

**2023 APPROVED OPERATING BUDGET  
(GENERAL FUND)  
TABLE OF CONTENTS**

<b>DIVISION</b>	<b>DEPARTMENT</b>	<b>COST CENTER</b>	<b>PAGE</b>
<b>CITY MANAGER</b>	CITY MANAGER		4
		CITY MANAGER	6
	ECONOMIC DEVELOPMENT		7
		ECONOMIC DEVELOPMENT	9
		TOURISM INITIATIVES	10
	FINANCE		11
		ACCOUNTING	13
	FINANCE - FISCAL		15
		TAX REVENUES	17
		FIRST NATIONS URBAN DEVELOPMENT AREA	18
		UNCONDITIONAL GRANT REVENUES	19
	GRANTS		20
		GRANTS-LONG TERM AGREEMENTS	22
		COMMUNITY GRANTS	23
		KEYSTONE CENTRE GRANT	24
		CENTENNIAL AUDITORIUM	25
	FIRE & AMBULANCE		26
		FIRE SERVICE	28
		FIRE VEHICLES	30
		AMBULANCE SERVICE	31
	HUMAN RESOURCES		33
		HUMAN RESOURCES	35
		HEALTH & SAFETY	37
	LEGISLATIVE SERVICES		38
		RECORDS SERVICES	40
		PROPERTY ASSESSMENT	41
		RESIDENT ASSISTANCE	42
		LEGAL SERVICES	43
		CLERKS	44
		LICENSING	45
		ELECTION COSTS	46
	INDIGENOUS RELATIONS		47
		INDIGENOUS RELATIONS	49
	COUNCIL		50
		COUNCIL	52
	POLICE		54
		POLICE VEHICLES	56
		POLICE SERVICE	57
<b>CORPORATE SERVICES</b>	BUSINESS & INFRASTRUCTURE PLANNING		60
		BUSINESS & INFRASTRUCTURE PLANNING	62
	COMMUNICATIONS (911)		63
		E 911 COMMUNICATIONS	65
		POLICE DISPATCH	66
	COMMUNITY WELLNESS		67
		HOUSING & WELLNESS	69
		AFFORDABLE HOUSING	70
		URBAN RENEWAL	71

**2023 OPERATING BUDGET (GENERAL FUND)**

**TABLE OF CONTENTS**

<b>DIVISION</b>	<b>DEPARTMENT</b>	<b>COST CENTER</b>	<b>PAGE</b>
	ENVIRONMENTAL INITIATIVES		72
		ENVIRONMENTAL INITIATIVES	74
	INNOVATION, TECHNOLOGY & COMMUNICATIONS		75
		INFORMATION TECHNOLOGY	77
		CORPORATE COMMUNICATIONS	79
	RISK & EMERGENCY MANAGEMENT		80
		INSURANCE EXPENSES	82
		RISK MANAGEMENT	83
		EMERGENCY MANAGEMENT	84
<b>DEVELOPMENT SERVICES</b>	ENGINEERING SERVICES		85
		ENGINEERING SERVICES	87
		STREET PRESERVATION	89
		SIDEWALK & CURB PROJECTS	90
		GENERAL RECONSTRUCTION PROJECTS	91
	PLANNING		92
		BUILDING SAFETY	94
		PLANNING AND DEVELOPMENT	96
		HERITAGE ADMINISTRATION	98
	REAL ESTATE		99
		PROPERTY ADMINISTRATION	101
		PARKING LOTS	103
<b>OPERATIONAL SERVICES</b>	AIRPORT		104
		BRANDON MUNICIPAL AIRPORT	106
	BUILDING MAINTENANCE		108
		CIVIC ADMIN BUILDING - 410 9TH	111
		POLICE STATION - VICTORIA AVE	112
		CIVIC SERVICES COMPLEX - 900 RICHMOND AVE E	113
		STORAGE GARAGE	114
		PARKS BUILDING	115
		STREET LIGHTS	116
		TRAFFIC SIGNALS	117
		TRANSIT COMFORT STATION	118
		TEST LAB BUILDING	119
		CIVIC COMPLEX (A. R. MCDIARMID BUILDING)	120
		AIRPORT BUILDINGS	121
		208 22ND ST N	122
		FIRE STATION - 19TH STREET NORTH	123
		LANDFILL BUILDINGS	124
		LIBRARY/ARTS BUILDING	125
		FIRE STATION - 13TH STREET	126
		DALY HOUSE MUSEUM	127
		BLDG & STRUCT SUPERVISION	128
	FLEET SERVICES		130
		POLICE DEPT VEHICLES	132
		FLEET EQUIPMENT	133
		TRANSIT EQUIPMENT	134
		FIRE DEPT VEHICLES	135
	FLEET SERVICES - GARAGE, STORES		136
		STORES	138
		GARAGE SERVICES	139
		SCHOOL DIVISION EQUIPMENT	141

**2023 OPERATING BUDGET (GENERAL FUND)**

**TABLE OF CONTENTS**

<b>DIVISION</b>	<b>DEPARTMENT</b>	<b>COST CENTER</b>	<b>PAGE</b>
	OPERATIONS ADMINISTRATION		142
		OPERATIONS ADMINISTRATION	144
	DRAINAGE		145
		SURFACE DRAINAGE	147
		STORM SEWERS	148
	PARKS		149
		MOSQUITO MITIGATION	151
		PARKS OPERATIONS	152
		CEMETERY OPERATIONS	154
		REC CENTRE	156
		JOINT USE OF SCHOOLS	157
		ANDREWS FIELD OPERATIONS	158
	RECREATION		161
		OUTDOOR POOLS	163
		CITY WIDE INITIATIVES	164
		RECREATION	166
		RECREATION HUB EAST	167
		RECREATION HUB NORTH	168
		RECREATION HUB WEST	169
	SPORTSPLEX		170
		SPORTSPLEX GENERAL FACILITY	172
		SPORTSPLEX POOL	174
		SPORTSPLEX ARENA	176
	SANITATION		177
		REFUSE COLLECTION	180
		LANDFILL SITE OPERATIONS	181
		COMPOSTING OPERATIONS	183
		RECYCLING OPERATIONS	184
		OPERATIONS BY-LAW GEN	186
	STREETS		187
		STREETS SUPERVISION	189
		STREET & WALKWAY MAINTENANCE	191
		STREET SWEEPING	192
		SNOW REMOVAL & SANDING	193
		PARKING METERS	194
		SIDEWALK MAINTENANCE	195
	TRANSIT / ACCESS TRANSIT		196
		TRANSIT OPERATIONS	198

# 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	2023 Approved	2022 Approved	2022 Revised
6270 - CITY MANAGER	(374,388)	(302,486)	(294,986)
<b>TOTAL</b>	<b>(374,388)</b>	<b>(302,486)</b>	<b>(294,986)</b>

## Budget Analysis

In 2023, funds were allocated through the budget deliberations process to contract a third-party agency to provide media and public relations services on a trial basis. This contracted service will augment the work currently done by the City's Corporate Communications Officer. The approved budget for this initiative is \$50,000.

# Costing Center Budget Summary

Costing Center: CITY MANAGER

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
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	0	0	50,000	0
52069 PRINTING COSTS	850	450	1,200	850
Contract Services Total	850	450	51,200	850
Equipment Purchases				
54410 EQUIPMENT PURCHASES	675	815	400	275
Equipment Purchases Total	675	815	400	275
Grants and Contributions				
55167 PUBLIC RELATIONS	700	700	250	250
Grants and Contributions Total	700	700	250	250
Materials and Supplies				
54099 PARTS AND MATERIALS	1,500	1,900	1,750	1,750
Materials and Supplies Total	1,500	1,900	1,750	1,750
Other				
51141 PROFESSIONAL DEVELOPMENT	10,668	3,528	11,445	11,445
59048 LUNCHEONS	1,700	1,700	2,000	2,000
59059 MEMBERSHIP	2,275	2,275	2,400	2,400
59098 SUBSCRIPTIONS	250	321	350	375
59138 BUSINESS TRAVEL	1,020	449	1,020	1,020
Other Total	15,913	8,273	17,215	17,240
Salaries and Wages				
51083 REGULAR SALARIES	276,642	276,642	297,367	398,738
51084 OVERTIME SALARIES	500	500	500	500
Salaries and Wages Total	277,142	277,142	297,867	399,238
Utilities				
53130 TELEPHONE	906	906	906	906
Utilities Total	906	906	906	906
<b>Total Expenditures</b>	<b>302,486</b>	<b>294,986</b>	<b>374,388</b>	<b>425,309</b>
<b>Net Total</b>	<b>(302,486)</b>	<b>(294,986)</b>	<b>(374,388)</b>	<b>(425,309)</b>
<b>Percentage Change</b>			<b>23.77%</b>	

# ECONOMIC DEVELOPMENT

---

Budget Manager: Sandy Trudel, Director of Economic Development

---

## Overview

---

The Economic Development Department known as Economic Development Brandon (EDB) includes three full time staff and one part time staff who works 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 and 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: Sandy Trudel, Director of Economic Development

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
0202 - ECONOMIC DEVELOPMENT	(488,292)	(435,345)	(396,835)
2453 - TOURISM INITIATIVES	(778,131)	(763,991)	(688,991)
<b>TOTAL</b>	<b>(1,266,423)</b>	<b>(1,199,336)</b>	<b>(1,085,826)</b>

## 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 2023, 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.

The annual Highway Signage Reserve allocation has been restored to ensure sufficient funding is available to facilitate the replacement of six existing highway welcome signs at such time as the life expectancy of the gateway signs is reached. The City will utilize a \$40,000 grant from Travel Manitoba in addition to \$35,000 from the Highway Signage Reserve to complete a \$75,000 upgrade of the highway signage to the new tourism brand, "Brandon Brings You Back".

This account also reflects a transfer from the Large Event Reserve to the Accommodation Tax Reserve of \$200,000.



# Costing Center Budget Summary

Costing Center: ECONOMIC DEVELOPMENT

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
44500 FEDERAL GOV'T	15,000	0	0	0
Conditional Government Transfers Total	15,000	0	0	0
Other Income				
42988 MISCELLANEOUS REVENUE	69,500	40,000	54,500	14,500
Other Income Total	69,500	40,000	54,500	14,500
<b>Total Revenues</b>	<b>84,500</b>	<b>40,000</b>	<b>54,500</b>	<b>14,500</b>
<b>Expenditures</b>				
Contract Services				
52028 GENERAL INSURANCE	66	66	67	68
52057 SPEC PROG CONTRACTS	0	5,600	0	0
52069 PRINTING COSTS	8,300	4,582	9,250	6,075
Contract Services Total	8,366	10,248	9,317	6,143
Materials and Supplies				
54022 SPEC PROG PARTS & MATERIALS	0	234	0	0
54099 PARTS AND MATERIALS	2,500	1,600	2,500	2,500
Materials and Supplies Total	2,500	1,834	2,500	2,500
Other				
51141 PROFESSIONAL DEVELOPMENT	7,700	6,399	7,800	7,800
59003 ADVERTISING	18,525	14,361	18,875	18,925
59027 SPEC PROG LUNCHEONS	0	410	0	0
59048 LUNCHEONS	920	820	1,226	1,276
59059 MEMBERSHIP	1,320	845	1,250	1,295
59098 SUBSCRIPTIONS	4,164	4,142	4,164	4,300
59138 BUSINESS TRAVEL	5,000	3,500	5,000	5,000
59241 SPECIAL PROGRAMS	103,900	152,986	59,500	66,400
59427 SIGNAGE	76,000	47,845	76,000	3,000
59428 PHOTO LIBRARY	4,000	482	4,000	4,000
Other Total	221,529	231,790	177,815	111,996
Reserve Appropriation				
58515 SIGNAGE RESERVE B/L	0	0	10,000	10,000
Reserve Appropriation Total	0	0	10,000	10,000
Salaries and Wages				
51083 REGULAR SALARIES	321,460	330,460	377,225	365,190
Salaries and Wages Total	321,460	330,460	377,225	365,190
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(35,000)	(138,487)	(35,000)	0
Transfers to/from Internal Accounts Total	(35,000)	(138,487)	(35,000)	0
Utilities				
53130 TELEPHONE	990	990	935	935
Utilities Total	990	990	935	935
<b>Total Expenditures</b>	<b>519,845</b>	<b>436,835</b>	<b>542,792</b>	<b>496,764</b>
<b>Net Total</b>	<b>(435,345)</b>	<b>(396,835)</b>	<b>(488,292)</b>	<b>(482,264)</b>
<b>Percentage Change</b>			<b>12.16%</b>	

# Costing Center Budget Summary

Costing Center: TOURISM INITIATIVES

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Grants and Contributions				
55429 ACCOMMODATION GRANT	309,919	309,919	367,025	251,700
55518 RIVERBANK INC	704,171	629,171	717,115	728,793
55519 BRANDON FIRST	159,820	129,720	134,811	162,236
Grants and Contributions Total	1,173,910	1,068,810	1,218,951	1,142,729
Reserve Appropriation				
58529 ACCOMMODATION TAX B/L 7016	0	0	200,000	0
Reserve Appropriation Total	0	0	200,000	0
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(409,919)	(379,819)	(640,820)	(351,700)
Transfers to/from Internal Accounts Total	(409,919)	(379,819)	(640,820)	(351,700)
<b>Total Expenditures</b>	<b>763,991</b>	<b>688,991</b>	<b>778,131</b>	<b>791,029</b>
<b>Net Total</b>	<b>(763,991)</b>	<b>(688,991)</b>	<b>(778,131)</b>	<b>(791,029)</b>
<b>Percentage Change</b>			<b>1.85%</b>	

# FINANCE

---

Budget Manager: Tara Pearce, Director of Finance

---

---

## 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 general fund. This includes staffing costs, general office costs, salary vacancy and professional development allowances, and the cost of auditing services. The Finance Department also supports the Utility, as such a portion of salaries and administrative overhead such as parts and materials, and training and development is allocated to the Utility Administration cost center.

A corporate vacancy allowance (not including Police or Utility) is budgeted within this cost center. This cost offset recognizes that the City will experience vacancies and salary savings within 2023, but records the budget value in one central account as the specific costing centers that will be affected are unknown at the budgeting stage. Similarly, a professional development allowance has been introduced as an offset to professional development budgets across the general revenue fund.

---

## Objectives

---

Finance is a professional services department responsible for procurement, accounts payable, accounts receivable, utility billing, property taxes, cash receipting, and penalty appeals. Financial functions include corporate finance, performance measurement, analysis, budgeting, financial statement preparation, year end reporting, and financial regulatory compliance.

As a support department, Finance adapts to the needs and priorities of the organization. With a new 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.

# FINANCE

Budget Manager: Tara Pearce, Director of Finance

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
0030 - ACCOUNTING	2,289,546	1,033,676	63,440
<b>TOTAL</b>	<b>2,289,546</b>	<b>1,033,676</b>	<b>63,440</b>

## Budget Analysis

In 2022, there was an organizational restructure, the 2023 budget reflects the revised structure and costs.

As the home account for fund-wide financial transactions and allowance, the majority of the change in this department is not directly attributed to the Finance department operations. There were transfers from reserves in the 2022 budget from the Covid Restart reserve and the 26th St South of Maryland reserve. Included in 2023 budget is a reserve transfer of a small residual balance remaining to clear the 26th St South of Maryland reserve, \$200,000 from the Covid Restart reserve and \$1,300,000 from the 2022 surplus. As well, there is an increase to the corporate vacancy allowance, and a new professional development allowance that was introduced to offset costs in other departments.

# Costing Center Budget Summary

Costing Center: ACCOUNTING

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	0	5,065	0	0
Conditional Government Transfers Total	0	5,065	0	0
Other Income				
42365 COMMISSION REVENUES	360	360	360	360
46117 INTEREST ON OVERDUE ACCOUNTS	25,000	26,367	25,000	25,000
Other Income Total	25,360	26,727	25,360	25,360
User Fees and Sales of Goods				
42299 ACCOUNT CONFIRMATIONS	70,000	63,000	70,000	70,000
42999 REVENUE	53,300	332,124	53,300	53,300
User Fees and Sales of Goods Total	123,300	395,124	123,300	123,300
<b>Total Revenues</b>	<b>148,660</b>	<b>426,916</b>	<b>148,660</b>	<b>148,660</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	8,880	11,091	9,723	9,859
52020 PROFESSIONAL FEES	8,069	8,069	500	500
52069 PRINTING COSTS	4,575	4,575	4,225	4,775
52089 COMMISSION	8,500	5,800	8,500	8,500
52162 MUNICIPAL BOARD FEES	0	1,150	0	0
52264 AUDITING FEES	21,935	23,935	22,470	23,005
52387 BANK PROCESSING FEES	4,000	5,500	4,000	4,000
Contract Services Total	55,959	60,120	49,418	50,639
Equipment Purchases				
54410 EQUIPMENT PURCHASES	7,056	7,056	2,031	2,031
Equipment Purchases Total	7,056	7,056	2,031	2,031
Materials and Supplies				
54099 PARTS AND MATERIALS	12,755	12,755	12,755	300
Materials and Supplies Total	12,755	12,755	12,755	300
Other				
51141 PROFESSIONAL DEVELOPMENT	12,156	7,301	10,937	10,937
51142 PROFESSIONAL DEVELOPMENT ALLOWA	0	0	(91,260)	(74,217)
59003 ADVERTISING	3,060	3,780	3,223	3,223
59044 INTEREST EXPENSE	0	35,847	0	0
59048 LUNCHEONS	300	300	300	300
59059 MEMBERSHIP	4,744	2,989	4,253	4,279
59098 SUBSCRIPTIONS	1,226	876	962	998
59138 BUSINESS TRAVEL	400	200	200	200
Other Total	21,886	51,294	(71,387)	(54,281)
Salaries and Wages				
51016 SALARY VACANCY ALLOWANCE	(1,400,000)	0	(1,660,000)	(1,660,000)
51083 REGULAR SALARIES	1,079,568	890,533	1,019,286	1,031,866
51084 OVERTIME SALARIES	6,819	11,519	6,886	6,886
Salaries and Wages Total	(313,613)	902,052	(633,828)	(621,248)

# Costing Center Budget Summary

Costing Center: ACCOUNTING

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(670,634)	(670,634)	(1,500,728)	0
Transfers to/from Internal Accounts Total	(670,634)	(670,634)	(1,500,728)	0
Utilities				
53130 TELEPHONE	1,575	833	852	852
Utilities Total	1,575	833	852	852
<b>Total Expenditures</b>	<b>(885,016)</b>	<b>363,476</b>	<b>(2,140,886)</b>	<b>(621,707)</b>
<b>Net Total</b>	<b>1,033,676</b>	<b>63,440</b>	<b>2,289,546</b>	<b>770,367</b>
<b>Percentage Change</b>			<b>121.50%</b>	

# FINANCE - FISCAL

---

Budget Manager: Tara Pearce, Director of Finance

---

---

## 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 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 property tax levy, there is \$1,200,000 of net supplementary tax revenues budgeted, 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 (7 active properties), Heritage Tax Credit program (2 active properties), one municipal tax increment finance (TIF) credit, as well as compensation to the RM of Cornwallis for lost property tax revenue due to the 2018 annexation.

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 is responsible for an annual general service charge in lieu of property taxes in consideration of the City providing the general services.

---

## FINANCE - FISCAL

Budget Manager: Tara Pearce, Director of Finance

### Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
2443 - TAX REVENUES	48,756,877	47,280,979	47,515,997
2444 - FIRST NATION URBAN DEVELOPMENT AREA	23,786	10,472	10,472
2447 - UNCONDITIONAL GRANT REVENUES	8,929,273	8,893,226	8,929,273
<b>TOTAL</b>	<b>57,709,936</b>	<b>56,184,677</b>	<b>56,455,742</b>

### Budget Analysis

The approved general revenue fund budget requires an increase of total municipal taxes levied of \$1,475,898. This amount will be recovered by a combination of new construction growth and existing assessment base.

There has been an increase of net supplemental taxation revenue budgeted which is consistent with the 2022 actual amount. The TIF credit will be provided for the first time in 2023.



# Costing Center Budget Summary

Costing Center: TAX REVENUES

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Other Income				
41450 REAL PROPERTY SUPP TAXES	1,000,000	1,200,323	1,200,000	1,200,000
41480 ARREARS TAX PENALTY	257,000	286,281	287,000	287,000
41484 CURRENT YEAR TAX PENALTY	267,000	264,370	265,000	265,000
Other Income Total	1,524,000	1,750,974	1,752,000	1,752,000
Property Taxes				
41420 REAL PROPERTY TAXES	43,455,183	43,455,183	44,662,717	50,269,722
41433 PERSONAL PROPERTY - RP	28,735	28,735	30,350	34,160
41440 BUSINESS	100,181	100,181	99,731	99,731
48430 PERSONAL PROPERTY - GIL	187,029	187,029	200,340	225,491
48500 TAX REVENUES FEDERAL GOVT	356,458	356,458	361,247	406,598
48510 TAX REVENUES PROVINCIAL GOVT	1,849,368	1,849,368	1,892,158	2,129,702
Property Taxes Total	45,976,955	45,976,955	47,246,544	53,165,404
<b>Total Revenues</b>	<b>47,500,955</b>	<b>47,727,929</b>	<b>48,998,544</b>	<b>54,917,404</b>
<b>Expenditures</b>				
Grants and Contributions				
55442 TAX CREDITS	106,182	106,081	142,011	125,442
55450 RM OF CORNWALLIS	311	311	156	0
Grants and Contributions Total	106,493	106,392	142,167	125,442
Other				
59216 DISCOUNT	80,000	72,057	78,861	80,000
Other Total	80,000	72,057	78,861	80,000
Transfers to/from Internal Accounts				
58548 TAX RESERVE	33,483	33,483	20,639	0
Transfers to/from Internal Accounts Total	33,483	33,483	20,639	0
<b>Total Expenditures</b>	<b>219,976</b>	<b>211,932</b>	<b>241,667</b>	<b>205,442</b>
<b>Net Total</b>	<b>47,280,979</b>	<b>47,515,997</b>	<b>48,756,877</b>	<b>54,711,961</b>
<b>Percentage Change</b>			<b>3.12%</b>	

# Costing Center Budget Summary

Costing Center: FIRST NATION URBAN DEVELOPMENT AREA

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Other Income				
41499    GENERAL SERVICE CHARGE	10,472	10,472	23,786	24,110
Other Income Total	10,472	10,472	23,786	24,110
<b>Total Revenues</b>	<b>10,472</b>	<b>10,472</b>	<b>23,786</b>	<b>24,110</b>
<b>Net Total</b>	<b>10,472</b>	<b>10,472</b>	<b>23,786</b>	<b>24,110</b>
<b>Percentage Change</b>			127.14%	

# Costing Center Budget Summary

Costing Center: UNCONDITIONAL GRANT REVENUES

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Unconditional Government Transfers				
43540    PROV'L MUNICIPAL OPERATING	8,893,226	8,929,273	8,929,273	8,929,273
Unconditional Government Transfers Total	8,893,226	8,929,273	8,929,273	8,929,273
<b>Total Revenues</b>	<b>8,893,226</b>	<b>8,929,273</b>	<b>8,929,273</b>	<b>8,929,273</b>
<b>Net Total</b>	<b>8,893,226</b>	<b>8,929,273</b>	<b>8,929,273</b>	<b>8,929,273</b>
<b>Percentage Change</b>			<b>0.41%</b>	

# GRANTS

---

Budget Manager: Tara Pearce, Director of Finance

---

## 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 Millennium Park, Regional Library per capita & rent subsidy, Daly House Museum, Art Gallery of SW Manitoba rent subsidy, Westman Multicultural Festival, and the Grants Review Committee's grant recommendations for service organizations & cultural/performance grants.

Through a Memorandum of Agreement, the Western Manitoba Centennial Auditorium receives an operating grant from the City of Brandon equivalent to 50% of the annual operating deficit, the remaining 50% is provided by the Manitoba Government. The City also provides an annual capital grant for infrastructure and operational improvements at the facility, as well as a reserve appropriation to the City's Centennial Auditorium Reserve is budgeted to support the auditorium's capital program.

The Keystone Centre includes an operating grant, capital grant, a tax credit equivalent to the municipal taxes paid by Canad Inns, and debt servicing costs for roof repair projects and Memorial Cup Upgrades.

---

# GRANTS

Budget Manager: Tara Pearce, Director of Finance

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
2410 - GRANTS-LONG TERM AGREEMENTS	(273,937)	(253,524)	(253,283)
2436 - COMMUNITY GRANTS	(1,452,725)	(1,488,619)	(1,380,216)
2455 - KEYSTONE CENTRE GRANT	(1,279,590)	(1,282,182)	(1,282,064)
0320 - CENTENNIAL AUDITORIUM	(224,574)	(187,090)	(192,090)
<b>TOTAL</b>	<b>(3,230,826)</b>	<b>(3,211,415)</b>	<b>(3,107,653)</b>

## 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 \$0.75 to \$10.55. In accordance with the MOU, funding for the Multicultural Festival has been restored. In 2022, at budget deliberations, funding was provided for additional museums and service organizations, these grants have not been included in the approved 2023 budget outside of the organizations which are included within the grants recommendations. During the 2023 budget deliberations \$80,000 was added for the Brandon General Museum and Archives, \$6,000 for security upgrades at the library, 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 2023 operating budget. The reserve appropriation in accordance with the MOU has been restored.

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:
  - Memorial Cup upgrades – Expires in 2023
  - Roof repairs – Expires in 2026
 (debt servicing decreased in 2023 as a result of Keystone capital improvements debt that retired in 2022)
- Capital grant \$627,492, \$500,000 of which is offset from a transfer from reserve.

# Costing Center Budget Summary

Costing Center: GRANTS-LONG TERM AGREEMENTS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Grants and Contributions				
55302 ASSINIBOINE COMMUNITY COLLEGE	253,524	253,283	273,937	282,155
Grants and Contributions Total	253,524	253,283	273,937	282,155
<b>Total Expenditures</b>	<b>253,524</b>	<b>253,283</b>	<b>273,937</b>	<b>282,155</b>
<b>Net Total</b>	<b>(253,524)</b>	<b>(253,283)</b>	<b>(273,937)</b>	<b>(282,155)</b>
<b>Percentage Change</b>			8.05%	

# Costing Center Budget Summary

Costing Center: COMMUNITY GRANTS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Grants and Contributions				
55024 OTHER GRANTS	70,000	20,000	60,000	60,000
55405 COMMUNITY CENTRE ASSISTANCE	60,000	60,000	60,000	60,000
55449 CULTURAL/PERFORMANCE GRANTS	21,800	21,800	35,250	35,250
55451 SERVICE ORGANIZATIONS GRANTS	191,500	201,500	170,603	170,603
55458 REGIONAL LIBRARY	799,991	731,588	761,637	794,122
55464 MUSEUMS	100,000	100,000	115,000	115,000
55477 ART GALLERY OF SW MANITOBA	245,328	245,328	250,235	255,240
Grants and Contributions Total	1,488,619	1,380,216	1,452,725	1,490,215
<b>Total Expenditures</b>	<b>1,488,619</b>	<b>1,380,216</b>	<b>1,452,725</b>	<b>1,490,215</b>
<b>Net Total</b>	<b>(1,488,619)</b>	<b>(1,380,216)</b>	<b>(1,452,725)</b>	<b>(1,490,215)</b>
<b>Percentage Change</b>			<b>(2.41%)</b>	

# Costing Center Budget Summary

Costing Center: KEYSTONE CENTRE GRANT

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	700,852	700,852	602,377	254,511
57439 DEBENTURE INTEREST	82,244	82,244	53,563	23,600
Debenture Debt Servicing Costs Total	783,096	783,096	655,940	278,111
Grants and Contributions				
55024 OTHER GRANTS	875,000	875,000	1,002,492	1,743,127
55442 TAX CREDITS	124,086	123,968	121,158	124,793
Grants and Contributions Total	999,086	998,968	1,123,650	1,867,920
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(500,000)	(500,000)	(500,000)	0
Transfers to/from Internal Accounts Total	(500,000)	(500,000)	(500,000)	0
<b>Total Expenditures</b>	<b>1,282,182</b>	<b>1,282,064</b>	<b>1,279,590</b>	<b>2,146,031</b>
<b>Net Total</b>	<b>(1,282,182)</b>	<b>(1,282,064)</b>	<b>(1,279,590)</b>	<b>(2,146,031)</b>
<b>Percentage Change</b>			<b>(0.20%)</b>	



# Costing Center Budget Summary

Costing Center: CENTENNIAL AUDITORIUM

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Grants and Contributions				
55024    OTHER GRANTS	187,090	192,090	199,574	201,662
Grants and Contributions Total	187,090	192,090	199,574	201,662
Reserve Appropriation				
58524    CENTENNIAL AUDITORIUM B/L 4647	0	0	25,000	25,000
Reserve Appropriation Total	0	0	25,000	25,000
<b>Total Expenditures</b>	<b>187,090</b>	<b>192,090</b>	<b>224,574</b>	<b>226,662</b>
<b>Net Total</b>	<b>(187,090)</b>	<b>(192,090)</b>	<b>(224,574)</b>	<b>(226,662)</b>
<b>Percentage Change</b>			<b>20.04%</b>	

# FIRE & AMBULANCE

---

Budget Manager: Terry Parlow, Acting Fire Chief

---

---

## Overview

---

The Brandon Fire & Emergency Services department reflects 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

---

A strategic initiative of the Department is the implementation of fire pit application fees in 2023. 2023 will see an increase in costs associated with contractual obligations. The Provincial Government covers the different 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, Acting Fire Chief

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
0092 - FIRE SERVICE	(4,649,070)	(4,633,270)	(4,236,595)
0106 - FIRE VEHICLES	(462,629)	(235,661)	(443,950)
0114 - AMBULANCE SERVICE	(636,821)	(743,654)	(263,769)
<b>TOTAL</b>	<b>(5,748,520)</b>	<b>(5,612,584)</b>	<b>(4,944,314)</b>

## Budget Analysis

In 2023, a significant budget increase is expected in ambulance fees for local and long distance trips, based on call levels experienced in 2022. Although the Province has implemented several alternatives to the inter-facility transfers provided by Ambulance, no decrease in calls have yet to be experienced by BFES. These additional calls have several consequences on the 2023 budget, aside from increased revenue. Increased calls required additional overtime requirements to maintain minimum staffing levels.

Another factor within the 2023 budget is the inclusion of 4 additional firefighter/paramedics which Council approved last year. One year ago, Council approved these 4 positions on a term basis through to December 31, 2022 to address the increased calls and control overtime. These positions were cost neutral through the projected overtime savings and a reduction to the fleet reserve. For 2023, the positions have been budgeted on a 6-month term and partially offset by overtime savings. Based on the upcoming capital requirements, a reduction to the fleet reserve was not incorporated for 2023. The six month time period will allow the City of Brandon and Shared Health the opportunity to work towards a new Service Purchase Agreement.

As part of the 2023 budget deliberations, an addition 4 staff were approved to be specifically assigned to ambulance calls. To offset the additional cost (\$300,000), a reduction was made to Ambulance overtime (\$25,000) along with an increase to ambulance revenues (\$275,000) for a neutral impact on the budget.

In addition to these driving factors, BFES has included all salary and ancillary costs associated with the new working agreement signed in 2022. The 2022 budget also included a transfer of the remaining funds, \$65,450, in the Ambulance Reserve to operating. The 2023 budget includes a \$100,000 transfer from the Fire Fighting reserve.

# Costing Center Budget Summary

Costing Center: FIRE SERVICE

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
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	6,385	5,000	5,000
Other Income Total	5,000	6,385	5,000	5,000
User Fees and Sales of Goods				
42142 MERCHANDISE SALES	1,800	700	1,800	1,800
42287 FIRE/RESCUE INSURANCE COVERAGE	150,000	162,000	150,000	150,000
42322 TRAINING REVENUE	2,800	3,010	2,800	2,800
42999 REVENUE	210,875	211,314	209,748	216,242
User Fees and Sales of Goods Total	365,475	377,024	364,348	370,842
<b>Total Revenues</b>	<b>702,775</b>	<b>715,709</b>	<b>701,648</b>	<b>708,142</b>
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	32,000	36,580	35,000	35,000
51123 PROTECTIVE CLOTHING	38,000	39,445	38,000	38,000
51285 MEDICALS	1,500	1,500	1,500	1,500
Benefits Total	71,500	77,525	74,500	74,500
Contract Services				
52019 CONSULTING FEES	2,750	745	9,350	9,350
52028 GENERAL INSURANCE	1,170	1,170	1,155	1,178
52035 ACCIDENT INSURANCE	2,400	1,907	2,400	2,400
52292 SOFTWARE LICENSES & MTNCE	19,987	19,771	18,035	18,576
Contract Services Total	26,307	23,593	30,940	31,504
Equipment Purchases				
54410 EQUIPMENT PURCHASES	25,000	25,000	23,000	23,000
Equipment Purchases Total	25,000	25,000	23,000	23,000
Grants and Contributions				
55167 PUBLIC RELATIONS	3,000	2,000	3,000	3,000
Grants and Contributions Total	3,000	2,000	3,000	3,000
Materials and Supplies				
54099 PARTS AND MATERIALS	22,000	10,000	22,000	22,000
54118 OFFICE SUPPLIES	10,000	10,000	10,000	10,000
54323 INSURANCE DEDUCTIBLE	0	2,500	0	0
Materials and Supplies Total	32,000	22,500	32,000	32,000
Other				
51141 PROFESSIONAL DEVELOPMENT	62,733	48,595	64,995	64,995
59048 LUNCHEONS	1,500	700	1,500	1,500
59059 MEMBERSHIP	3,069	3,269	2,939	2,939
59098 SUBSCRIPTIONS	2,082	2,266	2,046	2,046
59156 PUBLIC EDUCATION	2,000	1,000	2,200	2,200
59241 SPECIAL PROGRAMS	4,000	4,600	4,000	4,000
Other Total	75,384	60,430	77,680	77,680

# Costing Center Budget Summary

Costing Center: FIRE SERVICE

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
Salaries and Wages				
51083 REGULAR SALARIES	8,972,528	8,538,145	9,325,642	8,923,526
51084 OVERTIME SALARIES	220,000	270,000	276,268	276,268
51090 SHIFT DIFFERENTIAL	60,000	93,039	98,039	98,039
51227 SPECIAL OT PAYMENTS	114,555	117,437	120,391	123,420
51352 TRAINING OVERTIME	36,000	22,865	37,834	38,786
51997 FIRE/AMB ALLOCATION	(4,573,542)	(4,573,542)	(4,922,036)	(4,572,492)
Salaries and Wages Total	4,829,541	4,467,944	4,936,138	4,887,547
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	500	500	500	500
59997 TRANSFER FR RESERVES	0	0	(100,000)	0
Transfers to/from Internal Accounts Total	500	500	(99,500)	500
Utilities				
53130 TELEPHONE	13,812	13,812	13,960	13,960
53150 WATER	259,000	259,000	259,000	259,000
Utilities Total	272,812	272,812	272,960	272,960
<b>Total Expenditures</b>	<b>5,336,045</b>	<b>4,952,304</b>	<b>5,350,718</b>	<b>5,402,691</b>
<b>Net Total</b>	<b>(4,633,270)</b>	<b>(4,236,595)</b>	<b>(4,649,070)</b>	<b>(4,694,549)</b>
<b>Percentage Change</b>			<b>0.34%</b>	

# Costing Center Budget Summary

Costing Center: FIRE VEHICLES

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Fuel				
54103 GASOLINE (VEHICLE)	14,000	17,000	16,000	16,000
54104 DIESEL (VEHICLE)	18,000	32,400	34,000	34,000
54125 DIESEL EXHAUST FLUID	100	325	250	250
Fuel Total	32,100	49,725	50,250	50,250
Transfers to/from Internal Accounts				
59080 FLEET EQUIP MAINTENANCE	166,500	166,500	182,600	186,950
59993 EQUIPMENT CAPITAL CONTRIBUTION	37,061	227,725	229,779	283,576
Transfers to/from Internal Accounts Total	203,561	394,225	412,379	470,526
<b>Total Expenditures</b>	<b>235,661</b>	<b>443,950</b>	<b>462,629</b>	<b>520,776</b>
<b>Net Total</b>	<b>(235,661)</b>	<b>(443,950)</b>	<b>(462,629)</b>	<b>(520,776)</b>
<b>Percentage Change</b>			<b>96.31%</b>	

# Costing Center Budget Summary

Costing Center: AMBULANCE SERVICE

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43580 PROV. AMBULANCE--BRANDON	1,422,762	1,422,762	1,422,762	1,422,762
Conditional Government Transfers Total	1,422,762	1,422,762	1,422,762	1,422,762
Other Income				
49145 DONATIONS	4,000	2,270	4,000	4,000
Other Income Total	4,000	2,270	4,000	4,000
User Fees and Sales of Goods				
42188 AMBULANCE FEES - LONG DISTANCE	844,450	790,000	834,040	834,040
42191 AMBULANCE FEES - LOCAL	1,904,050	2,550,000	2,550,000	2,275,000
42999 REVENUE	5,000	1,000	2,500	2,500
User Fees and Sales of Goods Total	2,753,500	3,341,000	3,386,540	3,111,540
<b>Total Revenues</b>	<b>4,180,262</b>	<b>4,766,032</b>	<b>4,813,302</b>	<b>4,538,302</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	3,822	3,633	4,500	5,000
52043 EXTERNAL LAUNDRY	2,000	1,500	1,700	1,700
Contract Services Total	5,822	5,133	6,200	6,700
Equipment Purchases				
54410 EQUIPMENT PURCHASES	17,000	10,000	11,000	11,000
Equipment Purchases Total	17,000	10,000	11,000	11,000
Materials and Supplies				
54099 PARTS AND MATERIALS	7,000	5,000	6,000	6,000
54120 MEDICAL SUPPLIES	48,500	48,500	48,500	48,500
54253 PHARMACEUTICALS	10,000	12,500	13,000	13,000
Materials and Supplies Total	65,500	66,000	67,500	67,500
Other				
51141 PROFESSIONAL DEVELOPMENT	15,398	4,813	9,359	9,359
59049 MEAL PERDIEMS	13,000	13,000	18,499	18,499
59059 MEMBERSHIP	0	18,730	25,600	25,600
59393 FLEET AMBULANCES	1,500	1,500	1,500	1,500
Other Total	29,898	38,043	54,958	54,958
Salaries and Wages				
51083 REGULAR SALARIES	141,604	141,447	142,429	142,429
51084 OVERTIME SALARIES	155,000	260,000	245,000	360,000
51997 FIRE/AMB ALLOCATION	4,573,542	4,573,542	4,922,036	4,572,492
Salaries and Wages Total	4,870,146	4,974,989	5,309,465	5,074,921
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	1,000	1,000	1,000	1,000
59997 TRANSFER FR RESERVES	(65,450)	(65,450)	0	0
Transfers to/from Internal Accounts Total	(64,450)	(64,450)	1,000	1,000

# Costing Center Budget Summary

Costing Center: AMBULANCE SERVICE

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
Utilities				
53130    TELEPHONE	0	86	0	0
Utilities Total	0	86	0	0
<b>Total Expenditures</b>	<b>4,923,916</b>	<b>5,029,801</b>	<b>5,450,123</b>	<b>5,216,079</b>
<b>Net Total</b>	<b>(743,654)</b>	<b>(263,769)</b>	<b>(636,821)</b>	<b>(677,777)</b>
<b>Percentage Change</b>			<b>(14.37%)</b>	



# HUMAN RESOURCES

---

Budget Manager: Linda Poole, Director of Human Resources

---

## 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, 2022.  
Collective Bargaining commenced in late 2022
  - 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. 2023 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: Linda Poole, Director of Human Resources

The Occupational Safety and Health Section of Human Resources is responsible for a number of corporate initiatives as well as specialized services. Corporate initiatives include those under the safety campaign of Mission Zero and the wellness campaign of Creating Healthier Employees. The section also provides specialized services including incident investigation, training, industrial hygiene sampling, asbestos sampling, and ergonomic assessments. The services coordinated or provided by the section are required under the Manitoba Workplace Safety and Health Act and Regulation or industry best practices. In 2023, the Health & Safety section will continue to focus on employee training, specifically education aimed to reduce soft tissue injuries. This in turn should assist in lowering our WCB rates and ensure a healthier workforce. This training will be provided in-house by our Health and Safety Educators.

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
1401 - HUMAN RESOURCES	(1,490,087)	(1,495,532)	(1,427,070)
1402 - HEALTH & SAFETY	(303,514)	(293,114)	(287,356)
<b>TOTAL</b>	<b>(1,793,601)</b>	<b>(1,788,645)</b>	<b>(1,714,425)</b>

## Budget Analysis

Funds have been allocated for a refresh of the PRIDE initiative.

External legal services will continue to be required for arbitrations and unusual labour related situations.

# Costing Center Budget Summary

Costing Center: HUMAN RESOURCES

		2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>					
Benefits					
51002	EMPLOYEE APPRECIATION	12,000	12,000	12,000	12,000
51122	BOOT ALLOWANCE	122	122	0	122
51174	RETIREMENTS	3,000	1,827	0	0
51176	LONG SERVICE RECOGNITION & RETIREM	4,000	11,443	6,000	8,000
51179	COMPASSIONATE GIFTS	600	763	500	600
51285	MEDICALS	2,500	1,500	3,000	1,500
51294	MEDICALS-RECRUITMENT/STAFFING	6,000	6,000	6,000	6,000
51423	PENSION PLAN PRE MEBP	30,000	25,326	30,000	22,000
51709	SEVERANCE PAYMENT EXPENSE	75,000	75,000	75,000	75,000
51710	RETIREMENT BENEFITS	239,000	247,044	239,000	239,000
Benefits Total		372,222	381,025	371,500	364,222
Contract Services					
52069	PRINTING COSTS	1,500	500	1,000	1,000
52239	TESTING-RECRUITMENT/STAFFING	17,000	23,788	15,000	18,000
59242	SALARY SURVEYS	5,000	0	5,000	5,000
Contract Services Total		23,500	24,288	21,000	24,000
Equipment Purchases					
54410	EQUIPMENT PURCHASES	3,000	2,229	3,500	3,000
Equipment Purchases Total		3,000	2,229	3,500	3,000
Materials and Supplies					
54099	PARTS AND MATERIALS	4,000	3,000	5,000	3,000
Materials and Supplies Total		4,000	3,000	5,000	3,000
Other					
51141	PROFESSIONAL DEVELOPMENT	22,800	23,177	22,590	20,000
51145	CORP TRAINING & DEVELOPMENT	36,000	26,000	27,000	27,000
59007	ADVERTISING-RECRUIT/STAFFING	9,000	5,746	10,000	10,000
59023	SYMPOSIUMS	1,000	0	1,000	1,000
59048	LUNCHEONS	1,000	1,000	1,000	1,000
59059	MEMBERSHIP	2,500	2,112	2,500	2,600
59098	SUBSCRIPTIONS	4,450	2,450	4,450	4,450
59138	BUSINESS TRAVEL	1,000	600	600	1,000
59603	LABOUR RELATIONS-CUPE	50,000	57,073	50,000	50,000
59604	LABOUR RELATIONS-E911	5,000	1,000	5,000	5,000
59605	LABOUR RELATIONS-FIRE	10,000	12,000	10,000	10,000
59606	LABOUR RELATIONS-OOS	5,000	2,000	5,000	5,000
59607	LABOUR RELATIONS-POLICE	5,000	1,000	5,000	5,000
59608	LABOUR RELATIONS-TRANSIT	5,000	1,000	5,000	5,000
Other Total		157,750	135,158	149,140	147,050
Salaries and Wages					
51083	REGULAR SALARIES	1,005,020	951,830	1,009,907	1,117,265
51084	OVERTIME SALARIES	1,000	500	1,000	500
Salaries and Wages Total		1,006,020	952,330	1,010,907	1,117,765

# Costing Center Budget Summary

Costing Center: HUMAN RESOURCES

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(75,000)	(75,000)	(75,000)	(75,000)
Transfers to/from Internal Accounts Total	(75,000)	(75,000)	(75,000)	(75,000)
Utilities				
53130 TELEPHONE	4,040	4,040	4,040	4,740
Utilities Total	4,040	4,040	4,040	4,740
<b>Total Expenditures</b>	<b>1,495,532</b>	<b>1,427,070</b>	<b>1,490,087</b>	<b>1,588,777</b>
<b>Net Total</b>	<b>(1,495,532)</b>	<b>(1,427,070)</b>	<b>(1,490,087)</b>	<b>(1,588,777)</b>
<b>Percentage Change</b>			<b>(0.36%)</b>	

# Costing Center Budget Summary

Costing Center: HEALTH & SAFETY

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Benefits				
51071 EMPLOYEE WELLNESS PROGRAMS	1,500	500	1,500	1,500
51389 HEARING TESTS	8,000	10,620	8,000	6,000
Benefits Total	9,500	11,120	9,500	7,500
Contract Services				
52019 CONSULTING FEES	5,500	5,000	5,500	5,000
52297 CPR/FIRST AID TRAINING	8,000	7,345	8,000	6,000
Contract Services Total	13,500	12,345	13,500	11,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	0	500
Equipment Purchases Total	0	0	0	500
Materials and Supplies				
54099 PARTS AND MATERIALS	8,200	4,500	5,700	6,500
Materials and Supplies Total	8,200	4,500	5,700	6,500
Other				
51141 PROFESSIONAL DEVELOPMENT	2,500	2,500	7,500	2,500
51182 SAFETY INITIATIVES	6,000	5,000	6,000	6,000
59059 MEMBERSHIP	1,000	1,027	1,265	1,265
59098 SUBSCRIPTIONS	1,350	500	1,350	1,350
59138 BUSINESS TRAVEL	1,440	1,440	1,440	1,440
Other Total	12,290	10,467	17,555	12,555
Salaries and Wages				
51083 REGULAR SALARIES	247,534	247,534	255,869	257,615
Salaries and Wages Total	247,534	247,534	255,869	257,615
Utilities				
53130 TELEPHONE	2,090	1,390	1,390	2,190
Utilities Total	2,090	1,390	1,390	2,190
<b>Total Expenditures</b>	<b>293,114</b>	<b>287,356</b>	<b>303,514</b>	<b>297,860</b>
<b>Net Total</b>	<b>(293,114)</b>	<b>(287,356)</b>	<b>(303,514)</b>	<b>(297,860)</b>
<b>Percentage Change</b>			<b>3.55%</b>	

# 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	2023 Approved	2022 Approved	2022 Revised
0011 - RECORDS SERVICES	(325,642)	(325,045)	(281,003)
0037 - PROPERTY ASSESSMENT	(734,620)	(735,250)	(734,444)
1442 - RESIDENT ASSISTANCE	(267,032)	(267,032)	(267,032)
2087 - LEGAL SERVICES	(243,814)	(221,192)	(227,404)
2090 - CLERKS	(399,072)	(389,437)	(344,269)
2452 - LICENSING	1,219,898	1,207,730	1,204,064
2456 - ELECTION COSTS	(15,000)	-	-
<b>TOTAL</b>	<b>(765,282)</b>	<b>(730,226)</b>	<b>(650,087)</b>

## 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 3.1% for 2023.

# Costing Center Budget Summary

Costing Center: RECORDS SERVICES

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52081 EXTERNAL EQUIPMENT RENTAL	1,972	1,972	2,360	2,478
52252 DELIVERY - IN CITY	17,205	17,055	16,821	16,990
Contract Services Total	19,177	19,027	19,181	19,468
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	725	0
Equipment Purchases Total	0	0	725	0
Materials and Supplies				
54068 POSTAGE	49,977	44,477	48,662	50,028
54099 PARTS AND MATERIALS	875	875	905	905
Materials and Supplies Total	50,852	45,352	49,567	50,933
Other				
51141 PROFESSIONAL DEVELOPMENT	6,592	2,575	6,356	5,516
59059 MEMBERSHIP	1,288	1,288	1,430	1,430
59098 SUBSCRIPTIONS	185	185	185	185
Other Total	8,065	4,048	7,971	7,131
Salaries and Wages				
51083 REGULAR SALARIES	246,786	212,111	247,533	252,052
Salaries and Wages Total	246,786	212,111	247,533	252,052
Utilities				
53130 TELEPHONE	165	465	665	665
Utilities Total	165	465	665	665
<b>Total Expenditures</b>	<b>325,045</b>	<b>281,003</b>	<b>325,642</b>	<b>330,249</b>
<b>Net Total</b>	<b>(325,045)</b>	<b>(281,003)</b>	<b>(325,642)</b>	<b>(330,249)</b>
<b>Percentage Change</b>			<b>0.18%</b>	



# Costing Center Budget Summary

Costing Center: PROPERTY ASSESSMENT

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42999    REVENUE	3,500	3,500	1,750	3,000
User Fees and Sales of Goods Total	3,500	3,500	1,750	3,000
<b>Total Revenues</b>	<b>3,500</b>	<b>3,500</b>	<b>1,750</b>	<b>3,000</b>
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	733,520	732,714	733,520	735,000
52421    BOARD OF REVISION	5,230	5,230	2,850	5,230
Contract Services Total	738,750	737,944	736,370	740,230
<b>Total Expenditures</b>	<b>738,750</b>	<b>737,944</b>	<b>736,370</b>	<b>740,230</b>
<b>Net Total</b>	<b>(735,250)</b>	<b>(734,444)</b>	<b>(734,620)</b>	<b>(737,230)</b>
<b>Percentage Change</b>			<b>(0.09%)</b>	

# Costing Center Budget Summary

Costing Center: *RESIDENT ASSISTANCE*

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52211    WELFARE	267,032	267,032	267,032	267,032
Contract Services Total	267,032	267,032	267,032	267,032
<b>Total Expenditures</b>	<b>267,032</b>	<b>267,032</b>	<b>267,032</b>	<b>267,032</b>
<b>Net Total</b>	<b>(267,032)</b>	<b>(267,032)</b>	<b>(267,032)</b>	<b>(267,032)</b>
<b>Percentage Change</b>			<b>0.00%</b>	

# Costing Center Budget Summary

Costing Center: LEGAL SERVICES

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42999 REVENUE	6,000	5,500	6,000	7,000
User Fees and Sales of Goods Total	6,000	5,500	6,000	7,000
<b>Total Revenues</b>	<b>6,000</b>	<b>5,500</b>	<b>6,000</b>	<b>7,000</b>
<b>Expenditures</b>				
Contract Services				
52072 LEGAL FEES	40,000	25,000	35,000	35,000
Contract Services Total	40,000	25,000	35,000	35,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	140	687	500	0
Equipment Purchases Total	140	687	500	0
Materials and Supplies				
54099 PARTS AND MATERIALS	725	243	740	725
Materials and Supplies Total	725	243	740	725
Other				
51141 PROFESSIONAL DEVELOPMENT	4,880	2,250	5,085	3,185
59048 LUNCHEONS	70	0	70	35
59059 MEMBERSHIP	3,025	2,845	3,465	3,400
Other Total	7,975	5,095	8,620	6,620
Salaries and Wages				
51083 REGULAR SALARIES	177,739	200,816	204,332	205,777
Salaries and Wages Total	177,739	200,816	204,332	205,777
Utilities				
53130 TELEPHONE	613	1,063	622	622
Utilities Total	613	1,063	622	622
<b>Total Expenditures</b>	<b>227,192</b>	<b>232,904</b>	<b>249,814</b>	<b>248,744</b>
<b>Net Total</b>	<b>(221,192)</b>	<b>(227,404)</b>	<b>(243,814)</b>	<b>(241,744)</b>
<b>Percentage Change</b>			<b>10.23%</b>	

# Costing Center Budget Summary

Costing Center: CLERKS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42999 REVENUE	18,040	19,165	19,308	19,308
User Fees and Sales of Goods Total	18,040	19,165	19,308	19,308
<b>Total Revenues</b>	<b>18,040</b>	<b>19,165</b>	<b>19,308</b>	<b>19,308</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	270	140	405	405
52069 PRINTING COSTS	1,200	1,301	750	1,050
52759 SECURITY	132	72	135	135
Contract Services Total	1,602	1,513	1,290	1,590
Equipment Purchases				
54410 EQUIPMENT PURCHASES	140	0	0	0
Equipment Purchases Total	140	0	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	10,997	8,997	11,197	11,997
Materials and Supplies Total	10,997	8,997	11,197	11,997
Other				
51141 PROFESSIONAL DEVELOPMENT	9,433	2,686	10,948	11,000
59048 LUNCHEONS	285	180	285	285
59059 MEMBERSHIP	1,705	1,942	1,750	1,690
59098 SUBSCRIPTIONS	145	180	200	200
59138 BUSINESS TRAVEL	520	100	520	520
Other Total	12,088	5,088	13,703	13,695
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	372,032	332,218	381,563	382,319
51084 OVERTIME SALARIES	6,500	11,500	6,500	6,500
Salaries and Wages Total	378,532	343,718	388,063	388,819
Utilities				
53130 TELEPHONE	1,118	1,118	1,127	1,127
Utilities Total	1,118	1,118	1,127	1,127
<b>Total Expenditures</b>	<b>407,477</b>	<b>363,434</b>	<b>418,380</b>	<b>420,228</b>
<b>Net Total</b>	<b>(389,437)</b>	<b>(344,269)</b>	<b>(399,072)</b>	<b>(400,920)</b>
<b>Percentage Change</b>			<b>2.47%</b>	

# Costing Center Budget Summary

Costing Center: LICENSING

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Other Income				
45999 REVENUE	4,164	9,578	7,500	7,761
Other Income Total	4,164	9,578	7,500	7,761
Permits, Licenses and Fines				
45672 AUTO LIVERY	28,945	31,710	28,945	30,415
45682 HOME DEALER	93,428	95,862	93,428	93,508
45686 RESTAURANT	6,600	5,080	4,800	4,800
45690 TRANSIENT BUSINESS	91,310	96,240	97,030	98,200
45694 VENDING MACHINE	250	250	250	275
45696 DERELICT VEHICLE	150	150	150	165
45700 ANIMAL LICENSES	11,985	10,346	11,985	12,499
45710 MOBILE HOME	1,032,876	1,014,700	1,040,406	1,061,354
45715 TRADE SHOW	2,100	1,380	2,100	2,275
Permits, Licenses and Fines Total	1,267,644	1,255,718	1,279,093	1,303,491
<b>Total Revenues</b>	<b>1,271,808</b>	<b>1,265,296</b>	<b>1,286,593</b>	<b>1,311,252</b>
<b>Expenditures</b>				
Contract Services				
52069 PRINTING COSTS	1,370	620	1,410	1,410
Contract Services Total	1,370	620	1,410	1,410
Equipment Purchases				
54410 EQUIPMENT PURCHASES	140	0	0	0
Equipment Purchases Total	140	0	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	750	750	790	790
Materials and Supplies Total	750	750	790	790
Other				
51141 PROFESSIONAL DEVELOPMENT	350	0	350	350
59207 CASH OVER/SHORT	0	21	0	0
Other Total	350	21	350	350
Salaries and Wages				
51083 REGULAR SALARIES	61,263	59,635	63,940	63,940
51084 OVERTIME SALARIES	150	150	150	150
Salaries and Wages Total	61,413	59,785	64,090	64,090
Utilities				
53130 TELEPHONE	55	55	55	55
Utilities Total	55	55	55	55
<b>Total Expenditures</b>	<b>64,078</b>	<b>61,231</b>	<b>66,695</b>	<b>66,695</b>
<b>Net Total</b>	<b>1,207,730</b>	<b>1,204,064</b>	<b>1,219,898</b>	<b>1,244,557</b>
<b>Percentage Change</b>			<b>1.01%</b>	

# Costing Center Budget Summary

Costing Center: ELECTION COSTS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Other Income				
42521    ELECTION RECOVERIES	41,439	41,439	0	0
Other Income Total	41,439	41,439	0	0
<b>Total Revenues</b>	<b>41,439</b>	<b>41,439</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	43,705	43,705	0	0
52069    PRINTING COSTS	5,900	5,900	0	0
52079    BUILDING RENTAL	2,875	2,875	0	0
52759    SECURITY	2,330	2,330	0	0
Contract Services Total	54,810	54,810	0	0
Materials and Supplies				
54099    PARTS AND MATERIALS	2,625	925	0	0
Materials and Supplies Total	2,625	925	0	0
Other				
51141    PROFESSIONAL DEVELOPMENT	575	575	0	0
59003    ADVERTISING	3,375	4,875	0	0
59048    LUNCHEONS	0	200	0	0
59138    BUSINESS TRAVEL	225	225	0	0
59241    SPECIAL PROGRAMS	15,000	15,000	0	0
Other Total	19,175	20,875	0	0
Reserve Appropriation				
58543    ELECTIONS B/L 5760	0	0	15,000	15,000
Reserve Appropriation Total	0	0	15,000	15,000
Salaries and Wages				
51026    INDEMNITY & HONORARIUM	31,545	31,545	0	0
51083    REGULAR SALARIES	29,530	29,530	0	0
Salaries and Wages Total	61,075	61,075	0	0
Transfers to/from Internal Accounts				
59997    TRANSFER FR RESERVES	(96,691)	(96,691)	0	0
Transfers to/from Internal Accounts Total	(96,691)	(96,691)	0	0
Utilities				
53130    TELEPHONE	445	445	0	0
Utilities Total	445	445	0	0
<b>Total Expenditures</b>	<b>41,439</b>	<b>41,439</b>	<b>15,000</b>	<b>15,000</b>
<b>Net Total</b>	<b>0</b>	<b>0</b>	<b>(15,000)</b>	<b>(15,000)</b>
<b>Percentage Change</b>			<b>100.00%</b>	

# INDIGENOUS RELATIONS

---

Budget Manager: Renee Sigurdson, Director of Legislative Services

---

---

## Overview

---

Aboriginal 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	2023 Approved	2022 Approved	2022 Revised
2088 - INDIGENOUS RELATIONS	(28,000)	(20,000)	(20,000)
<b>TOTAL</b>	<b>(28,000)</b>	<b>(20,000)</b>	<b>(20,000)</b>

## 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.

To address a corporate need for Truth & Reconciliation training and Treaty training, \$8,000 was added during the 2023 budget deliberations



# Costing Center Budget Summary

Costing Center: INDIGENOUS RELATIONS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	0	21,780	0	0
44500 FEDERAL GOV'T	93,750	82,732	119,545	95,394
Conditional Government Transfers Total	93,750	104,512	119,545	95,394
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	0	15,250	10,000	10,000
Income from Enterprises Total	0	15,250	10,000	10,000
<b>Total Revenues</b>	<b>93,750</b>	<b>119,762</b>	<b>129,545</b>	<b>105,394</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	5,000	5,700	5,000	5,000
52069 PRINTING COSTS	650	650	650	650
Contract Services Total	5,650	6,350	5,650	5,650
Materials and Supplies				
54099 PARTS AND MATERIALS	3,500	1,800	3,200	3,200
Materials and Supplies Total	3,500	1,800	3,200	3,200
Other				
51141 PROFESSIONAL DEVELOPMENT	5,700	700	3,700	3,700
51145 CORP TRAINING & DEVELOPMENT	0	0	8,000	0
59003 ADVERTISING	772	772	756	756
59048 LUNCHEONS	500	500	500	500
59059 MEMBERSHIP	725	725	350	350
59138 BUSINESS TRAVEL	1,000	1,000	1,500	2,000
59241 SPECIAL PROGRAMS	27,500	54,530	35,000	35,000
Other Total	36,197	58,227	49,806	42,306
Salaries and Wages				
51026 INDEMNITY & HONORARIUM	500	400	500	500
51083 REGULAR SALARIES	65,899	72,481	95,885	75,409
51084 OVERTIME SALARIES	1,500	0	2,000	2,000
Salaries and Wages Total	67,899	72,881	98,385	77,909
Utilities				
53130 TELEPHONE	504	504	504	504
Utilities Total	504	504	504	504
<b>Total Expenditures</b>	<b>113,750</b>	<b>139,762</b>	<b>157,545</b>	<b>129,569</b>
<b>Net Total</b>	<b>(20,000)</b>	<b>(20,000)</b>	<b>(28,000)</b>	<b>(24,175)</b>
<b>Percentage Change</b>			<b>40.00%</b>	

# 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 staff.

# COUNCIL

Budget Manager: Renee Sigurdson, Director of Legislative Services

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
2431 - COUNCIL	(529,178)	(505,650)	(496,874)
<b>TOTAL</b>	<b>(529,178)</b>	<b>(505,650)</b>	<b>(496,874)</b>

## Budget Analysis

Council expenses and indemnities are increased annually by a percentage equal to the increase in the Consumer Price Index (CPI) for Manitoba in accordance with the by-law. In 2022, there was a budgeted Councillor vacancy which accounts for a portion of the salary increase in 2023.

The Council Chambers Audio Visual project that was awarded in 2022 will be completed in 2023. This project is funded by a transfer from the Technology Reserve.

The budget for council does include \$16,000 in funding for the Age Friendly Committee and \$20,000 for the Poverty Committee (funded from the Covid Restart reserve), both added through 2023 budget deliberations.

# Costing Center Budget Summary

Costing Center: COUNCIL

		2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>					
Benefits					
51010	MISC EMPLOYEE ALLOWANCE	4,500	4,500	4,500	4,500
51159	MAX COUNCIL PER DIEM	4,085	4,085	7,262	7,262
51187	RRSP CONTRIBUTION	6,600	6,600	6,732	6,732
Benefits Total		15,185	15,185	18,494	18,494
Contract Services					
52028	GENERAL INSURANCE	694	694	722	736
52079	BUILDING RENTAL	0	814	0	0
52759	SECURITY	2,518	2,018	2,594	2,530
Contract Services Total		3,212	3,526	3,316	3,266
Equipment Purchases					
54410	EQUIPMENT PURCHASES	0	50,000	37,819	0
Equipment Purchases Total		0	50,000	37,819	0
Grants and Contributions					
55167	PUBLIC RELATIONS	17,000	7,000	5,000	7,000
55462	ECKHARDT-GRAMATTE	1,000	1,000	1,000	1,000
Grants and Contributions Total		18,000	8,000	6,000	8,000
Materials and Supplies					
54099	PARTS AND MATERIALS	4,655	4,655	3,758	4,655
Materials and Supplies Total		4,655	4,655	3,758	4,655
Other					
51141	PROFESSIONAL DEVELOPMENT	11,347	8,972	16,563	18,323
59003	ADVERTISING	3,135	4,585	3,150	3,500
59048	LUNCHEONS	4,500	5,215	6,500	6,500
59098	SUBSCRIPTIONS	715	0	0	0
59138	BUSINESS TRAVEL	1,040	520	1,040	1,050
59158	MAX COUNCIL EXPENSES	4,220	4,220	4,305	4,500
59164	FED OF CANADIAN MUNICIPALITIES	10,507	10,512	10,875	11,000
59183	GOOD ROADS MEMBERSHIP	200	200	200	200
59195	AGE FRIENDLY COMMITTEE	8,000	8,000	16,000	16,000
59196	ASSOCIATION OF MB MUNICIPALITIES	4,450	4,450	4,200	4,500
59197	BDN CHAMBER OF COMMERCE	1,324	1,364	1,375	1,390
59198	POVERTY COMMITTEE	10,000	10,000	20,000	0
59241	SPECIAL PROGRAMS	15,000	15,000	0	0
59901	COUNCIL RETREATS	4,000	7,000	0	0
Other Total		78,438	80,038	84,208	66,963
Salaries and Wages					
51026	INDEMNITY & HONORARIUM	12,350	11,330	12,310	12,310
51083	REGULAR SALARIES	372,696	372,696	419,973	420,360
51084	OVERTIME SALARIES	500	830	500	500
Salaries and Wages Total		385,546	384,856	432,783	433,170
Transfers to/from Internal Accounts					
59997	TRANSFER FR RESERVES	0	(50,000)	(57,819)	0
Transfers to/from Internal Accounts Total		0	(50,000)	(57,819)	0

# Costing Center Budget Summary

Costing Center: COUNCIL

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
Utilities				
53130 TELEPHONE	614	614	619	614
Utilities Total	614	614	619	614
<b>Total Expenditures</b>	<b>505,650</b>	<b>496,874</b>	<b>529,178</b>	<b>535,162</b>
<b>Net Total</b>	<b>(505,650)</b>	<b>(496,874)</b>	<b>(529,178)</b>	<b>(535,162)</b>
<b>Percentage Change</b>			4.65%	

# POLICE

---

Budget Manager: Wayne Balcaen, Chief of Police

---

## 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 42 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 2023 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 on track for completion in summer of 2023.

In addition, BPS will continue to face challenges such as the cost of medical intervention for detainees and continued social issues faced in the community, increasingly higher public scrutiny, multiplying demands and changing priorities, 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: Wayne Balcaen, Chief of Police

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
0073 - POLICE VEHICLES	(1,217,515)	(874,802)	(1,066,483)
0074 - POLICE SERVICE	(15,721,938)	(15,036,133)	(15,103,678)
<b>TOTAL</b>	<b>(16,939,453)</b>	<b>(15,910,935)</b>	<b>(16,170,161)</b>

## Budget Analysis

In 2023, projected costs associated with a new working Agreement with the Brandon Police Association are included. Negotiations with the Brandon Police Association are ongoing. The new agreement is anticipated to have an impact to the annual incremental increases as well as several other clauses resulting in financial ramifications. Additionally, eight new positions have been included. A CFDA (Start July 1), two Bylaw Enforcement Officers (Start July 1), a Constable (Start May 1), and four new positions to create a new unit - Brandon Community Cadets - have been included to further enhance the service we are providing the community. The four Cadet positions will be funded by overtime savings and a \$100,000 transfer from the Covid Restart reserve for 2023.

Fuel is another significant factor in the budget as BPS gasoline consumption makes up approximately one-half of the City's overall gasoline budget. An increase in our fuel costs is required for both fleet and leased vehicles to address the constantly rising price of fuel. Fleet maintenance and insurance costs have increased, partly driven by the addition of a police cruiser to the fleet in 2022.

In 2023, decreased revenue is expected as a result of the elimination of fingerprinting fees for volunteers and Vulnerable Sector Checks. However, the impact on revenues from this decision is partially offset by the success of the online criminal record check service that was implemented at the end of 2021. There are also planned purchases of technical investigative equipment and an increase to the reserve appropriations to maintain sufficient balances to fund police projects and half of all emergency communication projects over the next five years.

# Costing Center Budget Summary

Costing Center: POLICE VEHICLES

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42999 REVENUE	7,235	7,235	7,235	7,235
User Fees and Sales of Goods Total	7,235	7,235	7,235	7,235
<b>Total Revenues</b>	<b>7,235</b>	<b>7,235</b>	<b>7,235</b>	<b>7,235</b>
<b>Expenditures</b>				
Contract Services				
52307 LEASED VEHICLES	77,700	61,411	117,400	118,400
Contract Services Total	77,700	61,411	117,400	118,400
Fuel				
54103 GASOLINE (VEHICLE)	190,000	242,000	240,000	250,000
54104 DIESEL (VEHICLE)	800	300	800	800
Fuel Total	190,800	242,300	240,800	250,800
Materials and Supplies				
54323 INSURANCE DEDUCTIBLE	4,000	4,000	4,000	4,000
Materials and Supplies Total	4,000	4,000	4,000	4,000
Other				
59318 WASHING VEHICLES	10,000	9,000	10,000	10,000
Other Total	10,000	9,000	10,000	10,000
Transfers to/from Internal Accounts				
59080 FLEET EQUIP MAINTENANCE	283,900	283,900	338,300	346,335
59993 EQUIPMENT CAPITAL CONTRIBUTION	315,637	473,107	514,250	552,117
Transfers to/from Internal Accounts Total	599,537	757,007	852,550	898,452
<b>Total Expenditures</b>	<b>882,037</b>	<b>1,073,718</b>	<b>1,224,750</b>	<b>1,281,652</b>
<b>Net Total</b>	<b>(874,802)</b>	<b>(1,066,483)</b>	<b>(1,217,515)</b>	<b>(1,274,417)</b>
<b>Percentage Change</b>			<b>39.18%</b>	



# Costing Center Budget Summary

Costing Center: POLICE SERVICE

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	1,190,000	1,190,000	1,190,000	1,190,000
43660 PROVINCIAL OTHER	345,500	1,339,375	7,522,055	341,500
44500 FEDERAL GOV'T	400,000	417,245	400,000	400,000
Conditional Government Transfers Total	1,935,500	2,946,620	9,112,055	1,931,500
Other Income				
49145 DONATIONS	0	500	0	0
Other Income Total	0	500	0	0
Permits, Licenses and Fines				
45701 TRAFFIC TICKETS	325,000	260,000	325,000	325,000
45702 PARKING TICKETS	200,000	118,000	137,500	125,000
45731 COMPLIANCE TICKETS	15,000	11,000	11,000	11,000
Permits, Licenses and Fines Total	540,000	389,000	473,500	461,000
User Fees and Sales of Goods				
42195 ROOM RENTALS	56,900	56,900	58,605	60,365
42315 SPECIAL DUTY	8,055	10,009	9,995	10,295
42374 SEARCH FEES	260,500	278,400	250,000	259,000
42375 TRAINING FEES RECOVERED	33,760	41,920	34,515	35,550
42999 REVENUE	4,000	5,100	4,000	4,000
45269 ANIMAL BOARDING FEES	8,000	5,000	8,000	8,000
User Fees and Sales of Goods Total	371,215	397,329	365,115	377,210
<b>Total Revenues</b>	<b>2,846,715</b>	<b>3,733,449</b>	<b>9,950,670</b>	<b>2,769,710</b>
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	61,710	56,210	81,710	61,710
51122 BOOT ALLOWANCE	15,620	15,620	15,620	15,620
51146 CLOTHING ALLOWANCE	29,500	29,500	31,000	31,000
51285 MEDICALS	1,700	1,700	1,700	1,700
51345 PERFORM BASED EMP RECOGNITION	1,000	1,000	1,000	1,000
Benefits Total	109,530	104,030	131,030	111,030
Capital Contribution				
10300 CAPITAL PROJECTS	0	617,121	7,180,555	0
Capital Contribution Total	0	617,121	7,180,555	0
Contract Services				
52015 CONTRACTS	675,335	674,939	695,048	708,071
52020 PROFESSIONAL FEES	20,300	11,840	12,800	12,800
52028 GENERAL INSURANCE	2,280	2,280	2,251	2,296
52029 LIABILITY INSURANCE	4,100	6,065	6,283	6,283
52035 ACCIDENT INSURANCE	3,000	2,745	3,000	3,000
52054 MAINT OF EQUIP EXT	5,000	3,500	4,500	4,500
52069 PRINTING COSTS	5,000	5,000	5,000	5,000
52072 LEGAL FEES	35,000	30,000	35,000	35,000
52220 COMPETITION PROFESSIONAL FEES	8,500	6,698	8,500	8,500
52387 BANK PROCESSING FEES	2,400	5,450	5,160	5,228
Contract Services Total	760,915	748,517	777,542	790,678

# Costing Center Budget Summary

Costing Center: POLICE SERVICE

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
Equipment Purchases				
54410 EQUIPMENT PURCHASES	15,055	25,439	20,154	11,800
54412 FUNDED EQUIPMENT	0	237,093	0	0
Equipment Purchases Total	15,055	262,532	20,154	11,800
Grants and Contributions				
55024 OTHER GRANTS	7,000	11,892	11,500	11,500
55167 PUBLIC RELATIONS	16,090	17,460	16,380	16,380
Grants and Contributions Total	23,090	29,352	27,880	27,880
Materials and Supplies				
54062 LIABILITY CLAIMS	750	750	750	750
54099 PARTS AND MATERIALS	58,705	61,585	60,345	61,980
54101 AMMUNITION / FIRE ARMS	49,500	44,500	61,650	61,650
54199 SPECIAL OP - PARTS & MATERIALS	3,500	48,881	3,500	3,500
54299 COMPETITION-PARTS & MATERIALS	500	500	500	500
54337 PARTS & MAT - INVESTIGATIONS	28,215	28,709	31,515	31,515
54338 PARTS & MAT - IDENT	25,345	23,845	24,255	28,004
54339 PARTS & MAT - CELLS	19,425	20,222	20,599	17,625
54358 PARTS & MAT - OPERATIONS	15,065	13,565	20,760	20,760
54359 PARTS & MAT - TRU	14,500	7,025	16,500	16,500
54360 PARTS & MAT - NEGOTIATORS	300	300	300	300
54361 PARTS & MAT - BYLAW	2,000	2,500	3,640	3,640
54363 PARTS & MAT - PSD	10,350	9,350	10,350	10,350
54383 PARTS & MAT - PROPERTY	7,000	3,945	7,000	7,000
Materials and Supplies Total	235,155	265,677	261,664	264,074
Other				
51141 PROFESSIONAL DEVELOPMENT	163,750	170,995	166,250	166,250
59003 ADVERTISING	2,500	2,500	2,550	2,550
59006 POLICE BOARD	11,650	8,650	11,680	11,680
59045 LIBRARY	2,075	2,075	2,135	2,135
59048 LUNCHEONS	2,500	2,000	2,500	2,500
59059 MEMBERSHIP	7,060	7,035	7,770	7,770
59098 SUBSCRIPTIONS	530	530	530	530
59137 SPECIAL OP - BUSINESS TRAVEL	1,500	2,479	1,500	1,500
59138 BUSINESS TRAVEL	44,250	14,661	34,260	34,260
59241 SPECIAL PROGRAMS	3,700	0	7,400	7,400
Other Total	239,515	210,925	236,575	236,575
Reserve Appropriation				
58500 POLICE EQUIPMENT B/L 4442	264,000	264,000	330,000	330,000
Reserve Appropriation Total	264,000	264,000	330,000	330,000
Salaries and Wages				
51016 SALARY VACANCY ALLOWANCE	(325,000)	0	(510,000)	(445,000)
51083 REGULAR SALARIES	15,570,119	15,151,265	16,368,459	16,707,071
51084 OVERTIME SALARIES	534,000	655,000	472,000	488,500
51090 SHIFT DIFFERENTIAL	65,000	65,000	65,000	65,000
51094 FUNDED OVERTIME	284,000	284,000	280,000	280,000
51095 SPECIAL DUTY OVERTIME	8,055	8,055	9,995	10,295

# Costing Center Budget Summary

Costing Center: POLICE SERVICE

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
51185 SPECIAL OP - OVERTIME	45,000	112,973	45,000	45,000
Salaries and Wages Total	16,181,174	16,276,293	16,730,454	17,150,866
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	6,000	6,000	6,000	6,000
59997 TRANSFER FR RESERVES	0	0	(100,000)	0
Transfers to/from Internal Accounts Total	6,000	6,000	(94,000)	6,000
Utilities				
53130 TELEPHONE	10,710	9,635	9,590	9,590
53295 RADIO COSTS	0	0	14,000	0
53445 CELLULAR TELEPHONE	37,705	43,046	47,165	47,165
Utilities Total	48,415	52,681	70,755	56,755
<b>Total Expenditures</b>	<b>17,882,848</b>	<b>18,837,127</b>	<b>25,672,608</b>	<b>18,985,658</b>
<b>Net Total</b>	<b>(15,036,133)</b>	<b>(15,103,678)</b>	<b>(15,721,938)</b>	<b>(16,215,948)</b>
<b>Percentage Change</b>			<b>4.56%</b>	

# BUSINESS & INFRASTRUCTURE PLANNING

---

Budget Manager: Dean Hammond, General Manager of Corporate Services

---

## Overview

---

This cost center captures the administrative costs for the General Manager of Corporate Services.

---

## Objectives

---

The General Manager of Corporate Services portfolio includes; Emergency Communications (911 & Police Dispatch), Emergency Management, Risk Management, Housing & Wellness, Environmental Initiatives, as well as Innovation, Technology, and Communications. In addition to leading these departments, the General Manager of Corporate Services lends expertise to various projects and other strategic initiatives.

# BUSINESS & INFRASTRUCTURE PLANNING

Budget Manager: Dean Hammond, General Manager of Corporate Services

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
0120 - BUSINESS & INFRASTRUCTURE PLANNING	(152,721)	-	(118,691)
<b>TOTAL</b>	<b>(152,721)</b>	<b>-</b>	<b>(118,691)</b>

## Budget Analysis

As a result of an organizational restructure in 2023, there was a change in position responsibilities and the General Manager position that had previously been allocated to Finance was reallocated to a new department.

# Costing Center Budget Summary

Costing Center: BUSINESS & INFRASTRUCTURE PLANNING

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Materials and Supplies				
54118 OFFICE SUPPLIES	0	39	0	0
Materials and Supplies Total	0	39	0	0
Other				
51141 PROFESSIONAL DEVELOPMENT	0	2,609	748	748
59048 LUNCHEONS	0	0	300	300
59059 MEMBERSHIP	0	994	1,325	1,325
59138 BUSINESS TRAVEL	0	0	320	320
Other Total	0	3,603	2,693	2,693
Salaries and Wages				
51083 REGULAR SALARIES	0	113,838	149,529	149,529
Salaries and Wages Total	0	113,838	149,529	149,529
Utilities				
53130 TELEPHONE	0	1,211	499	499
Utilities Total	0	1,211	499	499
<b>Total Expenditures</b>	<b>0</b>	<b>118,691</b>	<b>152,721</b>	<b>152,721</b>
<b>Net Total</b>	<b>0</b>	<b>(118,691)</b>	<b>(152,721)</b>	<b>(152,721)</b>
<b>Percentage Change</b>			<b>100.00%</b>	

# COMMUNICATIONS (911)

---

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.

---

# COMMUNICATIONS (911)

Budget Manager: Robert Stewart, Director of Emergency Communications

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
1911 - E 911 COMMUNICATIONS	290,824	231,098	427,640
1912 - POLICE DISPATCH	(1,309,357)	(1,337,900)	(1,140,058)
<b>TOTAL</b>	<b>(1,018,532)</b>	<b>(1,106,802)</b>	<b>(712,418)</b>

## Budget Analysis

A significant driver for Emergency Communications in 2023 is the increased population base for the areas served. As service contracts are primarily based on a per capita system, the latest Census data released in 2022 has been implemented for 2023 services. The increase in population figures allowed Emergency Communications to maintain the same per capita rates as 2022. The increase in residents served has a favourable impact on revenues from police dispatching fees and E911 call-taking and dispatching services.

Due to the extended time required to hire and train a dispatcher to a signed off level, a currently vacant position has been left unbudgeted for 2023. There is an allowance within the budget to accommodate a trainee 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.

An appropriation to the E911 Equipment reserve has been re-instated after it was left out of the 2022 budget. Regular contributions are required to maintain funding for the capital requirements of the Communications Centre.

For 2023, operating projects include:

- The addition of window coverings to the centre's North wall to reduce monitor glare and eye strain for staff
- Display board in dispatch centre to relay real-time calls and statistics



# Costing Center Budget Summary

Costing Center: E 911 COMMUNICATIONS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42286 FIRE COMM/MEMO DISPATCH FEE	8,231	8,231	8,230	8,230
42990 RECEIPTS	10,000	10,000	10,000	10,000
42999 REVENUE	2,468,628	2,468,628	2,580,673	2,632,287
User Fees and Sales of Goods Total	2,486,858	2,486,858	2,598,904	2,650,517
<b>Total Revenues</b>	<b>2,486,858</b>	<b>2,486,858</b>	<b>2,598,904</b>	<b>2,650,517</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	96,041	97,041	88,020	90,661
52079 BUILDING RENTAL	21,929	21,929	21,929	21,929
52232 E911 CHARGES	231,592	231,592	243,224	245,000
52292 SOFTWARE LICENSES & MTNCE	2,054	3,054	2,684	2,684
Contract Services Total	351,616	353,616	355,857	360,274
Equipment Purchases				
54410 EQUIPMENT PURCHASES	6,863	6,863	10,125	7,000
Equipment Purchases Total	6,863	6,863	10,125	7,000
Materials and Supplies				
54099 PARTS AND MATERIALS	5,250	5,250	6,750	7,500
Materials and Supplies Total	5,250	5,250	6,750	7,500
Other				
51141 PROFESSIONAL DEVELOPMENT	23,888	28,563	27,949	28,787
59048 LUNCHEONS	550	1,050	700	700
59059 MEMBERSHIP	2,970	1,470	2,070	2,070
59138 BUSINESS TRAVEL	2,000	600	2,000	2,000
59156 PUBLIC EDUCATION	2,000	2,000	2,000	2,000
Other Total	31,408	33,683	34,719	35,557
Reserve Appropriation				
58513 E-911 EQUIPMENT B/L 6563	0	0	35,000	35,000
Reserve Appropriation Total	0	0	35,000	35,000
Salaries and Wages				
51017 TRAINING PAY	3,000	3,000	2,900	2,900
51083 REGULAR SALARIES	1,719,200	1,463,383	1,712,918	1,745,940
51084 OVERTIME SALARIES	90,000	145,000	100,000	100,000
51090 SHIFT DIFFERENTIAL	18,241	18,241	18,789	19,352
51227 SPECIAL OT PAYMENTS	23,066	23,066	23,385	24,086
Salaries and Wages Total	1,853,507	1,652,690	1,857,992	1,892,278
Utilities				
53130 TELEPHONE	7,117	7,117	7,637	7,661
Utilities Total	7,117	7,117	7,637	7,661
<b>Total Expenditures</b>	<b>2,255,760</b>	<b>2,059,218</b>	<b>2,308,079</b>	<b>2,345,270</b>
<b>Net Total</b>	<b>231,098</b>	<b>427,640</b>	<b>290,824</b>	<b>305,247</b>
<b>Percentage Change</b>			<b>25.84%</b>	

# Costing Center Budget Summary

Costing Center: POLICE DISPATCH

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42288 POLICE DISPATCH FEES	560,495	560,495	598,434	610,403
User Fees and Sales of Goods Total	560,495	560,495	598,434	610,403
<b>Total Revenues</b>	<b>560,495</b>	<b>560,495</b>	<b>598,434</b>	<b>610,403</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	15,541	16,541	17,100	17,613
52079 BUILDING RENTAL	16,000	16,000	16,000	16,000
52292 SOFTWARE LICENSES & MTNCE	613	1,013	823	823
Contract Services Total	32,154	33,554	33,923	34,436
Equipment Purchases				
54410 EQUIPMENT PURCHASES	2,288	2,288	3,375	3,000
Equipment Purchases Total	2,288	2,288	3,375	3,000
Materials and Supplies				
54099 PARTS AND MATERIALS	1,750	1,750	2,250	2,500
Materials and Supplies Total	1,750	1,750	2,250	2,500
Other				
51141 PROFESSIONAL DEVELOPMENT	7,963	9,938	9,516	9,802
59138 BUSINESS TRAVEL	400	0	400	400
Other Total	8,363	9,938	9,916	10,202
Salaries and Wages				
51017 TRAINING PAY	3,000	3,000	2,900	2,900
51083 REGULAR SALARIES	1,716,950	1,461,133	1,710,668	1,745,940
51084 OVERTIME SALARIES	90,000	145,000	100,000	1,000
51090 SHIFT DIFFERENTIAL	18,241	18,241	18,789	19,352
51227 SPECIAL OT PAYMENTS	23,066	23,066	23,385	24,086
Salaries and Wages Total	1,851,257	1,650,440	1,855,742	1,793,278
Utilities				
53130 TELEPHONE	2,585	2,585	2,585	2,585
Utilities Total	2,585	2,585	2,585	2,585
<b>Total Expenditures</b>	<b>1,898,395</b>	<b>1,700,553</b>	<b>1,907,791</b>	<b>1,846,001</b>
<b>Net Total</b>	<b>(1,337,900)</b>	<b>(1,140,058)</b>	<b>(1,309,357)</b>	<b>(1,235,598)</b>
<b>Percentage Change</b>			<b>(2.13%)</b>	

# COMMUNITY WELLNESS

---

Budget Manager: Dean Hammond, General Manager of Corporate Services

---

## Overview

---

Community Wellness consists of Housing and Wellness, Affordable Housing, and Urban Renewal.

The Housing and Wellness cost center is for administrative expenses related to the Community Housing and Wellness Coordinator role.

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

---

The Housing and Wellness portfolio continues to expand, with three main areas of focus:

- 1.Coordination with and support for housing agencies and providers in order to maximize affordable housing projects and opportunities.
- 2.Liaising with other community providers in support of community wellness and inclusivity initiatives.
- 3.Support and direction for other committees of Council related to housing, downtown rejuvenation and wellness.

The portfolio continues to expand based on ever-expanding urgencies related to wellness, safety, downtown, and housing issues. The City continues to look for opportunities to partner with other agencies and/or seek funding opportunities to advance the cause.

# COMMUNITY WELLNESS

Budget Manager: Dean Hammond, General Manager of Corporate Services

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
2489 - HOUSING & WELLNESS	(93,087)	(133,254)	(133,254)
2490 - AFFORDABLE HOUSING	(105,397)	(122,273)	(122,273)
2492 - URBAN RENEWAL	(519,200)	(530,785)	(530,785)
<b>TOTAL</b>	<b>(717,684)</b>	<b>(786,312)</b>	<b>(786,312)</b>

## Budget Analysis

The main drivers in the budget change for Community Wellness include:

- The exclusion of BNRC housing funding
- Increase in mobile security patrols contract for the Downtown and Princess Park patrols

In addition, there is an increase to the Brandon Downtown Development Corp core funding of \$100,000, \$100,000 allocated towards Downtown initiatives for Housing & Wellness, and the addition of a term position within Affordable Housing & Wellness. These items were all added through 2023 budget deliberations and are funded by transfers from the Covid Restart reserve.

Throughout 2023, there is a continuation of the grant provide in partnership with Manitoba Housing and Renewal Corporation.

There is continued funding for Graffiti Cost Share Program, Clean Sweeps, and public space maintenance.

# Costing Center Budget Summary

Costing Center: HOUSING & WELLNESS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	46,000	46,046	0	0
52019 CONSULTING FEES	13,000	13,000	0	0
52069 PRINTING COSTS	0	13	50	50
Contract Services Total	59,000	59,059	50	50
Materials and Supplies				
54099 PARTS AND MATERIALS	100	412	750	750
Materials and Supplies Total	100	412	750	750
Other				
51141 PROFESSIONAL DEVELOPMENT	1,500	1,500	2,345	3,943
59048 LUNCHEONS	0	34	250	250
59059 MEMBERSHIP	925	920	950	950
59138 BUSINESS TRAVEL	500	500	556	556
59241 SPECIAL PROGRAMS	3,000	2,008	0	0
Other Total	5,925	4,962	4,101	5,699
Salaries and Wages				
51083 REGULAR SALARIES	80,523	79,250	157,187	89,149
51084 OVERTIME SALARIES	200	2,065	2,500	2,500
Salaries and Wages Total	80,723	81,315	159,687	91,649
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(13,000)	(13,000)	(72,000)	0
Transfers to/from Internal Accounts Total	(13,000)	(13,000)	(72,000)	0
Utilities				
53130 TELEPHONE	506	506	499	499
Utilities Total	506	506	499	499
<b>Total Expenditures</b>	<b>133,254</b>	<b>133,254</b>	<b>93,087</b>	<b>98,647</b>
<b>Net Total</b>	<b>(133,254)</b>	<b>(133,254)</b>	<b>(93,087)</b>	<b>(98,647)</b>
<b>Percentage Change</b>			<b>(30.14%)</b>	

# Costing Center Budget Summary

Costing Center: AFFORDABLE HOUSING

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510    PROVINCIAL GOV'T	3,715,650	1,430,000	1,918,500	260,000
Conditional Government Transfers Total	3,715,650	1,430,000	1,918,500	260,000
User Fees and Sales of Goods				
42999    REVENUE	0	17,900	0	0
User Fees and Sales of Goods Total	0	17,900	0	0
<b>Total Revenues</b>	<b>3,715,650</b>	<b>1,447,900</b>	<b>1,918,500</b>	<b>260,000</b>
<b>Expenditures</b>				
Grants and Contributions				
55442    TAX CREDITS	122,273	122,273	105,397	100,276
55499    CAPITAL GRANTS	3,733,650	1,448,000	1,918,500	260,000
Grants and Contributions Total	3,855,923	1,570,273	2,023,897	360,276
Reserve Appropriation				
58505    AFFORDABLE HOUSING B/L	0	17,900	0	0
Reserve Appropriation Total	0	17,900	0	0
Transfers to/from Internal Accounts				
59997    TRANSFER FR RESERVES	(18,000)	(18,000)	0	0
Transfers to/from Internal Accounts Total	(18,000)	(18,000)	0	0
<b>Total Expenditures</b>	<b>3,837,923</b>	<b>1,570,173</b>	<b>2,023,897</b>	<b>360,276</b>
<b>Net Total</b>	<b>(122,273)</b>	<b>(122,273)</b>	<b>(105,397)</b>	<b>(100,276)</b>
<b>Percentage Change</b>			<b>(13.80%)</b>	

# Costing Center Budget Summary

Costing Center: URBAN RENEWAL

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	530,785	530,785	619,200	522,200
52015    CONTRACTS	0	0	0	0
Contract Services Total	530,785	530,785	619,200	522,200
Other				
59241    SPECIAL PROGRAMS	0	0	100,000	0
Other Total	0	0	100,000	0
Transfers to/from Internal Accounts				
59997    TRANSFER FR RESERVES	0	0	(200,000)	0
Transfers to/from Internal Accounts Total	0	0	(200,000)	0
<b>Total Expenditures</b>	<b>530,785</b>	<b>530,785</b>	<b>519,200</b>	<b>522,200</b>
<b>Net Total</b>	<b>(530,785)</b>	<b>(530,785)</b>	<b>(519,200)</b>	<b>(522,200)</b>
<b>Percentage Change</b>			<b>(2.18%)</b>	

# ENVIRONMENTAL INITIATIVES

---

Budget Manager: Dean Hammond, General Manager of Corporate Services

---

## Overview

---

This cost center funds Environmental Initiatives in order to help address issues such as climate change, environmental stewardship in energy, waste, water, and land, and strategies related to reducing greenhouse gas emissions at both a community and corporate level.

---

## Objectives

---

The Climate Change Action Plan is expected to be adopted by council in early 2023.



# ENVIRONMENTAL INITIATIVES

Budget Manager: Dean Hammond, General Manager of Corporate Services

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
0143 - ENVIRONMENTAL INITIATIVES	(236,229)	(170,569)	(169,762)
<b>TOTAL</b>	<b>(236,229)</b>	<b>(170,569)</b>	<b>(169,762)</b>

## Budget Analysis

The operating budget is used to support the Climate Change Action Plan and there are funds to implement the Climate Action Plan, Bee City, Environment Committee, stormwater education, rain garden program, Brandon Enviro Expo, reducing greenhouse gas emissions and the 4R Waste Ambassador Program. Funding is also included for the Residential Rain Garden Program, which is a 50:50 partnership with Central Assiniboine Watershed District. 2023 marks the third and final year MMSM will provide funding for the 4R Waste Ambassador Program.

There is funding included for "Reducing Fossil Fuels in Fleet Study", a funding application was submitted to Federation of Canadian Municipalities to offset the costs of the study, half of the estimated cost of the study has been included in the budget.

# Costing Center Budget Summary

Costing Center: ENVIRONMENTAL INITIATIVES

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	165,000	15,000	88,500	1,000
Income from Enterprises Total	165,000	15,000	88,500	1,000
<b>Total Revenues</b>	<b>165,000</b>	<b>15,000</b>	<b>88,500</b>	<b>1,000</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	3,000	2,000	3,000	3,000
52019 CONSULTING FEES	165,000	16,456	145,000	0
Contract Services Total	168,000	18,456	148,000	3,000
Materials and Supplies				
54099 PARTS AND MATERIALS	13,000	13,011	8,000	8,000
Materials and Supplies Total	13,000	13,011	8,000	8,000
Other				
51141 PROFESSIONAL DEVELOPMENT	829	520	3,122	6,467
59003 ADVERTISING	15,000	15,000	15,000	15,000
59048 LUNCHEONS	500	500	1,000	1,000
59059 MEMBERSHIP	130	261	1,025	1,025
59098 SUBSCRIPTIONS	1,006	831	750	750
59138 BUSINESS TRAVEL	1,000	750	838	838
59156 PUBLIC EDUCATION	5,000	5,000	5,000	5,000
59241 SPECIAL PROGRAMS	15,000	14,803	20,000	20,000
Other Total	38,465	37,665	46,735	50,080
Salaries and Wages				
51083 REGULAR SALARIES	112,095	111,811	116,808	117,332
51084 OVERTIME SALARIES	3,500	3,500	3,500	3,500
51090 SHIFT DIFFERENTIAL	10	10	10	0
Salaries and Wages Total	115,605	115,321	120,318	120,832
Utilities				
53130 TELEPHONE	499	309	1,676	499
Utilities Total	499	309	1,676	499
<b>Total Expenditures</b>	<b>335,569</b>	<b>184,762</b>	<b>324,729</b>	<b>182,411</b>
<b>Net Total</b>	<b>(170,569)</b>	<b>(169,762)</b>	<b>(236,229)</b>	<b>(181,411)</b>
<b>Percentage Change</b>			<b>38.49%</b>	

# 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 our 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 IT section will continue to focus on keeping technology infrastructure current and on exploring areas that will give our clients more value.

We will monitor the industry to see what trends are emerging and how they can be

# INFORMATION TECHNOLOGY

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

leveraged for the city. Specific areas include security, online citizen services, and technology for flexible working needs.

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

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
0031 - INFORMATION TECHNOLOGY	(3,277,925)	(2,805,828)	(2,674,259)
2089 - CORPORATE COMMUNICATIONS	(107,406)	(105,553)	(105,244)
<b>TOTAL</b>	<b>(3,385,331)</b>	<b>(2,911,380)</b>	<b>(2,779,503)</b>

## Budget Analysis

A significant influence on the 2023 budget is the increases in software licensing and maintenance. A large portion of the increase stems from the Microsoft Enterprise agreement with two key components driving the increase, our 5 year contract renewal is up in 2023 and enhancements to the VoIP solution. The contract renewal is every 3-5 years resulting in price certainty for the term, but with an increase at the next term. The VoIP enhancements were pursued based on the business case whereby this solution avoids expected VoIP cost increases and capital requirements. Other large software cost increases are a result of our population growing to over 50,000, resulting in unavoidable cost increases. In addition, a new HR/Payroll software implementation is underway and the costs are reflected in the 2023 budget.

The purchase of IT and network related equipment has been reduced as a result of a review of computer-related equipment refresh schedules and better pricing.

Lastly, a reserve appropriation to the Technology Reserve has been restored. In 2022, this appropriation was removed from the budget in lieu of a transfer from the 2021 surplus.

# Costing Center Budget Summary

Costing Center: INFORMATION TECHNOLOGY

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Other Income				
42988 MISCELLANEOUS REVENUE	1,000	1,000	1,000	1,000
Other Income Total	1,000	1,000	1,000	1,000
<b>Total Revenues</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	0	673	0	0
Benefits Total	0	673	0	0
Contract Services				
52019 CONSULTING FEES	30,000	41,000	30,000	30,000
52028 GENERAL INSURANCE	143	143	1,344	1,371
52029 LIABILITY INSURANCE	5,256	5,256	5,676	5,789
52054 MAINT OF EQUIP EXT	25,000	24,327	25,000	25,000
52292 SOFTWARE LICENSES & MTNCE	818,930	802,930	1,074,261	1,100,000
52305 CONTRACTED COMPUTER MAINT.	265,850	270,850	361,500	400,000
Contract Services Total	1,145,178	1,144,505	1,497,781	1,562,161
Equipment Purchases				
54410 EQUIPMENT PURCHASES	219,380	174,380	165,200	165,000
54411 NETWORK EQUIPMENT	50,600	25,600	39,000	40,000
Equipment Purchases Total	269,980	199,980	204,200	205,000
Fuel				
54103 GASOLINE (VEHICLE)	800	900	900	900
Fuel Total	800	900	900	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				
51141 PROFESSIONAL DEVELOPMENT	30,000	25,000	35,500	41,000
59048 LUNCHEONS	500	500	500	500
59059 MEMBERSHIP	750	375	500	500
59138 BUSINESS TRAVEL	2,000	500	2,000	2,000
Other Total	33,250	26,375	38,500	44,000
Reserve Appropriation				
58539 TECHNOLOGY RESERVE B/L 7162	0	0	210,000	210,000
Reserve Appropriation Total	0	0	210,000	210,000
Salaries and Wages				
51083 REGULAR SALARIES	1,312,935	1,256,567	1,279,454	1,305,076
51084 OVERTIME SALARIES	30,000	30,000	30,000	30,000
Salaries and Wages Total	1,342,935	1,286,567	1,309,454	1,335,076
Transfers to/from Internal Accounts				
59080 FLEET EQUIP MAINTENANCE	4,500	4,500	3,600	3,678
59334 INTERNAL CHARGES	(21,000)	(21,000)	(18,000)	(18,000)
59993 EQUIPMENT CAPITAL CONTRIBUTION	1,991	3,566	3,566	3,566
Transfers to/from Internal Accounts Total	(14,509)	(12,934)	(10,834)	(10,756)

# Costing Center Budget Summary

Costing Center: INFORMATION TECHNOLOGY

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
Utilities				
53130 TELEPHONE	8,618	8,618	8,349	10,000
59134 DATA COMMUNICATIONS	15,975	15,975	15,975	16,000
Utilities Total	24,593	24,593	24,324	26,000
<b>Total Expenditures</b>	<b>2,806,828</b>	<b>2,675,259</b>	<b>3,278,925</b>	<b>3,376,980</b>
<b>Net Total</b>	<b>(2,805,828)</b>	<b>(2,674,259)</b>	<b>(3,277,925)</b>	<b>(3,375,980)</b>
<b>Percentage Change</b>			<b>16.83%</b>	

# Costing Center Budget Summary

Costing Center: CORPORATE COMMUNICATIONS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52069    PRINTING COSTS	100	100	100	100
Contract Services Total	100	100	100	100
Equipment Purchases				
54410    EQUIPMENT PURCHASES	700	700	0	0
Equipment Purchases Total	700	700	0	0
Materials and Supplies				
54099    PARTS AND MATERIALS	0	13	0	0
Materials and Supplies Total	0	13	0	0
Other				
51141    PROFESSIONAL DEVELOPMENT	3,680	3,680	3,680	3,680
59003    ADVERTISING	1,000	457	1,000	1,000
59048    LUNCHEONS	200	200	200	200
59059    MEMBERSHIP	355	355	355	355
59098    SUBSCRIPTIONS	150	180	200	200
Other Total	5,385	4,872	5,435	5,435
Salaries and Wages				
51083    REGULAR SALARIES	96,568	96,259	99,271	99,271
51084    OVERTIME SALARIES	1,600	2,100	2,100	2,100
Salaries and Wages Total	98,168	98,359	101,371	101,371
Utilities				
53130    TELEPHONE	1,200	1,200	500	500
Utilities Total	1,200	1,200	500	500
<b>Total Expenditures</b>	<b>105,553</b>	<b>105,244</b>	<b>107,406</b>	<b>107,406</b>
<b>Net Total</b>	<b>(105,553)</b>	<b>(105,244)</b>	<b>(107,406)</b>	<b>(107,406)</b>
<b>Percentage Change</b>			<b>1.76%</b>	

# RISK & EMERGENCY MANAGEMENT

---

Budget Manager: Dean Hammond, General Manager of Corporate Services

---

## Overview

---

The City's "Risk Continuum" comprises three separate areas. The risks faced by our City employees are managed by the Occupational Health and Safety section of Human Resources. On the other end of the continuum, 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. In the middle of the continuum, Risk Management proactively plans for and responds to 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.

---

## Objectives

---

Risk Management and Emergency Management aim to reduce the risk profile faced by our citizens and the organization by:

1. Identifying risks and hazards
2. Assessing the probability and magnitude of risks and adopting plans for dealing with each
3. Mitigating risks through a combination of education and awareness initiatives, response planning, and/or by transferring the risk burden through insurance or other means.



# RISK & EMERGENCY MANAGEMENT

Budget Manager: Dean Hammond, General Manager of Corporate Services

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
0060 - INSURANCE EXPENSES	(17,632)	(75,987)	76,751
2471 - RISK MANAGEMENT	(114,944)	(114,590)	(108,420)
2472 - EMERGENCY MANAGEMENT	(145,348)	(141,841)	(158,743)
<b>TOTAL</b>	<b>(277,925)</b>	<b>(332,418)</b>	<b>(190,412)</b>

## Budget Analysis

In 2023, Emergency Management is anticipating a decrease in B.E.S.T. memberships by approximately one-third. Memberships are not set by a standard but are based on what organizations are able to pay and the reduction is based on 2022 actuals. Another reduction in this section is savings from the completion of the replacement of alerting sirens that was completed in 2022. This initiative was partially offset by external funding.

While expenses related to general and liability insurance have increased for 2023 based on current policy premiums, the increase has been mostly offset by increased recoveries of premiums from third-party organizations.

The City typically budgets for and receives insurance premium rebates based on pooled losses within the AMM and MPI insurance policies. Based on a review of past returned premiums, the allowance for these rebates has been increased by \$70,000, reducing the overall insurance budget.

# Costing Center Budget Summary

Costing Center: INSURANCE EXPENSES

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52028 GENERAL INSURANCE	179,477	192,328	197,960	201,919
52029 LIABILITY INSURANCE	290,955	311,369	314,024	320,304
52030 FIDELITY INSURANCE	5,459	4,827	4,810	4,906
52035 ACCIDENT INSURANCE	645	1,844	1,302	1,328
52997 PREMIUM RECOVERIES	(280,549)	(308,141)	(310,464)	(316,673)
Contract Services Total	195,987	202,227	207,632	211,784
Other				
52155 REBATES OR SURCHARGES	(120,000)	(278,978)	(190,000)	(190,000)
Other Total	(120,000)	(278,978)	(190,000)	(190,000)
<b>Total Expenditures</b>	<b>75,987</b>	<b>(76,751)</b>	<b>17,632</b>	<b>21,784</b>
<b>Net Total</b>	<b>(75,987)</b>	<b>76,751</b>	<b>(17,632)</b>	<b>(21,784)</b>
<b>Percentage Change</b>			<b>(76.80%)</b>	

# Costing Center Budget Summary

Costing Center: RISK MANAGEMENT

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52069    PRINTING COSTS	1,000	1,000	1,000	1,000
Contract Services Total	1,000	1,000	1,000	1,000
Materials and Supplies				
54099    PARTS AND MATERIALS	750	750	750	750
Materials and Supplies Total	750	750	750	750
Other				
51141    PROFESSIONAL DEVELOPMENT	5,400	645	2,250	2,592
59048    LUNCHEONS	500	0	500	500
59059    MEMBERSHIP	85	0	0	0
59138    BUSINESS TRAVEL	550	0	254	254
Other Total	6,535	645	3,004	3,346
Salaries and Wages				
51083    REGULAR SALARIES	105,305	105,305	109,190	109,307
Salaries and Wages Total	105,305	105,305	109,190	109,307
Utilities				
53130    TELEPHONE	1,000	720	1,000	1,000
Utilities Total	1,000	720	1,000	1,000
<b>Total Expenditures</b>	<b>114,590</b>	<b>108,420</b>	<b>114,944</b>	<b>115,403</b>
<b>Net Total</b>	<b>(114,590)</b>	<b>(108,420)</b>	<b>(114,944)</b>	<b>(115,403)</b>
<b>Percentage Change</b>			<b>0.31%</b>	

# Costing Center Budget Summary

Costing Center: EMERGENCY MANAGEMENT

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	14,033	14,033	0	0
Income from Enterprises Total	14,033	14,033	0	0
User Fees and Sales of Goods				
42999 REVENUE	45,000	24,150	30,000	30,000
User Fees and Sales of Goods Total	45,000	24,150	30,000	30,000
<b>Total Revenues</b>	<b>59,033</b>	<b>38,183</b>	<b>30,000</b>	<b>30,000</b>
<b>Expenditures</b>				
Capital Contribution				
10300 CAPITAL PROJECTS	0	0	0	42,000
Capital Contribution Total	0	0	0	42,000
Contract Services				
52028 GENERAL INSURANCE	212	212	218	223
Contract Services Total	212	212	218	223
Fuel				
54103 GASOLINE (VEHICLE)	1,125	1,125	918	918
Fuel Total	1,125	1,125	918	918
Materials and Supplies				
54099 PARTS AND MATERIALS	1,000	1,000	1,000	1,000
Materials and Supplies Total	1,000	1,000	1,000	1,000
Other				
51141 PROFESSIONAL DEVELOPMENT	8,000	500	10,325	9,700
59048 LUNCHEONS	500	500	500	500
59059 MEMBERSHIP	230	0	175	175
59138 BUSINESS TRAVEL	2,290	700	1,494	1,494
59156 PUBLIC EDUCATION	35,000	25,000	30,000	30,000
59256 EMERGENCY ALERT SYSTEM	29,150	37,150	3,500	3,500
59911 EMERGENCY RESPONSE	0	3,210	0	0
Other Total	75,170	67,060	45,994	45,369
Salaries and Wages				
51083 REGULAR SALARIES	114,664	111,569	118,613	120,321
51084 OVERTIME SALARIES	0	5,180	0	0
Salaries and Wages Total	114,664	116,749	118,613	120,321
Transfers to/from Internal Accounts				
59080 FLEET EQUIP MAINTENANCE	4,500	4,500	2,300	2,342
59993 EQUIPMENT CAPITAL CONTRIBUTION	2,628	4,705	4,705	4,705
Transfers to/from Internal Accounts Total	7,128	9,205	7,005	7,047
Utilities				
53046 POWER	1,075	1,075	1,100	1,100
53130 TELEPHONE	500	500	500	500
Utilities Total	1,575	1,575	1,600	1,600
<b>Total Expenditures</b>	<b>200,874</b>	<b>196,926</b>	<b>175,348</b>	<b>218,477</b>
<b>Net Total</b>	<b>(141,841)</b>	<b>(158,743)</b>	<b>(145,348)</b>	<b>(188,477)</b>
<b>Percentage Change</b>			<b>2.47%</b>	

# ENGINEERING SERVICES

---

Budget Manager: Mark Allard, Director of Engineering Services

---

## Overview

---

The Engineering Services department functions include 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 Municipal Servicing Standards, Development Charge Rate Review and the Development of Asset Management plans for within Engineering Services and Operations that support a Corporate Asset Management Plan.

# ENGINEERING SERVICES

Budget Manager: Mark Allard, Director of Engineering Services

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
0132 - ENGINEERING SERVICES	(2,250,253)	(2,283,597)	(2,015,033)
2481 - STREET PRESERVATION	(1,105,000)	(900,000)	(900,000)
2482 - SIDEWALK & CURB PROJECTS	(150,000)	(150,000)	(144,000)
3957 - GENERAL RECONSTRUCTION	(120,000)	(325,000)	(325,000)
<b>TOTAL</b>	<b>(3,625,253)</b>	<b>(3,658,597)</b>	<b>(3,384,033)</b>

## Budget Analysis

2023 operating projects are funded by transfers from reserves and include:

- Development charges rate study
- Backlane security lighting
- Municipal servicing standards
- Asset management consulting and software configurations
- Updated aerial photos

There have been two new permanent positions approved which are shared and partially costed to the Utility fund. As the department grows, there is a need for additional workspace which has also been included in the budget.

Development cost charge modeling indicates a significant reduction in revenues, this is reflected in DC revenue and reserve appropriation accounts.

Within the infrastructure costing centers, \$1,375,000 infrastructure funding has been maintained. This amount is the net balance of project costs, less transfers from reserves.

# Costing Center Budget Summary

Costing Center: ENGINEERING SERVICES

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	246,000	851,927	246,000	246,000
43660 PROVINCIAL OTHER	0	103,728	0	0
44500 FEDERAL GOV'T	2,748,945	2,748,945	2,868,465	2,868,465
Conditional Government Transfers Total	2,994,945	3,704,600	3,114,465	3,114,465
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	0	65,000	0	0
49391 CAPITAL RES CONTRIBUTION	0	63,543	0	0
49392 PARKS RES CONTRIBUTION	0	2,046	0	0
49395 DC TRANSPORT NTRWK RES CONTRIBUTI	789,045	119,786	369,438	379,743
49396 DC DRAINAGE NETWORK RES CONTRIBUTI	492,685	16,913	52,156	53,611
Income from Enterprises Total	1,281,730	267,288	421,593	433,353
Other Income				
42988 MISCELLANEOUS REVENUE	0	1,322	0	0
45999 REVENUE	0	259,362	0	0
Other Income Total	0	260,684	0	0
Permits, Licenses and Fines				
45001 DRIVEWAY APPROACH PERMIT	10,478	8,478	11,524	12,250
45002 CROSSING PERMITS	13,858	11,858	14,448	14,900
45251 LOT GRADING PERMITS	14,527	12,527	15,631	16,036
45679 MOVING PERMITS	80,000	135,500	126,000	133,206
Permits, Licenses and Fines Total	118,863	168,363	167,603	176,392
User Fees and Sales of Goods				
45004 LAND DEVELOPMENT REVIEW	2,655	1,482	1,715	1,926
45367 DEVELOPMENT AGREEMENTS	6,000	7,435	3,000	3,000
User Fees and Sales of Goods Total	8,655	8,917	4,715	4,926
<b>Total Revenues</b>	<b>4,404,193</b>	<b>4,409,852</b>	<b>3,708,376</b>	<b>3,729,136</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	1,318	1,318	1,318	1,318
51123 PROTECTIVE CLOTHING	400	600	750	750
Benefits Total	1,718	1,918	2,068	2,068
Contract Services				
52015 CONTRACTS	29,643	60,000	29,643	4,643
52019 CONSULTING FEES	268,000	263,630	367,000	12,085
52028 GENERAL INSURANCE	803	2,131	2,676	2,729
52069 PRINTING COSTS	10,000	8,000	10,000	10,000
52292 SOFTWARE LICENSES & MTNCE	155,675	127,200	137,275	133,775
52696 FLOOD CONTRACTS	0	30,420	0	0
Contract Services Total	464,121	491,381	546,594	163,232
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	261,692	261,692	269,542	694,357
57439 DEBENTURE INTEREST	90,000	53,753	82,149	795,063
Debenture Debt Servicing Costs Total	351,692	315,445	351,692	1,489,420

# Costing Center Budget Summary

Costing Center: ENGINEERING SERVICES

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
Equipment Purchases				
54410 EQUIPMENT PURCHASES	9,600	17,045	36,600	18,000
59036 SAFETY EQUIPMENT	0	93	0	0
Equipment Purchases Total	9,600	17,138	36,600	18,000
Fuel				
54103 GASOLINE (VEHICLE)	16,200	21,964	18,000	18,000
Fuel Total	16,200	21,964	18,000	18,000
Materials and Supplies				
54099 PARTS AND MATERIALS	24,500	24,500	25,000	25,000
54118 OFFICE SUPPLIES	9,000	9,000	9,000	9,000
54323 INSURANCE DEDUCTIBLE	0	500	0	0
Materials and Supplies Total	33,500	34,000	34,000	34,000
Other				
51141 PROFESSIONAL DEVELOPMENT	33,060	27,060	38,302	38,302
59045 LIBRARY	1,605	1,972	1,500	2,575
59048 LUNCHEONS	500	2,380	2,120	2,120
59059 MEMBERSHIP	8,531	8,531	8,531	8,531
59098 SUBSCRIPTIONS	3,850	3,451	3,950	3,950
59138 BUSINESS TRAVEL	500	13	500	500
59241 SPECIAL PROGRAMS	75,000	87,000	75,000	75,000
59911 EMERGENCY RESPONSE	0	37,464	0	0
Other Total	123,046	167,871	129,903	130,978
Reserve Appropriation				
58520 CAPITAL DEVELOPMENT B/L 4976	0	734,470	35,000	35,000
58522 STORM SEWERS B/L 3835	763,602	836,910	565,000	565,000
58537 PARKS RESERVE B/L	0	2,046	0	0
58559 GENERAL GAS TAX RESERVE B/L	2,748,945	2,748,945	2,868,465	2,868,465
58562 DC TRANSPORT NETWORK B/L 7182	789,045	119,786	369,438	379,743
58565 DC DRAINAGE NETWORK B/L 7185	492,685	16,913	52,156	53,611
58569 ACTIVE TRANSPORTATION	0	0	570,445	0
Reserve Appropriation Total	4,794,277	4,459,070	4,460,503	3,901,818
Salaries and Wages				
51083 REGULAR SALARIES	1,378,772	1,373,276	1,438,942	1,448,428
51084 OVERTIME SALARIES	4,000	5,505	4,000	4,000
Salaries and Wages Total	1,382,772	1,378,781	1,442,942	1,452,428
Transfers to/from Internal Accounts				
59080 FLEET EQUIP MAINTENANCE	36,250	36,250	33,900	34,607
59993 EQUIPMENT CAPITAL CONTRIBUTION	22,929	41,040	44,615	48,318
59997 TRANSFER FR RESERVES	(564,277)	(556,559)	(1,162,720)	(208,775)
Transfers to/from Internal Accounts Total	(505,098)	(479,269)	(1,084,205)	(125,850)
Utilities				
53130 TELEPHONE	15,962	16,586	20,532	17,152
Utilities Total	15,962	16,586	20,532	17,152
<b>Total Expenditures</b>	<b>6,687,790</b>	<b>6,424,885</b>	<b>5,958,629</b>	<b>7,101,246</b>
<b>Net Total</b>	<b>(2,283,597)</b>	<b>(2,015,033)</b>	<b>(2,250,253)</b>	<b>(3,372,110)</b>
<b>Percentage Change</b>			<b>(1.46%)</b>	



# Costing Center Budget Summary

Costing Center: STREET PRESERVATION

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	2,395,000	2,395,000	2,859,477	1,730,000
Contract Services Total	2,395,000	2,395,000	2,859,477	1,730,000
Salaries and Wages				
51084    OVERTIME SALARIES	25,000	25,000	25,000	25,000
Salaries and Wages Total	25,000	25,000	25,000	25,000
Transfers to/from Internal Accounts				
59997    TRANSFER FR RESERVES	(1,520,000)	(1,520,000)	(1,779,477)	(855,000)
Transfers to/from Internal Accounts Total	(1,520,000)	(1,520,000)	(1,779,477)	(855,000)
<b>Total Expenditures</b>	<b>900,000</b>	<b>900,000</b>	<b>1,105,000</b>	<b>900,000</b>
<b>Net Total</b>	<b>(900,000)</b>	<b>(900,000)</b>	<b>(1,105,000)</b>	<b>(900,000)</b>
<b>Percentage Change</b>			<b>22.78%</b>	

# Costing Center Budget Summary

Costing Center: SIDEWALK & CURB PROJECTS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	475,000	475,000	390,000	340,000
Contract Services Total	475,000	475,000	390,000	340,000
Salaries and Wages				
51084    OVERTIME SALARIES	10,000	4,000	10,000	10,000
Salaries and Wages Total	10,000	4,000	10,000	10,000
Transfers to/from Internal Accounts				
59997    TRANSFER FR RESERVES	(335,000)	(335,000)	(250,000)	(200,000)
Transfers to/from Internal Accounts Total	(335,000)	(335,000)	(250,000)	(200,000)
<b>Total Expenditures</b>	<b>150,000</b>	<b>144,000</b>	<b>150,000</b>	<b>150,000</b>
<b>Net Total</b>	<b>(150,000)</b>	<b>(144,000)</b>	<b>(150,000)</b>	<b>(150,000)</b>
<b>Percentage Change</b>			<b>0.00%</b>	

# Costing Center Budget Summary

Costing Center: GENERAL RECONSTRUCTION PROJECTS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Capital Contribution				
10300    CAPITAL PROJECTS	1,571,000	1,599,600	100,000	1,910,000
Capital Contribution Total	1,571,000	1,599,600	100,000	1,910,000
Salaries and Wages				
51084    OVERTIME SALARIES	20,000	21,578	20,000	20,000
Salaries and Wages Total	20,000	21,578	20,000	20,000
Transfers to/from Internal Accounts				
59997    TRANSFER FR RESERVES	(1,266,000)	(1,296,178)	0	(1,605,000)
Transfers to/from Internal Accounts Total	(1,266,000)	(1,296,178)	0	(1,605,000)
<b>Total Expenditures</b>	<b>325,000</b>	<b>325,000</b>	<b>120,000</b>	<b>325,000</b>
<b>Net Total</b>	<b>(325,000)</b>	<b>(325,000)</b>	<b>(120,000)</b>	<b>(325,000)</b>
<b>Percentage Change</b>			<b>(63.08%)</b>	

# PLANNING

---

Budget Manager: Ryan Nickel, Director of Planning

---

## Overview

---

Department 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. Delivery of effective & efficient customer service through a transparent, outcome/solutions focused approach that results in timely and accurate development/building permit processing.
  2. Foster a high performance workplace culture through consistently improving staff capabilities/competencies and embracing diversity and teamwork.
  3. Strengthen the City's financial position through planning the City in financially responsible manner that maximizes return on investment of existing and new infrastructure.
  4. Effectively lead, manage and facilitate growth and change through leading planning frameworks that address community opportunities/challenges and reflect community values.
-

# PLANNING

Budget Manager: Ryan Nickel, Director of Planning

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
0270 - BUILDING SAFETY	(46,351)	(192,781)	136,484
0273 - PLANNING AND DEVELOPMENT	(645,671)	(557,288)	(446,320)
2557 - HERITAGE ADMINISTRATION	(16,373)	(15,315)	(11,593)
<b>TOTAL</b>	<b>(708,395)</b>	<b>(765,384)</b>	<b>(321,429)</b>

## Budget Analysis

The hiring of the Principal Planner position is included in the budget for 2023.

Funds from the Planning Projects reserve have been budgeted to complete the City Plan project, and to fund City Plan policy development and engagement initiatives.

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. New private development, including commercial and residential construction, is projected to decrease somewhat in 2023 due to rising interest rates and construction costs, however this decrease is anticipated to be off-set by larger scale institutional projects.

# Costing Center Budget Summary

Costing Center: BUILDING SAFETY

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Other Income				
42559 PRIVATE WORK	0	411	0	0
Other Income Total	0	411	0	0
Permits, Licenses and Fines				
45514 BUILDING PERMITS	839,065	1,030,000	900,000	873,120
45515 PLUMBING PERMITS	85,031	92,000	85,031	86,700
45516 OCCUPANCY PERMITS	5,206	5,206	5,320	5,320
45532 VACANT/DERELICT BLDG PERMITS	4,000	10,048	4,000	4,000
45538 ORDER ISSUANCE FEES	2,000	7,000	4,000	4,000
Permits, Licenses and Fines Total	935,302	1,144,254	998,351	973,140
<b>Total Revenues</b>	<b>935,302</b>	<b>1,144,665</b>	<b>998,351</b>	<b>973,140</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	950	912	828	828
51123 PROTECTIVE CLOTHING	400	2,362	400	400
Benefits Total	1,350	3,274	1,228	1,228
Contract Services				
52015 CONTRACTS	2,114	5,000	2,146	2,178
52020 PROFESSIONAL FEES	500	1,000	500	500
52057 SPEC PROG CONTRACTS	3,000	0	3,000	3,000
52069 PRINTING COSTS	250	250	250	250
52292 SOFTWARE LICENSES & MTNCE	20,000	18,264	0	0
52387 BANK PROCESSING FEES	50,000	38,038	25,000	25,000
Contract Services Total	75,864	62,552	30,896	30,928
Equipment Purchases				
54410 EQUIPMENT PURCHASES	1,000	4,000	1,000	1,000
59036 SAFETY EQUIPMENT	50	300	500	500
Equipment Purchases Total	1,050	4,300	1,500	1,500
Fuel				
54103 GASOLINE (VEHICLE)	3,500	3,392	3,900	3,900
Fuel Total	3,500	3,392	3,900	3,900
Materials and Supplies				
54099 PARTS AND MATERIALS	2,000	1,000	2,000	2,000
54118 OFFICE SUPPLIES	1,200	5,386	1,200	1,200
Materials and Supplies Total	3,200	6,386	3,200	3,200
Other				
51141 PROFESSIONAL DEVELOPMENT	11,376	8,376	11,376	11,376
59003 ADVERTISING	500	500	500	500
59048 LUNCHEONS	100	600	100	100
59059 MEMBERSHIP	1,200	813	920	920
59138 BUSINESS TRAVEL	100	0	100	100
Other Total	13,276	10,289	12,996	12,996
Salaries and Wages				
51083 REGULAR SALARIES	990,541	854,404	944,406	954,085

# Costing Center Budget Summary

Costing Center: BUILDING SAFETY

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
51084 OVERTIME SALARIES	1,500	20,500	1,500	1,500
Salaries and Wages Total	992,041	874,904	945,906	955,585
Transfers to/from Internal Accounts				
59080 FLEET EQUIP MAINTENANCE	22,500	22,500	19,200	19,604
59993 EQUIPMENT CAPITAL CONTRIBUTION	9,852	17,634	22,026	26,082
Transfers to/from Internal Accounts Total	32,352	40,134	41,226	45,686
Utilities				
53130 TELEPHONE	5,450	2,950	3,850	3,850
Utilities Total	5,450	2,950	3,850	3,850
<b>Total Expenditures</b>	<b>1,128,083</b>	<b>1,008,181</b>	<b>1,044,702</b>	<b>1,058,873</b>
<b>Net Total</b>	<b>(192,781)</b>	<b>136,484</b>	<b>(46,351)</b>	<b>(85,733)</b>
<b>Percentage Change</b>			<b>(75.96%)</b>	

# Costing Center Budget Summary

Costing Center: PLANNING AND DEVELOPMENT

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	0	67,500	0	0
Conditional Government Transfers Total	0	67,500	0	0
Other Income				
42988 MISCELLANEOUS REVENUE	3,040	53,509	5,040	5,180
Other Income Total	3,040	53,509	5,040	5,180
Permits, Licenses and Fines				
42518 VARIANCE	10,322	12,322	10,282	10,436
42519 CONDITIONAL USE APPLICATIONS	10,927	7,927	9,718	9,864
42533 SUBDIVISION APPLICATIONS	4,320	5,639	4,959	5,033
42534 SUBDIVISION LOT FEE	20,400	10,800	19,800	19,800
42540 SECONDARY PLAN AMENDMENTS	2,040	4,080	2,080	2,111
42546 DEVELOPMENT PERMITS	42,478	57,000	54,506	55,324
45538 ORDER ISSUANCE FEES	1,000	0	0	0
Permits, Licenses and Fines Total	91,487	97,768	101,345	102,568
User Fees and Sales of Goods				
42517 ZONING BYLAW AMENDMENTS	21,420	12,240	21,847	22,175
42536 DEVELOPMENT PLAN AMENDMENTS	5,100	0	5,202	0
42537 ZONING MEMORANDUMS	6,992	5,992	6,992	7,000
User Fees and Sales of Goods Total	33,512	18,232	34,041	29,175
<b>Total Revenues</b>	<b>128,039</b>	<b>237,009</b>	<b>140,426</b>	<b>136,923</b>
<b>Expenditures</b>				
Contract Services				
52019 CONSULTING FEES	217,105	142,105	92,500	5,000
52020 PROFESSIONAL FEES	500	247	400	400
52057 SPEC PROG CONTRACTS	10,000	5,000	5,000	10,000
52069 PRINTING COSTS	700	300	500	500
Contract Services Total	228,305	147,652	98,400	15,900
Equipment Purchases				
54410 EQUIPMENT PURCHASES	700	879	700	700
Equipment Purchases Total	700	879	700	700
Materials and Supplies				
54099 PARTS AND MATERIALS	500	1,000	500	500
54118 OFFICE SUPPLIES	1,200	1,700	1,200	1,200
Materials and Supplies Total	1,700	2,700	1,700	1,700
Other				
51141 PROFESSIONAL DEVELOPMENT	15,266	10,854	14,210	14,210
59003 ADVERTISING	2,000	2,200	2,000	2,000
59048 LUNCHEONS	500	500	500	500
59059 MEMBERSHIP	2,754	3,076	3,450	3,450
59138 BUSINESS TRAVEL	100	0	100	100
59283 APPLICATION FEES	13,260	7,140	14,000	14,000
Other Total	33,880	23,770	34,260	34,260



# Costing Center Budget Summary

Costing Center: PLANNING AND DEVELOPMENT

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
Reserve Appropriation				
58509 PLANNING RESERVE B/L	0	113,920	0	0
Reserve Appropriation Total	0	113,920	0	0
Salaries and Wages				
51083 REGULAR SALARIES	666,187	608,908	735,138	757,465
51084 OVERTIME SALARIES	3,500	3,500	2,500	2,500
Salaries and Wages Total	669,687	612,408	737,638	759,965
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(250,000)	(220,000)	(87,500)	0
Transfers to/from Internal Accounts Total	(250,000)	(220,000)	(87,500)	0
Utilities				
53130 TELEPHONE	1,055	2,000	899	899
Utilities Total	1,055	2,000	899	899
<b>Total Expenditures</b>	<b>685,327</b>	<b>683,329</b>	<b>786,097</b>	<b>813,424</b>
<b>Net Total</b>	<b>(557,288)</b>	<b>(446,320)</b>	<b>(645,671)</b>	<b>(676,501)</b>
<b>Percentage Change</b>			<b>15.86%</b>	

# Costing Center Budget Summary

Costing Center: HERITAGE ADMINISTRATION

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43660 PROVINCIAL OTHER	17,800	17,800	1,400	1,400
44565 FEDERAL OTHER	4,800	5,700	4,800	4,800
Conditional Government Transfers Total	22,600	23,500	6,200	6,200
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	500	95	0	0
Income from Enterprises Total	500	95	0	0
<b>Total Revenues</b>	<b>23,100</b>	<b>23,595</b>	<b>6,200</b>	<b>6,200</b>
<b>Expenditures</b>				
Contract Services				
52020 PROFESSIONAL FEES	100	0	100	100
52057 SPEC PROG CONTRACTS	1,350	1,401	1,350	1,350
52059 SPEC PROG PRINTING	1,650	1,411	1,650	1,650
52069 PRINTING COSTS	30	0	0	0
52292 SOFTWARE LICENSES & MTNCE	212	312	312	312
Contract Services Total	3,342	3,124	3,412	3,412
Materials and Supplies				
54022 SPEC PROG PARTS & MATERIALS	450	408	450	450
54099 PARTS AND MATERIALS	100	16	100	100
Materials and Supplies Total	550	424	550	550
Other				
59003 ADVERTISING	1,000	0	1,000	1,000
59025 SPEC PROG ADVERTISING	2,320	1,638	2,320	2,320
59027 SPEC PROG LUNCHEONS	700	0	700	700
59059 MEMBERSHIP	115	115	115	115
59157 REGIONAL HERITAGE INITIATIVE	1,000	1,000	1,000	500
Other Total	5,135	2,753	5,135	4,635
Reserve Appropriation				
58536 MUNICIPAL BLDG MAINT B/L 4368	16,400	16,400	0	0
Reserve Appropriation Total	16,400	16,400	0	0
Salaries and Wages				
51083 REGULAR SALARIES	12,488	11,633	12,616	12,616
51084 OVERTIME SALARIES	300	694	700	700
Salaries and Wages Total	12,788	12,327	13,316	13,316
Utilities				
53130 TELEPHONE	200	160	160	180
Utilities Total	200	160	160	180
<b>Total Expenditures</b>	<b>38,415</b>	<b>35,188</b>	<b>22,573</b>	<b>22,093</b>
<b>Net Total</b>	<b>(15,315)</b>	<b>(11,593)</b>	<b>(16,373)</b>	<b>(15,893)</b>
<b>Percentage Change</b>			<b>6.91%</b>	

# REAL ESTATE

---

Budget Manager: Ryan Nickel, Director of Planning

---

---

## Overview

---

Department functions include the purchase, sale, and lease of land to achieve community/Council priorities.

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

The City has 113 parking stalls available for monthly rental including 52 stalls that are under contracts (Library, YFC, Prairie Oasis and BSD) and the 641 Rosser Ave lot which is metered. Parking lot maintenance funds approved for 2023 include lighting of parking lots at 641 Rosser and 20 8 Street

---

## Objectives

---

1. Delivery of effective & efficient customer service through a transparent, outcome/solutions focused approach.
2. Foster a high performance workplace culture through consistently improving staff capabilities/competencies and embracing diversity and teamwork.
3. Strengthen the City's financial position through proactive land acquisition and maximizing return on investment of city owned land.
4. Effectively lead, manage and facilitate growth and change through proactive land acquisition to achieve Council and community priorities.

# REAL ESTATE

Budget Manager: Ryan Nickel, Director of Planning

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
0272 - PROPERTY ADMINISTRATION	120,280	392,213	396,617
1056 - PARKING LOTS	33,718	2,855	38,775
<b>TOTAL</b>	<b>153,998</b>	<b>395,068</b>	<b>435,392</b>

## Budget Analysis

The main driver of budget change for 2023 is necessity to appropriate funds to the land acquisition reserve (\$200,000) to support a 10 year land acquisition strategy. An annual reserve appropriation is critical for real estate to continue proactively acquiring and assembling lands to meet community objectives including affordable housing, downtown (Princess Development Site), land drainage (SE Drainage), and transportation (18th and Braecrest) and economic development (17th Street Industrial) projects.

Included in the budget is a transfer from Land Acquisition reserve for a detailed phase II environmental assessment and a transfer from the Covid Restart reserve to the Land Acquisition reserve.

# Costing Center Budget Summary

Costing Center: PROPERTY ADMINISTRATION

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Other Income				
42988 MISCELLANEOUS REVENUE	1,000	20	0	0
49380 LEASE IMPROVEMENT RECOVERIES	30,415	30,415	30,415	533,156
Other Income Total	31,415	30,435	30,415	533,156
Permits, Licenses and Fines				
42728 ENCROACHMENTS	20,500	20,102	20,500	20,500
Permits, Licenses and Fines Total	20,500	20,102	20,500	20,500
User Fees and Sales of Goods				
42468 ART GALLERY OF SW MANITOBA	245,328	245,328	250,235	255,240
42704 638 PRINCESS AVE	88,000	88,000	88,000	88,000
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	876	876	876
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	252,770	252,770
42744 WESTBRAN	37,066	37,248	37,993	38,753
42746 CELL TOWER RENTAL	5,963	5,963	5,963	5,963
42749 1820 PACIFIC AVE LEASE	2,404	2,404	2,500	2,500
49166 LANE/STREET CLOSURES	20,000	4,635	0	0
49371 LAND SALES	0	47,101	0	0
User Fees and Sales of Goods Total	721,666	753,584	707,596	713,361
<b>Total Revenues</b>	<b>773,581</b>	<b>804,121</b>	<b>758,511</b>	<b>1,267,017</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	950	0	0	0
52019 CONSULTING FEES	18,000	18,000	51,000	21,000
52028 GENERAL INSURANCE	9,509	9,509	9,847	10,044
Contract Services Total	28,459	27,509	60,847	31,044
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	499	0	0
Equipment Purchases Total	0	499	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	300	300	300	300
Materials and Supplies Total	300	300	300	300
Other				
51141 PROFESSIONAL DEVELOPMENT	2,032	2,032	2,032	2,032
59003 ADVERTISING	1,500	1,500	2,000	2,000
59048 LUNCHEONS	100	100	100	100
59059 MEMBERSHIP	650	650	600	625
59128 PROPERTY TAXES	61,700	60,097	61,086	62,894
59206 SURVEY FEES	20,000	20,000	20,000	20,000
59283 APPLICATION FEES	3,979	0	2,199	2,243
Other Total	89,961	84,379	88,017	89,894

# Costing Center Budget Summary

Costing Center: PROPERTY ADMINISTRATION

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
Reserve Appropriation				
58504 MUNICIPAL BUILDING B/L 3653	48,948	48,948	0	0
58521 CIVIC LAND ACQ B/L 5765	0	51,736	325,971	200,000
58536 MUNICIPAL BLDG MAINT B/L 4368	0	0	93,318	93,697
Reserve Appropriation Total	48,948	100,684	419,289	293,697
Salaries and Wages				
51083 REGULAR SALARIES	212,645	193,450	224,694	227,712
51084 OVERTIME SALARIES	500	300	500	500
Salaries and Wages Total	213,145	193,750	225,194	228,212
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	0	0	(155,971)	0
Transfers to/from Internal Accounts Total	0	0	(155,971)	0
Utilities				
53130 TELEPHONE	555	383	555	555
Utilities Total	555	383	555	555
<b>Total Expenditures</b>	<b>381,368</b>	<b>407,504</b>	<b>638,231</b>	<b>643,702</b>
<b>Net Total</b>	<b>392,213</b>	<b>396,617</b>	<b>120,280</b>	<b>623,315</b>
<b>Percentage Change</b>			<b>(69.33%)</b>	

# Costing Center Budget Summary

Costing Center: PARKING LOTS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42242 7TH ST-000 BLK-METERED	2,000	1,000	1,500	1,500
42687 PARKING STALLS	41,580	50,500	49,620	49,620
User Fees and Sales of Goods Total	43,580	51,500	51,120	51,120
<b>Total Revenues</b>	<b>43,580</b>	<b>51,500</b>	<b>51,120</b>	<b>51,120</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	28,955	9,288	12,502	12,502
Contract Services Total	28,955	9,288	12,502	12,502
Materials and Supplies				
54099 PARTS AND MATERIALS	10,000	2,000	3,000	3,000
Materials and Supplies Total	10,000	2,000	3,000	3,000
Utilities				
53046 POWER	1,770	1,437	1,900	1,900
Utilities Total	1,770	1,437	1,900	1,900
<b>Total Expenditures</b>	<b>40,725</b>	<b>12,725</b>	<b>17,402</b>	<b>17,402</b>
<b>Net Total</b>	<b>2,855</b>	<b>38,775</b>	<b>33,718</b>	<b>33,718</b>
<b>Percentage Change</b>			<b>1,081.02%</b>	

# AIRPORT

---

Budget Manager: Carla Richardson, Director of Transportation

---

## Overview

---

This department is responsible for 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.



# AIRPORT

Budget Manager: Carla Richardson, Director of Transportation

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
1725 - BRANDON MUNICIPAL AIRPORT	(669,622)	(583,535)	(654,428)
<b>TOTAL</b>	<b>(669,622)</b>	<b>(583,535)</b>	<b>(654,428)</b>

## Budget Analysis

As the airport activity continues to increase and commercial service nears to pre-pandemic levels, staffing is required to ensure operations continue uninterrupted. A currently vacant Equipment Operator position has been included in this budget for the full year. This position was previously removed during the 2022 budget deliberations.

The return of flight activity to normal levels have resulted in favourable projections for 2023 user fees. These fees include building rentals, terminal fees, and other landing fees. These increases are partially driven by increased medi-vac flights as the Province has implemented this service in an effort to reduce the strain on ambulance services. Reductions have been made to airport improvement fees and airline landings, as the commercial activity has not quite returned to pre-pandemic levels.

Fuel costs have impacted the Airport similarly to other departments within the City. Although fuel consumption is expected to be in line with averages from non-pandemic impacted years, the increase in fuel cost has increased this expense type by 79%. During the winter months, snow removal is an integral part of maintaining services at the airport which is a significant driver of fuel use.

Maintenance costs required for the Instrument Landing System (ILS) have increased annually by 41%. Regulatory maintenance is required semi-annually by Transport Canada, and is essential to maintain commercial flight services from the Brandon Municipal Airport.

A transfer of \$50,000 from the Airport reserve to general revenue is also included in the 2023 budget.

# Costing Center Budget Summary

Costing Center: BRANDON MUNICIPAL AIRPORT

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	0	29,528	0	0
44500 FEDERAL GOV'T	452,750	455,750	0	0
Conditional Government Transfers Total	452,750	485,278	0	0
Other Income				
42365 COMMISSION REVENUES	9,948	4,500	10,700	10,700
42988 MISCELLANEOUS REVENUE	3,000	5,000	5,000	6,000
Other Income Total	12,948	9,500	15,700	16,700
User Fees and Sales of Goods				
42194 BUILDING RENTALS	51,688	39,284	57,576	54,120
42304 LANDINGS-OTHER	22,800	38,800	38,800	41,800
42314 SNOW REMOVAL FEES	8,687	8,687	8,774	8,687
42317 LAND-INDUSTRIAL	46,374	42,966	49,017	50,513
42321 LAND-AGRICULTURAL	13,763	13,763	13,763	13,763
42342 MUSEUM USER FEE	1,500	0	0	0
42469 LANDINGS-AIRLINE	69,308	60,882	66,163	79,299
42470 AIRPORT IMPROVEMENT FEE	254,120	202,591	248,519	281,719
42472 TERMINAL FEES	70,130	74,630	74,630	87,932
42473 FUEL CONCESSION REVENUE	5,350	7,081	5,457	5,566
42506 SCRAP METAL SALES	0	203	0	0
User Fees and Sales of Goods Total	543,720	488,887	562,699	623,399
<b>Total Revenues</b>	<b>1,009,418</b>	<b>983,665</b>	<b>578,399</b>	<b>640,099</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	670	612	731	731
51123 PROTECTIVE CLOTHING	1,000	500	1,000	1,000
51124 TOOL ALLOWANCE	415	415	415	775
51285 MEDICALS	195	60	110	170
Benefits Total	2,280	1,587	2,256	2,676
Chemicals				
54107 CHEMICALS	15,000	9,949	17,000	17,800
Chemicals Total	15,000	9,949	17,000	17,800
Contract Services				
52015 CONTRACTS	113,088	125,681	150,797	153,120
52028 GENERAL INSURANCE	1,381	1,381	1,394	1,422
52029 LIABILITY INSURANCE	16,221	16,221	17,394	17,422
52032 VEHICLE INSURANCE	11,203	11,203	11,860	11,177
52054 MAINT OF EQUIP EXT	2,500	1,781	2,500	2,500
52081 EXTERNAL EQUIPMENT RENTAL	0	11	0	0
Contract Services Total	144,393	156,278	183,944	185,640
Equipment Purchases				
54410 EQUIPMENT PURCHASES	1,000	3,622	3,000	3,000
Equipment Purchases Total	1,000	3,622	3,000	3,000
Fuel				
54103 GASOLINE (VEHICLE)	5,000	8,000	7,600	7,600

# Costing Center Budget Summary

Costing Center: BRANDON MUNICIPAL AIRPORT

		2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
54104	DIESEL (VEHICLE)	25,000	45,500	47,100	47,100
54106	FUEL-TRAINING	3,600	0	4,600	4,600
54125	DIESEL EXHAUST FLUID	375	600	750	750
Fuel Total		33,975	54,100	60,050	60,050
Materials and Supplies					
54099	PARTS AND MATERIALS	23,500	17,000	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		28,000	21,500	25,500	25,500
Other					
51141	PROFESSIONAL DEVELOPMENT	11,900	9,100	14,000	14,000
59003	ADVERTISING	2,164	1,787	2,164	2,164
59048	LUNCHEONS	300	300	360	360
59050	MAINTENANCE OF GROUNDS	6,000	4,281	6,000	6,000
59059	MEMBERSHIP	1,200	1,085	1,200	1,200
59339	EQUIPMENT MAINTENANCE	30,000	55,000	20,000	20,000
Other Total		51,564	71,553	43,724	43,724
Reserve Appropriation					
58507	BDN MUNICIPAL AIRPORT B/L 6353	0	29,528	0	0
58535	AIRPORT IMPROVEMENT B/L 7161	689,082	644,160	231,122	261,999
Reserve Appropriation Total		689,082	673,688	231,122	261,999
Salaries and Wages					
51083	REGULAR SALARIES	572,915	576,648	661,805	673,428
51084	OVERTIME SALARIES	15,000	20,000	18,000	18,000
51090	SHIFT DIFFERENTIAL	2,700	2,000	2,400	2,700
Salaries and Wages Total		590,615	598,648	682,205	694,128
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	4,100	637	2,100	2,100
59080	FLEET EQUIP MAINTENANCE	10,500	10,500	8,100	8,288
59993	EQUIPMENT CAPITAL CONTRIBUTION	16,783	30,040	32,842	32,842
59997	TRANSFER FR RESERVES	0	0	(50,000)	0
Transfers to/from Internal Accounts Total		31,383	41,177	(6,958)	43,230
Utilities					
53056	TELEMATICS	672	672	360	360
53130	TELEPHONE	4,213	3,835	5,030	4,059
53295	RADIO COSTS	776	1,484	789	1,356
Utilities Total		5,661	5,991	6,179	5,775
<b>Total Expenditures</b>		<b>1,592,953</b>	<b>1,638,093</b>	<b>1,248,021</b>	<b>1,343,521</b>
<b>Net Total</b>		<b>(583,535)</b>	<b>(654,428)</b>	<b>(669,622)</b>	<b>(703,422)</b>
<b>Percentage Change</b>				<b>14.75%</b>	

# 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	2023 Approved	2022 Approved	2022 Revised
0047 - CIVIC ADMIN BUILDING - 410 9th STREET	(262,903)	(248,474)	(253,324)
0085 - POLICE STATION - VICTORIA AVE	(1,277,183)	(1,270,898)	(1,278,826)
0136 - CIVIC SERVICES COMPLEX - 900 RICHMOND AVENUE EAST	5,000	0	(7,542)
0139 - STORAGE GARAGE	-	-	(8,951)
0152 - PARKS BUILDINGS	(57,762)	(49,161)	(61,185)
0183 - STREET LIGHTS	(962,700)	(978,000)	(962,728)
0190 - TRAFFIC SIGNALS	(90,656)	(79,250)	(105,147)
0507 - TRANSIT COMFORT STATION	(12,827)	(12,479)	(11,487)
0801 - TEST LAB BUILDING	(2,265)	(1,687)	(7,001)
0802 - CIVIC COMPLEX (A. R. MCDIARMID BUILDING)	(381,769)	(364,608)	(537,205)
0804 - AIRPORT BUILDINGS	(554,014)	(551,125)	(588,378)
0805 - 208 22ND ST N	(410)	(404)	(404)
0806 - FIRE STATION - 19TH STREET NORTH	(928,710)	(906,595)	(945,823)
0807 - LANDFILL BUILDINGS	(111,983)	(100,263)	(99,805)
0808 - LIBRARY/ARTS BUILDING	(154,019)	(139,961)	(166,414)
0812 - FIRE STATION - 13TH STREET	(24,760)	(18,472)	(27,177)
4062 - DALY HOUSE MUSEUM	(1,869)	(624)	(5,194)
5605 - BLDG & STRUCT SUPERVISION	(1,026,217)	(910,302)	(920,848)
	-	-	-
<b>TOTAL</b>	<b>(5,845,048)</b>	<b>(5,632,302)</b>	<b>(5,987,438)</b>

# 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 and water expenses are expected to increase in 2023.

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. A modest budget for service calls has been added to the Supervision costing center to be allocated to the respective buildings throughout the year as a need arises.

Reserve funding has been restored in 2023. In an attempt to better manage resources, the four building-specific maintenance reserves have been combined into one single reserve, the Municipal Building Maintenance Reserve, which can fund any building. The pooling of funds offers much needed flexibility to address maintenance and replacement needs across the organization.

Some specific items which have been included in the operating budget are, City Hall window repairs, replacement of rusted bus barn floor grating, replacement of loading dock cushions at the Landfill, water fountain repairs at the Fire Hall, replacement of unsafe equipment, and the purchase of an additional Toughpad to provide employee access to software to track work orders, allocate repair costs and as a communication tool.

---

# Costing Center Budget Summary

Costing Center: CIVIC ADMIN BUILDING - 410 9th STREET

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	111,158	104,913	118,767	118,760
52016 SERVICE CALLS	0	12,661	5,000	0
52028 GENERAL INSURANCE	6,851	6,851	6,907	7,045
Contract Services Total	118,009	124,425	130,674	125,805
Materials and Supplies				
54099 PARTS AND MATERIALS	15,000	11,500	14,125	13,631
54323 INSURANCE DEDUCTIBLE	0	2,500	0	0
Materials and Supplies Total	15,000	14,000	14,125	13,631
Utilities				
53025 HEAT	30,200	34,108	34,904	38,395
53046 POWER	78,500	75,105	76,500	78,106
53150 WATER	6,765	5,686	6,700	8,155
Utilities Total	115,465	114,899	118,104	124,656
<b>Total Expenditures</b>	<b>248,474</b>	<b>253,324</b>	<b>262,903</b>	<b>264,092</b>
<b>Net Total</b>	<b>(248,474)</b>	<b>(253,324)</b>	<b>(262,903)</b>	<b>(264,092)</b>
<b>Percentage Change</b>			<b>5.81%</b>	

# Costing Center Budget Summary

Costing Center: POLICE STATION - VICTORIA AVE

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	79,092	81,959	82,028	86,006
52016 SERVICE CALLS	0	5,457	0	0
52028 GENERAL INSURANCE	8,265	8,265	8,269	8,434
Contract Services Total	87,357	95,681	90,297	94,440
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	719,056	719,056	751,414	785,228
57439 DEBENTURE INTEREST	349,530	349,530	317,172	283,359
Debenture Debt Servicing Costs Total	1,068,586	1,068,586	1,068,586	1,068,586
Materials and Supplies				
54099 PARTS AND MATERIALS	14,700	18,450	16,000	16,475
Materials and Supplies Total	14,700	18,450	16,000	16,475
Utilities				
53046 POWER	98,000	93,067	99,600	101,666
53150 WATER	2,255	3,042	2,700	3,105
Utilities Total	100,255	96,109	102,300	104,771
<b>Total Expenditures</b>	<b>1,270,898</b>	<b>1,278,826</b>	<b>1,277,183</b>	<b>1,284,272</b>
<b>Net Total</b>	<b>(1,270,898)</b>	<b>(1,278,826)</b>	<b>(1,277,183)</b>	<b>(1,284,272)</b>
<b>Percentage Change</b>			<b>0.49%</b>	



# Costing Center Budget Summary

Costing Center: CIVIC SERVICES COMPLEX - 900 RICHMOND AVENUE EAST

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	28,964	31,122	19,717	22,223
52016 SERVICE CALLS	0	19,502	0	0
52028 GENERAL INSURANCE	8,741	8,741	8,969	9,148
Contract Services Total	37,705	59,365	28,686	31,371
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	3,000	0
Equipment Purchases Total	0	0	3,000	0
Materials and Supplies				
54099 PARTS AND MATERIALS	26,000	14,826	15,000	15,595
Materials and Supplies Total	26,000	14,826	15,000	15,595
Reserve Appropriation				
58533 CIVIC SERVICES COMPLEX B/L5655	15,000	15,000	0	0
58536 MUNICIPAL BLDG MAINT B/L 4368	0	0	15,000	15,000
Reserve Appropriation Total	15,000	15,000	15,000	15,000
Transfers to/from Internal Accounts				
59334 INTERNAL CHARGES	(182,795)	(182,795)	(180,251)	(183,192)
Transfers to/from Internal Accounts Total	(182,795)	(182,795)	(180,251)	(183,192)
Utilities				
53025 HEAT	31,000	33,443	37,125	41,735
53046 POWER	61,987	61,161	64,600	65,926
53130 TELEPHONE	340	324	340	340
53150 WATER	10,763	6,218	11,500	13,225
Utilities Total	104,090	101,146	113,565	121,226
<b>Total Expenditures</b>	<b>0</b>	<b>7,542</b>	<b>(5,000)</b>	<b>0</b>
<b>Net Total</b>	<b>0</b>	<b>(7,542)</b>	<b>5,000</b>	<b>0</b>
<b>Percentage Change</b>			<b>100.00%</b>	

# Costing Center Budget Summary

Costing Center: STORAGE GARAGE

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	600	541	1,000	0
52016 SERVICE CALLS	0	4,939	0	0
Contract Services Total	600	5,480	1,000	0
Equipment Purchases				
54410 EQUIPMENT PURCHASES	8,700	6,610	0	0
Equipment Purchases Total	8,700	6,610	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	400	2,135	1,000	1,050
Materials and Supplies Total	400	2,135	1,000	1,050
Transfers to/from Internal Accounts				
59334 INTERNAL CHARGES	(22,918)	(22,918)	(19,900)	(20,795)
Transfers to/from Internal Accounts Total	(22,918)	(22,918)	(19,900)	(20,795)
Utilities				
53025 HEAT	12,500	16,638	16,800	18,480
53150 WATER	718	1,006	1,100	1,265
Utilities Total	13,218	17,644	17,900	19,745
<b>Total Expenditures</b>	<b>0</b>	<b>8,951</b>	<b>0</b>	<b>0</b>
<b>Net Total</b>	<b>0</b>	<b>(8,951)</b>	<b>0</b>	<b>0</b>
<b>Percentage Change</b>			<b>0.00%</b>	

# Costing Center Budget Summary

Costing Center: PARKS BUILDINGS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	17,328	18,395	12,838	16,482
52016 SERVICE CALLS	0	1,000	0	0
52028 GENERAL INSURANCE	4,299	4,299	4,424	4,513
Contract Services Total	21,627	23,694	17,262	20,995
Materials and Supplies				
54099 PARTS AND MATERIALS	3,000	5,400	2,500	2,555
Materials and Supplies Total	3,000	5,400	2,500	2,555
Utilities				
53025 HEAT	18,179	25,427	30,200	33,220
53150 WATER	6,355	6,664	7,800	8,970
Utilities Total	24,534	32,091	38,000	42,190
<b>Total Expenditures</b>	<b>49,161</b>	<b>61,185</b>	<b>57,762</b>	<b>65,740</b>
<b>Net Total</b>	<b>(49,161)</b>	<b>(61,185)</b>	<b>(57,762)</b>	<b>(65,740)</b>
<b>Percentage Change</b>			<b>17.50%</b>	

# Costing Center Budget Summary

Costing Center: STREET LIGHTS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52016    SERVICE CALLS	0	144	0	0
Contract Services Total	0	144	0	0
Materials and Supplies				
54099    PARTS AND MATERIALS	0	1,599	1,500	1,575
Materials and Supplies Total	0	1,599	1,500	1,575
Utilities				
53046    POWER	978,000	960,985	961,200	972,328
Utilities Total	978,000	960,985	961,200	972,328
<b>Total Expenditures</b>	<b>978,000</b>	<b>962,728</b>	<b>962,700</b>	<b>973,903</b>
<b>Net Total</b>	<b>(978,000)</b>	<b>(962,728)</b>	<b>(962,700)</b>	<b>(973,903)</b>
<b>Percentage Change</b>			<b>(1.56%)</b>	

# Costing Center Budget Summary

Costing Center: *TRAFFIC SIGNALS*

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Other Income				
42994    RECOVERIES OTHER	2,200	306	2,500	2,500
Other Income Total	2,200	306	2,500	2,500
<b>Total Revenues</b>	<b>2,200</b>	<b>306</b>	<b>2,500</b>	<b>2,500</b>
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	39,950	49,514	41,656	41,656
52016    SERVICE CALLS	0	8,839	0	0
Contract Services Total	39,950	58,353	41,656	41,656
Materials and Supplies				
54099    PARTS AND MATERIALS	41,500	47,100	51,500	52,575
Materials and Supplies Total	41,500	47,100	51,500	52,575
<b>Total Expenditures</b>	<b>81,450</b>	<b>105,453</b>	<b>93,156</b>	<b>94,231</b>
<b>Net Total</b>	<b>(79,250)</b>	<b>(105,147)</b>	<b>(90,656)</b>	<b>(91,731)</b>
<b>Percentage Change</b>			<b>14.39%</b>	

# Costing Center Budget Summary

Costing Center: TRANSIT COMFORT STATION

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	6,168	6,168	6,477	6,800
52016 SERVICE CALLS	0	150	0	0
Contract Services Total	6,168	6,318	6,477	6,800
Materials and Supplies				
54099 PARTS AND MATERIALS	2,000	1,208	1,750	1,788
Materials and Supplies Total	2,000	1,208	1,750	1,788
Utilities				
53046 POWER	3,593	3,338	3,700	3,774
53150 WATER	718	623	900	1,035
Utilities Total	4,311	3,961	4,600	4,809
<b>Total Expenditures</b>	<b>12,479</b>	<b>11,487</b>	<b>12,827</b>	<b>13,397</b>
<b>Net Total</b>	<b>(12,479)</b>	<b>(11,487)</b>	<b>(12,827)</b>	<b>(13,397)</b>
<b>Percentage Change</b>			<b>2.79%</b>	

# Costing Center Budget Summary

Costing Center: TEST LAB BUILDING

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	535	535	535	535
52016 SERVICE CALLS	0	4,384	0	0
Contract Services Total	535	4,919	535	535
Materials and Supplies				
54099 PARTS AND MATERIALS	75	325	100	105
Materials and Supplies Total	75	325	100	105
Utilities				
53025 HEAT	758	1,535	1,400	1,540
53150 WATER	319	222	230	230
Utilities Total	1,077	1,757	1,630	1,770
<b>Total Expenditures</b>	<b>1,687</b>	<b>7,001</b>	<b>2,265</b>	<b>2,410</b>
<b>Net Total</b>	<b>(1,687)</b>	<b>(7,001)</b>	<b>(2,265)</b>	<b>(2,410)</b>
<b>Percentage Change</b>			<b>34.26%</b>	

# Costing Center Budget Summary

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

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	63,848	66,362	70,833	66,537
52016 SERVICE CALLS	0	144,865	0	0
52028 GENERAL INSURANCE	4,874	4,874	4,679	4,773
Contract Services Total	68,722	216,101	75,512	71,310
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	181,594	181,594	187,042	192,653
57439 DEBENTURE INTEREST	28,923	28,923	23,475	17,864
Debenture Debt Servicing Costs Total	210,517	210,517	210,517	210,517
Materials and Supplies				
54099 PARTS AND MATERIALS	8,000	27,844	8,400	8,660
54323 INSURANCE DEDUCTIBLE	0	2,500	0	0
Materials and Supplies Total	8,000	30,344	8,400	8,660
Utilities				
53046 POWER	74,569	78,158	84,700	86,436
53130 TELEPHONE	340	246	340	340
53150 WATER	2,460	1,839	2,300	2,643
Utilities Total	77,369	80,243	87,340	89,419
<b>Total Expenditures</b>	<b>364,608</b>	<b>537,205</b>	<b>381,769</b>	<b>379,906</b>
<b>Net Total</b>	<b>(364,608)</b>	<b>(537,205)</b>	<b>(381,769)</b>	<b>(379,906)</b>
<b>Percentage Change</b>			<b>4.71%</b>	



# Costing Center Budget Summary

Costing Center: AIRPORT BUILDINGS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	51,132	43,754	45,206	46,620
52016 SERVICE CALLS	0	16,816	0	0
52028 GENERAL INSURANCE	9,078	9,078	9,283	9,469
52081 EXTERNAL EQUIPMENT RENTAL	0	6,602	0	0
Contract Services Total	60,210	76,250	54,489	56,089
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	242,991	242,991	253,318	264,084
57439 DEBENTURE INTEREST	174,434	174,434	164,107	153,341
Debenture Debt Servicing Costs Total	417,425	417,425	417,425	417,425
Fuel				
54129 DIESEL (OPERATING)	0	15,096	0	0
Fuel Total	0	15,096	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	3,000	3,059	2,000	2,100
Materials and Supplies Total	3,000	3,059	2,000	2,100
Utilities				
53025 HEAT	21,495	26,092	30,100	34,615
53046 POWER	41,000	41,234	41,600	42,432
53150 WATER	7,995	9,222	8,400	9,660
Utilities Total	70,490	76,548	80,100	86,707
<b>Total Expenditures</b>	<b>551,125</b>	<b>588,378</b>	<b>554,014</b>	<b>562,321</b>
<b>Net Total</b>	<b>(551,125)</b>	<b>(588,378)</b>	<b>(554,014)</b>	<b>(562,321)</b>
<b>Percentage Change</b>			<b>0.52%</b>	

# Costing Center Budget Summary

Costing Center: 208 22ND ST N

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52028    GENERAL INSURANCE	224	224	230	235
Contract Services Total	224	224	230	235
Utilities				
53046    POWER	180	180	180	180
Utilities Total	180	180	180	180
<b>Total Expenditures</b>	<b>404</b>	<b>404</b>	<b>410</b>	<b>415</b>
<b>Net Total</b>	<b>(404)</b>	<b>(404)</b>	<b>(410)</b>	<b>(415)</b>
<b>Percentage Change</b>			1.49%	

# Costing Center Budget Summary

Costing Center: FIRE STATION - 19TH STREET NORTH

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	15,222	15,839	15,634	14,289
52016 SERVICE CALLS	0	15,829	0	0
52028 GENERAL INSURANCE	8,150	8,150	8,388	8,556
Contract Services Total	23,372	39,818	24,022	22,845
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	526,888	526,888	552,811	580,009
57439 DEBENTURE INTEREST	284,900	284,900	258,978	231,779
Debenture Debt Servicing Costs Total	811,788	811,788	811,788	811,788
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	8,721	2,500	0
Equipment Purchases Total	0	8,721	2,500	0
Materials and Supplies				
54099 PARTS AND MATERIALS	6,000	14,189	9,300	9,700
Materials and Supplies Total	6,000	14,189	9,300	9,700
Utilities				
53025 HEAT	61,235	67,658	76,100	83,710
53150 WATER	4,200	3,649	5,000	5,750
Utilities Total	65,435	71,307	81,100	89,460
<b>Total Expenditures</b>	<b>906,595</b>	<b>945,823</b>	<b>928,710</b>	<b>933,793</b>
<b>Net Total</b>	<b>(906,595)</b>	<b>(945,823)</b>	<b>(928,710)</b>	<b>(933,793)</b>
<b>Percentage Change</b>			<b>2.44%</b>	

# Costing Center Budget Summary

Costing Center: LANDFILL BUILDINGS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	23,429	13,969	14,436	14,559
52016 SERVICE CALLS	0	3,260	0	0
52028 GENERAL INSURANCE	3,349	3,349	3,447	3,516
Contract Services Total	26,778	20,578	17,883	18,075
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	2,500	5,417	3,200	3,270
Materials and Supplies Total	2,500	5,417	3,200	3,270
Utilities				
53025 HEAT	7,885	10,314	11,600	12,760
53046 POWER	57,000	62,726	73,400	74,865
53150 WATER	1,100	770	900	1,035
Utilities Total	65,985	73,810	85,900	88,660
<b>Total Expenditures</b>	<b>100,263</b>	<b>99,805</b>	<b>111,983</b>	<b>110,005</b>
<b>Net Total</b>	<b>(100,263)</b>	<b>(99,805)</b>	<b>(111,983)</b>	<b>(110,005)</b>
<b>Percentage Change</b>			11.69%	

# Costing Center Budget Summary

Costing Center: LIBRARY/ARTS BUILDING

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	39,144	38,652	38,144	37,590
52016 SERVICE CALLS	0	14,906	0	0
52028 GENERAL INSURANCE	4,873	4,873	4,732	4,826
Contract Services Total	44,017	58,431	42,876	42,416
Materials and Supplies				
54099 PARTS AND MATERIALS	5,000	6,500	6,000	6,300
54323 INSURANCE DEDUCTIBLE	0	2,500	0	0
Materials and Supplies Total	5,000	9,000	6,000	6,300
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	12,580	18,902	23,200	25,520
53046 POWER	59,911	61,566	63,100	64,362
53130 TELEPHONE	1,849	2,186	2,143	2,143
53150 WATER	1,604	1,329	1,700	1,955
Utilities Total	75,944	83,983	90,143	93,980
<b>Total Expenditures</b>	<b>139,961</b>	<b>166,414</b>	<b>154,019</b>	<b>157,696</b>
<b>Net Total</b>	<b>(139,961)</b>	<b>(166,414)</b>	<b>(154,019)</b>	<b>(157,696)</b>
<b>Percentage Change</b>			<b>10.04%</b>	

# Costing Center Budget Summary

Costing Center: FIRE STATION - 13TH STREET

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	1,290	1,026	829	871
52016 SERVICE CALLS	0	4,269	1,000	1,000
52028 GENERAL INSURANCE	904	904	931	950
Contract Services Total	2,194	6,199	2,760	2,821
Materials and Supplies				
54099 PARTS AND MATERIALS	1,000	1,805	1,400	1,470
Materials and Supplies Total	1,000	1,805	1,400	1,470
Utilities				
53025 HEAT	6,667	10,697	11,300	12,430
53046 POWER	7,688	7,617	8,300	8,466
53150 WATER	923	859	1,000	1,150
Utilities Total	15,278	19,173	20,600	22,046
<b>Total Expenditures</b>	<b>18,472</b>	<b>27,177</b>	<b>24,760</b>	<b>26,337</b>
<b>Net Total</b>	<b>(18,472)</b>	<b>(27,177)</b>	<b>(24,760)</b>	<b>(26,337)</b>
<b>Percentage Change</b>			<b>34.04%</b>	

# Costing Center Budget Summary

Costing Center: DALY HOUSE MUSEUM

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	15	15	500	332
52016 SERVICE CALLS	0	2,553	0	0
52028 GENERAL INSURANCE	359	359	369	376
Contract Services Total	374	2,927	869	708
Materials and Supplies				
54099 PARTS AND MATERIALS	250	2,267	1,000	1,000
Materials and Supplies Total	250	2,267	1,000	1,000
<b>Total Expenditures</b>	<b>624</b>	<b>5,194</b>	<b>1,869</b>	<b>1,708</b>
<b>Net Total</b>	<b>(624)</b>	<b>(5,194)</b>	<b>(1,869)</b>	<b>(1,708)</b>
<b>Percentage Change</b>			<b>199.52%</b>	

# Costing Center Budget Summary

Costing Center: BLDG & STRUCT SUPERVISION

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	1,147	1,158	1,147	1,147
51123 PROTECTIVE CLOTHING	1,400	1,900	1,400	1,500
51285 MEDICALS	140	165	140	140
Benefits Total	2,687	3,223	2,687	2,787
Contract Services				
52015 CONTRACTS	1,020	241	0	0
52016 SERVICE CALLS	0	0	20,000	20,000
52028 GENERAL INSURANCE	10	10	10	10
Contract Services Total	1,030	251	20,010	20,010
Equipment Purchases				
54410 EQUIPMENT PURCHASES	26,746	28,541	10,500	1,500
Equipment Purchases Total	26,746	28,541	10,500	1,500
Fuel				
54103 GASOLINE (VEHICLE)	8,500	11,710	11,329	11,329
54104 DIESEL (VEHICLE)	4,800	9,654	8,235	8,235
54125 DIESEL EXHAUST FLUID	30	30	40	40
Fuel Total	13,330	21,394	19,604	19,604
Materials and Supplies				
54099 PARTS AND MATERIALS	1,500	2,593	3,000	3,000
Materials and Supplies Total	1,500	2,593	3,000	3,000
Other				
51141 PROFESSIONAL DEVELOPMENT	500	0	250	250
Other Total	500	0	250	250
Reserve Appropriation				
58536 MUNICIPAL BLDG MAINT B/L 4368	0	0	400,003	50,000
Reserve Appropriation Total	0	0	400,003	50,000
Salaries and Wages				
51083 REGULAR SALARIES	789,675	768,906	813,182	814,276
51084 OVERTIME SALARIES	12,000	14,000	12,000	12,000
51090 SHIFT DIFFERENTIAL	0	7	0	0
Salaries and Wages Total	801,675	782,913	825,182	826,276
Transfers to/from Internal Accounts				
59080 FLEET EQUIP MAINTENANCE	36,600	36,600	43,500	44,552
59248 DISPOSAL SITE CHARGE	200	300	250	250
59993 EQUIPMENT CAPITAL CONTRIBUTION	23,418	41,917	46,224	53,898
59997 TRANSFER FR RESERVES	0	0	(350,003)	0
Transfers to/from Internal Accounts Total	60,218	78,817	(260,029)	98,700
Utilities				
53130 TELEPHONE	2,029	2,499	4,633	2,710



# Costing Center Budget Summary

Costing Center: BLDG & STRUCT SUPERVISION

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
53295 RADIO COSTS	588	618	378	372
Utilities Total	2,617	3,117	5,011	3,082
<b>Total Expenditures</b>	<b>910,302</b>	<b>920,848</b>	<b>1,026,217</b>	<b>1,025,209</b>
<b>Net Total</b>	<b>(910,302)</b>	<b>(920,848)</b>	<b>(1,026,217)</b>	<b>(1,025,209)</b>
<b>Percentage Change</b>			12.73%	

# FLEET SERVICES

---

Budget Manager: Carla Richardson, Director of Transportation

---

## Overview

---

Fleet Services manages the City of Brandon fleet including Fire, Police, Transit and all other vehicles and heavy equipment. The four different equipment cost centers capture expenses related to insurance, tires and maintenance and repairs. These costs are recovered from user departments through an annual maintenance charge. As work is performed, an hourly shop rate is charged to these fleet accounts.

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 prudent time as well as maintained and repaired in a timely, effective and efficient manner.

# FLEET SERVICES

Budget Manager: Carla Richardson, Director of Transportation

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
0084 - POLICE DEPT VEHICLES	171,142	3,248	112,359
0700 - FLEET EQUIPMENT	2,071,452	9,453	1,206,502
3963 - TRANSIT EQUIPMENT	74,982	1,589	168,771
4066 - FIRE DEPT VEHICLES	52,849	1,218	191,686
<b>TOTAL</b>	<b>2,370,425</b>	<b>15,508</b>	<b>1,679,317</b>

## Budget Analysis

Fleet maintenance costs have increased by approximately 7% from 2022. Factors influencing this increase include the supply chain crisis that is currently having negative impacts on parts and components for automotive repairs. Another influencing factor is staffing of mechanics. A full complement of mechanic staff is projected, allowing the garage to complete more work. The budget for insurance costs is consistent with 2022 actuals, reflective of the fact that MPI has requested a 0.9% rate reduction for the upcoming year. These costs are reflected in user departments cost centers through the Fleet Equipment Maintenance charges.

Capital Contributions from user departments has increased by 2%. 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. This increase reflects updated costing for the future replacement of assets purchased in 2022 as well as the addition of a Police unit and an excavator to the fleet.

Calculated Capital Contributions are discounted and a reduced amount appropriated to reserves to save for replacement based on the desired reserve funding level. In 2023, and comparable to 2022 revised budget, there was a change to separate the discount from individual asset budgets to an account within fleet. There was no net financial impact to this change, administrative efficiencies have been gained and departments have better visibility to the costs and changes in their fleet.

Overall, appropriations to the various fleet reserves has decreased 7%. This decrease takes into consideration increased asset lifespan and is based on an analysis of reserve balances and funding levels for the immediate five year plan.

# Costing Center Budget Summary

Costing Center: POLICE DEPT VEHICLES

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
49452 POLICE VEHICLE SALES	42,216	0	30,400	4,000
User Fees and Sales of Goods Total	42,216	0	30,400	4,000
<b>Total Revenues</b>	<b>42,216</b>	<b>0</b>	<b>30,400</b>	<b>4,000</b>
<b>Expenditures</b>				
Contract Services				
52032 VEHICLE INSURANCE	81,152	100,511	90,714	92,529
Contract Services Total	81,152	100,511	90,714	92,529
Materials and Supplies				
54099 PARTS AND MATERIALS	61,500	81,300	66,882	68,891
54157 TIRES	30,000	18,000	28,641	29,505
Materials and Supplies Total	91,500	99,300	95,523	98,396
Reserve Appropriation				
58549 POLICE VEHICLES B/L	357,853	315,637	373,508	372,373
Reserve Appropriation Total	357,853	315,637	373,508	372,373
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	108,000	118,000	138,383	141,730
59080 FLEET EQUIP MAINTENANCE	(283,900)	(283,900)	(338,300)	(346,335)
59993 EQUIPMENT CAPITAL CONTRIBUTION	(315,637)	(315,637)	(343,108)	(368,373)
59994 EQUIPMENT CAPITAL DISCOUNT	0	(157,470)	(171,142)	(183,744)
Transfers to/from Internal Accounts Total	(491,537)	(639,007)	(714,167)	(756,722)
Utilities				
53056 TELEMATICS	0	11,200	13,680	13,680
Utilities Total	0	11,200	13,680	13,680
<b>Total Expenditures</b>	<b>38,968</b>	<b>(112,359)</b>	<b>(140,742)</b>	<b>(179,744)</b>
<b>Net Total</b>	<b>3,248</b>	<b>112,359</b>	<b>171,142</b>	<b>183,744</b>
<b>Percentage Change</b>			<b>5,169.15%</b>	

# Costing Center Budget Summary

Costing Center: FLEET EQUIPMENT

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
49224 GARAGE EQUIPMENT SALES	717,716	25,727	70,185	424,700
User Fees and Sales of Goods Total	717,716	25,727	70,185	424,700
<b>Total Revenues</b>	<b>717,716</b>	<b>25,727</b>	<b>70,185</b>	<b>424,700</b>
<b>Expenditures</b>				
Contract Services				
52032 VEHICLE INSURANCE	212,003	200,403	214,533	218,834
Contract Services Total	212,003	200,403	214,533	218,834
Materials and Supplies				
54099 PARTS AND MATERIALS	500,471	620,000	524,159	539,886
54157 TIRES	95,000	95,000	109,174	112,466
54209 PREVENTATIVE MAINTENANCE	61,244	61,244	38,545	38,545
Materials and Supplies Total	656,715	776,244	671,878	690,897
Reserve Appropriation				
58508 EQUIPMENT REPLACEMENT B/L 3675	2,623,701	1,931,712	1,605,369	2,448,936
Reserve Appropriation Total	2,623,701	1,931,712	1,605,369	2,448,936
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	721,629	566,629	722,469	739,936
59080 FLEET EQUIP MAINTENANCE	(1,599,800)	(1,599,800)	(1,663,600)	(1,704,387)
59993 EQUIPMENT CAPITAL CONTRIBUTION	(1,905,985)	(1,900,857)	(1,035,184)	(2,024,236)
59994 EQUIPMENT CAPITAL DISCOUNT	0	(1,208,105)	(2,071,452)	(1,220,897)
59997 TRANSFER FR RESERVES	0	0	(500,000)	0
Transfers to/from Internal Accounts Total	(2,784,156)	(4,142,133)	(4,547,767)	(4,209,584)
Utilities				
53056 TELEMATICS	0	53,000	54,720	54,720
Utilities Total	0	53,000	54,720	54,720
<b>Total Expenditures</b>	<b>708,263</b>	<b>(1,180,775)</b>	<b>(2,001,267)</b>	<b>(796,197)</b>
<b>Net Total</b>	<b>9,453</b>	<b>1,206,502</b>	<b>2,071,452</b>	<b>1,220,897</b>
<b>Percentage Change</b>			<b>21,813.17%</b>	

# Costing Center Budget Summary

Costing Center: FIRE DEPT VEHICLES

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
49431    FIRE VEHICLE SALES	0	0	0	184,700
User Fees and Sales of Goods Total	0	0	0	184,700
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>184,700</b>
<b>Expenditures</b>				
Contract Services				
52032    VEHICLE INSURANCE	52,282	52,478	55,743	56,858
Contract Services Total	52,282	52,478	55,743	56,858
Materials and Supplies				
54099    PARTS AND MATERIALS	53,000	48,000	45,093	46,446
54157    TIRES	5,000	5,000	4,665	4,805
Materials and Supplies Total	58,000	53,000	49,758	51,251
Reserve Appropriation				
58554    FIRE VEHICLES B/L	37,061	37,061	176,930	403,053
Reserve Appropriation Total	37,061	37,061	176,930	403,053
Transfers to/from Internal Accounts				
59001    SHOP RATE CHARGES	55,000	55,000	72,059	73,801
59080    FLEET EQUIP MAINTENANCE	(166,500)	(166,500)	(182,600)	(186,950)
59993    EQUIPMENT CAPITAL CONTRIBUTION	(37,061)	(37,061)	(176,930)	(218,353)
59994    EQUIPMENT CAPITAL DISCOUNT	0	(190,664)	(52,849)	(65,223)
Transfers to/from Internal Accounts Total	(148,561)	(339,225)	(340,320)	(396,725)
Utilities				
53056    TELEMATICS	0	5,000	5,040	5,040
Utilities Total	0	5,000	5,040	5,040
<b>Total Expenditures</b>	<b>(1,218)</b>	<b>(191,686)</b>	<b>(52,849)</b>	<b>119,477</b>
<b>Net Total</b>	<b>1,218</b>	<b>191,686</b>	<b>52,849</b>	<b>65,223</b>
<b>Percentage Change</b>			<b>4,239.00%</b>	

# Costing Center Budget Summary

Costing Center: TRANSIT EQUIPMENT

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
44500    FEDERAL GOV'T	466,601	466,601	486,888	486,888
Conditional Government Transfers Total	466,601	466,601	486,888	486,888
User Fees and Sales of Goods				
49263    TRANSIT EQUIPMENT SALES	107,092	0	0	86,600
User Fees and Sales of Goods Total	107,092	0	0	86,600
<b>Total Revenues</b>	<b>573,693</b>	<b>466,601</b>	<b>486,888</b>	<b>573,488</b>
<b>Expenditures</b>				
Contract Services				
52032    VEHICLE INSURANCE	46,911	47,729	47,729	48,688
Contract Services Total	46,911	47,729	47,729	48,688
Materials and Supplies				
54099    PARTS AND MATERIALS	350,000	391,200	384,702	396,243
54157    TIRES	33,000	47,000	38,736	39,899
Materials and Supplies Total	383,000	438,200	423,438	436,142
Reserve Appropriation				
58510    TRANSIT EQUIPMENT B/L 3654	523,136	416,044	416,062	527,336
58558    TRANSIT GAS TAX RESERVE B/L	466,601	466,601	486,888	486,888
Reserve Appropriation Total	989,737	882,645	902,950	1,014,224
Transfers to/from Internal Accounts				
59001    SHOP RATE CHARGES	690,000	540,000	736,933	754,745
59080    FLEET EQUIP MAINTENANCE	(1,121,500)	(1,121,500)	(1,209,900)	(1,241,375)
59993    EQUIPMENT CAPITAL CONTRIBUTION	(416,044)	(416,044)	(416,062)	(440,736)
59994    EQUIPMENT CAPITAL DISCOUNT	0	(75,000)	(74,982)	(79,429)
Transfers to/from Internal Accounts Total	(847,544)	(1,072,544)	(964,011)	(1,006,795)
Utilities				
53056    TELEMATICS	0	1,800	1,800	1,800
Utilities Total	0	1,800	1,800	1,800
<b>Total Expenditures</b>	<b>572,104</b>	<b>297,830</b>	<b>411,906</b>	<b>494,059</b>
<b>Net Total</b>	<b>1,589</b>	<b>168,771</b>	<b>74,982</b>	<b>79,429</b>
<b>Percentage Change</b>			<b>4,618.82%</b>	

# **FLEET SERVICES - GARAGE, STORES**

---

Budget Manager: Carla Richardson, Director of Transportation

---

## **Overview**

---

Fleet Services manages the garage and stores. This section 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. All costs of operating the garage are recovered through the fleet maintenance account which is in turn recovered from user departments.

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



# FLEET SERVICES - GARAGE, STORES

Budget Manager: Carla Richardson, Director of Transportation

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
0016 - STORES	(229,496)	(141,569)	(128,010)
0135 - GARAGE SERVICES	(0)	2,377	(190,802)
0689 - SCHOOL DIVISION EQUIPMENT	6,903	6,106	6,790
<b>TOTAL</b>	<b>(222,593)</b>	<b>(133,086)</b>	<b>(312,022)</b>

## Budget Analysis

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

In Stores, a position has been reallocated to the department for an Inventory Leadhand. The leadhand will be responsible for improving the operational effectiveness of the inventory management function. The former position was previously split between the general and utility funds. Stores has also experienced efficiencies in the last year through taking over in-city deliveries of inventory from an outside supplier.

In 2023, this department has added funds for minor office equipment for the new Inventory Leadhand, as well as tool upgrades for mechanics. Our mechanics require specialized tools to work on the wide range of City equipment outside the realm of the typical tools that mechanics use and own.

# Costing Center Budget Summary

Costing Center: STORES

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	244	244	244	244
51123 PROTECTIVE CLOTHING	150	153	155	160
Benefits Total	394	397	399	404
Contract Services				
52069 PRINTING COSTS	700	700	700	721
52252 DELIVERY - IN CITY	10,200	7,600	0	0
Contract Services Total	10,900	8,300	700	721
Equipment Purchases				
54410 EQUIPMENT PURCHASES	3,000	3,000	3,000	0
Equipment Purchases Total	3,000	3,000	3,000	0
Fuel				
54103 GASOLINE (VEHICLE)	0	775	1,170	1,200
Fuel Total	0	775	1,170	1,200
Materials and Supplies				
54099 PARTS AND MATERIALS	800	856	800	824
54328 OBSOLETE INVENTORY	0	3,351	0	0
Materials and Supplies Total	800	4,207	800	824
Other				
51141 PROFESSIONAL DEVELOPMENT	0	300	1,000	1,000
59048 LUNCHEONS	100	100	100	100
59098 SUBSCRIPTIONS	0	50	50	50
Other Total	100	450	1,150	1,150
Salaries and Wages				
51083 REGULAR SALARIES	120,935	102,584	215,357	218,907
51084 OVERTIME SALARIES	500	894	500	500
Salaries and Wages Total	121,435	103,478	215,857	219,407
Transfers to/from Internal Accounts				
59080 FLEET EQUIP MAINTENANCE	1,000	1,000	500	514
59993 EQUIPMENT CAPITAL CONTRIBUTION	3,215	5,755	5,755	5,755
Transfers to/from Internal Accounts Total	4,215	6,755	6,255	6,269
Utilities				
53130 TELEPHONE	726	648	165	165
Utilities Total	726	648	165	165
<b>Total Expenditures</b>	<b>141,569</b>	<b>128,010</b>	<b>229,496</b>	<b>230,140</b>
<b>Net Total</b>	<b>(141,569)</b>	<b>(128,010)</b>	<b>(229,496)</b>	<b>(230,140)</b>
<b>Percentage Change</b>			<b>62.11%</b>	

# Costing Center Budget Summary

Costing Center: GARAGE SERVICES

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Other Income				
42994 RECOVERIES OTHER	3,100	7,600	6,690	6,890
Other Income Total	3,100	7,600	6,690	6,890
User Fees and Sales of Goods				
42506 SCRAP METAL SALES	2,175	8,760	4,013	4,100
42520 OIL & FILTER RECOVERIES	1,600	500	100	100
User Fees and Sales of Goods Total	3,775	9,260	4,113	4,200
<b>Total Revenues</b>	<b>6,875</b>	<b>16,860</b>	<b>10,803</b>	<b>11,090</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	1,693	1,693	1,705	1,705
51123 PROTECTIVE CLOTHING	5,500	5,500	5,692	5,700
51124 TOOL ALLOWANCE	4,320	4,320	4,320	4,320
51285 MEDICALS	650	650	330	190
Benefits Total	12,163	12,163	12,047	11,915
Contract Services				
52015 CONTRACTS	8,356	8,684	8,595	8,853
52028 GENERAL INSURANCE	576	576	569	580
52029 LIABILITY INSURANCE	1,350	1,350	1,295	1,295
52032 VEHICLE INSURANCE	530	587	530	530
52054 MAINT OF EQUIP EXT	32,033	19,333	21,000	22,000
52069 PRINTING COSTS	200	200	200	200
Contract Services Total	43,045	30,730	32,189	33,458
Equipment Purchases				
54410 EQUIPMENT PURCHASES	5,200	5,200	8,600	8,000
Equipment Purchases Total	5,200	5,200	8,600	8,000
Fuel				
54103 GASOLINE (VEHICLE)	940	1,940	1,595	1,595
54104 DIESEL (VEHICLE)	1,565	2,265	2,295	2,295
Fuel Total	2,505	4,205	3,890	3,890
Materials and Supplies				
54095 SHOP SUPPLIES	27,069	46,069	36,550	37,550
54266 TOOLS	8,500	10,000	11,000	11,000
Materials and Supplies Total	35,569	56,069	47,550	48,550
Other				
51141 PROFESSIONAL DEVELOPMENT	12,500	12,500	22,810	23,359
59003 ADVERTISING	500	500	500	500
59048 LUNCHEONS	500	500	500	500
59059 MEMBERSHIP	1,385	885	1,335	1,335
59098 SUBSCRIPTIONS	11,715	11,715	11,536	11,842
59138 BUSINESS TRAVEL	0	271	0	0
Other Total	26,600	26,371	36,681	37,536

# Costing Center Budget Summary

Costing Center: GARAGE SERVICES

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
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	1,294,757	1,121,095	1,349,013	1,380,458
51084 OVERTIME SALARIES	30,400	92,400	35,000	45,000
51090 SHIFT DIFFERENTIAL	4,600	3,600	4,006	4,006
Salaries and Wages Total	1,329,757	1,217,095	1,388,019	1,429,464
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	(1,692,129)	(1,397,129)	(1,760,399)	(1,808,026)
59080 FLEET EQUIP MAINTENANCE	21,000	21,000	15,100	15,481
59334 INTERNAL CHARGES	201,954	201,954	196,887	200,577
59993 EQUIPMENT CAPITAL CONTRIBUTION	14,544	26,033	26,399	26,399
Transfers to/from Internal Accounts Total	(1,454,631)	(1,148,142)	(1,522,013)	(1,565,569)
Utilities				
53130 TELEPHONE	2,012	1,694	1,551	1,551
53295 RADIO COSTS	276	276	289	295
Utilities Total	2,288	1,970	1,840	1,846
<b>Total Expenditures</b>	<b>4,498</b>	<b>207,662</b>	<b>10,803</b>	<b>11,090</b>
<b>Net Total</b>	<b>2,377</b>	<b>(190,802)</b>	<b>0</b>	<b>0</b>
<b>Percentage Change</b>			<b>(100.00%)</b>	

# Costing Center Budget Summary

Costing Center: SCHOOL DIVISION EQUIPMENT

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42999    REVENUE	128,230	145,203	144,955	144,034
User Fees and Sales of Goods Total	128,230	145,203	144,955	144,034
<b>Total Revenues</b>	<b>128,230</b>	<b>145,203</b>	<b>144,955</b>	<b>144,034</b>
<b>Expenditures</b>				
Fuel				
54104    DIESEL (VEHICLE)	122,000	138,289	137,952	137,952
54125    DIESEL EXHAUST FLUID	124	124	100	100
Fuel Total	122,124	138,413	138,052	138,052
<b>Total Expenditures</b>	<b>122,124</b>	<b>138,413</b>	<b>138,052</b>	<b>138,052</b>
<b>Net Total</b>	<b>6,106</b>	<b>6,790</b>	<b>6,903</b>	<b>5,982</b>
<b>Percentage Change</b>			<b>13.05%</b>	

# 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: the Director of Transportation Services, the 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, Building Maintenance, Airport, Fleet, and Transit.

---

## 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. How departments are establishing their budgets will see minor changes in the accounts for 2023. 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	2023 Approved	2022 Approved	2022 Revised
0142 - OPERATIONS ADMINISTRATION	(560,877)	(602,677)	(593,471)
<b>TOTAL</b>	<b>(560,877)</b>	<b>(602,677)</b>	<b>(593,471)</b>

### Budget Analysis

The main change in Operations Administration is a reduction in salaries due to organizational restructuring.

For 2023, there are funds included to utilize a consultant support the development of a strategic plan for the Division.

# Costing Center Budget Summary

Costing Center: OPERATIONS ADMINISTRATION

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	850	131	4,000	0
Contract Services Total	850	131	4,000	0
Equipment Purchases				
54410    EQUIPMENT PURCHASES	5,200	4,691	2,200	1,500
Equipment Purchases Total	5,200	4,691	2,200	1,500
Fuel				
54103    GASOLINE (VEHICLE)	1,500	2,000	2,200	2,200
Fuel Total	1,500	2,000	2,200	2,200
Materials and Supplies				
54099    PARTS AND MATERIALS	6,500	6,000	6,500	6,500
Materials and Supplies Total	6,500	6,000	6,500	6,500
Other				
51141    PROFESSIONAL DEVELOPMENT	0	1,521	15,165	15,000
59048    LUNCHEONS	500	1,394	900	900
59059    MEMBERSHIP	0	315	705	705
59138    BUSINESS TRAVEL	1,000	200	300	300
Other Total	1,500	3,430	17,070	16,905
Salaries and Wages				
51083    REGULAR SALARIES	577,720	566,680	515,966	519,869
51084    OVERTIME SALARIES	500	150	250	250
Salaries and Wages Total	578,220	566,830	516,216	520,119
Transfers to/from Internal Accounts				
59080    FLEET EQUIP MAINTENANCE	4,500	4,500	5,200	5,315
59993    EQUIPMENT CAPITAL CONTRIBUTION	2,292	4,103	5,370	5,370
Transfers to/from Internal Accounts Total	6,792	8,603	10,570	10,685
Utilities				
53130    TELEPHONE	1,997	1,724	1,997	1,997
53295    RADIO COSTS	118	62	124	124
Utilities Total	2,115	1,786	2,121	2,121
<b>Total Expenditures</b>	<b>602,677</b>	<b>593,471</b>	<b>560,877</b>	<b>560,030</b>
<b>Net Total</b>	<b>(602,677)</b>	<b>(593,471)</b>	<b>(560,877)</b>	<b>(560,030)</b>
<b>Percentage Change</b>			<b>(6.94%)</b>	



# 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	2023 Approved	2022 Approved	2022 Revised
1791 - SURFACE DRAINAGE	(438,661)	(300,865)	(313,704)
1792 - STORM SEWERS	(90,359)	(84,342)	(80,248)
<b>TOTAL</b>	<b>(529,020)</b>	<b>(385,207)</b>	<b>(393,952)</b>

## Budget Analysis

In 2023, an additional position has been reallocated to drainage to address increasing demand to resolve drainage and surface drainage issues and concerns. Increased fuel costs also impact this department as the pumps deployed at various locations operate on diesel.

A pilot project is planned for 2023, to utilize silt socks on catch basins in areas of concern. These socks are intended to limit the amount of debris entering storm sewers, thus decreasing potential maintenance concerns. The department has retained an older excavator that was replaced adding an additional unit to the fleet. Having a second excavator, which will also be used for utility work, allows preventative maintenance of overland drainage infrastructure and for the creation of a sustainable annual program for such maintenance. Funds have been included for annual maintenance costs, as well as capital contributions for the future replacement of this equipment.

# Costing Center Budget Summary

Costing Center: SURFACE DRAINAGE

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Benefits				
51122    BOOT ALLOWANCE	219	219	270	270
Benefits Total	219	219	270	270
Contract Services				
52015    CONTRACTS	125,000	16,202	20,000	20,000
Contract Services Total	125,000	16,202	20,000	20,000
Equipment Purchases				
54410    EQUIPMENT PURCHASES	10,000	10,000	4,600	4,600
Equipment Purchases Total	10,000	10,000	4,600	4,600
Fuel				
54104    DIESEL (VEHICLE)	20,500	22,822	23,500	24,000
54125    DIESEL EXHAUST FLUID	200	0	200	200
54129    DIESEL (OPERATING)	18,000	61,412	39,100	40,000
Fuel Total	38,700	84,234	62,800	64,200
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				
59967    RESTORATION	1,000	1,000	1,000	1,000
Other Total	1,000	1,000	1,000	1,000
Salaries and Wages				
51083    REGULAR SALARIES	108,397	63,989	159,611	159,611
51983    SALARY CREDITS	0	(2,032)	0	0
Salaries and Wages Total	108,397	61,957	159,611	159,611
Transfers to/from Internal Accounts				
59001    SHOP RATE CHARGES	7,500	7,500	7,500	7,500
59080    FLEET EQUIP MAINTENANCE	46,000	46,000	47,400	48,646
59993    EQUIPMENT CAPITAL CONTRIBUTION	49,048	87,794	120,479	120,479
59997    TRANSFER FR RESERVES	(100,000)	(16,202)	0	0
Transfers to/from Internal Accounts Total	2,548	125,092	175,379	176,625
<b>Total Expenditures</b>	<b>300,865</b>	<b>313,704</b>	<b>438,661</b>	<b>443,307</b>
<b>Net Total</b>	<b>(300,865)</b>	<b>(313,704)</b>	<b>(438,661)</b>	<b>(443,307)</b>
<b>Percentage Change</b>			<b>45.80%</b>	

# Costing Center Budget Summary

Costing Center: STORM SEWERS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Benefits				
51122    BOOT ALLOWANCE	118	118	118	118
Benefits Total	118	118	118	118
Materials and Supplies				
54099    PARTS AND MATERIALS	13,000	13,000	15,000	17,000
Materials and Supplies Total	13,000	13,000	15,000	17,000
Other				
59967    RESTORATION	2,000	2,677	3,500	3,500
Other Total	2,000	2,677	3,500	3,500
Salaries and Wages				
51083    REGULAR SALARIES	69,224	64,453	71,741	71,741
Salaries and Wages Total	69,224	64,453	71,741	71,741
<b>Total Expenditures</b>	<b>84,342</b>	<b>80,248</b>	<b>90,359</b>	<b>92,359</b>
<b>Net Total</b>	<b>(84,342)</b>	<b>(80,248)</b>	<b>(90,359)</b>	<b>(92,359)</b>
<b>Percentage Change</b>			<b>7.13%</b>	

# 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	2023 Approved	2022 Approved	2022 Revised
0123 - MOSQUITO MITIGATION	(45,517)	(23,708)	(45,119)
0151 - PARKS OPERATIONS	(3,290,092)	(2,838,378)	(2,911,405)
0231 - CEMETERY OPERATIONS	(0)	257,521	252,019
0284 - REC CENTRE	(1,800)	250	(6,811)
0308 - JOINT USE OF SCHOOLS	(72,800)	(42,800)	(58,810)
1494 - ANDREWS FIELD OPERATIONS	(124,715)	(78,833)	(61,426)
<b>TOTAL</b>	<b>(3,534,924)</b>	<b>(2,725,947)</b>	<b>(2,831,553)</b>

## Budget Analysis

Significant changes in the Parks department include salary and wage increases in line with collective agreements and increased fuel costs for Parks vehicles and operating equipment. Additionally, security costs have increased for the mobile security patrols that include the cemetery and various greenspaces. An increase to projected revenues at the cemetery and reduced capital contributions due to funding received for a piece of equipment are favourable impacts.

Other items influencing the change in the Parks department include

- Funding for backlane lights included in 2022 removed for 2023
- Inclusion of funds for joint use school facility maintenance that was removed in 2022
- A reduction to the transfer from the Perpetual Care Reserve from 2022 to limit the transfer to the net operating costs of the Cemetery.
- Increases to Parks and Andrews Field Reserve contributions to maintain reserve levels to fund projects over the next five years

Operating projects included in the 2023 Parks department also include production of educational materials regarding the Tree Protection By-Law and funds for graffiti removal.

# Costing Center Budget Summary

Costing Center: MOSQUITO MITIGATION

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510    PROVINCIAL GOV'T	60,000	107,463	60,000	60,000
Conditional Government Transfers Total	60,000	107,463	60,000	60,000
<b>Total Revenues</b>	<b>60,000</b>	<b>107,463</b>	<b>60,000</b>	<b>60,000</b>
<b>Expenditures</b>				
Benefits				
51122    BOOT ALLOWANCE	134	232	148	148
Benefits Total	134	232	148	148
Contract Services				
52015    CONTRACTS	0	2,462	0	0
52081    EXTERNAL EQUIPMENT RENTAL	0	5,151	0	0
Contract Services Total	0	7,613	0	0
Fuel				
54103    GASOLINE (VEHICLE)	3,300	12,501	3,600	3,600
Fuel Total	3,300	12,501	3,600	3,600
Materials and Supplies				
54099    PARTS AND MATERIALS	2,000	1,626	3,500	3,500
Materials and Supplies Total	2,000	1,626	3,500	3,500
Other				
59003    ADVERTISING	0	181	200	200
59145    MOSQUITO SPRAYING	0	14,388	0	0
59639    VECTOR CONTROL	3,500	3,424	3,500	3,600
Other Total	3,500	17,993	3,700	3,800
Salaries and Wages				
51083    REGULAR SALARIES	53,538	75,850	64,822	64,822
51084    OVERTIME SALARIES	0	9,197	0	0
51090    SHIFT DIFFERENTIAL	0	224	0	0
Salaries and Wages Total	53,538	85,271	64,822	64,822
Transfers to/from Internal Accounts				
59080    FLEET EQUIP MAINTENANCE	13,500	13,500	15,900	16,257
59993    EQUIPMENT CAPITAL CONTRIBUTION	7,736	13,846	13,846	13,846
Transfers to/from Internal Accounts Total	21,236	27,346	29,746	30,103
<b>Total Expenditures</b>	<b>83,708</b>	<b>152,582</b>	<b>105,517</b>	<b>105,974</b>
<b>Net Total</b>	<b>(23,708)</b>	<b>(45,119)</b>	<b>(45,517)</b>	<b>(45,974)</b>
<b>Percentage Change</b>			<b>91.99%</b>	

# Costing Center Budget Summary

Costing Center: PARKS OPERATIONS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	12,259	143,043	18,284	18,284
43625 PROVINCE - DISEASED TREES	166,571	187,122	166,571	166,571
44500 FEDERAL GOV'T	0	9,000	0	0
Conditional Government Transfers Total	178,830	339,165	184,855	184,855
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	16,000	41,366	23,500	23,500
Income from Enterprises Total	16,000	41,366	23,500	23,500
User Fees and Sales of Goods				
42506 SCRAP METAL SALES	0	50	0	0
42999 REVENUE	0	5,315	0	0
User Fees and Sales of Goods Total	0	5,365	0	0
<b>Total Revenues</b>	<b>194,830</b>	<b>385,896</b>	<b>208,355</b>	<b>208,355</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	3,398	3,968	3,466	3,466
51123 PROTECTIVE CLOTHING	15,000	12,500	14,000	14,000
51210 LICENSES	2,500	2,500	2,500	2,500
51285 MEDICALS	360	1,000	600	600
Benefits Total	21,258	19,968	20,566	20,566
Chemicals				
54107 CHEMICALS	250	621	250	300
Chemicals Total	250	621	250	300
Contract Services				
52015 CONTRACTS	112,580	90,480	76,530	77,430
52028 GENERAL INSURANCE	4,229	4,229	5,079	5,181
52032 VEHICLE INSURANCE	1,100	1,100	1,400	1,400
52081 EXTERNAL EQUIPMENT RENTAL	1,750	5,891	2,500	2,500
52212 WORK ORDER CONTRACTS	45,000	13,000	45,000	45,000
Contract Services Total	164,659	114,700	130,509	131,511
Equipment Purchases				
54410 EQUIPMENT PURCHASES	13,000	10,000	13,000	14,000
59036 SAFETY EQUIPMENT	0	1,000	500	500
Equipment Purchases Total	13,000	11,000	13,500	14,500
Fuel				
54103 GASOLINE (VEHICLE)	30,000	37,000	40,000	40,000
54104 DIESEL (VEHICLE)	25,000	41,000	45,000	45,000
54125 DIESEL EXHAUST FLUID	200	200	225	225
54128 GASOLINE (OPERATING)	21,000	33,361	35,000	35,000
54129 DIESEL (OPERATING)	20,000	28,100	30,000	30,000
Fuel Total	96,200	139,661	150,225	150,225
Grants and Contributions				
55024 OTHER GRANTS	0	9,000	0	0
Grants and Contributions Total	0	9,000	0	0



# Costing Center Budget Summary

Costing Center: PARKS OPERATIONS

		2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
Materials and Supplies					
54062	LIABILITY CLAIMS	0	3,249	0	0
54099	PARTS AND MATERIALS	254,594	260,594	264,094	267,094
54118	OFFICE SUPPLIES	6,200	6,200	7,200	7,200
54228	PROPANE	2,500	2,500	2,500	2,500
54257	WORK ORDER PARTS & MATERIALS	3,000	3,000	3,000	3,000
Materials and Supplies Total		266,294	275,543	276,794	279,794
Other					
51141	PROFESSIONAL DEVELOPMENT	1,675	2,075	8,658	8,158
59003	ADVERTISING	650	366	5,650	650
59048	LUNCHEONS	0	655	750	750
59059	MEMBERSHIP	75	0	0	0
59138	BUSINESS TRAVEL	800	800	800	800
59501	GREEN SPACE MAINTENANCE	70,000	15,000	65,000	65,000
Other Total		73,200	18,896	80,858	75,358
Reserve Appropriation					
58508	EQUIPMENT REPLACEMENT B/L 3675	0	20,859	0	0
58537	PARKS RESERVE B/L	0	76,241	150,000	150,000
58559	GENERAL GAS TAX RESERVE B/L	0	79,116	0	0
Reserve Appropriation Total		0	176,216	150,000	150,000
Salaries and Wages					
51083	REGULAR SALARIES	1,847,992	1,796,969	1,981,150	1,998,514
51084	OVERTIME SALARIES	20,000	35,000	26,000	27,000
51090	SHIFT DIFFERENTIAL	1,500	2,000	1,500	1,500
Salaries and Wages Total		1,869,492	1,833,969	2,008,650	2,027,014
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	3,000	3,000	3,000	3,000
59080	FLEET EQUIP MAINTENANCE	184,400	184,400	198,200	202,997
59248	DISPOSAL SITE CHARGE	65,000	55,000	55,000	55,000
59993	EQUIPMENT CAPITAL CONTRIBUTION	229,007	404,781	360,533	387,194
Transfers to/from Internal Accounts Total		481,407	647,181	616,733	648,191
Utilities					
53046	POWER	24,150	24,150	23,900	24,100
53130	TELEPHONE	6,887	8,187	6,887	6,887
53150	WATER	15,000	15,000	18,000	22,000
53295	RADIO COSTS	1,410	3,209	1,575	1,575
Utilities Total		47,447	50,546	50,362	54,562
<b>Total Expenditures</b>		<b>3,033,208</b>	<b>3,297,301</b>	<b>3,498,447</b>	<b>3,552,021</b>
<b>Net Total</b>		<b>(2,838,378)</b>	<b>(2,911,405)</b>	<b>(3,290,092)</b>	<b>(3,343,666)</b>
<b>Percentage Change</b>				<b>15.91%</b>	

# Costing Center Budget Summary

Costing Center: CEMETERY OPERATIONS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42060 ADMIN FEE REVENUE	500	500	500	500
42327 CEMETERY PLOT SALES	92,000	84,000	92,000	92,000
42328 CEMETERY INTERMENT FEES	100,000	135,000	140,000	140,000
42329 CEMETERY FOUNDATION FEES	20,000	18,000	22,000	22,000
42330 CEMETERY COLUMBARIUM SALES	172,000	123,000	150,000	150,000
User Fees and Sales of Goods Total	384,500	360,500	404,500	404,500
<b>Total Revenues</b>	<b>384,500</b>	<b>360,500</b>	<b>404,500</b>	<b>404,500</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	475	475	453	453
51123 PROTECTIVE CLOTHING	1,000	1,000	1,000	1,000
Benefits Total	1,475	1,475	1,453	1,453
Contract Services				
52015 CONTRACTS	20,052	20,052	19,062	19,215
52028 GENERAL INSURANCE	310	310	341	348
52387 BANK PROCESSING FEES	730	730	800	825
54226 INSCRIPTIONS	18,000	14,000	18,000	19,000
Contract Services Total	39,092	35,092	38,203	39,388
Equipment Purchases				
54410 EQUIPMENT PURCHASES	2,200	2,200	2,500	3,000
Equipment Purchases Total	2,200	2,200	2,500	3,000
Fuel				
54128 GASOLINE (OPERATING)	6,500	6,860	8,000	8,500
54129 DIESEL (OPERATING)	2,500	4,322	5,000	6,000
Fuel Total	9,000	11,182	13,000	14,500
Materials and Supplies				
54062 LIABILITY CLAIMS	0	542	0	0
54099 PARTS AND MATERIALS	27,000	22,000	20,000	20,000
Materials and Supplies Total	27,000	22,542	20,000	20,000
Other				
59003 ADVERTISING	3,000	2,530	3,250	3,250
59059 MEMBERSHIP	242	242	242	242
Other Total	3,242	2,772	3,492	3,492
Reserve Appropriation				
58519 PERPETUAL CARE B/L 6562	76,800	72,000	80,800	80,800
Reserve Appropriation Total	76,800	72,000	80,800	80,800
Salaries and Wages				
51083 REGULAR SALARIES	293,133	270,530	290,022	299,726
51084 OVERTIME SALARIES	5,000	5,000	5,000	5,000
Salaries and Wages Total	298,133	275,530	295,022	304,726
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	500	500	0	0
59080 FLEET EQUIP MAINTENANCE	17,750	17,750	15,200	15,508

# Costing Center Budget Summary

Costing Center: CEMETERY OPERATIONS

		2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
59248	DISPOSAL SITE CHARGE	100	341	200	200
59993	EQUIPMENT CAPITAL CONTRIBUTION	21,408	38,318	39,622	40,978
59997	TRANSFER FR RESERVES	(383,000)	(383,000)	(116,570)	(131,324)
Transfers to/from Internal Accounts Total		(343,242)	(326,091)	(61,548)	(74,638)
Utilities					
53046	POWER	9,000	7,500	7,300	7,300
53130	TELEPHONE	1,279	1,279	1,279	1,279
53150	WATER	3,000	3,000	3,000	3,200
Utilities Total		13,279	11,779	11,579	11,779
Total Expenditures		126,979	108,481	404,500	404,500
Net Total		257,521	252,019	0	0
Percentage Change				(100.00%)	

# Costing Center Budget Summary

Costing Center: REC CENTRE

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42152 EQUIPMENT RENTAL REVENUE	30,000	30,000	30,000	30,000
42999 REVENUE	34,500	34,500	34,500	34,500
User Fees and Sales of Goods Total	64,500	64,500	64,500	64,500
<b>Total Revenues</b>	<b>64,500</b>	<b>64,500</b>	<b>64,500</b>	<b>64,500</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	250	0	300	300
52696 FLOOD CONTRACTS	0	5,311	0	0
Contract Services Total	250	5,311	300	300
Reserve Appropriation				
58542 RECREATION CENTRE B/L 4750	55,000	55,000	55,000	55,000
Reserve Appropriation Total	55,000	55,000	55,000	55,000
Utilities				
53046 POWER	9,000	11,000	11,000	11,000
Utilities Total	9,000	11,000	11,000	11,000
<b>Total Expenditures</b>	<b>64,250</b>	<b>71,311</b>	<b>66,300</b>	<b>66,300</b>
<b>Net Total</b>	<b>250</b>	<b>(6,811)</b>	<b>(1,800)</b>	<b>(1,800)</b>
<b>Percentage Change</b>			<b>(820.00%)</b>	

# Costing Center Budget Summary

Costing Center: JOINT USE OF SCHOOLS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42999    REVENUE	79,200	39,600	79,200	79,200
User Fees and Sales of Goods Total	79,200	39,600	79,200	79,200
<b>Total Revenues</b>	<b>79,200</b>	<b>39,600</b>	<b>79,200</b>	<b>79,200</b>
<b>Expenditures</b>				
Contract Services				
52079    BUILDING RENTAL	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				
59450    SCHOOL FACILITIES MAINTENANCE	0	12,410	30,000	30,000
Other Total	0	12,410	30,000	30,000
<b>Total Expenditures</b>	<b>122,000</b>	<b>98,410</b>	<b>152,000</b>	<b>152,000</b>
<b>Net Total</b>	<b>(42,800)</b>	<b>(58,810)</b>	<b>(72,800)</b>	<b>(72,800)</b>
<b>Percentage Change</b>			<b>70.09%</b>	

# Costing Center Budget Summary

Costing Center: ANDREWS FIELD OPERATIONS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	25,124	25,124	25,549	25,549
52028    GENERAL INSURANCE	1,209	1,209	1,166	1,189
Contract Services Total	26,333	26,333	26,715	26,738
Materials and Supplies				
54099    PARTS AND MATERIALS	12,500	2,500	8,000	9,000
Materials and Supplies Total	12,500	2,500	8,000	9,000
Reserve Appropriation				
58540    ANDREWS FIELD RESERVE B/L	20,000	20,000	65,000	65,000
Reserve Appropriation Total	20,000	20,000	65,000	65,000
Utilities				
53150    WATER	20,000	12,593	25,000	25,000
Utilities Total	20,000	12,593	25,000	25,000
<b>Total Expenditures</b>	<b>78,833</b>	<b>61,426</b>	<b>124,715</b>	<b>125,738</b>
<b>Net Total</b>	<b>(78,833)</b>	<b>(61,426)</b>	<b>(124,715)</b>	<b>(125,738)</b>
<b>Percentage Change</b>			<b>58.20%</b>	

# 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 purview 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 2023 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	2023 Approved	2022 Approved	2022 Revised
0371 - OUTDOOR POOLS	(330,930)	(255,649)	(277,306)
1413 - CITY WIDE INITIATIVES	(447,564)	(369,803)	(362,351)
1414 - RECREATION	(317,898)	(290,207)	(283,339)
1415 - RECREATION HUB EAST	(177,382)	(204,616)	(164,365)
1416 - RECREATION HUB NORTH	(118,389)	(137,856)	(97,592)
1417 - RECREATION HUB WEST	(181,627)	(196,905)	(172,037)
<b>TOTAL</b>	<b>(1,573,790)</b>	<b>(1,455,037)</b>	<b>(1,356,991)</b>

## Budget Analysis

A contributor to the increase in the Recreation budget for 2023 is increased water costs for the City's outdoor pool and spray parks. This increase is partially driven by increased water rates, as well as an increase in consumption from previous year's budgets because of extended operating hours and system issues. The proposed consumption for 2023 is in line with 2022 consumption.

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.

2023 operating projects and purchases include:

- Security Camera Systems for the Youth Centre
- Flower boxes for Community Centers
- Creation of a Community Gardens project in Ward 1
- New community gardens at Westview Park
- Two additional printing sessions of the Leisure Guide
- New diving board for the Kinsmen Pool



# Costing Center Budget Summary

Costing Center: OUTDOOR POOLS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42999    REVENUE	26,250	21,081	29,650	29,650
User Fees and Sales of Goods Total	26,250	21,081	29,650	29,650
<b>Total Revenues</b>	<b>26,250</b>	<b>21,081</b>	<b>29,650</b>	<b>29,650</b>
<b>Expenditures</b>				
Benefits				
51100    UNIFORMS	950	25	950	950
51146    CLOTHING ALLOWANCE	110	0	0	0
Benefits Total	1,060	25	950	950
Chemicals				
54107    CHEMICALS	14,000	8,091	12,000	12,000
Chemicals Total	14,000	8,091	12,000	12,000
Contract Services				
52015    CONTRACTS	1,800	6,435	3,000	3,000
52020    PROFESSIONAL FEES	576	0	288	288
52028    GENERAL INSURANCE	189	189	194	197
Contract Services Total	2,565	6,624	3,482	3,485
Equipment Purchases				
54410    EQUIPMENT PURCHASES	5,050	417	5,800	1,300
Equipment Purchases Total	5,050	417	5,800	1,300
Materials and Supplies				
54099    PARTS AND MATERIALS	20,350	40,322	26,100	26,100
Materials and Supplies Total	20,350	40,322	26,100	26,100
Other				
51141    PROFESSIONAL DEVELOPMENT	250	0	0	0
59138    BUSINESS TRAVEL	500	335	500	500
59427    SIGNAGE	400	447	500	500
Other Total	1,150	782	1,000	1,000
Salaries and Wages				
51083    REGULAR SALARIES	132,101	83,092	128,496	128,857
51084    OVERTIME SALARIES	400	85	400	400
51090    SHIFT DIFFERENTIAL	1,512	348	400	400
Salaries and Wages Total	134,013	83,525	129,296	129,657
Utilities				
53025    HEAT	2,515	2,515	3,000	3,000
53046    POWER	5,900	3,276	3,500	3,500
53130    TELEPHONE	297	279	452	452
53150    WATER	95,000	152,532	175,000	175,000
Utilities Total	103,712	158,602	181,952	181,952
<b>Total Expenditures</b>	<b>281,899</b>	<b>298,387</b>	<b>360,580</b>	<b>356,444</b>
<b>Net Total</b>	<b>(255,649)</b>	<b>(277,306)</b>	<b>(330,930)</b>	<b>(326,794)</b>
<b>Percentage Change</b>			<b>29.45%</b>	

# Costing Center Budget Summary

Costing Center: CITY WIDE INITIATIVES

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	5,000	7,000	7,000	5,000
Conditional Government Transfers Total	5,000	7,000	7,000	5,000
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	46,000	64,716	46,500	46,500
Income from Enterprises Total	46,000	64,716	46,500	46,500
User Fees and Sales of Goods				
42999 REVENUE	17,450	17,186	17,150	19,450
User Fees and Sales of Goods Total	17,450	17,186	17,150	19,450
<b>Total Revenues</b>	<b>68,450</b>	<b>88,902</b>	<b>70,650</b>	<b>70,950</b>
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	2,150	2,670	2,450	2,450
Benefits Total	2,150	2,670	2,450	2,450
Contract Services				
52015 CONTRACTS	49,580	36,933	68,330	64,330
52020 PROFESSIONAL FEES	1,440	1,440	1,584	1,584
52069 PRINTING COSTS	3,100	2,850	6,800	1,800
52079 BUILDING RENTAL	7,090	7,080	9,450	9,450
52081 EXTERNAL EQUIPMENT RENTAL	4,000	4,000	4,000	4,200
Contract Services Total	65,210	52,303	90,164	81,364
Equipment Purchases				
54410 EQUIPMENT PURCHASES	15,750	24,016	10,750	12,750
Equipment Purchases Total	15,750	24,016	10,750	12,750
Materials and Supplies				
54099 PARTS AND MATERIALS	31,800	34,300	39,850	26,850
54149 SUPPLIES	7,000	7,700	8,000	8,000
Materials and Supplies Total	38,800	42,000	47,850	34,850
Other				
51141 PROFESSIONAL DEVELOPMENT	2,500	1,500	3,100	3,100
59003 ADVERTISING	6,950	6,800	8,200	8,200
59048 LUNCHEONS	3,250	1,450	2,800	2,500
59059 MEMBERSHIP	300	1,110	350	350
59098 SUBSCRIPTIONS	446	937	624	624
59138 BUSINESS TRAVEL	600	600	900	900
59142 REGISTRATION FEES	475	525	525	525
59241 SPECIAL PROGRAMS	26,000	26,000	33,200	26,000
Other Total	40,521	38,922	49,699	42,199
Salaries and Wages				
51026 INDEMNITY & HONORARIUM	400	400	500	500
51083 REGULAR SALARIES	267,494	285,444	307,130	308,187
51084 OVERTIME SALARIES	3,600	3,600	4,200	4,200
51090 SHIFT DIFFERENTIAL	2,050	50	2,050	2,050
Salaries and Wages Total	273,544	289,494	313,880	314,937

# Costing Center Budget Summary

Costing Center: CITY WIDE INITIATIVES

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
Utilities				
53130 TELEPHONE	948	948	2,291	2,291
53150 WATER	1,330	900	1,330	1,330
Utilities Total	2,278	1,848	3,621	3,621
<b>Total Expenditures</b>	<b>438,253</b>	<b>451,253</b>	<b>518,414</b>	<b>492,171</b>
<b>Net Total</b>	<b>(369,803)</b>	<b>(362,351)</b>	<b>(447,764)</b>	<b>(421,221)</b>
<b>Percentage Change</b>			<b>21.08%</b>	

# Costing Center Budget Summary

Costing Center: RECREATION

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52032 VEHICLE INSURANCE	54	54	54	0
52069 PRINTING COSTS	3,398	5,733	4,058	4,058
Contract Services Total	3,452	5,787	4,112	4,058
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	289	1,000	0
Equipment Purchases Total	0	289	1,000	0
Fuel				
54103 GASOLINE (VEHICLE)	1,000	1,450	1,000	1,000
Fuel Total	1,000	1,450	1,000	1,000
Materials and Supplies				
54099 PARTS AND MATERIALS	2,000	2,000	2,500	2,500
54118 OFFICE SUPPLIES	917	1,167	1,387	1,037
Materials and Supplies Total	2,917	3,167	3,887	3,537
Other				
51141 PROFESSIONAL DEVELOPMENT	3,427	5,072	15,200	15,052
59048 LUNCHEONS	405	453	525	525
59059 MEMBERSHIP	1,150	725	1,025	1,025
59098 SUBSCRIPTIONS	380	486	380	380
59138 BUSINESS TRAVEL	1,800	920	1,800	1,800
Other Total	7,162	7,656	18,930	18,782
Salaries and Wages				
51083 REGULAR SALARIES	264,972	247,971	274,532	274,981
51084 OVERTIME SALARIES	2,000	5,500	3,500	3,500
Salaries and Wages Total	266,972	253,471	278,032	278,481
Transfers to/from Internal Accounts				
59080 FLEET EQUIP MAINTENANCE	4,600	4,600	3,600	3,675
59993 EQUIPMENT CAPITAL CONTRIBUTION	2,552	4,568	4,568	4,568
Transfers to/from Internal Accounts Total	7,152	9,168	8,168	8,243
Utilities				
53130 TELEPHONE	1,552	2,351	2,769	2,552
Utilities Total	1,552	2,351	2,769	2,552
<b>Total Expenditures</b>	<b>290,207</b>	<b>283,339</b>	<b>317,898</b>	<b>316,653</b>
<b>Net Total</b>	<b>(290,207)</b>	<b>(283,339)</b>	<b>(317,898)</b>	<b>(316,653)</b>
<b>Percentage Change</b>			<b>9.54%</b>	

# Costing Center Budget Summary

Costing Center: RECREATION HUB EAST

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	0	1,666	0	0
Conditional Government Transfers Total	0	1,666	0	0
User Fees and Sales of Goods				
42999 REVENUE	25,280	35,238	31,177	34,294
User Fees and Sales of Goods Total	25,280	35,238	31,177	34,294
<b>Total Revenues</b>	<b>25,280</b>	<b>36,904</b>	<b>31,177</b>	<b>34,294</b>
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	400	0	400	400
Benefits Total	400	0	400	400
Contract Services				
52015 CONTRACTS	4,150	5,481	4,590	4,804
52020 PROFESSIONAL FEES	288	0	288	288
52069 PRINTING COSTS	0	530	0	0
52079 BUILDING RENTAL	2,175	425	580	609
Contract Services Total	6,613	6,436	5,458	5,701
Equipment Purchases				
54410 EQUIPMENT PURCHASES	2,070	2,617	0	0
Equipment Purchases Total	2,070	2,617	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	6,575	9,675	6,740	6,027
Materials and Supplies Total	6,575	9,675	6,740	6,027
Other				
51141 PROFESSIONAL DEVELOPMENT	3,334	2,219	4,409	4,409
59003 ADVERTISING	1,000	1,000	1,000	1,000
59048 LUNCHEONS	250	0	200	200
59138 BUSINESS TRAVEL	600	300	600	600
Other Total	5,184	3,519	6,209	6,209
Salaries and Wages				
51083 REGULAR SALARIES	206,167	174,658	185,775	186,211
51084 OVERTIME SALARIES	800	2,600	1,500	1,500
51090 SHIFT DIFFERENTIAL	200	50	200	200
Salaries and Wages Total	207,167	177,308	187,475	187,911
Utilities				
53130 TELEPHONE	1,887	1,714	2,277	1,100
Utilities Total	1,887	1,714	2,277	1,100
<b>Total Expenditures</b>	<b>229,896</b>	<b>201,269</b>	<b>208,559</b>	<b>207,348</b>
<b>Net Total</b>	<b>(204,616)</b>	<b>(164,365)</b>	<b>(177,382)</b>	<b>(173,054)</b>
<b>Percentage Change</b>			<b>(13.31%)</b>	

# Costing Center Budget Summary

Costing Center: RECREATION HUB NORTH

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42999 REVENUE	68,930	81,875	76,796	80,635
User Fees and Sales of Goods Total	68,930	81,875	76,796	80,635
<b>Total Revenues</b>	<b>68,930</b>	<b>81,875</b>	<b>76,796</b>	<b>80,635</b>
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	500	500	500	500
Benefits Total	500	500	500	500
Contract Services				
52015 CONTRACTS	4,150	1,258	1,200	1,230
52020 PROFESSIONAL FEES	360	144	360	360
52079 BUILDING RENTAL	2,350	0	1,000	1,025
Contract Services Total	6,860	1,402	2,560	2,615
Materials and Supplies				
54099 PARTS AND MATERIALS	13,450	7,600	8,750	7,943
Materials and Supplies Total	13,450	7,600	8,750	7,943
Other				
51141 PROFESSIONAL DEVELOPMENT	1,413	737	1,258	1,258
59003 ADVERTISING	1,000	1,000	1,000	1,000
59048 LUNCHEONS	300	100	300	300
59138 BUSINESS TRAVEL	600	60	400	400
Other Total	3,313	1,897	2,958	2,958
Salaries and Wages				
51083 REGULAR SALARIES	179,836	163,683	178,333	179,077
51084 OVERTIME SALARIES	800	2,250	800	800
51090 SHIFT DIFFERENTIAL	250	300	250	250
Salaries and Wages Total	180,886	166,233	179,383	180,127
Utilities				
53130 TELEPHONE	1,777	1,835	1,034	1,034
Utilities Total	1,777	1,835	1,034	1,034
<b>Total Expenditures</b>	<b>206,786</b>	<b>179,467</b>	<b>195,185</b>	<b>195,177</b>
<b>Net Total</b>	<b>(137,856)</b>	<b>(97,592)</b>	<b>(118,389)</b>	<b>(114,542)</b>
<b>Percentage Change</b>			<b>(14.12%)</b>	

# Costing Center Budget Summary

Costing Center: RECREATION HUB WEST

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	418	0	0	0
Income from Enterprises Total	418	0	0	0
User Fees and Sales of Goods				
42999 REVENUE	25,280	18,472	26,784	29,462
User Fees and Sales of Goods Total	25,280	18,472	26,784	29,462
<b>Total Revenues</b>	<b>25,698</b>	<b>18,472</b>	<b>26,784</b>	<b>29,462</b>
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	180	0	300	300
Benefits Total	180	0	300	300
Contract Services				
52015 CONTRACTS	4,150	4,180	3,890	4,084
52020 PROFESSIONAL FEES	216	227	216	216
52079 BUILDING RENTAL	4,225	400	1,540	1,617
52081 EXTERNAL EQUIPMENT RENTAL	0	140	0	0
Contract Services Total	8,591	4,947	5,646	5,917
Equipment Purchases				
54410 EQUIPMENT PURCHASES	250	0	0	0
Equipment Purchases Total	250	0	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	6,575	5,525	6,770	6,058
Materials and Supplies Total	6,575	5,525	6,770	6,058
Other				
51141 PROFESSIONAL DEVELOPMENT	2,413	1,641	3,716	3,716
59003 ADVERTISING	1,000	1,000	1,000	100
59048 LUNCHEONS	200	100	200	200
59138 BUSINESS TRAVEL	600	150	600	600
Other Total	4,213	2,891	5,516	4,616
Salaries and Wages				
51083 REGULAR SALARIES	199,770	171,997	186,158	186,158
51084 OVERTIME SALARIES	800	3,000	1,500	1,500
51090 SHIFT DIFFERENTIAL	250	175	200	200
Salaries and Wages Total	200,820	175,172	187,858	187,858
Utilities				
53130 TELEPHONE	1,974	1,974	2,321	1,144
Utilities Total	1,974	1,974	2,321	1,144
<b>Total Expenditures</b>	<b>222,603</b>	<b>190,509</b>	<b>208,411</b>	<b>205,893</b>
<b>Net Total</b>	<b>(196,905)</b>	<b>(172,037)</b>	<b>(181,627)</b>	<b>(176,431)</b>
<b>Percentage Change</b>			<b>(7.76%)</b>	

# 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, raquetball courts, outdoor track and room rentals. The Sportsplex employs 43 staff members, including facility operators, cleaners, clerical staff and program staff.

---

## Objectives

---

The Sportsplex supports recreation opportunities in Brandon through programming and rental of the facility. Improved customer service, maintenance planning and efficiencies are areas of focus for 2023. A newly implemented recreation software system, staff training and standardized maintenance forms will be used to meet these goals.



# SPORTSPLEX

Budget Manager: Perry Roque, Director of Parks & Recreation

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
0292 - SPORTSPLEX GENERAL FACILITY	(1,561,709)	(1,627,134)	(1,601,499)
0296 - SPORTSPLEX POOL	71,528	83,116	30,782
2426 - SPORTSPLEX ARENA	421,134	506,140	315,342
<b>TOTAL</b>	<b>(1,069,047)</b>	<b>(1,037,877)</b>	<b>(1,255,374)</b>

## Budget Analysis

Notable factors in the 2023 Sportsplex budget include a decrease in user fees collected, driven primarily from reduced ice rentals. Sport rental reductions have been partially offset by increased public skate revenue as there is more opportunity to offer that service. Within pool revenues, additional revenues are expected from swim lessons however, this will be partially offset by lower public swim revenues.

Operating projects planned for the Sportsplex include the replacement of two hockey nets and lawn maintenance equipment. An award was also made for the canteen operations starting in 2023, however based on the compensation model of the agreement, no commissions are expected to be earned in 2023.

# Costing Center Budget Summary

Costing Center: SPORTSPLEX GENERAL FACILITY

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Other Income				
42365 COMMISSION REVENUES	5,588	1,988	1,900	1,900
Other Income Total	5,588	1,988	1,900	1,900
User Fees and Sales of Goods				
42060 ADMIN FEE REVENUE	1,200	960	750	750
42142 MERCHANDISE SALES	2,500	2,750	2,000	2,000
42153 COURT FEE REVENUE	7,200	12,162	13,318	13,679
42169 LOCKER REVENUE	7,800	4,855	6,000	6,000
42172 TRACK REVENUE	8,543	10,000	9,975	10,174
42195 ROOM RENTALS	24,148	13,718	15,980	16,300
42390 ADVERTISING REVENUE	5,875	4,875	5,080	5,120
42412 MEMBERSHIP REVENUES	20,000	21,000	18,000	18,000
User Fees and Sales of Goods Total	77,266	70,320	71,103	72,023
<b>Total Revenues</b>	<b>82,854</b>	<b>72,308</b>	<b>73,003</b>	<b>73,923</b>
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	3,668	3,668	5,360	5,360
51122 BOOT ALLOWANCE	908	1,241	2,274	2,274
51123 PROTECTIVE CLOTHING	2,220	1,620	1,340	2,374
51285 MEDICALS	40	40	40	40
Benefits Total	6,836	6,569	9,014	10,048
Contract Services				
52015 CONTRACTS	7,838	8,975	6,613	6,613
52020 PROFESSIONAL FEES	2,470	2,430	2,015	2,415
52028 GENERAL INSURANCE	11,357	11,357	11,686	11,920
52043 EXTERNAL LAUNDRY	936	1,812	1,740	1,740
52054 MAINT OF EQUIP EXT	40,000	33,700	40,000	40,000
52081 EXTERNAL EQUIPMENT RENTAL	2,000	1,400	1,000	1,000
Contract Services Total	64,601	59,674	63,054	63,688
Equipment Purchases				
54410 EQUIPMENT PURCHASES	7,500	6,210	2,950	1,000
59036 SAFETY EQUIPMENT	409	1,276	1,209	10,209
Equipment Purchases Total	7,909	7,486	4,159	11,209
Fuel				
54103 GASOLINE (VEHICLE)	600	1,000	1,000	1,000
Fuel Total	600	1,000	1,000	1,000
Materials and Supplies				
54099 PARTS AND MATERIALS	25,000	21,000	30,000	30,000
54118 OFFICE SUPPLIES	7,710	11,410	7,910	7,910
54266 TOOLS	1,700	640	1,500	1,500
54274 EQUIPMENT PARTS	4,000	288	0	0
54275 JANITORIAL SUPPLIES	10,000	10,000	10,000	10,000
54397 INVENTORY PURCHASES	1,200	1,950	1,000	1,000
Materials and Supplies Total	49,610	45,288	50,410	50,410

# Costing Center Budget Summary

Costing Center: SPORTSPLEX GENERAL FACILITY

		2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
Other					
51141	PROFESSIONAL DEVELOPMENT	2,784	3,319	5,714	5,500
59048	LUNCHEONS	400	530	500	500
59138	BUSINESS TRAVEL	750	1,150	750	750
59354	PROGRAM ADVERTISING	9,500	7,000	8,000	8,000
Other Total		13,434	11,999	14,964	14,750
Reserve Appropriation					
58512	SPORTSPLEX MAINTENANCE B/L5066	500,000	500,000	400,000	400,000
Reserve Appropriation Total		500,000	500,000	400,000	400,000
Salaries and Wages					
51083	REGULAR SALARIES	745,418	717,557	771,375	773,486
51084	OVERTIME SALARIES	14,000	31,500	18,000	18,000
51090	SHIFT DIFFERENTIAL	8,500	8,500	8,500	8,500
Salaries and Wages Total		767,918	757,557	797,875	799,986
Utilities					
53025	HEAT	72,670	110,723	120,200	120,200
53046	POWER	182,047	138,147	132,700	132,700
53130	TELEPHONE	2,212	2,730	2,836	2,836
53150	WATER	42,151	32,634	38,500	38,500
Utilities Total		299,080	284,234	294,236	294,236
<b>Total Expenditures</b>		<b>1,709,988</b>	<b>1,673,807</b>	<b>1,634,712</b>	<b>1,645,327</b>
<b>Net Total</b>		<b>(1,627,134)</b>	<b>(1,601,499)</b>	<b>(1,561,709)</b>	<b>(1,571,404)</b>
<b>Percentage Change</b>				<b>(4.02%)</b>	

# Costing Center Budget Summary

Costing Center: SPORTSPLEX POOL

		2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>					
User Fees and Sales of Goods					
42113	PROGRAMS REVENUE	80,163	57,289	67,196	68,539
42168	LANE RENTAL	565	324	0	0
42175	PUBLIC SWIM REVENUE	125,085	97,784	98,477	100,446
42176	SWIM PASS REVENUE	18,077	17,017	35,236	35,940
42178	FULL POOL RENTAL	50,895	27,597	39,711	40,736
42181	HALF POOL RENTAL	22,474	33,730	30,228	30,701
42183	QUARTER POOL - RENTAL	3,931	1,823	2,410	2,458
42184	LIFEGUARD CHARGES	36,043	22,125	34,449	35,137
42185	SWIM LESSONS	200,423	249,344	246,670	251,603
42384	WATERSLIDE	0	1,697	1,700	1,700
User Fees and Sales of Goods Total		537,656	508,730	556,077	567,260
<b>Total Revenues</b>		<b>537,656</b>	<b>508,730</b>	<b>556,077</b>	<b>567,260</b>
<b>Expenditures</b>					
Benefits					
51100	UNIFORMS	1,000	500	1,000	1,000
51122	BOOT ALLOWANCE	0	20	0	0
51146	CLOTHING ALLOWANCE	1,040	1,040	1,040	1,040
Benefits Total		2,040	1,560	2,040	2,040
Chemicals					
54107	CHEMICALS	7,000	11,000	7,500	7,500
54109	CHLORINE	6,275	7,545	7,145	7,287
Chemicals Total		13,275	18,545	14,645	14,787
Contract Services					
52015	CONTRACTS	0	340	0	0
52054	MAINT OF EQUIP EXT	2,000	11,392	5,000	4,000
52387	BANK PROCESSING FEES	15,000	20,750	20,000	20,000
Contract Services Total		17,000	32,482	25,000	24,000
Equipment Purchases					
54410	EQUIPMENT PURCHASES	0	230	0	0
Equipment Purchases Total		0	230	0	0
Materials and Supplies					
54099	PARTS AND MATERIALS	4,500	13,075	9,000	9,000
54124	PROGRAM EXPENSES	14,086	14,086	10,035	11,119
Materials and Supplies Total		18,586	27,161	19,035	20,119
Other					
51141	PROFESSIONAL DEVELOPMENT	6,519	4,569	6,171	6,171
59059	MEMBERSHIP	150	150	200	200
Other Total		6,669	4,719	6,371	6,371
Salaries and Wages					
51083	REGULAR SALARIES	390,825	374,406	410,513	422,971
51084	OVERTIME SALARIES	1,200	13,600	2,000	2,000
51090	SHIFT DIFFERENTIAL	4,500	4,800	4,500	4,500
Salaries and Wages Total		396,525	392,806	417,013	429,471

# Costing Center Budget Summary

Costing Center: SPORTSPLEX POOL

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
Utilities				
53130 TELEPHONE	445	445	445	444
Utilities Total	445	445	445	444
<b>Total Expenditures</b>	<b>454,540</b>	<b>477,948</b>	<b>484,549</b>	<b>497,232</b>
<b>Net Total</b>	<b>83,116</b>	<b>30,782</b>	<b>71,528</b>	<b>70,028</b>
<b>Percentage Change</b>			<b>(13.94%)</b>	

# Costing Center Budget Summary

Costing Center: SPORTSPLEX ARENA

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42113 PROGRAMS REVENUE	32,760	31,626	29,830	30,195
42193 SPORT RENTAL	481,829	303,551	400,278	408,283
42195 ROOM RENTALS	5,728	1,026	1,684	1,716
42196 PUBLIC SKATING	29,256	53,354	47,800	48,315
42197 SCHOOL PASSES	500	0	500	500
User Fees and Sales of Goods Total	550,073	389,557	480,092	489,009
<b>Total Revenues</b>	<b>550,073</b>	<b>389,557</b>	<b>480,092</b>	<b>489,009</b>
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	350	350	350	350
Benefits Total	350	350	350	350
Contract Services				
52020 PROFESSIONAL FEES	288	288	144	144
52028 GENERAL INSURANCE	484	484	477	487
52054 MAINT OF EQUIP EXT	7,000	30,000	16,000	12,000
52081 EXTERNAL EQUIPMENT RENTAL	1,500	0	0	1,000
52282 BLADE SHARPENING	3,328	3,889	3,328	3,328
Contract Services Total	12,600	34,661	19,949	16,959
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	12,691	8,000	0
Equipment Purchases Total	0	12,691	8,000	0
Materials and Supplies				
54099 PARTS AND MATERIALS	13,076	13,076	10,184	12,032
54124 PROGRAM EXPENSES	1,300	1,500	1,250	1,250
54228 PROPANE	6,750	5,250	7,110	7,110
Materials and Supplies Total	21,126	19,826	18,544	20,392
Salaries and Wages				
51083 REGULAR SALARIES	9,793	6,623	12,050	12,050
51090 SHIFT DIFFERENTIAL	64	64	64	64
Salaries and Wages Total	9,857	6,687	12,114	12,114
<b>Total Expenditures</b>	<b>43,933</b>	<b>74,215</b>	<b>58,958</b>	<b>49,815</b>
<b>Net Total</b>	<b>506,140</b>	<b>315,342</b>	<b>421,134</b>	<b>439,194</b>
<b>Percentage Change</b>			<b>(16.79%)</b>	

# SANITATION

---

Budget Manager: Pam Richardson, Director of Public Works

---

## Overview

---

The Sanitation Section is made up of Compost Operations, Landfill Operations, Recycling Operations and Refuse Collections. These functions deliver the many programs that the Solid Waste Section undertakes on an annual basis. The programs include the Green Cart and composting, waste and recycling curbside collection, community collection depots located throughout the City, the operation of the Material Recovery Facility (MRF), downtown, dog parks and walkway litter bin collection and maintenance programs, and operation of the Eastview Landfill Site. There are also 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.

# SANITATION

---

Budget Manager: Pam Richardson, Director of Public Works

---

## Objectives

---

**Refuse Collections** - The main focus of this function 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. Due to community demands, in 2023 we are re-introducing the clean sweep program that previously took place for two (2) weeks each Spring where Solid Waste crews, utilizing its rear load collection vehicle, would drive through all the back lanes picking up any items placed out by residents.

**Compost Operations** - Within this function, 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 get full cost recovery.

**Landfill Operations** - The landfill operates under a Class 1 Licence. The Licence has regulations that the department must adhere to and has added additional requirements such as strict deadlines and expectations on environmental areas such as groundwater monitoring, GPS mapping, and tagging of materials brought to the site, as well as certification of operators, supervisors, and managers. The Solid Waste Education & Efficiency Program (SWEEP) was created in collaboration with Environmental Initiatives and the Information Technology and Communication department. This effort has created more targeted and focused advertising aimed at achieving the goals of the program which is to create more awareness of the many programs offered at the landfill such as; eco-centre, E-waste, HHW Depot, wood and tree waste to name a few of the programs aimed at diverting materials from the active tipping face. The long term goal of these programs is to ensure that the Sanitation section effectively and efficiently manages these hazardous materials and ensures they are not compromising the local environment and extending the life of the landfill. Based on the most recent Closure/Post Closure Plan the landfill is expected to be in operation until 2052.

**Recycling Operations** - The main focus is daily operations of curbside collection program, depot collection and the operating of the MRF, as well as continued efforts to promote recycling initiatives and activities.

---



# SANITATION

Budget Manager: Pam Richardson, Director of Public Works

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
0166 - REFUSE COLLECTION	(1,333,863)	(1,200,465)	(1,308,177)
0204 - LANDFILL SITE OPERATIONS	667,096	583,268	398,756
1021 - COMPOSTING OPERATIONS	(344,379)	(214,133)	(335,169)
1023 - RECYCLING OPERATIONS	(85,909)	246,924	157,245
1797 - OPERATIONS BY-LAW GEN	(38,603)	(34,265)	(30,867)
<b>TOTAL</b>	<b>(1,355,657)</b>	<b>(618,670)</b>	<b>(1,118,213)</b>

## Budget Analysis

Sanitation is expecting similar tonnage as compared to 2022, with the exception of some large one-time commercial volumes received in 2022 that are not anticipated in 2023. There is a new commercial entrance fee introduced in 2023. Wood waste fees had been previously been recorded in receipts and are now recorded in a separate account.

Funds have been allocated for continued wood management. Freon disposal has been expanded in 2023, in addition to the annual program, funds have been transferred from the reserve to address the backlog. There is a need for improved signage at the landfill, office and lunchroom furniture replacements, and commercial cleaning of the walls at the MRF, funds have been included in the budget with an offsetting transfer from the reserve for these items.

There has been a drastic drop in the recyclables market which is expected to continue throughout 2023, this impacts the value recovered from the sale of old corrugated cardboard (OCC). As well, a reduced recyclables market value, combined with inflation and rising fuel costs has resulted in a significant increase to the cost of transportation and marketing of other recyclables. Offsetting these unfavourable impacts, Brandon's allocation of funding provided by MMSM has increased in 2023.

Funded by a transfer from reserves, and cost-shared 80% by MMSM, a budget is allocated for a pilot project to use artificial intelligence software with the current camera systems to identify contamination and unacceptable materials entering a recycling load. Once identified and using the bin's serial number, notices can be generated and issued to the address assigned to the serial number.

In 2023, a transfer of \$100,000 from the Landfill Post Closure reserve is included.

# Costing Center Budget Summary

Costing Center: REFUSE COLLECTION

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42507 COMMERCIAL COLLECTION FEES	30,888	29,172	39,780	39,780
42510 REFUSE BIN SALES	34,230	52,475	78,300	78,300
User Fees and Sales of Goods Total	65,118	81,647	118,080	118,080
<b>Total Revenues</b>	<b>65,118</b>	<b>81,647</b>	<b>118,080</b>	<b>118,080</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	0	312	0	0
Contract Services Total	0	312	0	0
Fuel				
54103 GASOLINE (VEHICLE)	4,000	2,205	5,230	5,230
54104 DIESEL (VEHICLE)	57,000	106,670	97,950	97,950
54125 DIESEL EXHAUST FLUID	1,500	4,204	3,600	3,600
Fuel Total	62,500	113,079	106,780	106,780
Materials and Supplies				
54062 LIABILITY CLAIMS	0	1,967	0	0
54099 PARTS AND MATERIALS	3,000	1,986	3,000	3,000
Materials and Supplies Total	3,000	3,953	3,000	3,000
Other				
59003 ADVERTISING	12,000	12,008	3,000	3,000
Other Total	12,000	12,008	3,000	3,000
Reserve Appropriation				
58544 DISPOSAL SITE B/L 4528	34,230	52,475	78,300	78,300
Reserve Appropriation Total	34,230	52,475	78,300	78,300
Transfers to/from Internal Accounts				
59080 FLEET EQUIP MAINTENANCE	92,833	92,833	97,600	100,200
59248 DISPOSAL SITE CHARGE	946,400	910,000	956,800	956,800
59993 EQUIPMENT CAPITAL CONTRIBUTION	114,620	205,164	206,463	206,463
Transfers to/from Internal Accounts Total	1,153,853	1,207,997	1,260,863	1,263,463
<b>Total Expenditures</b>	<b>1,265,583</b>	<b>1,389,824</b>	<b>1,451,943</b>	<b>1,454,543</b>
<b>Net Total</b>	<b>(1,200,465)</b>	<b>(1,308,177)</b>	<b>(1,333,863)</b>	<b>(1,336,463)</b>
<b>Percentage Change</b>			11.11%	

# Costing Center Budget Summary

Costing Center: LANDFILL SITE OPERATIONS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Other Income				
44992 ECO CENTRE RECOVERIES	6,000	4,050	6,000	6,000
Other Income Total	6,000	4,050	6,000	6,000
User Fees and Sales of Goods				
42506 SCRAP METAL SALES	80,000	80,000	102,000	102,000
42557 HHW RECOVERY	5,500	3,700	5,000	5,000
42558 E-WASTE SALES	16,000	8,000	13,000	13,000
42901 HOUSEHOLD REFUSE FEES	1,030	1,330	1,228	1,228
42903 FREON HANDLING FEE	16,500	17,000	20,000	20,000
42910 WOOD WASTE FEES	0	0	80,000	80,000
42921 TIRE DISPOSAL FEES	10,000	8,500	10,000	10,000
42986 ENVIRONMENTAL SURCHARGE	299,000	330,840	314,000	314,000
42987 POST/CLOSURE LEVY	149,500	165,420	157,000	157,000
42990 RECEIPTS	2,786,400	2,865,090	2,878,035	2,878,035
42991 INTERNAL MUNICIPAL FEES	(1,040,800)	(999,400)	(1,044,450)	(1,044,450)
42999 REVENUE	20,450	14,950	22,200	22,200
User Fees and Sales of Goods Total	2,343,580	2,495,430	2,558,013	2,558,013
<b>Total Revenues</b>	<b>2,349,580</b>	<b>2,499,480</b>	<b>2,564,013</b>	<b>2,564,013</b>
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	500	144	500	500
51122 BOOT ALLOWANCE	1,876	2,326	1,827	1,827
51123 PROTECTIVE CLOTHING	1,000	1,220	1,000	1,000
51285 MEDICALS	210	167	210	210
Benefits Total	3,586	3,857	3,537	3,537
Contract Services				
52015 CONTRACTS	331,960	347,641	278,328	299,874
52028 GENERAL INSURANCE	7,372	7,372	3,008	3,068
52081 EXTERNAL EQUIPMENT RENTAL	0	1,112	0	0
52292 SOFTWARE LICENSES & MTNCE	3,200	10,492	7,400	7,400
52387 BANK PROCESSING FEES	1,500	2,283	1,800	1,800
52902 FREON DISPOSAL	75,000	65,699	125,000	75,000
Contract Services Total	419,032	434,599	415,536	387,142
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	663	5,800	0
Equipment Purchases Total	0	663	5,800	0
Fuel				
54103 GASOLINE (VEHICLE)	4,500	10,717	6,543	6,543
54104 DIESEL (VEHICLE)	100,000	149,979	153,750	153,750
54125 DIESEL EXHAUST FLUID	5,000	7,125	9,000	9,000
Fuel Total	109,500	167,821	169,293	169,293
Materials and Supplies				
54057 ECO CENTRE PARTS & MATERIALS	300	300	300	300
54099 PARTS AND MATERIALS	27,000	22,800	29,000	24,000
54118 OFFICE SUPPLIES	1,500	3,100	1,500	1,500

# Costing Center Budget Summary

Costing Center: LANDFILL SITE OPERATIONS

		2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
54323	INSURANCE DEDUCTIBLE	0	2,500	0	0
Materials and Supplies Total		28,800	28,700	30,800	25,800
Other					
51141	PROFESSIONAL DEVELOPMENT	7,874	1,823	8,524	6,024
59003	ADVERTISING	12,500	12,500	12,500	12,500
59047	ECO CENTRE ADVERTISING	2,000	2,000	2,000	2,000
59048	LUNCHEONS	0	0	400	400
59059	MEMBERSHIP	981	1,149	1,050	1,050
59066	ENVIRONMENTAL LEVY	299,000	330,840	314,000	314,000
59067	LEACHATE TREATMENT	31,000	37,239	33,600	34,650
59207	CASH OVER/SHORT	0	10	0	0
59339	EQUIPMENT MAINTENANCE	10,000	15,708	10,000	10,000
Other Total		363,355	401,269	382,074	380,624
Reserve Appropriation					
58525	LANDFILL CLOSURE/POST CLOSURE B/L 7	149,500	165,420	157,000	157,000
58544	DISPOSAL SITE B/L 4528	235,000	235,000	235,000	235,000
Reserve Appropriation Total		384,500	400,420	392,000	392,000
Salaries and Wages					
51083	REGULAR SALARIES	1,144,328	1,124,636	1,155,923	1,156,022
51084	OVERTIME SALARIES	14,040	29,500	25,000	25,000
51090	SHIFT DIFFERENTIAL	2,000	2,900	2,800	2,800
Salaries and Wages Total		1,160,368	1,157,036	1,183,723	1,183,822
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	5,000	1,000	5,000	5,000
59080	FLEET EQUIP MAINTENANCE	109,667	109,667	119,300	122,271
59248	DISPOSAL SITE CHARGE	(94,400)	(89,400)	(87,650)	(87,650)
59250	RECOVERY RESIDENTIAL	(946,400)	(910,000)	(956,800)	(956,800)
59993	EQUIPMENT CAPITAL CONTRIBUTION	217,746	389,753	391,007	391,007
59997	TRANSFER FR RESERVES	0	0	(160,800)	0
Transfers to/from Internal Accounts Total		(708,388)	(498,980)	(689,943)	(526,172)
Utilities					
53130	TELEPHONE	4,149	3,795	2,585	2,585
53295	RADIO COSTS	1,410	1,545	1,512	1,512
Utilities Total		5,559	5,340	4,097	4,097
<b>Total Expenditures</b>		<b>1,766,312</b>	<b>2,100,724</b>	<b>1,896,917</b>	<b>2,020,143</b>
<b>Net Total</b>		<b>583,268</b>	<b>398,756</b>	<b>667,096</b>	<b>543,870</b>
<b>Percentage Change</b>				<b>14.37%</b>	

# Costing Center Budget Summary

Costing Center: COMPOSTING OPERATIONS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	70,000	62,930	70,000	70,000
Conditional Government Transfers Total	70,000	62,930	70,000	70,000
User Fees and Sales of Goods				
42990 RECEIPTS	3,000	2,700	3,000	3,000
42991 INTERNAL MUNICIPAL FEES	(3,000)	(2,700)	(3,000)	(3,000)
42999 REVENUE	4,500	3,870	5,500	5,500
User Fees and Sales of Goods Total	4,500	3,870	5,500	5,500
<b>Total Revenues</b>	<b>74,500</b>	<b>66,800</b>	<b>75,500</b>	<b>75,500</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	0	2,673	0	0
52049 LABORATORY TESTING	4,242	3,842	3,050	3,050
Contract Services Total	4,242	6,515	3,050	3,050
Fuel				
54104 DIESEL (VEHICLE)	28,000	41,454	52,000	52,000
54125 DIESEL EXHAUST FLUID	500	666	1,000	1,000
Fuel Total	28,500	42,120	53,000	53,000
Materials and Supplies				
54099 PARTS AND MATERIALS	750	150	500	700
Materials and Supplies Total	750	150	500	700
Other				
51141 PROFESSIONAL DEVELOPMENT	2,025	0	13,211	11,500
59003 ADVERTISING	8,500	8,500	9,500	9,500
59059 MEMBERSHIP	690	725	725	725
Other Total	11,215	9,225	23,436	21,725
Transfers to/from Internal Accounts				
59080 FLEET EQUIP MAINTENANCE	117,167	117,167	113,100	116,102
59248 DISPOSAL SITE CHARGE	3,000	2,700	3,000	3,000
59250 RECOVERY RESIDENTIAL	(3,000)	(2,700)	(3,000)	(3,000)
59993 EQUIPMENT CAPITAL CONTRIBUTION	126,631	226,664	226,665	236,842
Transfers to/from Internal Accounts Total	243,798	343,831	339,765	352,944
Utilities				
53130 TELEPHONE	128	128	128	128
Utilities Total	128	128	128	128
<b>Total Expenditures</b>	<b>288,633</b>	<b>401,969</b>	<b>419,879</b>	<b>431,547</b>
<b>Net Total</b>	<b>(214,133)</b>	<b>(335,169)</b>	<b>(344,379)</b>	<b>(356,047)</b>
<b>Percentage Change</b>			<b>60.82%</b>	

# Costing Center Budget Summary

Costing Center: RECYCLING OPERATIONS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	350,000	350,000	350,000	350,000
43641 PROV-RECYCLING	837,238	837,238	989,193	989,193
Conditional Government Transfers Total	1,187,238	1,187,238	1,339,193	1,339,193
User Fees and Sales of Goods				
42505 RECYCLED MATERIAL SALES	270,112	310,461	172,136	172,136
42511 COMMERCIAL MATERIALS FEE	558,145	546,345	602,710	602,710
42991 INTERNAL MUNICIPAL FEES	(272,175)	(239,925)	(283,760)	(283,760)
42999 REVENUE	1,200	1,200	1,200	1,200
User Fees and Sales of Goods Total	557,282	618,081	492,286	492,286
<b>Total Revenues</b>	<b>1,744,520</b>	<b>1,805,319</b>	<b>1,831,479</b>	<b>1,831,479</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	862	962	862	862
51123 PROTECTIVE CLOTHING	3,000	1,600	3,150	3,150
Benefits Total	3,862	2,562	4,012	4,012
Contract Services				
52015 CONTRACTS	4,000	4,584	54,000	24,000
52081 EXTERNAL EQUIPMENT RENTAL	0	3,436	0	0
Contract Services Total	4,000	8,020	54,000	24,000
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	170,313	170,313	178,828	0
57439 DEBENTURE INTEREST	19,696	19,696	11,351	0
Debenture Debt Servicing Costs Total	190,009	190,009	190,179	0
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	2,045	0	0
59036 SAFETY EQUIPMENT	350	0	350	350
Equipment Purchases Total	350	2,045	350	350
Fuel				
54104 DIESEL (VEHICLE)	82,500	103,326	109,300	109,300
54125 DIESEL EXHAUST FLUID	2,200	3,400	3,500	3,500
Fuel Total	84,700	106,726	112,800	112,800
Materials and Supplies				
54099 PARTS AND MATERIALS	30,183	27,183	33,880	35,225
54118 OFFICE SUPPLIES	500	200	500	500
54228 PROPANE	3,000	2,741	2,500	2,500
Materials and Supplies Total	33,683	30,124	36,880	38,225
Other				
51141 PROFESSIONAL DEVELOPMENT	1,837	488	8,096	8,096
52144 TRANSPORTATION	440,530	475,838	687,100	852,100
59003 ADVERTISING	14,000	14,000	10,000	10,000
59059 MEMBERSHIP	400	400	400	400
59339 EQUIPMENT MAINTENANCE	10,000	3,000	13,000	13,000
Other Total	466,767	493,726	718,596	883,596

# Costing Center Budget Summary

Costing Center: RECYCLING OPERATIONS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
Salaries and Wages				
51083 REGULAR SALARIES	459,571	460,578	480,390	480,489
51084 OVERTIME SALARIES	6,500	3,500	3,000	3,000
51090 SHIFT DIFFERENTIAL	1,100	1,020	1,100	1,100
Salaries and Wages Total	467,171	465,098	484,490	484,589
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	750	0	750	750
59080 FLEET EQUIP MAINTENANCE	115,333	115,333	130,900	134,441
59248 DISPOSAL SITE CHARGE	272,175	239,925	283,760	283,760
59250 RECOVERY RESIDENTIAL	(272,175)	(239,925)	(283,760)	(283,760)
59993 EQUIPMENT CAPITAL CONTRIBUTION	130,970	234,431	234,431	244,608
59997 TRANSFER FR RESERVES	0	0	(50,000)	(20,000)
Transfers to/from Internal Accounts Total	247,054	349,764	316,081	359,799
<b>Total Expenditures</b>	<b>1,497,596</b>	<b>1,648,074</b>	<b>1,917,388</b>	<b>1,907,371</b>
<b>Net Total</b>	<b>246,924</b>	<b>157,245</b>	<b>(85,909)</b>	<b>(75,892)</b>
<b>Percentage Change</b>			<b>(134.79%)</b>	

# Costing Center Budget Summary

Costing Center: OPERATIONS BY-LAW GEN

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	0	0	150	150
51122 BOOT ALLOWANCE	61	61	61	61
Benefits Total	61	61	211	211
Fuel				
54103 GASOLINE (VEHICLE)	2,500	3,004	2,500	2,500
Fuel Total	2,500	3,004	2,500	2,500
Materials and Supplies				
54099 PARTS AND MATERIALS	100	200	200	200
Materials and Supplies Total	100	200	200	200
Salaries and Wages				
51083 REGULAR SALARIES	27,806	22,772	29,803	29,803
Salaries and Wages Total	27,806	22,772	29,803	29,803
Transfers to/from Internal Accounts				
59080 FLEET EQUIP MAINTENANCE	2,250	2,250	2,600	2,657
59993 EQUIPMENT CAPITAL CONTRIBUTION	1,327	2,375	2,725	2,725
Transfers to/from Internal Accounts Total	3,577	4,625	5,325	5,382
Utilities				
53130 TELEPHONE	192	176	532	182
53295 RADIO COSTS	29	29	32	32
Utilities Total	221	205	564	214
<b>Total Expenditures</b>	<b>34,265</b>	<b>30,867</b>	<b>38,603</b>	<b>38,310</b>
<b>Net Total</b>	<b>(34,265)</b>	<b>(30,867)</b>	<b>(38,603)</b>	<b>(38,310)</b>
<b>Percentage Change</b>			<b>12.66%</b>	



# STREETS

---

Budget Manager: Pam Richardson, Director of Public Works

---

## Overview

---

The Streets and Roads Department has six cost centers and is responsible for maintaining City streets, sidewalks and bike paths. In the winter months the department is focused on clearing snow, sanding and salting roads, sidewalks and bike paths. In the summer months, the department's focus is on line painting, pothole repairs, street sweeping, calcium applications, back lane maintenance, asphalt, crack fill, and gravel roads repair.

---

## Objectives

---

The Streets department maintains streets and roads, sidewalks and bike paths to allow our residents to travel safely on them at all times of the year. The department clears snow to allow access for residents to commute and access for Emergency vehicles in the winter months. In the event of a Snow Event in excess of 5cms of snow, Priority 1 routes are cleared, 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, the clearing of residential streets being. 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	2023 Approved	2022 Approved	2022 Revised
1051 - STREETS SUPERVISION	(1,620,180)	(1,541,643)	(1,724,030)
1052 - STREET & WALKWAY MAINTENANCE	(927,510)	(744,547)	(946,394)
1054 - STREET SWEEPING	(330,694)	(163,049)	(192,820)
1055 - SNOW REMOVAL & SANDING	(768,912)	(553,637)	(1,098,160)
1793 - PARKING METERS	144,028	148,147	141,177
9796 - SIDEWALK MAINTENANCE	(246,399)	(184,567)	(188,217)
<b>TOTAL</b>	<b>(3,749,667)</b>	<b>(3,039,296)</b>	<b>(4,008,444)</b>

## Budget Analysis

The Streets department has not budgeted revenues from a Provincial street sweeping contract to sweep provincially maintained roads within the City. By not pursuing the contract, the department will forego revenues, reduce external sweeper rental expenses, and will allocate its resources to delivering primary department functions.

Fuel is a significant component of the Streets department and rising fuel costs have had a budgetary impact. Fuel consumption in 2023 is estimated to be similar to 2022, aside from in snow clearing where 2022 consumption was significantly higher than past years. The 2023 snow budget assumes average snowfalls. Included in the snow clearing budget is an increase to accommodate additional blade replacements for the fleet of snow removal equipment.

Parts and Materials have also increased in the Streets department. Two driving factors here include budget increases for paint and salt. Paint for line painting is expected to double in 2023 as the current product used is no longer available from the manufacturer. Other alternative paints are significantly more expensive and have less viscosity, which leads to greater volumes required to adequately provide the application. Paint costs were previously recorded within parts and materials and have now been recorded in a separate account. Salt costs have increased based on a decision to amend the sand to salt ratio for application to streets to reduce sand runoff into the storm sewer system, which has the potential to reduce the capacity of the network.

In 2023, funds have been allocated replace street barricades and no parking signs, to purchase metal sidewalk forms for repairs, and replace a damaged portable staircase that allows access to high areas of trucks and other equipment.

# Costing Center Budget Summary

Costing Center: *STREETS SUPERVISION*

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42999 REVENUE	0	9,378	0	0
User Fees and Sales of Goods Total	0	9,378	0	0
<b>Total Revenues</b>	<b>0</b>	<b>9,378</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	2,797	2,797	2,822	2,822
51123 PROTECTIVE CLOTHING	2,500	3,360	2,900	2,900
51285 MEDICALS	280	265	280	280
Benefits Total	5,577	6,422	6,002	6,002
Contract Services				
52015 CONTRACTS	480	1,528	480	480
52028 GENERAL INSURANCE	212	212	135	138
Contract Services Total	692	1,740	615	618
Equipment Purchases				
54410 EQUIPMENT PURCHASES	10,000	10,021	8,300	10,040
59036 SAFETY EQUIPMENT	90	0	0	0
Equipment Purchases Total	10,090	10,021	8,300	10,040
Fuel				
54103 GASOLINE (VEHICLE)	5,300	8,375	8,800	8,800
54104 DIESEL (VEHICLE)	160	261	250	250
54125 DIESEL EXHAUST FLUID	0	7,354	4,200	4,200
Fuel Total	5,460	15,990	13,250	13,250
Materials and Supplies				
54099 PARTS AND MATERIALS	4,000	8,648	4,000	4,000
54323 INSURANCE DEDUCTIBLE	0	500	0	0
Materials and Supplies Total	4,000	9,148	4,000	4,000
Other				
51141 PROFESSIONAL DEVELOPMENT	0	2,937	13,354	9,975
59048 LUNCHEONS	0	0	663	663
59059 MEMBERSHIP	462	0	462	462
Other Total	462	2,937	14,479	11,100
Salaries and Wages				
51083 REGULAR SALARIES	1,472,067	1,636,873	1,529,247	1,530,342
51084 OVERTIME SALARIES	10,000	7,000	10,000	10,000
51090 SHIFT DIFFERENTIAL	2,000	5,974	2,000	2,000
Salaries and Wages Total	1,484,067	1,649,847	1,541,247	1,542,342
Transfers to/from Internal Accounts				
59080 FLEET EQUIP MAINTENANCE	12,100	12,100	7,200	7,355
59248 DISPOSAL SITE CHARGE	9,500	11,130	8,500	8,500
59993 EQUIPMENT CAPITAL CONTRIBUTION	5,664	10,138	11,890	11,890
Transfers to/from Internal Accounts Total	27,264	33,368	27,590	27,745
Utilities				
53130 TELEPHONE	2,034	1,835	2,341	2,341

# Costing Center Budget Summary

Costing Center: *STREETS SUPERVISION*

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
53295 RADIO COSTS	1,998	2,101	2,356	1,998
Utilities Total	4,032	3,936	4,697	4,339
<b>Total Expenditures</b>	<b>1,541,643</b>	<b>1,733,408</b>	<b>1,620,180</b>	<b>1,619,435</b>
<b>Net Total</b>	<b>(1,541,643)</b>	<b>(1,724,030)</b>	<b>(1,620,180)</b>	<b>(1,619,435)</b>
<b>Percentage Change</b>			<b>5.09%</b>	

# Costing Center Budget Summary

Costing Center: STREET & WALKWAY MAINTENANCE

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52028 GENERAL INSURANCE	75	75	63	65
52032 VEHICLE INSURANCE	25	22	25	25
52081 EXTERNAL EQUIPMENT RENTAL	400	400	700	700
Contract Services Total	500	497	788	790
Fuel				
54103 GASOLINE (VEHICLE)	700	769	700	700
54104 DIESEL (VEHICLE)	60,000	72,532	65,000	65,000
54125 DIESEL EXHAUST FLUID	350	0	0	0
Fuel Total	61,050	73,301	65,700	65,700
Materials and Supplies				
54062 LIABILITY CLAIMS	0	2,171	0	0
54099 PARTS AND MATERIALS	42,360	58,458	2,000	2,000
54395 CALCIUM CHLORIDE	91,400	66,902	76,200	76,200
54762 PAINT SUPPLIES	0	0	91,818	96,409
54879 ASPHALT	60,465	60,465	66,194	66,987
54880 GRAVEL	31,470	30,948	31,470	31,470
Materials and Supplies Total	225,695	218,944	267,682	273,066
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	5,000	3,315	5,000	5,000
59080 FLEET EQUIP MAINTENANCE	201,683	201,683	196,100	200,818
59993 EQUIPMENT CAPITAL CONTRIBUTION	250,369	448,152	391,740	407,988
Transfers to/from Internal Accounts Total	457,053	653,150	592,840	613,806
Utilities				
53150 WATER	250	502	500	500
Utilities Total	250	502	500	500
<b>Total Expenditures</b>	<b>744,547</b>	<b>946,394</b>	<b>927,510</b>	<b>953,862</b>
<b>Net Total</b>	<b>(744,547)</b>	<b>(946,394)</b>	<b>(927,510)</b>	<b>(953,862)</b>
<b>Percentage Change</b>			<b>24.57%</b>	

# Costing Center Budget Summary

Costing Center: STREET SWEEPING

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42508    SWEEPING SERVICES	84,479	85,250	0	0
User Fees and Sales of Goods Total	84,479	85,250	0	0
<b>Total Revenues</b>	<b>84,479</b>	<b>85,250</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>				
Contract Services				
52028    GENERAL INSURANCE	0	0	66	67
52081    EXTERNAL EQUIPMENT RENTAL	62,916	50,433	31,458	32,207
Contract Services Total	62,916	50,433	31,524	32,274
Fuel				
54103    GASOLINE (VEHICLE)	70	30	50	50
54104    DIESEL (VEHICLE)	14,000	12,298	15,000	15,000
Fuel Total	14,070	12,328	15,050	15,050
Materials and Supplies				
54099    PARTS AND MATERIALS	30,000	30,000	19,083	20,038
Materials and Supplies Total	30,000	30,000	19,083	20,038
Transfers to/from Internal Accounts				
59001    SHOP RATE CHARGES	24,000	27,814	24,000	24,000
59080    FLEET EQUIP MAINTENANCE	64,333	64,333	88,500	90,741
59993    EQUIPMENT CAPITAL CONTRIBUTION	51,208	91,662	151,037	168,624
Transfers to/from Internal Accounts Total	139,542	183,809	263,537	283,365
Utilities				
53150    WATER	1,000	1,500	1,500	1,500
Utilities Total	1,000	1,500	1,500	1,500
<b>Total Expenditures</b>	<b>247,528</b>	<b>278,070</b>	<b>330,694</b>	<b>352,227</b>
<b>Net Total</b>	<b>(163,049)</b>	<b>(192,820)</b>	<b>(330,694)</b>	<b>(352,227)</b>
<b>Percentage Change</b>			<b>102.82%</b>	

# Costing Center Budget Summary

Costing Center: SNOW REMOVAL & SANDING

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	0	747	0	0
52028 GENERAL INSURANCE	93	93	108	110
52081 EXTERNAL EQUIPMENT RENTAL	146,224	162,686	46,946	46,946
Contract Services Total	146,317	163,526	47,054	47,056
Fuel				
54104 DIESEL (VEHICLE)	75,000	230,012	135,900	135,900
54125 DIESEL EXHAUST FLUID	550	0	0	0
Fuel Total	75,550	230,012	135,900	135,900
Materials and Supplies				
54062 LIABILITY CLAIMS	0	33,758	0	0
54099 PARTS AND MATERIALS	30,000	128,611	44,000	46,200
54323 INSURANCE DEDUCTIBLE	0	5,000	0	0
54396 SALT	31,500	63,960	43,428	45,599
54439 WINTER SAND MIX	34,620	30,536	34,620	34,620
Materials and Supplies Total	96,120	261,865	122,048	126,419
Salaries and Wages				
51084 OVERTIME SALARIES	20,000	106,980	25,000	25,000
Salaries and Wages Total	20,000	106,980	25,000	25,000
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	30,000	30,000	30,000	30,000
59080 FLEET EQUIP MAINTENANCE	133,583	133,583	135,300	138,496
59993 EQUIPMENT CAPITAL CONTRIBUTION	152,067	272,193	273,610	284,142
59997 TRANSFER FR RESERVES	(100,000)	(100,000)	0	0
Transfers to/from Internal Accounts Total	215,650	335,776	438,910	452,638
<b>Total Expenditures</b>	<b>553,637</b>	<b>1,098,160</b>	<b>768,912</b>	<b>787,013</b>
<b>Net Total</b>	<b>(553,637)</b>	<b>(1,098,160)</b>	<b>(768,912)</b>	<b>(787,013)</b>
<b>Percentage Change</b>			<b>38.88%</b>	

# Costing Center Budget Summary

Costing Center: PARKING METERS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42990    RECEIPTS	156,000	153,874	155,000	158,000
42999    REVENUE	3,000	2,195	1,500	1,500
User Fees and Sales of Goods Total	159,000	156,069	156,500	159,500
<b>Total Revenues</b>	<b>159,000</b>	<b>156,069</b>	<b>156,500</b>	<b>159,500</b>
<b>Expenditures</b>				
Fuel				
54103    GASOLINE (VEHICLE)	2,000	2,053	2,000	2,000
Fuel Total	2,000	2,053	2,000	2,000
Materials and Supplies				
54099    PARTS AND MATERIALS	1,800	3,770	3,703	3,703
Materials and Supplies Total	1,800	3,770	3,703	3,703
Transfers to/from Internal Accounts				
59080    FLEET EQUIP MAINTENANCE	4,500	4,500	2,200	2,241
59993    EQUIPMENT CAPITAL CONTRIBUTION	2,553	4,569	4,569	4,569
Transfers to/from Internal Accounts Total	7,053	9,069	6,769	6,810
<b>Total Expenditures</b>	<b>10,853</b>	<b>14,892</b>	<b>12,472</b>	<b>12,513</b>
<b>Net Total</b>	<b>148,147</b>	<b>141,177</b>	<b>144,028</b>	<b>146,987</b>
<b>Percentage Change</b>			<b>(2.78%)</b>	



# Costing Center Budget Summary

Costing Center: SIDEWALK MAINTENANCE

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Expenditures</b>				
Contract Services				
52032 VEHICLE INSURANCE	198	198	198	198
52081 EXTERNAL EQUIPMENT RENTAL	0	3,130	0	0
Contract Services Total	198	3,328	198	198
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	3,000	3,000
Equipment Purchases Total	0	0	3,000	3,000
Fuel				
54103 GASOLINE (VEHICLE)	12,000	13,200	12,000	12,000
54104 DIESEL (VEHICLE)	10,000	11,634	10,000	10,000
54125 DIESEL EXHAUST FLUID	80	0	0	0
Fuel Total	22,080	24,834	22,000	22,000
Materials and Supplies				
54099 PARTS AND MATERIALS	56,290	5,082	4,000	4,000
54881 CONCRETE	0	0	55,334	55,334
Materials and Supplies Total	56,290	5,082	59,334	59,334
Transfers to/from Internal Accounts				
59080 FLEET EQUIP MAINTENANCE	44,000	44,000	46,200	47,323
59993 EQUIPMENT CAPITAL CONTRIBUTION	61,999	110,973	115,667	123,730
Transfers to/from Internal Accounts Total	105,999	154,973	161,867	171,053
<b>Total Expenditures</b>	<b>184,567</b>	<b>188,217</b>	<b>246,399</b>	<b>255,585</b>
<b>Net Total</b>	<b>(184,567)</b>	<b>(188,217)</b>	<b>(246,399)</b>	<b>(255,585)</b>
<b>Percentage Change</b>			<b>33.50%</b>	

# TRANSIT / ACCESS-TRANSIT

---

Budget Manager: Carla Richardson, Director of Transportation

---

## Overview

---

This department captures the revenues and expenses associated Brandon Transit 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.

# TRANSIT / ACCESS-TRANSIT

Budget Manager: Carla Richardson, Director of Transportation

## Operating Costing Center Totals

Costing Center & Description	2023 Approved	2022 Approved	2022 Revised
3202 - TRANSIT OPERATIONS	(2,835,720)	(2,402,552)	(2,603,215)
<b>TOTAL</b>	<b>(2,835,720)</b>	<b>(2,402,552)</b>	<b>(2,603,215)</b>

## Budget Analysis

Brandon Transit was significantly impacted throughout the pandemic through reduced ridership and increased costs and now continues to feel the impact of economic conditions such as high fuel prices.

For 2023, Brandon Transit is expecting ridership to approach pre-pandemic levels as the last half of 2022 saw ridership increases. The revenues from ridership are therefore expected to increase 26% from 2022 budget. However a decline in charter revenues is anticipated as a previous service provided to an employer throughout the height of the pandemic is no longer required.

Brandon Transit fuel is a significant part of the City's fuel budget, accounting for 36% of total forecasted gasoline and diesel consumption. As the fuel prices have impacted transit for the majority of 2022, they are expected to continue into 2023 requiring an increase to the fuel budget of 51%. The fuel budget takes into consideration average consumption from previous year. The majority of the transit fleet consumes diesel with the Access units utilizing gasoline.

In addition to these major drivers, Brandon Transit is projecting salary & wage increases in accordance with the ATU and CUPE collective agreements, additional contract costs related to the farebox collection system which is no longer covered under the initial warranty and slight savings from the cancellation of the On Demand pilot program. The 2022 budget also included a transfer of the remaining \$37,721 from the Covid Restart Transit reserve.

In 2023, Transit plans to utilize an external consultant complete a transit route planning study that will include rapid transit options. Other projects include replacing two concrete benches at the downtown terminal and implementing an overtime callout texting program.

# Costing Center Budget Summary

Costing Center: TRANSIT OPERATIONS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
<b>Revenues</b>				
Unconditional Government Transfers				
43644 PROVINCIAL OPERATING GRANT	2,034,488	2,034,488	2,034,488	2,034,488
Unconditional Government Transfers Total	2,034,488	2,034,488	2,034,488	2,034,488
User Fees and Sales of Goods				
42332 BUS MEDIA SALES	461,200	596,200	580,000	603,200
42335 BUS PASS AGREEMENTS	131,757	120,972	139,107	149,431
42404 BUS CHARTER REVENUES	94,908	102,308	62,193	62,380
42405 BUS ADVERTISING	57,578	49,051	53,000	53,000
42406 BUS SHELTER ADVERTISING	17,472	17,472	27,501	27,501
42407 BUS BENCH ADVERTISING	94,800	99,800	103,500	105,300
42467 ROUTE REVENUE	250,500	278,500	320,000	320,000
42491 SCHOOL PATROL PASSES	2,500	2,500	2,500	2,500
User Fees and Sales of Goods Total	1,110,715	1,266,803	1,287,801	1,323,312
<b>Total Revenues</b>	<b>3,145,203</b>	<b>3,301,291</b>	<b>3,322,289</b>	<b>3,357,800</b>
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	28,995	23,995	35,649	35,649
51122 BOOT ALLOWANCE	450	610	450	450
51123 PROTECTIVE CLOTHING	1,500	5,500	5,000	5,100
51210 LICENSES	830	830	830	830
51285 MEDICALS	730	880	1,120	1,320
Benefits Total	32,505	31,815	43,049	43,349
Contract Services				
52015 CONTRACTS	102,056	96,056	130,084	134,409
52019 CONSULTING FEES	0	0	75,000	0
52028 GENERAL INSURANCE	419	419	509	519
52029 LIABILITY INSURANCE	8,075	8,075	7,716	7,871
52069 PRINTING COSTS	26,100	5,100	24,800	23,000
52081 EXTERNAL EQUIPMENT RENTAL	10,200	6,821	0	0
52089 COMMISSION	7,250	7,250	7,726	7,919
Contract Services Total	154,100	123,721	245,835	173,717
Equipment Purchases				
54410 EQUIPMENT PURCHASES	12,765	10,565	5,500	3,600
Equipment Purchases Total	12,765	10,565	5,500	3,600
Fuel				
54103 GASOLINE (VEHICLE)	33,291	65,091	60,000	60,000
54104 DIESEL (VEHICLE)	546,199	830,199	810,000	810,000
54125 DIESEL EXHAUST FLUID	2,000	2,950	1,975	2,000
Fuel Total	581,490	898,240	871,975	872,000
Materials and Supplies				
54062 LIABILITY CLAIMS	0	2,480	3,000	3,000
54099 PARTS AND MATERIALS	23,000	19,000	19,300	19,300
54323 INSURANCE DEDUCTIBLE	4,000	1,600	4,000	4,000
Materials and Supplies Total	27,000	23,080	26,300	26,300

# Costing Center Budget Summary

Costing Center: TRANSIT OPERATIONS

	2022 Approved Budget	2022 Revised Budget	2023 Current Budget	2024 Forecast
Other				
51141 PROFESSIONAL DEVELOPMENT	8,500	6,000	14,700	13,000
59003 ADVERTISING	14,000	10,000	17,000	17,000
59048 LUNCHEONS	500	500	500	550
59059 MEMBERSHIP	7,504	6,869	7,199	7,558
Other Total	30,504	23,369	39,399	38,108
Reserve Appropriation				
58510 TRANSIT EQUIPMENT B/L 3654	10,000	10,000	15,000	15,000
Reserve Appropriation Total	10,000	10,000	15,000	15,000
Salaries and Wages				
51083 REGULAR SALARIES	2,958,232	2,862,948	3,033,757	3,077,869
51084 OVERTIME SALARIES	60,000	166,850	60,000	60,000
51090 SHIFT DIFFERENTIAL	24,462	21,462	26,600	26,600
51121 TRANSIT REPORTING PAY	36,760	34,760	33,500	34,100
51125 TRAVEL TIME PAY	50,139	48,139	46,800	47,500
51291 REST BREAK REMUNERATION	39,053	39,053	47,742	48,505
Salaries and Wages Total	3,168,646	3,173,212	3,248,399	3,294,574
Transfers to/from Internal Accounts				
59080 FLEET EQUIP MAINTENANCE	1,135,000	1,135,000	1,219,500	1,251,164
59993 EQUIPMENT CAPITAL CONTRIBUTION	422,829	503,188	504,455	533,576
59997 TRANSFER FR RESERVES	(37,721)	(37,721)	(75,000)	0
Transfers to/from Internal Accounts Total	1,520,108	1,600,467	1,648,955	1,784,740
Utilities				
53130 TELEPHONE	8,625	7,025	11,593	11,763
53295 RADIO COSTS	2,013	3,013	2,004	2,025
Utilities Total	10,638	10,038	13,597	13,788
<b>Total Expenditures</b>	<b>5,547,755</b>	<b>5,904,506</b>	<b>6,158,009</b>	<b>6,265,177</b>
<b>Net Total</b>	<b>(2,402,552)</b>	<b>(2,603,215)</b>	<b>(2,835,720)</b>	<b>(2,907,377)</b>
<b>Percentage Change</b>			<b>18.03%</b>	