUE	17,150	12,350	17,150	17,230
User Fees Total	17,150	12,350	17,150	17,230
Total Revenues	70,650	73,695	72,650	72,730
Expenditures				
Benefits				
51100 UNIFORMS	2,450	2,450	2,480	2,480
51122 BOOT ALLOWANCE	0	5	0	0
Benefits Total	2,450	2,455	2,480	2,480
Contract Services				
52015 CONTRACTS	68,330	62,368	70,280	71,280
52020 PROFESSIONAL FEES	1,584	756	1,584	1,584
52069 PRINTING COSTS	6,800	6,100	1,450	1,450
52079 BUILDING RENTAL	9,450	9,831	9,450	9,450
52081 EXTERNAL EQUIPMENT RENTAL	4,000	962	4,000	4,000
Contract Services Total	90,164	80,017	86,764	87,764
Equipment Purchases				
54410 EQUIPMENT PURCHASES	10,750	11,015	14,180	0
Equipment Purchases Total	10,750	11,015	14,180	0
Materials and Supplies				
54099 PARTS AND MATERIALS	39,850	41,550	39,600	39,600
54149 SUPPLIES	8,000	5,800	8,000	8,000
Materials and Supplies Total	47,850	47,350	47,600	47,600
Other Expense				
59003 ADVERTISING	8,200	10,688	8,650	8,650
59048 LUNCHEONS	2,800	1,800	2,450	2,450
59059 MEMBERSHIP	350	425	500	500
59098 SUBSCRIPTIONS	624	0	696	696
59138 BUSINESS TRAVEL	900	775	820	820
59142 REGISTRATION FEES	525	600	600	600
59241 SPECIAL PROGRAMS	33,200	31,821	26,000	26,000
Other Expense Total	46,599	46,109	39,716	39,716
Overtime				
51084 OVERTIME SALARIES	4,200	5,000	4,845	4,845
Overtime Total	4,200	5,000	4,845	4,845
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	3,100	4,810	921	5,895
Professional Development Total	3,100	4,810	921	5,895



Costing Center Budget Summary

Costing Center: CITY WIDE INITIATIVES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Salaries and Wages				
51026 INDEMNITY & HONORARIUM	500	0	500	500
51083 REGULAR SALARIES	307,130	314,430	358,498	375,572
51090 SHIFT DIFFERENTIAL	2,050	50	440	440
Salaries and Wages Total	309,680	314,480	359,438	376,512
Utilities				
53130 TELEPHONE	2,291	867	2,154	954
53150 WATER	1,330	600	1,330	1,330
Utilities Total	3,621	1,467	3,484	2,284
Total Expenditures	518,414	512,703	559,428	567,096
Net Total	(447,764)	(439,008)	(486,778)	(494,366)
Percentage Change			8.71%	



Costing Center Budget Summary

Costing Center: RECREATION

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52032 VEHICLE INSURANCE	54	61	0	0
52069 PRINTING COSTS	4,058	2,558	4,058	4,058
Contract Services Total	4,112	2,619	4,058	4,058
Equipment Purchases				
54410 EQUIPMENT PURCHASES	1,000	1,719	1,000	1,000
Equipment Purchases Total	1,000	1,719	1,000	1,000
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	3,600	3,600	3,700	3,785
59993 EQUIPMENT CAPITAL CONTRIBUTION	4,568	4,568	5,570	5,570
Fleet Expense Total	8,168	8,168	9,270	9,355
Fuel				
54103 GASOLINE (VEHICLE)	1,000	1,200	1,140	1,200
Fuel Total	1,000	1,200	1,140	1,200
Materials and Supplies				
54099 PARTS AND MATERIALS	2,500	2,000	2,500	2,500
54118 OFFICE SUPPLIES	1,387	1,887	1,337	1,337
Materials and Supplies Total	3,887	3,887	3,837	3,837
Other Expense				
59048 LUNCHEONS	525	587	600	600
59059 MEMBERSHIP	1,025	725	1,025	1,025
59098 SUBSCRIPTIONS	380	471	500	425
59138 BUSINESS TRAVEL	1,800	2,000	1,800	1,800
Other Expense Total	3,730	3,783	3,925	3,850
Overtime				
51084 OVERTIME SALARIES	3,500	5,500	3,580	3,580
Overtime Total	3,500	5,500	3,580	3,580
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	15,200	9,608	7,027	15,000
Professional Development Total	15,200	9,608	7,027	15,000
Salaries and Wages				
51083 REGULAR SALARIES	274,532	270,463	280,694	291,227
51090 SHIFT DIFFERENTIAL	0	25	0	0
Salaries and Wages Total	274,532	270,488	280,694	291,227
Utilities				
53130 TELEPHONE	2,769	2,444	2,388	1,156
Utilities Total	2,769	2,444	2,388	1,156
Total Expenditures	317,898	309,416	316,919	334,263
Net Total	(317,898)	(309,416)	(316,919)	(334,263)
Percentage Change			(0.31%)	



Costing Center Budget Summary

Costing Center: RECREATION HUB EAST

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
User Fees				
42999 REVENUE	31,177	40,556	46,582	48,000
User Fees Total	31,177	40,556	46,582	48,000
Total Revenues	31,177	40,556	46,582	48,000
Expenditures				
Benefits				
51100 UNIFORMS	400	159	500	500
Benefits Total	400	159	500	500
Contract Services				
52015 CONTRACTS	4,590	6,595	4,887	5,387
52020 PROFESSIONAL FEES	288	74	216	216
52079 BUILDING RENTAL	580	0	400	400
Contract Services Total	5,458	6,669	5,503	6,003
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	2,500	0
Equipment Purchases Total	0	0	2,500	0
Materials and Supplies				
54099 PARTS AND MATERIALS	6,740	5,740	5,668	6,168
Materials and Supplies Total	6,740	5,740	5,668	6,168
Other Expense				
59003 ADVERTISING	1,000	1,000	1,000	1,000
59048 LUNCHEONS	200	0	150	150
59138 BUSINESS TRAVEL	600	400	450	450
Other Expense Total	1,800	1,400	1,600	1,600
Overtime				
51084 OVERTIME SALARIES	1,500	750	895	895
Overtime Total	1,500	750	895	895
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	4,409	4,439	5,796	5,796
Professional Development Total	4,409	4,439	5,796	5,796
Salaries and Wages				
51083 REGULAR SALARIES	185,775	183,699	199,555	204,259
51090 SHIFT DIFFERENTIAL	200	75	62	62
Salaries and Wages Total	185,975	183,774	199,617	204,321
Utilities				
53130 TELEPHONE	2,277	2,017	798	798
Utilities Total	2,277	2,017	798	798
Total Expenditures	208,559	204,948	222,877	226,081
Net Total	(177,382)	(164,392)	(176,295)	(178,081)
Percentage Change			(0.61%)	



Costing Center Budget Summary

Costing Center: RECREATION HUB NORTH

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	0	1,500	0	0
Income from Enterprises Total	0	1,500	0	0
User Fees				
42999 REVENUE	76,796	93,019	77,650	77,650
User Fees Total	76,796	93,019	77,650	77,650
Total Revenues	76,796	94,519	77,650	77,650
Expenditures				
Benefits				
51100 UNIFORMS	500	500	500	500
Benefits Total	500	500	500	500
Contract Services				
52015 CONTRACTS	1,200	1,825	1,450	1,450
52020 PROFESSIONAL FEES	360	137	360	360
52079 BUILDING RENTAL	1,000	0	500	500
Contract Services Total	2,560	1,962	2,310	2,310
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	1,433	0	0
Equipment Purchases Total	0	1,433	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	8,750	7,854	6,600	7,210
Materials and Supplies Total	8,750	7,854	6,600	7,210
Other Expense				
59003 ADVERTISING	1,000	1,000	1,000	1,000
59048 LUNCHEONS	300	300	150	150
59138 BUSINESS TRAVEL	400	300	300	300
Other Expense Total	1,700	1,600	1,450	1,450
Overtime				
51084 OVERTIME SALARIES	800	2,600	1,342	1,342
Overtime Total	800	2,600	1,342	1,342
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	1,258	919	2,983	2,983
Professional Development Total	1,258	919	2,983	2,983
Salaries and Wages				
51083 REGULAR SALARIES	178,333	170,224	184,339	190,102
51090 SHIFT DIFFERENTIAL	250	500	250	250
Salaries and Wages Total	178,583	170,724	184,589	190,352
Utilities				
53130 TELEPHONE	1,034	463	1,980	748
Utilities Total	1,034	463	1,980	748
Total Expenditures	195,185	188,055	201,754	206,895
Net Total	(118,389)	(93,536)	(124,104)	(129,245)
Percentage Change			4.83%	



Costing Center Budget Summary

Costing Center: RECREATION HUB WEST

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
User Fees				
42999 REVENUE	26,784	25,506	30,480	32,004
User Fees Total	26,784	25,506	30,480	32,004
Total Revenues	26,784	25,506	30,480	32,004
Expenditures				
Benefits				
51100 UNIFORMS	300	106	300	300
Benefits Total	300	106	300	300
Contract Services				
52015 CONTRACTS	3,890	6,419	8,340	8,340
52020 PROFESSIONAL FEES	216	94	144	144
52079 BUILDING RENTAL	1,540	750	720	720
Contract Services Total	5,646	7,263	9,204	9,204
Materials and Supplies				
54099 PARTS AND MATERIALS	6,770	3,520	5,206	5,726
Materials and Supplies Total	6,770	3,520	5,206	5,726
Other Expense				
59003 ADVERTISING	1,000	1,000	1,000	1,000
59048 LUNCHEONS	200	100	150	150
59138 BUSINESS TRAVEL	600	450	400	400
Other Expense Total	1,800	1,550	1,550	1,550
Overtime				
51084 OVERTIME SALARIES	1,500	800	895	895
Overtime Total	1,500	800	895	895
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	3,716	2,366	6,427	4,877
Professional Development Total	3,716	2,366	6,427	4,877
Salaries and Wages				
51083 REGULAR SALARIES	186,158	180,678	191,859	199,555
51090 SHIFT DIFFERENTIAL	200	100	120	120
Salaries and Wages Total	186,358	180,778	191,979	199,675
Utilities				
53130 TELEPHONE	2,321	2,237	1,026	1,026
Utilities Total	2,321	2,237	1,026	1,026
Total Expenditures	208,411	198,620	216,587	223,253
Net Total	(181,627)	(173,114)	(186,107)	(191,249)
Percentage Change			2.47%	



Costing Center Budget Summary

Costing Center: HERITAGE ADMINISTRATION

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Conditional Government Transfers				
43660 PROVINCIAL OTHER	1,400	1,400	1,400	1,400
44565 FEDERAL OTHER	4,800	0	4,800	4,800
Conditional Government Transfers Total	6,200	1,400	6,200	6,200
Total Revenues	6,200	1,400	6,200	6,200
Expenditures				
Contract Services				
52020 PROFESSIONAL FEES	100	0	100	100
52057 SPEC PROG CONTRACTS	1,350	1,246	1,350	1,350
52059 SPEC PROG PRINTING	1,650	0	1,650	1,650
52292 SOFTWARE LICENSES & MTNCE	312	0	312	312
Contract Services Total	3,412	1,246	3,412	3,412
Materials and Supplies				
54022 SPEC PROG PARTS & MATERIALS	450	157	450	450
54099 PARTS AND MATERIALS	100	25	100	100
Materials and Supplies Total	550	182	550	550
Other Expense				
59003 ADVERTISING	1,000	0	1,000	1,000
59025 SPEC PROG ADVERTISING	2,320	3,078	2,320	2,320
59027 SPEC PROG LUNCHEONS	700	400	700	700
59059 MEMBERSHIP	115	115	115	115
59157 REGIONAL HERITAGE INITIATIVE	1,000	1,000	500	500
Other Expense Total	5,135	4,593	4,635	4,635
Overtime				
51084 OVERTIME SALARIES	700	356	626	626
Overtime Total	700	356	626	626
Salaries and Wages				
51083 REGULAR SALARIES	12,616	11,725	13,008	13,398
Salaries and Wages Total	12,616	11,725	13,008	13,398
Utilities				
53130 TELEPHONE	160	160	180	180
Utilities Total	160	160	180	180
Total Expenditures	22,573	18,262	22,411	22,801
Net Total	(16,373)	(16,862)	(16,211)	(16,601)
Percentage Change			(0.99%)	



Costing Center Budget Summary

Costing Center: OUTDOOR POOLS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
User Fees				
42999 REVENUE	29,650	19,435	24,700	24,700
User Fees Total	29,650	19,435	24,700	24,700
Total Revenues	29,650	19,435	24,700	24,700
Expenditures				
Benefits				
51100 UNIFORMS	950	610	760	760
Benefits Total	950	610	760	760
Chemicals				
54107 CHEMICALS	12,000	16,561	15,000	15,000
Chemicals Total	12,000	16,561	15,000	15,000
Contract Services				
52015 CONTRACTS	3,000	1,694	3,500	3,500
52020 PROFESSIONAL FEES	288	469	576	576
52028 GENERAL INSURANCE	194	194	250	275
52387 BANK PROCESSING FEES	0	0	500	500
Contract Services Total	3,482	2,357	4,826	4,851
Equipment Purchases				
54410 EQUIPMENT PURCHASES	5,800	4,237	8,160	8,160
Equipment Purchases Total	5,800	4,237	8,160	8,160
Materials and Supplies				
54099 PARTS AND MATERIALS	26,100	13,050	26,750	31,750
Materials and Supplies Total	26,100	13,050	26,750	31,750
Other Expense				
59138 BUSINESS TRAVEL	500	180	480	480
59207 CASH OVER/SHORT	0	(141)	0	0
59427 SIGNAGE	500	0	0	0
Other Expense Total	1,000	39	480	480
Overtime				
51084 OVERTIME SALARIES	400	13	358	358
Overtime Total	400	13	358	358
Salaries and Wages				
51083 REGULAR SALARIES	128,496	105,399	135,141	141,261
51090 SHIFT DIFFERENTIAL	400	33	50	50
Salaries and Wages Total	128,896	105,432	135,191	141,311
Utilities				
53025 HEAT	3,000	3,000	4,200	4,200
53046 POWER	3,500	3,053	5,200	5,200
53130 TELEPHONE	452	141	758	758
53150 WATER	175,000	148,850	196,800	196,800
Utilities Total	181,952	155,044	206,958	206,958
Total Expenditures	360,580	297,343	398,483	409,628
Net Total	(330,930)	(277,908)	(373,783)	(384,928)
Percentage Change			12.95%	



SPORTSPLEX

Budget Manager: Perry Roque, Director of Parks & Recreation

Overview

Brandon's Community Sportsplex is a multi-use sports facility. Revenues and expenses are related to the operations, maintenance and programming of the pool, arena, racquetball courts, outdoor track and room rentals. The Sportsplex employees 43 staff members, including facility operators, cleaners, clerical staff and program staff.

Objectives

The Sportsplex supports recreational opportunities through programming and rental facilities. Improved customer service, maintenance planning and the replacement of the ice plant in the Sportsplex Arena are the focus for 2024.



SPORTSPLEX

Budget Manager: Perry Roque, Director of Parks & Recreation

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
2426 - SPORTSPLEX ARENA	30,694	421,134	92,273
0292 - SPORTSPLEX GENERAL FACILITY	(1,179,365)	(1,561,709)	(1,413,404)
0296 - SPORTSPLEX POOL	50,824	71,528	30,306
TOTAL	(1,097,847)	(1,069,047)	(1,290,825)

Budget Analysis

The main driver in the 2024 budget for the Sportsplex is the loss of revenue from the shutdown of the arena. While there are still anticipated to be some operating costs allocated to the revenue, there are decreased spending in materials, equipment maintenance, and equipment purchases that provide a small offset against these losses.

Within the pool operations for the Sportsplex, there are increased programming expenses which will be offset by additional revenue and general wage increases for staff.

Within the general facility, the largest driver is the increased water costs from utility rate increases. In addition, there is increased revenue from membership fees, savings from equipment maintenance and increased insurance premiums.



Costing Center Budget Summary

Costing Center: SPORTSPLEX ARENA

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
User Fees				
42113 PROGRAMS REVENUE	29,830	25,030	26,600	30,000
42193 SPORT RENTAL	400,278	95,347	9,576	400,000
42195 ROOM RENTALS	1,684	139	0	16,000
42196 PUBLIC SKATING	47,800	13,900	15,000	35,000
42197 SCHOOL PASSES	500	0	0	0
User Fees Total	480,092	134,416	51,176	481,000
Total Revenues	480,092	134,416	51,176	481,000
Expenditures				
Benefits				
51100 UNIFORMS	350	0	250	250
Benefits Total	350	0	250	250
Contract Services				
52020 PROFESSIONAL FEES	144	0	144	144
52028 GENERAL INSURANCE	477	477	575	632
52054 MAINT OF EQUIP EXT	16,000	14,000	3,000	10,000
52081 EXTERNAL EQUIPMENT RENTAL	0	0	500	500
52282 BLADE SHARPENING	3,328	641	0	3,500
Contract Services Total	19,949	15,118	4,219	14,776
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	0	0	0	310,671
57439 DEBENTURE INTEREST	0	0	0	220,000
Debenture Debt Servicing Costs Total	0	0	0	530,671
Equipment Purchases				
54410 EQUIPMENT PURCHASES	8,000	4,776	0	0
Equipment Purchases Total	8,000	4,776	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	10,184	3,484	3,000	12,032
54124 PROGRAM EXPENSES	1,250	13,330	950	1,250
54228 PROPANE	7,110	1,349	593	7,110
Materials and Supplies Total	18,544	18,163	4,543	20,392
Overtime				
51084 OVERTIME SALARIES	0	6	0	0
Overtime Total	0	6	0	0
Salaries and Wages				
51083 REGULAR SALARIES	12,050	4,050	11,407	11,749
51090 SHIFT DIFFERENTIAL	64	29	64	64
Salaries and Wages Total	12,114	4,079	11,471	11,813
Total Expenditures	58,958	42,143	20,482	577,902
Net Total	421,134	92,273	30,694	(96,902)
Percentage Change			(92.71%)	



Costing Center Budget Summary

Costing Center: SPORTSPLEX GENERAL FACILITY

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Conditional Government Transfers				
43510G PROVINCIAL GOV'T (OFFSETTING)	0	67,500	0	0
Conditional Government Transfers Total	0	67,500	0	0
Other Income				
42365 COMMISSION REVENUES	1,900	2,500	2,400	2,400
Other Income Total	1,900	2,500	2,400	2,400
Sale of Goods				
42142 MERCHANDISE SALES	2,000	1,664	600	2,000
Sale of Goods Total	2,000	1,664	600	2,000
User Fees				
42060 ADMIN FEE REVENUE	750	1,250	750	750
42153 COURT FEE REVENUE	13,318	14,318	21,800	21,800
42169 LOCKER REVENUE	6,000	5,000	5,000	5,000
42172 TRACK REVENUE	9,975	11,542	6,479	6,479
42195 ROOM RENTALS	15,980	18,280	14,238	14,238
42390 ADVERTISING REVENUE	5,080	2,580	4,580	4,580
42412 MEMBERSHIP REVENUES	18,000	25,000	22,000	22,000
User Fees Total	69,103	77,970	74,847	74,847
Total Revenues	73,003	149,634	77,847	79,247
Expenditures				
Benefits				
51100 UNIFORMS	5,360	5,360	5,075	5,075
51122 BOOT ALLOWANCE	2,274	2,274	1,370	1,370
51123 PROTECTIVE CLOTHING	1,340	1,340	2,574	1,540
51285 MEDICALS	40	40	0	0
Benefits Total	9,014	9,014	9,019	7,985
Contract Services				
52015 CONTRACTS	6,613	6,613	7,067	7,067
52020 PROFESSIONAL FEES	2,015	2,015	2,223	2,495
52028 GENERAL INSURANCE	11,686	11,686	15,119	16,631
52043 EXTERNAL LAUNDRY	1,740	2,176	2,136	2,136
52054 MAINT OF EQUIP EXT	40,000	15,000	30,000	30,000
52081 EXTERNAL EQUIPMENT RENTAL	1,000	2,229	1,000	1,000
Contract Services Total	63,054	39,719	57,545	59,329
Equipment Purchases				
54410 EQUIPMENT PURCHASES	2,950	4,807	1,000	1,000
59036 SAFETY EQUIPMENT	1,209	1,209	1,225	1,225
Equipment Purchases Total	4,159	6,016	2,225	2,225
Fuel				
54103 GASOLINE (VEHICLE)	1,000	1,000	950	1,000
Fuel Total	1,000	1,000	950	1,000
Materials and Supplies				
54099 PARTS AND MATERIALS	30,000	33,500	30,000	30,000
54118 OFFICE SUPPLIES	7,910	7,910	7,910	7,910
54266 TOOLS	1,500	1,107	1,500	1,500



Costing Center Budget Summary

Costing Center: SPORTSPLEX GENERAL FACILITY

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
54275 JANITORIAL SUPPLIES	10,000	10,000	10,000	10,000
54397 INVENTORY PURCHASES	1,000	2,210	1,000	1,000
Materials and Supplies Total	50,410	54,727	50,410	50,410
Other Expense				
59048 LUNCHEONS	500	858	500	500
59138 BUSINESS TRAVEL	750	750	750	750
59354 PROGRAM ADVERTISING	8,000	8,000	9,000	10,000
Other Expense Total	9,250	9,608	10,250	11,250
Overtime				
51084 OVERTIME SALARIES	18,000	14,700	14,320	14,320
Overtime Total	18,000	14,700	14,320	14,320
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	5,714	5,411	4,890	6,536
Professional Development Total	5,714	5,411	4,890	6,536
Reserve Appropriation				
58512 SPORTSPLEX MAINTENANCE B/L5066	400,000	400,000	0	400,000
58512G SPORTSPLEX MAINTENANCE (GRANT-FU	0	67,500	0	0
Reserve Appropriation Total	400,000	467,500	0	400,000
Salaries and Wages				
51083 REGULAR SALARIES	771,375	684,896	789,787	815,419
51090 SHIFT DIFFERENTIAL	8,500	8,500	8,500	8,500
Salaries and Wages Total	779,875	693,396	798,287	823,919
Utilities				
53025 HEAT	120,200	122,800	108,800	108,800
53046 POWER	132,700	104,517	141,100	141,100
53130 TELEPHONE	2,836	2,030	2,715	2,715
53150 WATER	38,500	32,600	56,700	56,700
Utilities Total	294,236	261,947	309,315	309,315
Total Expenditures	1,634,712	1,563,038	1,257,212	1,686,290
Net Total	(1,561,709)	(1,413,404)	(1,179,365)	(1,607,043)
Percentage Change			(24.48%)	



Costing Center Budget Summary

Costing Center: SPORTSPLEX POOL

		2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues					
User Fees					
42113	PROGRAMS REVENUE	67,196	62,261	64,820	64,820
42168	LANE RENTAL	0	600	500	500
42175	PUBLIC SWIM REVENUE	98,477	85,774	97,215	97,215
42176	SWIM PASS REVENUE	35,236	19,271	35,236	35,236
42178	FULL POOL RENTAL	39,711	33,355	35,190	35,190
42181	HALF POOL RENTAL	30,228	24,107	30,406	30,406
42183	QUARTER POOL - RENTAL	2,410	4,694	4,731	4,731
42184	LIFEGUARD CHARGES	34,449	25,483	28,048	28,048
42185	SWIM LESSONS	246,670	237,765	265,252	265,252
42384	WATERSLIDE	1,700	3,300	1,500	1,500
User Fees Total		556,077	496,610	562,898	562,898
Total Revenues		556,077	496,610	562,898	562,898
Expenditures					
Benefits					
51100	UNIFORMS	1,000	1,000	1,000	1,000
51146	CLOTHING ALLOWANCE	1,040	1,040	1,040	1,040
Benefits Total		2,040	2,040	2,040	2,040
Chemicals					
54107	CHEMICALS	7,500	6,815	10,000	15,000
54109	CHLORINE	7,145	9,275	5,000	0
Chemicals Total		14,645	16,090	15,000	15,000
Contract Services					
52054	MAINT OF EQUIP EXT	5,000	12,972	7,000	7,000
52387	BANK PROCESSING FEES	20,000	19,000	18,000	18,000
Contract Services Total		25,000	31,972	25,000	25,000
Materials and Supplies					
54099	PARTS AND MATERIALS	9,000	6,500	9,000	9,000
54124	PROGRAM EXPENSES	10,035	15,007	16,162	14,028
Materials and Supplies Total		19,035	21,507	25,162	23,028
Other Expense					
59059	MEMBERSHIP	200	160	200	200
Other Expense Total		200	160	200	200
Overtime					
51084	OVERTIME SALARIES	2,000	2,800	2,685	2,685
Overtime Total		2,000	2,800	2,685	2,685
Professional Development					
51141	PROFESSIONAL DEVELOPMENT	6,171	5,071	6,445	7,245
Professional Development Total		6,171	5,071	6,445	7,245
Salaries and Wages					
51083	REGULAR SALARIES	410,513	381,789	430,682	451,430
51090	SHIFT DIFFERENTIAL	4,500	4,500	4,500	4,500
Salaries and Wages Total		415,013	386,289	435,182	455,930



Costing Center Budget Summary

Costing Center: SPORTSPLEX POOL

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Utilities				
53130 TELEPHONE	445	375	360	360
Utilities Total	445	375	360	360
Total Expenditures	484,549	466,304	512,074	531,488
Net Total	71,528	30,306	50,824	31,410
Percentage Change			(28.95%)	



RISK MANAGEMENT

Budget Manager: Pam Richardson, Director of Public Works

Overview

Risk Management proactively plans for and responds the smaller scale risks that are faced by our citizens, private property owners, and the City organization, e.g., property damage claims, citizen injuries, liability claims, and insurance claims.

This department also contains insurance costs for the City.

Objectives

Risk Management aims to reduce the risk profile faced by our citizens and the organization.



RISK MANAGEMENT

Budget Manager: Pam Richardson, Director of Public Works

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
0060 - INSURANCE EXPENSES	(203,413)	(17,632)	(112,365)
2471 - RISK MANAGEMENT	(143,883)	(114,944)	(125,016)
TOTAL	(347,296)	(132,576)	(237,382)

Budget Analysis

In 2024, a 20% increase in insurance premiums is projected. The budgetary increase is greater than this as 2023 premiums increased greater than budgeted. Some insurance costs are allocated throughout the City departments based on the insured assets within those departments. Additionally, the increased premiums are offset by increased recoveries for third parties covered by the City's policy.

The City typically budgets for and receives insurance premium rebates based on pooled losses within the AMM and MPI insurance policies. Based on the Civic Services Complex incident, there is a significant decrease in anticipated rebates the City will receive in 2024.



Costing Center Budget Summary

Costing Center: INSURANCE EXPENSES

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52028 GENERAL INSURANCE	197,960	224,600	231,129	254,242
52029 LIABILITY INSURANCE	314,024	398,462	436,678	480,345
52030 FIDELITY INSURANCE	4,810	4,991	6,057	6,663
52035 ACCIDENT INSURANCE	1,302	2,118	2,205	2,426
52997 PREMIUM RECOVERIES	(310,464)	(362,076)	(407,656)	(448,421)
Contract Services Total	207,632	268,095	268,413	295,255
Other Expense				
52155 REBATES OR SURCHARGES	(190,000)	(155,730)	(65,000)	(90,000)
Other Expense Total	(190,000)	(155,730)	(65,000)	(90,000)
Total Expenditures	17,632	112,365	203,413	205,255
Net Total	(17,632)	(112,365)	(203,413)	(205,255)
Percentage Change			1,053.66%	



Costing Center Budget Summary

Costing Center: RISK MANAGEMENT

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52069 PRINTING COSTS	1,000	0	750	750
Contract Services Total	1,000	0	750	750
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	1,156	0	0
Equipment Purchases Total	0	1,156	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	750	500	500	500
Materials and Supplies Total	750	500	500	500
Other Expense				
52231 INSURANCE RECOVERIES	0	3,842	0	0
59048 LUNCHEONS	500	241	500	500
59059 MEMBERSHIP	0	75	450	450
59138 BUSINESS TRAVEL	254	404	750	750
Other Expense Total	754	4,562	1,700	1,700
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	2,250	1,913	6,490	7,182
Professional Development Total	2,250	1,913	6,490	7,182
Salaries and Wages				
51083 REGULAR SALARIES	109,190	116,056	133,613	137,391
Salaries and Wages Total	109,190	116,056	133,613	137,391
Utilities				
53130 TELEPHONE	1,000	829	830	830
Utilities Total	1,000	829	830	830
Total Expenditures	114,944	125,016	143,883	148,353
Net Total	(114,944)	(125,016)	(143,883)	(148,353)
Percentage Change			25.18%	



SANITATION

Budget Manager: Pam Richardson, Director of Public Works

Overview

The Sanitation Section has four cost centres (Compost Operations, Landfill Operations, Recycling Operations and Refuse Collections) that captures the many programs that the Solid Waste Section undertakes on an annual basis. The program include the Green Cart and composting programs, waste and recycling curbside collection programs at the community collection depots located throughout the City, the operation of the Material Recovery Facility, downtown, dog parks and walkway litter bin collection and maintenance programs and operations at the Eastview Landfill Site that also include the many Stewardship programs that the City is involved with in order to divert as much waste material as possible.

The Sanitation department remits a Provincial tax, the Waste Reduction and Recycling Support (WRARS) levy, of \$10 per tonne for the refuse collection coming across the scale and being placed at the tipping face of the active cell. The Province then disburses 80% of the provincial fund annually based on the City's proportionate share of captured recycling as reported. As well, recycling is currently funded through Multi-Material Stewardship Manitoba (MMSM), there is a transition expected to a full Extended Producer Responsibility (EPR) program. In addition to funding changes, there could also be changes in the operation of the Material Recovery Facility and collection of recyclables within the City.

A Public Works Educator is also a part of Sanitation and the 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.

Objectives

Refuse Collections - The main focus of this cost centre is to find efficiencies within the collection programs and to ensure that all service requests by resident are being dealt with in a timely manner.

Compost Operations - Within this cost centre we are looking to meet the standards set forth by the Province's Manitoba Compost Support Payment (MCSP) guideline in order to receive payments for the compost material sorted on an annual basis. It is our goal to expand the market for the finished product produced on site in order to try to get to full cost recovery.

Landfill Operations - The landfill operates under a Class 1 Licence. The licence has many regulations and requirements the department must adhere to. The landfill has a collection of monitoring wells, surface water ponds and leachate containment manholes that are monitored throughout the Landfill Operations - To ensure that the Solid Waste Section is operating in accordance with its Environmental year. The section is also responsible for the operation of a number of stewardship programs that are located onsite at the landfill. The Solid Waste Education and Efficiency Program (SWEEP) was created in order to provide better awareness of the many programs that are operated onsite.

Recycling Operations - The Solid Waste Section is responsible for the daily operations of curbside collection program, depot collection and the operating of the MRF. Once again the SWEEP program was created in order to provide residents with better awareness of the do's and don't's of the program to ensure we are operating each area as efficiently as possible in order to improve program performance. A major impact to the future of the Section is the upcoming transition from our current funding model through MMSM to a full Extended Producer Responsibility (EPR).



SANITATION

Budget Manager: Pam Richardson, Director of Public Works

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
1021 - COMPOSTING OPERATIONS	(337,972)	(344,379)	(328,969)
0204 - LANDFILL SITE OPERATIONS	107,736	667,096	339,825
1023 - RECYCLING OPERATIONS	32,412	(85,909)	(75,687)
0166 - REFUSE COLLECTION	(1,305,908)	(1,333,863)	(1,284,887)
1797 - OPERATIONS BY-LAW GEN	(44,316)	(38,603)	(25,797)
TOTAL	(1,548,049)	(1,135,657)	(1,375,514)

Budget Analysis

Sanitation is expecting decreased tonnage as compared to the 2023 budget resulting in reduced tipping fees. Expected tonnage is based off an analysis of prior year averages. In addition, there are reducing funding amounts from MMSM and the WRARS rebate due to decreased tonnage in 2023. Commercial collection fees have increased by \$5 resulting in additional revenue.

Offsetting the reduced revenues are savings in fuels and recycling transportation savings from a new contract.

In 2024, there will be an initiative to improve public awareness of the Solid Waste Collection & Disposal by-law. This campaign will focus on proper cart placement, contamination and other issues that impact collection and disposal effectiveness. There will also be additional efforts and funds allocated towards freon removal to comply with orders from Manitoba Conservation. In addition, there are several equipment replacements required for the landfill gas collection system in 2024.

Cleaning of the Materials Recycling Facility will continue in 2024, however this phase is proposed to be funded by general revenue as opposed to transfer from reserve.

In 2023, the debt for the Materials Recycling Facility was retired, resulting in debt servicing cost savings for 2024.

During 2023 Budget Deliberations, a tax reducing transfer from the Landfill Closure/Post-Closure reserve was approved. There is no such transfer included in the 2024 budget. Funding this reserve is an important requirement for the City to be able to fulfill it's closure and post-closure requirements once the landfill has met it's capacity.



Costing Center Budget Summary

Costing Center: COMPOSTING OPERATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	70,000	62,936	60,000	60,000
Conditional Government Transfers Total	70,000	62,936	60,000	60,000
User Fees				
42990 RECEIPTS	3,000	2,700	2,700	2,700
42991 INTERNAL MUNICIPAL FEES	(3,000)	(2,700)	(2,700)	(2,700)
42999 REVENUE	5,500	2,090	4,000	4,000
User Fees Total	5,500	2,090	4,000	4,000
Total Revenues	75,500	65,026	64,000	64,000
Expenditures				
Contract Services				
52015 CONTRACTS	0	5,969	0	0
52049 LABORATORY TESTING	3,050	2,448	2,850	2,850
52069 PRINTING COSTS	0	0	2,000	2,000
Contract Services Total	3,050	8,417	4,850	4,850
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	113,100	113,100	104,300	107,654
59993 EQUIPMENT CAPITAL CONTRIBUTION	226,665	226,665	239,873	251,848
Fleet Expense Total	339,765	339,765	344,173	359,502
Fuel				
54104 DIESEL (VEHICLE)	52,000	30,600	36,219	38,000
54125 DIESEL EXHAUST FLUID	1,000	642	1,000	1,000
Fuel Total	53,000	31,242	37,219	39,000
Materials and Supplies				
54099 PARTS AND MATERIALS	500	1,708	2,200	2,200
Materials and Supplies Total	500	1,708	2,200	2,200
Other Expense				
59003 ADVERTISING	9,500	9,506	9,500	9,500
59059 MEMBERSHIP	725	1,460	1,460	1,460
Other Expense Total	10,225	10,966	10,960	10,960
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	13,211	905	2,442	3,649
Professional Development Total	13,211	905	2,442	3,649
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	0	889	0	0
59248 DISPOSAL SITE CHARGE	3,000	2,700	2,700	2,700
59250 RECOVERY RESIDENTIAL	(3,000)	(2,700)	(2,700)	(2,700)
Transfers to/from Internal Accounts Total	0	889	0	0
Utilities				
53130 TELEPHONE	128	103	128	128
Utilities Total	128	103	128	128
Total Expenditures	419,879	393,995	401,972	420,289
Net Total	(344,379)	(328,969)	(337,972)	(356,289)
Percentage Change			(1.86%)	



Costing Center Budget Summary

Costing Center: LANDFILL SITE OPERATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Other Income				
44992 ECO CENTRE RECOVERIES	6,000	6,478	6,000	6,000
Other Income Total	6,000	6,478	6,000	6,000
Sale of Goods				
42506 SCRAP METAL SALES	102,000	102,000	107,840	107,840
42558 E-WASTE SALES	13,000	7,100	10,000	10,000
Sale of Goods Total	115,000	109,100	117,840	117,840
User Fees				
42557 HHW RECOVERY	5,000	3,500	3,500	3,500
42901 HOUSEHOLD REFUSE FEES	1,228	2,300	1,668	1,668
42903 FREON HANDLING FEE	20,000	20,000	20,150	20,150
42910 WOOD WASTE FEES	80,000	80,000	80,000	80,000
42921 TIRE DISPOSAL FEES	10,000	15,000	15,000	15,000
42986 ENVIRONMENTAL SURCHARGE	314,000	291,000	303,550	303,550
42987R POST/CLOSURE LEVY (OFFSETTING)	157,000	145,500	182,130	182,130
42990 RECEIPTS	2,878,035	2,556,960	2,607,250	2,607,250
42991 INTERNAL MUNICIPAL FEES	(1,044,450)	(1,013,000)	(1,061,125)	(1,061,125)
42999 REVENUE	22,200	2,032	7,200	7,200
User Fees Total	2,443,013	2,103,292	2,159,323	2,159,323
Total Revenues	2,564,013	2,218,870	2,283,163	2,283,163
Expenditures				
Benefits				
51100 UNIFORMS	500	128	500	500
51122 BOOT ALLOWANCE	1,827	2,000	1,827	1,827
51123 PROTECTIVE CLOTHING	1,000	1,167	1,000	1,000
51285 MEDICALS	210	370	380	380
Benefits Total	3,537	3,665	3,707	3,707
Contract Services				
52015 CONTRACTS	278,328	309,829	287,345	266,476
52028 GENERAL INSURANCE	3,008	3,008	3,621	3,983
52081 EXTERNAL EQUIPMENT RENTAL	0	7,581	0	0
52292 SOFTWARE LICENSES & MTNCE	7,400	5,153	7,400	7,400
52387 BANK PROCESSING FEES	1,800	2,585	2,000	2,000
52902 FREON DISPOSAL	75,000	75,000	100,000	100,000
52902R FREON DISPOSAL (RES FUNDED)	50,000	50,000	0	0
Contract Services Total	415,536	453,156	400,367	379,860
Equipment Purchases				
54410R EQUIPMENT PURCHASES (RES FUNDED)	5,800	5,131	0	0
Equipment Purchases Total	5,800	5,131	0	0
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	119,300	119,300	128,200	132,092
59993 EQUIPMENT CAPITAL CONTRIBUTION	391,007	391,007	494,472	570,884
Fleet Expense Total	510,307	510,307	622,672	702,976
Fuel				
54103 GASOLINE (VEHICLE)	6,543	12,800	9,620	10,125



Costing Center Budget Summary

Costing Center: LANDFILL SITE OPERATIONS

		2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
54104	DIESEL (VEHICLE)	153,750	115,000	119,962	125,860
54125	DIESEL EXHAUST FLUID	9,000	7,245	9,000	9,000
Fuel Total		169,293	135,045	138,582	144,985
Materials and Supplies					
54057	ECO CENTRE PARTS & MATERIALS	300	302	300	300
54099	PARTS AND MATERIALS	24,000	31,757	24,000	24,000
54099R	PARTS AND MATERIALS (RES FUNDED)	5,000	1,340	0	0
54118	OFFICE SUPPLIES	1,500	2,946	2,000	2,000
Materials and Supplies Total		30,800	36,345	26,300	26,300
Other Expense					
59003	ADVERTISING	12,500	12,416	12,500	12,500
59047	ECO CENTRE ADVERTISING	2,000	2,000	2,000	2,000
59048	LUNCHEONS	400	280	400	400
59059	MEMBERSHIP	1,050	1,005	1,050	1,050
59066	ENVIRONMENTAL LEVY	314,000	288,000	303,550	303,550
59067	LEACHATE TREATMENT	33,600	42,968	37,125	38,250
59207	CASH OVER/SHORT	0	28	0	0
59339	EQUIPMENT MAINTENANCE	10,000	2,748	30,000	10,000
Other Expense Total		373,550	349,445	386,625	367,750
Overtime					
51084	OVERTIME SALARIES	25,000	20,000	17,900	17,900
Overtime Total		25,000	20,000	17,900	17,900
Professional Development					
51141	PROFESSIONAL DEVELOPMENT	8,524	12,733	8,139	11,334
Professional Development Total		8,524	12,733	8,139	11,334
Reserve Appropriation					
58525R	LANDFILL POST/CLOSURE (OFFSETTING)	157,000	145,500	182,130	182,130
58544	DISPOSAL SITE B/L 4528	235,000	235,000	235,000	485,000
Reserve Appropriation Total		392,000	380,500	417,130	667,130
Salaries and Wages					
51083	REGULAR SALARIES	1,155,923	1,132,594	1,205,462	1,244,036
51090	SHIFT DIFFERENTIAL	2,800	2,800	3,000	3,000
Salaries and Wages Total		1,158,723	1,135,394	1,208,462	1,247,036
Transfers from Reserves					
59997	TRANSFER FR RESERVES (TX REDUCING)	(100,000)	(100,000)	0	0
59997R	TRANSFER FR RESERVES (OFFSETTING)	(60,800)	(56,471)	0	0
Transfers from Reserves Total		(160,800)	(156,471)	0	0
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	5,000	2,500	2,500	2,500
59248	DISPOSAL SITE CHARGE	(87,650)	(87,650)	(87,375)	(87,375)
59250	RECOVERY RESIDENTIAL	(956,800)	(925,350)	(973,750)	(973,750)
Transfers to/from Internal Accounts Total		(1,039,450)	(1,010,500)	(1,058,625)	(1,058,625)
Utilities					
53130	TELEPHONE	2,585	2,644	2,394	2,394



Costing Center Budget Summary

Costing Center: LANDFILL SITE OPERATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
53295 RADIO COSTS	1,512	1,651	1,775	1,775
Utilities Total	4,097	4,295	4,169	4,169
Total Expenditures	1,896,917	1,879,045	2,175,427	2,514,522
Net Total	667,096	339,825	107,736	(231,359)
Percentage Change			(83.85%)	



Costing Center Budget Summary

Costing Center: RECYCLING OPERATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	350,000	350,000	320,000	320,000
43641 PROV-RECYCLING	989,193	989,193	922,912	989,193
Conditional Government Transfers Total	1,339,193	1,339,193	1,242,912	1,309,193
Sale of Goods				
42505 RECYCLED MATERIAL SALES	172,136	174,136	140,775	140,775
Sale of Goods Total	172,136	174,136	140,775	140,775
User Fees				
42511 COMMERCIAL MATERIALS FEE	602,710	606,045	607,004	607,004
42991 INTERNAL MUNICIPAL FEES	(283,760)	(283,760)	(285,524)	(285,524)
42999 REVENUE	1,200	4,700	1,200	1,200
User Fees Total	320,150	326,985	322,680	322,680
Total Revenues	1,831,479	1,840,314	1,706,367	1,772,648
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	862	862	862	862
51123 PROTECTIVE CLOTHING	3,150	1,000	1,362	1,431
Benefits Total	4,012	1,862	2,224	2,293
Contract Services				
52015 CONTRACTS	4,000	15,841	4,000	24,000
52015R CONTRACTS (RES FUNDED)	50,000	16,125	0	0
Contract Services Total	54,000	31,966	4,000	24,000
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	178,828	178,828	0	0
57439 DEBENTURE INTEREST	11,351	11,351	0	0
Debenture Debt Servicing Costs Total	190,179	190,179	0	0
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	6,000	0
59036 SAFETY EQUIPMENT	350	0	350	350
Equipment Purchases Total	350	0	6,350	350
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	130,900	130,900	127,100	131,101
59993 EQUIPMENT CAPITAL CONTRIBUTION	234,431	234,431	248,697	264,423
Fleet Expense Total	365,331	365,331	375,797	395,524
Fuel				
54104 DIESEL (VEHICLE)	109,300	84,800	80,439	84,394
54125 DIESEL EXHAUST FLUID	3,500	2,283	3,000	3,000
Fuel Total	112,800	87,083	83,439	87,394
Materials and Supplies				
54099 PARTS AND MATERIALS	33,880	38,880	40,128	42,032
54118 OFFICE SUPPLIES	500	250	500	500
54228 PROPANE	2,500	3,500	4,000	4,000
Materials and Supplies Total	36,880	42,630	44,628	46,532



Costing Center Budget Summary

Costing Center: RECYCLING OPERATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Other Expense				
52144 TRANSPORTATION	687,100	660,000	623,500	623,500
52231 INSURANCE RECOVERIES	0	221	0	0
59003 ADVERTISING	10,000	10,000	10,000	10,000
59059 MEMBERSHIP	400	400	400	400
59318 WASHING VEHICLES	0	0	4,000	4,000
59339 EQUIPMENT MAINTENANCE	13,000	13,000	13,000	13,000
Other Expense Total	710,500	683,621	650,900	650,900
Overtime				
51084 OVERTIME SALARIES	3,000	25,000	7,160	7,160
Overtime Total	3,000	25,000	7,160	7,160
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	8,096	1,398	1,798	2,686
Professional Development Total	8,096	1,398	1,798	2,686
Salaries and Wages				
51083 REGULAR SALARIES	480,390	501,956	495,810	510,497
51090 SHIFT DIFFERENTIAL	1,100	1,100	1,100	1,100
Salaries and Wages Total	481,490	503,056	496,910	511,597
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	(50,000)	(16,125)	0	0
Transfers from Reserves Total	(50,000)	(16,125)	0	0
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	750	0	750	750
59248 DISPOSAL SITE CHARGE	283,760	255,760	285,524	285,524
59250 RECOVERY RESIDENTIAL	(283,760)	(255,760)	(285,524)	(285,524)
Transfers to/from Internal Accounts Total	750	0	750	750
Total Expenditures	1,917,388	1,916,001	1,673,955	1,729,186
Net Total	(85,909)	(75,687)	32,412	43,462
Percentage Change			(137.73%)	



Costing Center Budget Summary

Costing Center: REFUSE COLLECTION

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Sale of Goods				
42510R REFUSE BIN SALES (OFFSETTING)	78,300	18,300	10,980	10,980
Sale of Goods Total	78,300	18,300	10,980	10,980
User Fees				
42507 COMMERCIAL COLLECTION FEES	39,780	36,285	54,080	54,080
User Fees Total	39,780	36,285	54,080	54,080
Total Revenues	118,080	54,585	65,060	65,060
Expenditures				
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	97,600	97,600	88,600	91,384
59993 EQUIPMENT CAPITAL CONTRIBUTION	206,463	206,463	203,779	212,456
Fleet Expense Total	304,063	304,063	292,379	303,840
Fuel				
54103 GASOLINE (VEHICLE)	5,230	300	4,518	4,755
54104 DIESEL (VEHICLE)	97,950	83,012	70,285	73,740
54125 DIESEL EXHAUST FLUID	3,600	2,300	4,800	4,800
Fuel Total	106,780	85,612	79,603	83,295
Materials and Supplies				
54062 LIABILITY CLAIMS	0	2,849	0	0
54099 PARTS AND MATERIALS	3,000	258	1,000	1,000
Materials and Supplies Total	3,000	3,107	1,000	1,000
Other Expense				
59003 ADVERTISING	3,000	3,040	13,000	13,000
Other Expense Total	3,000	3,040	13,000	13,000
Reserve Appropriation				
58544R DISPOSAL SITE (OFFSETTING)	78,300	18,300	10,980	10,980
Reserve Appropriation Total	78,300	18,300	10,980	10,980
Transfers to/from Internal Accounts				
59248 DISPOSAL SITE CHARGE	956,800	925,350	973,750	973,750
Transfers to/from Internal Accounts Total	956,800	925,350	973,750	973,750
Utilities				
53130 TELEPHONE	0	0	256	256
Utilities Total	0	0	256	256
Total Expenditures	1,451,943	1,339,472	1,370,968	1,386,121
Net Total	(1,333,863)	(1,284,887)	(1,305,908)	(1,321,061)
Percentage Change			(2.10%)	



Costing Center Budget Summary

Costing Center: OPERATIONS BY-LAW GEN

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Benefits				
51100 UNIFORMS	150	86	250	250
51122 BOOT ALLOWANCE	61	113	61	61
Benefits Total	211	199	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	3,250	3,250
Fleet Expense Total	5,325	5,325	6,450	6,546
Fuel				
54103 GASOLINE (VEHICLE)	2,500	1,932	2,375	2,500
Fuel Total	2,500	1,932	2,375	2,500
Materials and Supplies				
54099 PARTS AND MATERIALS	200	400	250	250
Materials and Supplies Total	200	400	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
Total Expenditures	38,603	25,797	44,316	41,451
Net Total	(38,603)	(25,797)	(44,316)	(41,451)
Percentage Change			14.80%	



STREETS

Budget Manager: Pam Richardson, Director of Public Works

Overview

The Streets and Roads Department has six cost Centers. They are Parking Meters, Sidewalk Maintenance, Snow Removal & Sanding, Street & Walkway Maintenance, Street Sweeping and Street Supervision.

The Streets and Roads Department is responsible for maintaining the City Streets, Sidewalks and Bike Paths. This includes but is not limited to in the Winter months Snow Clearing, Sanding and Salting the roads, sidewalks and bike paths. In the Summer we are focused on Line Painting, Pothole repairs, Street Sweeping, Calcium applications, Back Lane Maintenance, Asphalt, Crack fill, and Gravel roads repairs.

Objectives

Our objective is to maintain our current Streets and Roads, Sidewalks and Bike Paths to allow our residents to travel safely on them at all times of the year.

We are also focused on clearing the Snow to allow access for residents to commute and access for our Emergency vehicles in the Winter months. In the event of a Snow Event in excess of 5cms of snow, Streets would begin to clear Priority 1 routes which consist of arterial and collector streets, City Bus routes, and some selected residential streets. These streets are normally cleared within 3 days. If it snows more than 13 cms, Streets will begin clearing residential streets and if a City wide plow is required it can take 7 to 10 days to complete depending on volume and type of snow.



STREETS

Budget Manager: Pam Richardson, Director of Public Works

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
1051 - STREETS SUPERVISION	(1,657,724)	(1,620,180)	(1,297,298)
1052 - STREET & WALKWAY MAINTENANCE	(1,041,451)	(927,510)	(863,345)
1054 - STREET SWEEPING	(329,667)	(330,694)	(313,863)
1055 - SNOW REMOVAL & SANDING	(927,659)	(768,912)	(859,323)
1793 - PARKING METERS	262,142	144,028	164,938
9796 - SIDEWALK MAINTENANCE	(281,246)	(246,399)	(190,513)
TOTAL	(3,975,604)	(3,749,667)	(3,359,404)

Budget Analysis

The Streets department contains additional revenue collected from parking meters located throughout the City. Council approved new parking rates in December 2023, with the charge for one hour increasing from \$0.50 to \$1.00.

There is also additional rental costs for the new street sweeper rental agreement. In 2023, the City entered into an agreement for the rental of street sweepers to complement the current street sweeper fleet allowing the department to maintain the desired level of service.

There is a significant increase in fuel costs for 2024. In 2023, due to staffing issues, most equipment was not utilized to full capacity resulting in less fuel consumption.

In parts & materials, there are increased costs associated with street treatment materials (ie. sand, calcium), replacement parts for graders and sweepers, and reduced costs for paint supplies.



Costing Center Budget Summary

Costing Center: *STREETS SUPERVISION*

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
User Fees				
42999 REVENUE	0	160	0	0
User Fees Total	0	160	0	0
Total Revenues	0	160	0	0
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	2,822	3,215	2,822	2,822
51123 PROTECTIVE CLOTHING	2,900	2,116	3,045	3,198
51285 MEDICALS	280	425	280	280
Benefits Total	6,002	5,756	6,147	6,300
Contract Services				
52015 CONTRACTS	480	752	535	535
52028 GENERAL INSURANCE	135	135	163	179
Contract Services Total	615	887	698	714
Equipment Purchases				
54410 EQUIPMENT PURCHASES	8,300	8,053	2,000	0
Equipment Purchases Total	8,300	8,053	2,000	0
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	7,200	7,200	10,300	10,590
59993 EQUIPMENT CAPITAL CONTRIBUTION	11,890	11,890	14,140	14,140
Fleet Expense Total	19,090	19,090	24,440	24,730
Fuel				
54103 GASOLINE (VEHICLE)	8,800	4,600	7,682	8,490
54104 DIESEL (VEHICLE)	250	400	400	441
54125 DIESEL EXHAUST FLUID	4,200	500	1,500	1,575
Fuel Total	13,250	5,500	9,582	10,506
Materials and Supplies				
54099 PARTS AND MATERIALS	4,000	4,000	4,200	4,410
Materials and Supplies Total	4,000	4,000	4,200	4,410
Other Expense				
59048 LUNCHEONS	663	320	700	700
59059 MEMBERSHIP	462	496	616	646
Other Expense Total	1,125	816	1,316	1,346
Overtime				
51084 OVERTIME SALARIES	10,000	7,000	4,475	4,475
Overtime Total	10,000	7,000	4,475	4,475
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	13,354	12,743	7,830	7,830
Professional Development Total	13,354	12,743	7,830	7,830
Salaries and Wages				
51083 REGULAR SALARIES	1,529,247	1,215,466	1,577,620	1,628,163
51090 SHIFT DIFFERENTIAL	2,000	5,647	6,000	6,000
Salaries and Wages Total	1,531,247	1,221,113	1,583,620	1,634,163



Costing Center Budget Summary

Costing Center: *STREETS SUPERVISION*

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Transfers to/from Internal Accounts				
59248 DISPOSAL SITE CHARGE	8,500	6,471	8,925	9,372
Transfers to/from Internal Accounts Total	8,500	6,471	8,925	9,372
Utilities				
53130 TELEPHONE	2,341	3,256	2,135	2,135
53295 RADIO COSTS	2,356	2,773	2,356	2,356
Utilities Total	4,697	6,029	4,491	4,491
Total Expenditures	1,620,180	1,297,458	1,657,724	1,708,337
Net Total	(1,620,180)	(1,297,298)	(1,657,724)	(1,708,337)
Percentage Change			2.32%	



Costing Center Budget Summary

Costing Center: STREET & WALKWAY MAINTENANCE

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52028 GENERAL INSURANCE	63	63	856	941
52032 VEHICLE INSURANCE	25	45	25	0
52081 EXTERNAL EQUIPMENT RENTAL	700	700	700	700
Contract Services Total	788	808	1,581	1,641
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	196,100	196,100	219,100	225,987
59993 EQUIPMENT CAPITAL CONTRIBUTION	391,740	391,740	492,868	545,314
Fleet Expense Total	587,840	587,840	711,968	771,301
Fuel				
54103 GASOLINE (VEHICLE)	700	3,500	2,041	2,255
54104 DIESEL (VEHICLE)	65,000	44,779	60,849	67,032
54125 DIESEL EXHAUST FLUID	0	484	1,500	1,575
Fuel Total	65,700	48,763	64,390	70,862
Materials and Supplies				
54099 PARTS AND MATERIALS	2,000	10,700	3,432	3,604
54395 CALCIUM CHLORIDE	76,200	58,067	80,240	81,042
54762 PAINT SUPPLIES	91,818	65,733	72,785	75,617
54879 ASPHALT	66,194	58,223	68,205	71,616
54880 GRAVEL	31,470	27,018	33,325	34,325
Materials and Supplies Total	267,682	219,741	257,987	266,204
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	5,000	5,813	5,000	5,000
Transfers to/from Internal Accounts Total	5,000	5,813	5,000	5,000
Utilities				
53150 WATER	500	380	525	551
Utilities Total	500	380	525	551
Total Expenditures	927,510	863,345	1,041,451	1,115,560
Net Total	(927,510)	(863,345)	(1,041,451)	(1,115,560)
Percentage Change			12.28%	



Costing Center Budget Summary

Costing Center: STREET SWEEPING

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
User Fees				
42508 SWEEPING SERVICES	0	624	0	0
User Fees Total	0	624	0	0
Total Revenues	0	624	0	0
Expenditures				
Contract Services				
52028 GENERAL INSURANCE	66	66	79	87
52081 EXTERNAL EQUIPMENT RENTAL	31,458	3,531	62,916	62,916
Contract Services Total	31,524	3,597	62,995	63,003
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	88,500	88,500	35,400	36,527
59993 EQUIPMENT CAPITAL CONTRIBUTION	151,037	151,037	155,945	160,935
Fleet Expense Total	239,537	239,537	191,345	197,462
Fuel				
54103 GASOLINE (VEHICLE)	50	0	0	0
54104 DIESEL (VEHICLE)	15,000	13,528	15,012	16,538
Fuel Total	15,050	13,528	15,012	16,538
Materials and Supplies				
54099 PARTS AND MATERIALS	19,083	22,843	32,690	33,826
Materials and Supplies Total	19,083	22,843	32,690	33,826
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	24,000	32,482	25,000	25,000
Transfers to/from Internal Accounts Total	24,000	32,482	25,000	25,000
Utilities				
53150 WATER	1,500	2,500	2,625	2,757
Utilities Total	1,500	2,500	2,625	2,757
Total Expenditures	330,694	314,487	329,667	338,586
Net Total	(330,694)	(313,863)	(329,667)	(338,586)
Percentage Change			(0.31%)	



Costing Center Budget Summary

Costing Center: SNOW REMOVAL & SANDING

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	0	100	0	0
52028 GENERAL INSURANCE	108	108	129	142
52081 EXTERNAL EQUIPMENT RENTAL	46,946	50,969	46,946	46,946
Contract Services Total	47,054	51,177	47,076	47,089
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	135,300	135,300	159,100	164,195
59993 EQUIPMENT CAPITAL CONTRIBUTION	273,610	273,610	333,649	357,611
Fleet Expense Total	408,910	408,910	492,749	521,806
Fuel				
54104 DIESEL (VEHICLE)	135,900	164,900	184,909	194,000
54125 DIESEL EXHAUST FLUID	0	1,700	4,000	4,200
Fuel Total	135,900	166,600	188,909	198,200
Materials and Supplies				
54062 LIABILITY CLAIMS	0	4,033	0	0
54099 PARTS AND MATERIALS	44,000	59,836	58,404	64,245
54322 FLEET EQUIP OPERATOR DAMAGE	0	2,886	0	0
54323 INSURANCE DEDUCTIBLE	0	5,000	0	0
54396 SALT	43,428	49,349	51,816	54,408
54439 WINTER SAND MIX	34,620	36,330	36,330	37,420
Materials and Supplies Total	122,048	157,434	146,550	156,073
Overtime				
51084 OVERTIME SALARIES	25,000	45,202	22,375	22,375
Overtime Total	25,000	45,202	22,375	22,375
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	30,000	30,000	30,000	30,000
Transfers to/from Internal Accounts Total	30,000	30,000	30,000	30,000
Total Expenditures	768,912	859,323	927,659	975,543
Net Total	(768,912)	(859,323)	(927,659)	(975,543)
Percentage Change			20.65%	



Costing Center Budget Summary

Costing Center: PARKING METERS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
User Fees				
42990 RECEIPTS	155,000	175,000	276,500	290,325
42999 REVENUE	1,500	3,289	1,500	1,500
User Fees Total	156,500	178,289	278,000	291,825
Total Revenues	156,500	178,289	278,000	291,825
Expenditures				
Contract Services				
52081 EXTERNAL EQUIPMENT RENTAL	0	0	1,500	0
Contract Services Total	0	0	1,500	0
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	2,200	2,200	4,000	4,107
59993 EQUIPMENT CAPITAL CONTRIBUTION	4,569	4,569	4,569	4,569
Fleet Expense Total	6,769	6,769	8,569	8,676
Fuel				
54103 GASOLINE (VEHICLE)	2,000	2,000	1,995	2,205
Fuel Total	2,000	2,000	1,995	2,205
Materials and Supplies				
54099 PARTS AND MATERIALS	3,703	4,582	3,794	3,923
Materials and Supplies Total	3,703	4,582	3,794	3,923
Total Expenditures	12,472	13,351	15,858	14,804
Net Total	144,028	164,938	262,142	277,021
Percentage Change			82.01%	



Costing Center Budget Summary

Costing Center: SIDEWALK MAINTENANCE

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	0	1,355	0	0
52032 VEHICLE INSURANCE	198	198	198	0
52081 EXTERNAL EQUIPMENT RENTAL	0	1,565	0	0
Contract Services Total	198	3,118	198	0
Equipment Purchases				
54410 EQUIPMENT PURCHASES	3,000	3,773	3,150	3,150
Equipment Purchases Total	3,000	3,773	3,150	3,150
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	46,200	46,200	60,000	61,945
59993 EQUIPMENT CAPITAL CONTRIBUTION	115,667	115,667	127,420	127,420
Fleet Expense Total	161,867	161,867	187,420	189,365
Fuel				
54103 GASOLINE (VEHICLE)	12,000	6,039	14,252	15,000
54104 DIESEL (VEHICLE)	10,000	4,154	15,536	16,300
54125 DIESEL EXHAUST FLUID	0	23	100	105
Fuel Total	22,000	10,216	29,888	31,405
Materials and Supplies				
54099 PARTS AND MATERIALS	4,000	4,700	4,000	4,000
54881 CONCRETE	55,334	6,839	56,590	56,590
Materials and Supplies Total	59,334	11,539	60,590	60,590
Total Expenditures	246,399	190,513	281,246	284,510
Net Total	(246,399)	(190,513)	(281,246)	(284,510)
Percentage Change			14.14%	



TRANSIT / ACCESS-TRANSIT

Budget Manager: Carla Richardson, Director of Transportation

Overview

This cost center captures the revenues and expenses associated with providing all public transportation services within city limits. This includes scheduled fixed route, charter and door to door specialized service.

Services are offered seven days per week, with reduced hours on Sundays and Statutory holidays. Sales outlets and information kiosk personnel provide customer relations and smart media programming for all transportation services. The city owned and operated kiosk is located at the main bus terminal on 8th Street between Rosser and Pacific Avenues.

Administration, driver support and customer service is also provided by Access Transit and conventional dispatch offices.

Objectives

Brandon Transit supports the community by providing an inexpensive, safe and reliable transportation option. This includes specialized door to door service for persons whose mobility challenges prevent them from utilizing the fixed route system. Access Transit riders will continue to complete an application process, satisfy a number of eligibility criteria and receive system approval before utilizing this service.

Public transit provides an alternative to a personal vehicle for some, and also provides a link to work, shopping, medical appointments, school and leisure activities. Successful partnerships are in place with Maple Leaf, Brandon University and Assiniboine Community College to access the transit network.

In early 2020, the Manitoba Advisory Council (including provincial representation) submitted a detailed report to the Minister of Families containing a number of recommendations for the development of an accessibility transportation standard for Manitoba. A primary focus continues to be on improving accessibility for all riders. This includes capital projects such as renovating bus stops and improving bus stop signage.



TRANSIT / ACCESS-TRANSIT

Budget Manager: Carla Richardson, Director of Transportation

Operating Costing Center Totals

Costing Center & Description	2024 Approved	2023 Approved	2023 Revised
3202 - TRANSIT OPERATIONS	(3,076,687)	(2,835,720)	(2,585,734)
TOTAL	(3,078,687)	(2,835,720)	(2,585,734)

Budget Analysis

For 2024, Brandon Transit is expecting ridership to continue to approach pre-pandemic levels as 2023 saw ridership improvements. The revenues from ridership are therefore expected to increase 25% from 2023 budget. However a decline in bus bench advertising is also anticipated.

Brandon Transit fuel is a significant part of the City's fuel budget, accounting for a large portion of total forecasted gasoline and diesel consumption. As the City has experienced favourable diesel pricing, there is a 6.5% decrease in budgeted diesel costs. The majority of the transit fleet consumes diesel with the Access units utilizing gasoline.

In 2024, there is an increase in the monthly agreement cost for maintaining and servicing the auto fare collection system and the software used for GPS, notifications and routing. Additionally, Transit will be upgrading the SMART media equipment on the five access buses to replace end-of-life equipment.

There is also additional overtime allocated to ensure public transportation continues without disruption. This increase is necessitated by recruiting challenges pertaining to bus drivers. There is also an increase in casual drivers equating to 1.5 FTE to help reduce overtime. In 2023, an LOU was signed with the ATU to increase this number, however casuals are not guaranteed hours.

In 2024, the transit route planning and long-term strategy being performed by a consultant will be completed. The project is funded from the Transit Equipment reserve. Anticipated completion is December 2024.

In this budget year, funds have been approved to enhance security at the Downtown Terminal for the safety of staff and customers.



Costing Center Budget Summary

Costing Center: TRANSIT OPERATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Revenues				
Unconditional Government Transfers				
43644 PROVINCIAL OPERATING GRANT	2,034,488	2,034,488	2,034,488	2,034,488
Unconditional Government Transfers Total	2,034,488	2,034,488	2,034,488	2,034,488
User Fees				
42332 BUS MEDIA SALES	580,000	760,000	851,000	851,000
42335 BUS PASS AGREEMENTS	139,107	136,843	140,725	150,625
42404 BUS CHARTER REVENUES	62,193	64,393	62,684	62,946
42405 BUS ADVERTISING	53,000	43,000	51,000	51,000
42406 BUS SHELTER ADVERTISING	27,501	27,501	27,501	27,501
42407 BUS BENCH ADVERTISING	103,500	98,805	95,900	97,700
42467 ROUTE REVENUE	320,000	318,000	322,000	322,000
42491 SCHOOL PATROL PASSES	2,500	2,500	2,500	2,500
User Fees Total	1,287,801	1,451,042	1,553,310	1,565,272
Total Revenues	3,322,289	3,485,530	3,587,798	3,599,760
Expenditures				
Benefits				
51100 UNIFORMS	35,649	30,649	36,350	36,350
51122 BOOT ALLOWANCE	450	450	450	450
51123 PROTECTIVE CLOTHING	5,000	3,000	4,000	4,000
51210 LICENSES	830	1,060	1,200	1,200
51285 MEDICALS	1,120	1,020	1,135	1,035
Benefits Total	43,049	36,179	43,135	43,035
Contract Services				
52015 CONTRACTS	130,084	131,784	148,369	153,158
52019R CONSULTING FEES (RES FUNDED)	75,000	53,210	100,644	0
52020 PROFESSIONAL FEES	0	0	1,815	0
52028 GENERAL INSURANCE	509	509	658	723
52029 LIABILITY INSURANCE	7,716	7,716	11,126	12,238
52069 PRINTING COSTS	24,800	20,300	23,500	23,500
52089 COMMISSION	7,726	12,526	11,010	11,666
52759 SECURITY	0	0	123,750	123,750
Contract Services Total	245,835	226,045	420,872	325,036
Equipment Purchases				
54410 EQUIPMENT PURCHASES	5,500	5,000	14,100	6,100
Equipment Purchases Total	5,500	5,000	14,100	6,100
Fleet Expense				
59080 FLEET EQUIP MAINTENANCE	1,219,500	1,219,500	1,317,600	1,363,351
59993 EQUIPMENT CAPITAL CONTRIBUTION	504,455	504,455	645,389	1,036,910
Fleet Expense Total	1,723,955	1,723,955	1,962,989	2,400,261
Fuel				
54103 GASOLINE (VEHICLE)	60,000	70,000	63,657	68,100
54104 DIESEL (VEHICLE)	810,000	715,000	722,004	772,650
54125 DIESEL EXHAUST FLUID	1,975	3,975	3,800	3,900
Fuel Total	871,975	788,975	789,461	844,650



Costing Center Budget Summary

Costing Center: TRANSIT OPERATIONS

	2023 Approved Budget	2023 Revised Budget	2024 Current Budget	2025 Forecast
Materials and Supplies				
54062 LIABILITY CLAIMS	3,000	3,000	3,000	3,000
54099 PARTS AND MATERIALS	19,300	34,300	19,300	19,300
54323 INSURANCE DEDUCTIBLE	4,000	4,000	4,000	4,000
Materials and Supplies Total	26,300	41,300	26,300	26,300
Other Expense				
59003 ADVERTISING	17,000	10,000	17,645	17,645
59048 LUNCHEONS	500	500	600	650
59059 MEMBERSHIP	7,199	7,150	7,710	8,030
Other Expense Total	24,699	17,650	25,955	26,325
Overtime				
51084 OVERTIME SALARIES	60,000	131,000	71,600	71,600
Overtime Total	60,000	131,000	71,600	71,600
Professional Development				
51141 PROFESSIONAL DEVELOPMENT	14,700	13,250	13,250	13,250
Professional Development Total	14,700	13,250	13,250	13,250
Reserve Appropriation				
58510 TRANSIT EQUIPMENT B/L 3654	15,000	15,000	15,000	15,000
Reserve Appropriation Total	15,000	15,000	15,000	15,000
Salaries and Wages				
51083 REGULAR SALARIES	3,033,757	2,960,673	3,211,600	3,317,479
51090 SHIFT DIFFERENTIAL	26,600	26,600	27,600	27,600
51121 TRANSIT REPORTING PAY	33,500	33,500	33,600	34,200
51125 TRAVEL TIME PAY	46,800	46,800	46,800	47,500
51291 REST BREAK REMUNERATION	47,742	47,742	49,600	50,100
Salaries and Wages Total	3,188,399	3,115,315	3,369,200	3,476,879
Transfers from Reserves				
59997R TRANSFER FR RESERVES (OFFSETTING)	(75,000)	(53,210)	(100,644)	0
Transfers from Reserves Total	(75,000)	(53,210)	(100,644)	0
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	0	146	1,000	1,000
Transfers to/from Internal Accounts Total	0	146	1,000	1,000
Utilities				
53130 TELEPHONE	11,593	7,593	9,638	8,324
53295 RADIO COSTS	2,004	3,066	2,630	2,630
Utilities Total	13,597	10,659	12,268	10,954
Total Expenditures	6,158,009	6,071,264	6,664,485	7,260,389
Net Total	(2,835,720)	(2,585,734)	(3,076,687)	(3,660,629)
Percentage Change			8.50%	