

November 27, 2020

Mayor Behiel and City Council,

I am pleased to present Humboldt City Council with the **draft 2021 budget**.

The resulting proposed budget addresses a number of important goals that I expect Council will recognize.

Administration has prepared the 2021 draft budget with a tax increase of \$128,440 which, relative to the mill rate and base tax revenues, represents a **1.8% tax increase**.

The 2021 budget is presented in a similar format as the past few budgets, which focuses on providing a balance of consolidated budget numbers as well as breakdowns by Cost Centres. This format has worked well in the past and provides a level of **transparency and clarity** expected from Council and the public.

Administration is providing a high-level **five-year capital** plan along with an indication of a **five-year operational summary** that illustrates that the capital plan can be achieved. A change introduced in the 2020 budget, that is again proposed in the 2021 budget, was to allocate the entire operational surplus to **reserves**, and then in turn, fund all capital purchases from those reserves. The move does put more onus on Administration to provide Council with updated Reserve information on at least an annual basis.

While awaiting the final approval on the Wastewater (Lagoon) project, Administration does not propose any funding related to the project in the budget and will come back to council at a later date if the need for funding in 2021 arises. However, a transfer to a reserve of approximately \$122,000, from debt recapture, is proposed within the budget as was in the initial funding proposal provided to council in 2020.

Administration is proud that the 2021 budget keeps the City headed in the right direction for responsible maintenance and replacement of its assets and does so with a recommended tax increase that is competitive with the other cities in the Province.

Respectfully,

Jace Porten,
Finance Manager

City of Humboldt 2021 Budget

Printed November 27, 2020

Index

- 1.0 General Overview**
- 2.0 Consolidated Budget**
- 3.0 Borrowing**
- 4.0 Debt Payments**
- 5.0 Reserves**
- 6.0 Capital**
- 7.0 Fleet**
- 8.0 General Government Cost Centres**
- 9.0 Protective Services and Development Cost Centres**
- 10.0 Recreation and Leisure Services Cost Centres**
- 11.0 Cultural Services Cost Centres**
- 12.0 Public Health Cost Centres**
- 13.0 Transportation Cost Centres**
- 14.0 Water and Wastewater Cost Centres**
- 15.0 Land Development Cost Centre**
- 16.0 Amortization Sheets**
- 17.0 Capital Projects – Funded**
- 18.0 Capital Projects – Fleet**
- 19.0 Capital Projects – Deferred - Not Funded**

This Page Intentionally Left Blank

1.0 General Budget Overview:

Administration is pleased to present City Council with a proposed budget that balances a modest tax increase with spending and initiatives to address the City's long-term, sustainability needs.

With a modest increase proposed in the mill-rate based portion of the tax levy combined with no increase to the Base Tax levies, **property taxes – from all municipal levies – will increase by approximately 1.8%.**

Because 2021 is a Re-assessment year, and all property owners will be receiving a revised assessment for their property, there will be very few properties that will actually observe the exact tax increase that the City is proposing as an increase in the overall tax revenues. Some properties will experience much higher tax increases and some properties will experience tax decreases. Those impacts will be evaluated at a later date and Administration will provide Council with options to control any dramatic shifts.

Overall, this budget includes:

- Over \$16.5 million in revenues, and approximately \$13.0 million in operating expenses, leaving approximately 3.7 million available for Principal payments and Reserve contributions. The reserve contributions are approximately equal to the 2021 Capital Expenditures.
- Continuation of the funded Fleet Plan.
- Continuation of five-year operating budget projections and five-year capital plans with revenue increases projected at approximately 1.5% annually.
- Continuation of sustainable funding and capital planning to reduce the need for new loans.
- Maintenance of the existing Cost Centre structure to better budget, track and discuss specific activities where the City's money is spent.

The budget:

- Does not include the Re-allocation of 2020 funding not yet spent. Capital projects approved in 2020 and expected to proceed in 2021 are not being re-presented to Council. Any project that did not proceed and is now unlikely to proceed will contribute to the year-end variance and Council will advise as to where to direct those funds.
- Does not estimate, and does not utilize, any overall financial surplus or deficit from 2020 Operations or Capital

Prior to 2020, the City has been clear in showing what operational surplus was available each year and diligent to budget for Capital spending to only spend that amount. For 2020 and now 2021, the City has shifted the process so the "long-term" sustainability is more of a focus enabling Capital spending to exceed any one year's surplus provided there is a plan to repay the reserves over time.

The net drawdown of Reserves in 2021 is projected to be was approximately \$115,240.

1.0 General Budget Overview:

Cost Drivers:

There are a number of cost drivers that affect budgets annually that when listed can explain many of the notable increases and decreases to a budget. The following items are the largest changes that are reducing the tax impact (favorable) or increasing the taxes (unfavorable).

Description	Impact	Cost of Change
Decrease in interest revenue from savings	Unfavorable	\$75,000
One-time Maintenance of Firehall windows & overhead doors	Unfavorable	\$34,000
Estimated RCMP cost increases	Unfavorable	\$48,400
Salaries, Wages, and Benefits	Unfavorable	\$63,500
Removal of one-time cost of new server	Favorable	\$40,000
Removal of one-time purchase of Planters, Benches, Etc	Favorable	\$40,000
Removal of one-time purchase of Convention Chairs	Favorable	\$16,000
Removal of one-time maintenance at Museum	Favorable	\$20,000
One-time Local Improvement Fees for Landmark PI	Favorable	\$100,000

In most instances Administration is recommending, and budgeting, for levels of service to remain similar to what has historically been provided. The following areas are however exceptions, or are notable:

- Due to the uncertainties around the operational impacts resulting from Provincial Health Orders resulting from COVID-19, the budget largely disregards the speculation of what might happen, and includes revenues and expense projections based on 2019 and previous experiences. The City has demonstrated through 2020 that it is able to adjust and offset much of the unfavorable financial impacts from COVID-19 through reductions in expenditures.
- Increased funding to Communications / Marketing / Economic Development. By transferring funding to City Departments from what the City was sending to outside agencies in 2020 and by adding a small amount of new funding, the City should be able to greatly enhance the activities related to marketing and economic development.
- Increased funding to Health and Safety. By transferring existing funding between City Departments as well as contributing new funding to this initiative, Administration anticipates that the City can make significant progress in implementing and maintaining a safety program that meets or exceeds the industry standard.

1.0 General Budget Overview: **Five-Year Plan**

Based upon most expenses going up by 2.0% as well as tax levies and other fees going up 1.5%, the following chart is a five-year projection of City's revenues, expenses, contribution to reserves and Capital Purchases funded from Reserves.:

	2021	2022	2023	2024	2025
Total Revenues (Property Taxes, User Fees, etc)	-\$16,559,070	-\$16,807,456	-\$17,059,568	-\$17,315,461	-\$17,575,193
Operating Expenses minus REACT Landfill	\$12,689,040	\$12,942,821	\$13,201,677	\$13,465,711	\$13,735,025
REACT Landfill	\$181,940	\$0	\$0	\$0	\$0
Total Operating Expenses	\$12,870,980	\$12,942,821	\$13,201,677	\$13,465,711	\$13,735,025
Subtotal for Principal and Reserves / Capital	-\$3,688,090	-\$3,864,635	-\$3,857,891	-\$3,849,751	-\$3,840,168
Amount Necessary for Loan Principal	\$366,330	\$213,980	\$220,840	\$227,930	\$235,340
Estimated Requirement for Wastewater Loan		\$478,660	\$478,660	\$478,660	\$478,660
Net Available for Reserves / Capital	-\$3,321,760	-\$3,171,995	-\$3,158,391	-\$3,143,161	-\$3,126,168
Estimate of Fleet Purchases from Reserves	\$286,000	\$465,000	\$381,000	\$27,000	\$504,000
Estimate of Public Works Capital from Reserves	\$2,468,500	\$1,915,000	\$1,607,000	\$1,760,000	\$1,629,000
Estimate for Other Areas from Reserves	\$682,500	\$150,000	\$525,000	\$747,000	\$825,000
Subtotal of Draws from Reserves	\$3,437,000	\$2,530,000	\$2,513,000	\$2,534,000	\$2,958,000
Net impact on Reserves (negative value = contribution)	\$115,240	-\$641,995	-\$645,391	-\$609,161	-\$168,168

The 2021 budget is recommending a net drawdown of reserves of approximately \$115,000.

This is due largely from a one-time draw of \$425,000 to complete MEEP work in 2021 from the funding received in 2020, as well as increased spending in the Transportation area to complete all roadwork along 16th Street in the same year the that the Watermains are replaced.

For the City to grow its ability to fund capital replacements more than approximately \$3.1 million per year, the revenue growth will need to exceed 1.5% per year, or the operating expenses can't be allowed to grow at 2% per year.

This Page Intentionally Left Blank

City of Humboldt 2021 Consolidated Budget

CC Code	Cost Centre	Revenues	Expenses	Net Cost
	Taxation and Grant Revenue	-\$9,443,810	\$0	-\$9,443,810
Subtotal	Taxation and Grant Revenue	-\$9,443,810	\$0	-\$9,443,810
3000	General Administration (Less Tax and Grants)	-\$66,000	\$721,400	\$655,400
3020	Information Technology	\$0	\$115,500	\$115,500
3025	City Manager's Office	\$0	\$192,950	\$192,950
3050	City Council	\$0	\$171,290	\$171,290
3100	Other General Administration	-\$3,100	\$10,000	\$6,900
3150	Corporate Services Fleet	\$0	-\$3,100	-\$3,100
3550	Communications	\$0	\$156,090	\$156,090
Subtotal	General Government	-\$69,100	\$1,364,130	\$1,295,030
4050	Fire Protection Administration	-\$45,150	\$443,650	\$398,500
4090	Fire Fleet	\$0	-\$65,000	-\$65,000
4100	Fire Hall Building	-\$150	\$56,870	\$56,720
4150	Building Inspection Services	-\$25,500	\$76,060	\$50,560
4200	Bylaw Enforcement	-\$6,000	\$97,690	\$91,690
4220	Animal Control	-\$9,900	\$0	-\$9,900
4230	Business Licensing	-\$90,000	\$0	-\$90,000
4250	RCMP Policing	-\$43,800	\$668,390	\$624,590
4300	Other Protective Services	\$0	\$26,120	\$26,120
4400	Health and Safety	\$0	\$46,020	\$46,020
4500	Economic Development	\$0	\$94,500	\$94,500
4600	Planning and Development	-\$8,000	\$92,270	\$84,270
4650	Business Improvement District	-\$24,000	\$26,000	\$2,000
Subtotal	Protective Services	-\$252,500	\$1,562,570	\$1,310,070
5050	Recreation Administration	-\$5,450	\$412,210	\$406,760
5060	Lottery Grant	-\$51,070	\$51,070	\$0
5065	Leisure Pass	-\$69,150	\$1,000	-\$68,150
5072	LED Sign	-\$6,000	\$0	-\$6,000
5075	Facilities Maintenance	\$0	\$331,700	\$331,700
5100	Arena	-\$220,750	\$551,390	\$330,640
5125	Fitness Room	-\$8,000	\$24,400	\$16,400
5150	Community Centre	-\$104,000	\$230,870	\$126,870
5200	Curling Rink	-\$54,600	\$101,190	\$46,590
5250	Aquatic Centre	-\$175,000	\$480,680	\$305,680
5260	Concessions	-\$239,840	\$239,840	\$0
5300	Parks and Playgrounds	-\$34,000	\$397,430	\$363,430
5310	Spray Park	\$0	\$13,380	\$13,380
5320	Community Gardens	-\$1,000	\$2,010	\$1,010
5330	Weed and Insect Control	\$0	\$15,960	\$15,960
5340	Communities In Bloom	\$0	\$0	\$0
5360	Flower Pot Program	\$0	\$10,000	\$10,000
5370	Urban Forest	\$0	\$33,200	\$33,200
5380	Trail System	\$0	\$5,170	\$5,170
5400	Recreation Special Events	-\$8,500	\$120,030	\$111,530
5410	Summer Sizzler	-\$29,000	\$29,000	\$0
5420	Joint Use Program	-\$13,000	\$19,000	\$6,000
5430	Leisure Services Fleet	\$0	-\$73,380	-\$73,380
Subtotal	Recreation and Leisure Services	-\$1,019,360	\$2,996,150	\$1,976,790

5450	Library	-\$1,800	\$202,650	\$200,850
5500	Museum Services	-\$65,030	\$394,890	\$329,860
5600	Museum Building	-\$1,200	\$49,790	\$48,590
5650	Merchants Bank Building (Gallery)	-\$800	\$42,930	\$42,130
5700	Original Humboldt	-\$6,000	\$6,000	\$0
5800	Public Art	-\$2,000	\$12,000	\$10,000
5900	Water Tower	-\$5,500	\$5,380	-\$120
Subtotal	Cultural Services	-\$82,330	\$713,640	\$631,310
6050	Waste Mangement	-\$381,600	\$569,730	\$188,130
6150	Cemetery Administration	-\$45,000	\$36,400	-\$8,600
6250	Mobility Van	-\$12,300	\$66,060	\$53,760
6400	Other Public Health	\$0	\$5,000	\$5,000
Subtotal	Public Health	-\$438,900	\$677,190	\$238,290
7050	Transportation Administration	-\$100,000	\$394,260	\$294,260
7075	Street Lighting	\$0	\$146,030	\$146,030
7100	Street Systems	-\$381,000	\$409,270	\$28,270
7120	Street Sweeping	\$0	\$78,500	\$78,500
7150	Storm Water Infrastructure	-\$656,720	\$179,230	-\$477,490
7170	Street and Curb Painting	\$0	\$54,400	\$54,400
7200	Public Works Shop	\$0	\$117,890	\$117,890
7300	Snow and Ice Control	\$0	\$191,370	\$191,370
7310	Emulsion Treated Roads	\$0	\$56,920	\$56,920
7320	Gravel Roads	\$0	\$147,680	\$147,680
7330	BBJk Lanes	\$0	\$15,320	\$15,320
7340	Dust Control	\$0	\$30,920	\$30,920
7350	Transportation Equipment	\$0	-\$219,190	-\$219,190
7370	Traffic Signals	\$0	\$42,820	\$42,820
7380	Traffic Signs	\$0	\$22,560	\$22,560
7510	Sidewalk Maintenance	\$0	\$80,010	\$80,010
7530	Ditch Mowing	\$0	\$15,160	\$15,160
7550	Winter Sidewalks	\$0	\$33,690	\$33,690
7610	Airport	-\$25,000	\$46,180	\$21,180
7810	Christmas Decorations	\$0	\$38,040	\$38,040
Subtotal	Transportation Services	-\$1,162,720	\$1,881,060	\$718,340
8000	Utility Administration	-\$4,085,750	\$2,480,080	-\$1,605,670
8050	Water Mains	\$0	\$325,670	\$325,670
8100	Water Distribution	\$0	\$131,450	\$131,450
8150	Water Meter Readings and Billing	-\$4,600	\$181,480	\$176,880
8200	Sewer Mains	\$0	\$178,540	\$178,540
8250	Lagoon	\$0	\$216,600	\$216,600
8300	Lift Stations	\$0	\$152,420	\$152,420
Subtotal	Water and Wastewater Services	-\$4,090,350	\$3,666,240	-\$424,110
8500	Land Development	\$0	\$10,000	\$10,000
Subtotal	Land Development	\$0	\$10,000	\$10,000
Total	All Tax Supported and Utility Operations	-\$16,559,070	\$12,870,980	-\$3,688,090

Amortization Not Affecting Cash			
3000	General Government Amortization	\$27,000	\$27,000
4050	Planning and Development Amortization	\$68,000	\$68,000
4600	Protective Services Amortization	\$7,000	\$7,000
5050	Leisure Services Amortization	\$516,000	\$516,000
6150	Public Health Amortization	\$10,000	\$10,000
7050	Transportation Amortization	\$1,050,000	\$1,050,000
8000	Water and Sewer Amortization	\$415,000	\$415,000
Subtotal	Amortization Not Affecting Cash		\$2,093,000
Subtotal	Principal Payments on Utility Based Loans		\$128,320
Subtotal	Principal Payments on Taxation Based Loans		\$238,010
Subtotal	Balance Available for Reserves / Capital		-\$3,321,760
Contributions to Reserves			
	Library Reserve (Contribution)		\$10,000
	Fleet Reserve (Contribution)		\$366,480
	Transportation Reserve (Contribution)		\$1,033,000
	Utilities Reserve (Contribution)		\$650,000
	Utilities Waste Water and Lift Stns		\$300,000
	Utilities Reserve (Contribution)		\$340,000
	Leisure, Corporate, Cultural, Protective (Contribution)		\$500,000
	Contribution to Wastewater in-lieu of Loan Pmt		\$122,280
Subtotal	Reserve Transactions affecting Operations		\$3,321,760
Subtotal	Net Balanced Budget		\$0
Public Works Infrastructure Capital Projects funded from Transportation or Utility Reserve:			
	16th Street Watermains - S of 8th Ave to 11th Ave	\$	714,700
	16th Street Road - N of 8th Ave to 11th Ave	\$	734,000
	16th Street Road - N of 11th Ave to 12th Ave	\$	187,000
	11th Ave Road - Centennial Cres to 16th St	\$	115,300
	9th Ave Road - 9th Street to 13th Street	\$	209,800
	10th Street Road - 8th Ave to 9th Ave	\$	95,100
	4th Ave Road - Main Street to 7th St	\$	95,900
	Landmark Place Road (local Improvement)	\$	100,000
	21st St and 8th Ave Turning Lane	\$	75,000
	8th Ave Streetlights - 17th St to Peck Rd	\$	40,000
	12th Ave Paved Trail - Main St to 12th St - N Side	\$	47,700
	Portable Retrieval/Fall Arrest System	\$	14,000
	Excavator Thumb	\$	10,000
	Rotary Brush Cutter	\$	30,000
Subtotal	Public Works Infrastructure Capital Projects:		\$2,468,500
Capital Projects From Other Reserves			
	Outdoor Rink and Multi-Sport Court	\$	350,000
	Glenn Hall Park Irrigation Conversion	\$	20,000
	Jubilee Hall Flooring Replacement	\$	50,000
	Irrigation Equipment - Additional Water Reel	\$	20,000
	Uniplex LED Lighting Upgrades - Aquatic Center	\$	25,000
	North Hospital Development	\$	50,000
	Fleet -Self-Propelled Turf Sweeper (Addition)	\$	75,000
	Flatdeck Utility Trailer	\$	15,000
	Parks Skid Steer Attachements	\$	50,000
	Fire Hall Air Conditioning	\$	11,000
	City Hall Photocopier	\$	16,500
Subtotal	Capital Projects funded from Reserves or External Funding		\$682,500

Capital Projects Funded from Fleet Reserve			
	Leisure Services - Two 6 foot mowers		\$ 50,000
	Public Works - Uniloader		\$ 236,000
Subtotal	Fleet Purchases funded from Fleet Reserves		\$286,000
Subtotal	Net Capital Purchases and Projects Funded from Reserve		\$3,437,000
Subtotal	Net Draw from Reserves		\$115,240
	Mayor - Michael Behiel		City Manager - Joe Day

3.0 Borrowing

The City of Humboldt has an approved debt limit of \$15,000,000.

During 2020 the City did not enter into any new long-term loans. The 2021 budget does not propose any new external loans.

As the City progresses through the necessary approvals and planning for the Waste Water Treatment upgrades there will be the need for long-term borrowing. If the City receives final approval for the project, and if the cost of the project reaches the full cost that was estimated, the City's share of the project will be approximately \$9,100,000. It is anticipated that some portion of the City's share would be funded from reserves, with a resulting assumption that a **long-term loan related to this project would be approximately \$7,500,000**. The anticipated construction schedule would likely require the long-term loan to be established prior to the 2022 construction season.

The following chart provides a listing of all external borrowing that the City currently has.

The total debt at the beginning of 2021 is \$3,339,757.

By the end of 2021 it is anticipated the City will reduce its total debt by over \$366,000 to \$2,973,426.

CITY OF HUMBOLDT
2021 BUDGET

	Loan Amount	Annual Cost	End Year	2020 Beginning Balance	2021 Beginning Balance	2021 Ending Balance
2010 Uniplex Upgrades (Ending Dec 2020)	973,103.00	-	2020	111,911.08	-	
2015 Columbarium (Ending Dec-2020)	25,000.00	-	2020	5,179.97	-	
Fire Truck Loans (Ending Nov 2021)	346,000.00	39,153.60	2021	78,499.53	38,336.97	
2011 Pub Works Loan (Ending Nov 2021)	1,114,148.00	123,033.36	2021	248,151.14	120,654.61	
2016 Centennial Park (Ending Dec-2026)	1,200,000.00	139,601.83	2026	874,697.04	760,024.08	642,082.93
Water & Sewer Loan (Ending Dec-2035)	940,000.00	67,341.98	2035	802,343.39	764,688.13	725,639.61
Super Pipe (Ending Dec-2042)	2,000,000.00	110,795.87	2042	1,704,630.02	1,656,053.16	1,605,703.23
				3,825,412.17	3,339,756.94	2,973,425.78

This Page Intentionally Left Blank

4.0 Debt Payments

In the past the City of Humboldt has taken out both large loans with long payment terms as well as smaller loans with shorter payment terms. Of course any money required for paying principal and interest is money that is not available for annual capital spending.

In 2020, approximately \$614,400 was required to service debt. For the 2021 budget, **\$479,927 of the City's revenues are required to service debt**. Of that amount, \$113,596 is the interest component on the loan payments.

By 2022 the following amounts can be attributed to service debt for the waste water treatment loan:

- \$134,470 from loans ended in 2020
- \$162,190 from loans ending in 2021
- \$182,000 from payment to REACT ending in 2021
- \$478,660 total of the above amounts

The chart below illustrates the Departments / Areas that loans are associated with along with the corresponding payments attributable to each Department.

Total Debt Payments Per Year Per Department

	2020	2021	2022	2023	2024	2025
Leisure Services	207,204.08	93,533.23	93,533.23	93,533.23	93,533.23	93,533.23
Transportation	135,000.00	123,033.36	-	-	-	-
Fire	42,720.00	39,153.60	-	-	-	-
Admin	-	-	-	-	-	-
Hosp/Cemetery	5,273.21	-	-	-	-	-
Tax Related	390,197.29	255,720.19	93,533.23	93,533.23	93,533.23	93,533.23
Storm Water	156,864.47	156,864.47	156,864.47	156,864.47	156,864.47	156,864.47
Utility	67,341.97	67,341.98	67,341.97	67,341.97	67,341.97	67,341.98
Waste Water Trtmt			478,660.00	478,660.00	478,660.00	478,660.00
Utility Related	224,206.44	224,206.45	702,866.44	702,866.44	702,866.44	702,866.45
Total	614,403.73	479,926.64	796,399.67	796,399.67	796,399.67	796,399.68

4.0 Debt Payments

Principal Portion of Debt Payments Per Year Per Department

(Does not include waste water project loan expected for 2022)

	2021	2022	2023	2024	2025
Leisure Services	79,020.57	81,272.65	83,588.92	85,971.21	88,421.39
Transportation	120,654.61	-	-	-	-
Fire	38,336.97	-	-	-	-
Admin	-	-	-	-	-
Hosp/Cemetery	-	-	-	-	-
Storm Water	89,270.50	92,217.51	95,263.21	98,410.95	101,664.20
Utility	39,048.52	40,493.30	41,991.56	43,545.24	45,156.43
	366,331.16	213,983.46	220,843.69	227,927.40	235,242.01

Interest Portion of Debt Payments Per Year Per Department

(Does not include waste water project loan expected for 2022)

	2021	2022	2023	2024	2025
Leisure Services	14,512.66	12,260.57	9,944.30	7,562.02	5,111.84
Transportation	2,378.75	-	-	-	-
Fire	816.63	-	-	-	-
Admin	-	-	-	-	-
Hosp/Cemetery	-	-	-	-	-
Storm Water	67,593.97	64,646.97	61,601.27	58,453.52	55,200.28
Utility	28,293.46	26,848.67	25,350.41	23,796.73	22,185.55
	113,595.48	103,756.21	96,895.98	89,812.27	82,497.67

The two loans that have the longest terms are the Superpipe loan taken out in 2012 for \$2,000,000 with a 30-year term, and a "Water and Sewer" loan taken out in 2015 for \$940,000 with a 20-year term.

Together these two loans result in \$178,138 in combined payments. For 2021 the split is \$89,399 towards principal and \$88,739 for interest. Both of these loans have penalties related to early repayment that essentially make it impractical to pay these loans off prior to their maturity dates.

5.0 Reserves

Administration is continuing to review the Reserve schedule to make recommendations to Council to re-align the amounts shown as appropriated reserves to correspond with specific bank accounts or investments.

Schedule 8 of the Audited Financial Statements show:

	<u>2019 Year End</u>
• Unappropriated Surplus	\$ (48,803)
• Appropriated Reserves	\$ 8,072,570
• <u>Net Tangible Capital Assets</u>	<u>\$ 42,535,134</u>
• Total Accumulated Surplus	\$ 50,558,901

At Statement 1 of the Audited Financial Statements, the Total Accumulated Surplus of \$50,558,901 is shown as well, but in a different format. Notably, at Statement 1 it can be observed that the City had readily accessible financial assets of:

	<u>2019 Year End</u>
• Cash and Investments	\$ 8,026,279
• Net from Receivables, Payables and other Non-cash items:	\$ (2,512)
• Long Term Debt	\$ (3,826,017)
• <u>Tangible Capital Assets</u>	<u>\$ 46,361,151</u>
• Total Accumulated Surplus	\$ 50,558,901

Future recommendations from Administration will to maintain an alignment of:

- Appropriated Reserves (Schedule 8) to equal the Cash and Investments (Statement 1),
- Unappropriated Surplus (Schedule 8) to equal Net from Receivables, Payables and other non-cash items (Statement 1)

City of Humboldt							
Consolidated Statement of Financial Position							
As at December 31, 2019							Statement 1
						2019	2018
							<i>(restated - Note 10)</i>
FINANCIAL ASSETS							
	Cash and Temporary Investments (Note 2)					8,026,279	6,540,682
	Taxes Receivable - Municipal (Note 3)					472,730	408,083
	Other Accounts Receivable (Note 4)					738,645	631,384
	Land for Resale (Note 5)					919,417	919,417
	Local Improvements Receivable					163,041	160,604
	Long-term Investments (Note 6)					133,385	181,066
Total Financial Assets						10,453,497	8,841,236
FINANCIAL LIABILITIES							
	Accounts Payable and Accrued Liabilities Payable					936,168	995,433
	Deposits and Performance Bonds					431,067	465,192
	Deferred Revenue (Note 7)					1,251,053	1,301,180
	Long-Term Debt (Note 8)					3,826,017	4,433,375
Total Financial Liabilities						6,444,305	7,195,180
NET FINANCIAL ASSETS						4,009,192	1,646,056
Non-Financial Assets							
	Tangible Capital Assets (Schedule 6, 7)					46,361,151	44,524,228
	Prepayments and Deferred Charges					22,642	16,109
	Inventory of Materials and Supplies					165,916	165,538
Total Non-Financial Assets						46,549,709	44,705,875
Accumulated Surplus (Schedule 8)						50,558,901	46,351,931

City of Humboldt						
Consolidated Schedule of Accumulated Surplus						
For the year ended December 31, 2019						Schedule 8
				2018	Changes	2019
				<i>(restated - Note 10)</i>		
UNAPPROPRIATED SURPLUS (DEFICIT)				260,615	(309,418)	(48,803)
APPROPRIATED RESERVES						
Operating:						
	Contingency Reserve			339,893	457,103	796,996
	Memorial Reserve 2018 Accident			-	1,336,459	1,336,459
	Operating Reserve			339,893	1,793,562	2,133,455
Capital:						
General Government Services						
	Land Development			890,147	-	890,147
	Land Development - Pavement			312,199	-	312,199
	Land Development - Municipal Reserve			155,508	-	155,508
	General Government Reserve			1,357,854	-	1,357,854
Protective Services						
	Protective Services Fleet			8,191	67,986	76,177
	Protective Reserve Service			8,191	67,986	76,177
Transportation Services						
	Street Redevelopment			37,332	(96,026)	(58,694)
	Stormwater Levy			875,574	(25,180)	850,394
	Streetscape			-	-	-
	Town Entrance			-	-	-
	Infrastructure Levy Reserve			292,116	-	292,116
	Conference fund			-	-	-
	Transportation Reserve			1,205,022	(121,206)	1,083,816
Environmental and Public Health Services						
	Cemetery			16,764	6,975	23,739
	Cemetery - SEC Capital Reserve			107,760	(539)	107,221
	Environmental and Public Health Reserve			124,524	6,436	130,960
Recreation and Culture Services						
	Recreation Administration			24,633	-	24,633
	Parks and Playgrounds			-	56,181	56,181
	Uniplex and HCI Upgrade			-	101,149	101,149
	Museum			21,370	-	21,370
	Museum - Humboldt Public Art Committee			17,758	8,260	26,018
	Museum - Water Tower			51,415	3,413	54,828
	Telegraph Station			42,468	1,753	44,221
	Multipurpose/Theatre			-	41,178	41,178
	Library			30,000	30,000	60,000
	Recreation and Culture Services Reserve			187,644	241,934	429,578
Appropriated Reserves subtotal				3,223,128	1,988,712	5,211,840

City of Humboldt						
Consolidated Schedule of Accumulated Surplus						
For the year ended December 31, 2019						Schedule 8
				2018	Changes	2019
Appropriated Reserves subtotal from previous page				3,223,128	1,988,712	5,211,840
Fleet						
	Corporate Service Fleet			7,284	8,068	15,352
	Mobility Van			-	5,000	5,000
	Leisure Services Fleet			45,204	6,219	51,423
	Public Work Fleet			99,206	(164,038)	(64,832)
	Fleet Reserve			151,694	(144,751)	6,943
Utility						
	Utility - Contingency			1,835,747	228,146	2,063,893
	Utility - Public Reserve			44,487	-	44,487
	Utility Reserve			1,880,234	228,146	2,108,380
Off Site Fees						
	Off Sites - Water			251,203	-	251,203
	Off Sites - Waste Water			281,765	-	281,765
	Off Sites - Storm Water			24,598	-	24,598
	Off Sites - Transportation			59,632	-	59,632
	Off Sites - Parks & Recreation Facilities			128,209	-	128,209
	Off Sites Fees Reserve			745,407	-	745,407
Total Appropriated				6,000,463	2,072,107	8,072,570
NET INVESTMENT IN TANGIBLE CAPITAL ASSETS						
	Tangible capital assets (Schedule 6)			44,524,228	1,836,923	46,361,151
	Less: Related debt			(4,433,375)	607,358	(3,826,017)
Net Investment in Tangible Capital Assets				40,090,853	2,444,281	42,535,134
Total Accumulated Surplus				46,351,931	4,206,970	50,558,901

5.0 Reserves - Budgeted Reserve Activity

For 2021 the budget is presented in similar fashion to what was introduced with the 2020 budget:

- The operating surplus, after adjusting for the funding necessary for principal payments, is completely distributed to selected Appropriated Reserves.
- The Capital Projects are evaluated and approved based on their merit with 100% of the funding for each project coming from Reserves.
- It is not imperative that the contributions into the reserves and the withdrawals from the reserves balance.

The following charts illustrate that there will be a **net drawdown of reserves in 2021 of \$115,240**. This is due largely from a one-time draw of \$425,000 to complete MEEP work in 2021 from the funding received in 2020, as well as increased spending in the Transportation area to complete all roadwork along 16th Street in the same year the that the Watermains are replaced.

The projection shows that by the end of 2025 compared to the end of 2020 position, the City should be able to contribute to reserves approximately \$1,265,000, please note however that this amount is attributable entirely to funding reserves related to Storm Water systems as well as Waste Water – Lift Stations. Any large projects related to those activities will draw from those reserves.

Reserve Transactions	Contributions	Withdrawal	Net Change 2021	Cumulative Changes 2021 - 2025
Library Reserve	\$10,000	\$0	\$10,000	\$10,000
Fleet Reserve	\$366,480	\$286,000	\$80,480	\$80,480
Transportation Reserve	\$1,033,000	\$1,648,800	-\$615,800	-\$615,800
Water&Sewer Utility Reserves	\$650,000	\$714,700	-\$64,700	-\$64,700
Waste Water & Lift Stations	\$300,000		\$300,000	\$300,000
Storm Water & Lift Stations	\$340,000	\$30,000	\$310,000	\$310,000
Leisure / Corporate / Cultural / Protective Svcs	\$500,000	\$332,500	\$167,500	\$167,500
Fed / Prov Conditional Grants		\$425,000	-\$425,000	-\$425,000
Allowance for Waste Water Loan Pmt (to Res 2021)	\$122,280		\$122,280	\$122,280
Net Change to Reserves	\$3,321,760	\$3,437,000	-\$115,240	-\$115,240

Reserve Transactions	Contributions	Withdrawal	Net Change 2022	Cumulative Changes 2021 - 2025
Library Reserve	\$10,000	\$0	\$10,000	\$20,000
Fleet Reserve	\$366,480	\$465,000	-\$98,520	-\$18,040
Transportation Reserve	\$933,000	\$741,000	\$192,000	-\$423,800
Water&Sewer Utility Reserves	\$650,000	\$324,000	\$326,000	\$261,300
Waste Water & Lift Stations	\$300,000	\$0	\$300,000	\$600,000
Storm Water & Lift Stations	\$340,000	\$850,000	-\$510,000	-\$200,000
Leisure / Corporate / Cultural / Protective Svcs	\$500,000	\$150,000	\$350,000	\$517,500
Fed / Prov Conditional Grants		\$0	\$0	-\$425,000
Net Change to Reserves	\$3,099,480	\$2,530,000	\$569,480	\$331,960

Reserve Transactions	Contributions	Withdrawal	Net Change 2023	Cumulative Changes 2021 - 2025
Library Reserve	\$10,000	\$0	\$10,000	\$30,000
Fleet Reserve	\$366,480	\$381,000	-\$14,520	-\$32,560
Transportation Reserve	\$933,000	\$666,000	\$267,000	-\$156,800
Water&Sewer Utility Reserves	\$650,000	\$941,000	-\$291,000	-\$29,700
Waste Water & Lift Stations	\$300,000	\$0	\$300,000	\$900,000
Storm Water & Lift Stations	\$340,000	\$0	\$340,000	\$140,000
Leisure / Corporate / Cultural / Protective Svcs	\$500,000	\$525,000	-\$25,000	\$492,500
Fed / Prov Conditional Grants		\$0	\$0	-\$425,000
Net Change to Reserves	\$3,099,480	\$2,513,000	\$586,480	\$918,440

Reserve Transactions	Contributions	Withdrawal	Net Change 2024	Cumulative Changes 2021 - 2025
Library Reserve	\$10,000	\$0	\$10,000	\$40,000
Fleet Reserve	\$371,480	\$27,000	\$344,480	\$311,920
Transportation Reserve	\$933,000	\$875,000	\$58,000	-\$98,800
Water&Sewer Utility Reserves	\$650,000	\$410,000	\$240,000	\$210,300
Waste Water & Lift Stations	\$300,000	\$0	\$300,000	\$1,200,000
Storm Water & Lift Stations	\$340,000	\$475,000	-\$135,000	\$5,000
Leisure / Corporate / Cultural / Protective Svcs	\$500,000	\$747,000	-\$247,000	\$245,500
Fed / Prov Conditional Grants		\$0	\$0	-\$425,000
Net Change to Reserves	\$3,104,480	\$2,534,000	\$570,480	\$1,488,920

Reserve Transactions	Contributions	Withdrawal	Net Change 2025	Cumulative Changes 2021 - 2025
Library Reserve	\$10,000	\$0	\$10,000	\$50,000
Fleet Reserve	\$371,480	\$504,000	-\$132,520	\$179,400
Transportation Reserve	\$933,000	\$543,000	\$390,000	\$291,200
Water&Sewer Utility Reserves	\$650,000	\$1,086,000	-\$436,000	-\$225,700
Waste Water & Lift Stations	\$300,000	\$0	\$300,000	\$1,500,000
Storm Water & Lift Stations	\$340,000	\$0	\$340,000	\$345,000
Leisure / Corporate / Cultural / Protective Svcs	\$500,000	\$825,000	-\$325,000	-\$79,500
Fed / Prov Conditional Grants		\$0	\$0	-\$425,000
Net Change to Reserves	\$3,104,480	\$2,958,000	\$146,480	\$1,635,400

This Page Intentionally Left Blank

6.0 Capital – Capital Projects

The following three charts itemize the Capital projects that are being recommended for 2021. There are detailed descriptions of each project provided near the end of the budget binder.

Public Works And Utilities Specific	Funding Source	Reserve Funding	Other Funding	Total Project Value
16th Street Watermains - S of 8th Ave to 11th Ave	Utility Res	\$ 714,700	\$ -	\$ 714,700
16th Street Road - N of 8th Ave to 11th Ave	Transportation Res	\$ 734,000	\$ -	\$ 734,000
16th Street Road - N of 11th Ave to 12th Ave	Transportation Res	\$ 187,000	\$ -	\$ 187,000
11th Ave Road - Centennial Cres to 16th St	Transportation Res	\$ 115,300	\$ -	\$ 115,300
9th Ave Road - 9th Street to 13th Street	Transportation Res	\$ 209,800	\$ -	\$ 209,800
10th Street Road - 8th Ave to 9th Ave	Transportation Res	\$ 95,100	\$ -	\$ 95,100
4th Ave Road - Main Street to 7th St	Transportation Res	\$ 95,900	\$ -	\$ 95,900
Landmark Place Road (local Improvement)	Local Imp Levies	\$ 100,000		\$ 100,000
21st St and 8th Ave Turning Lane	MEEP Res	\$ 75,000		\$ 75,000
8th Ave Streetlights - 17th St to Peck Rd	Transportation Res	\$ 40,000	\$ -	\$ 40,000
12th Ave Paved Trail - Main St to 12th St - N Side	Transportation Res	\$ 47,700	\$ -	\$ 47,700
Portable Retrieval/Fall Arrest System	Transportation Res	\$ 14,000	\$ -	\$ 14,000
Excavator Thumb	Transportation Res	\$ 10,000	\$ -	\$ 10,000
Rotary Brush Cutter	Wastewater Res	\$ 30,000	\$ -	\$ 30,000
Total		\$ 2,468,500	\$ -	\$ 2,468,500

Lesiure Services Specific	Funding Source	Reserve Funding Source	Other Funding Source	Total Project Value
Outdoor Rink and Multi-Sport Court	MEEP Reserve	\$ 350,000	\$ -	\$ 350,000
Glenn Hall Park Irrigation Conversion	MEEP Reserve	\$ 20,000	\$ -	\$ 20,000
Jubilee Hall Flooring Replacement	Leis/Corp/Cul/PS Res	\$ 50,000	\$ -	\$ 50,000
Irrigation Equipment - Additional Water Reel	Leis/Corp/Cul/PS Res	\$ 20,000	\$ -	\$ 20,000
Uniplex LED Lighting Upgrades - Aquatic Center	Leis/Corp/Cul/PS Res	\$ 25,000	\$ -	\$ 25,000
North Hospital Development	Leis/Corp/Cul/PS Res	\$ 50,000	\$ -	\$ 50,000
Fleet -Self-Propelled Turf Sweeper (Addition)	Leis/Corp/Cul/PS Res	\$ 75,000	\$ -	\$ 75,000
Flatdeck Utility Trailer	Leis/Corp/Cul/PS Res	\$ 15,000	\$ -	\$ 15,000
Parks Skid Steer Attachements	Leis/Corp/Cul/PS Res	\$ 50,000	\$ -	\$ 50,000
Total		\$ 655,000	\$ -	\$ 655,000

Protective Services Specific	Funding Source	Reserve Funding	Other Funding	Total Project Value
Fire Hall Air Conditioning	Leis/Corp/Cul/PS Res	\$ 11,000	\$ -	\$ 11,000
City Hall Photocopier	Leis/Corp/Cul/PS Res	\$ 16,500	\$ -	\$ 16,500
Total		\$ 27,500	\$ -	\$ 27,500

6.0 Capital - Deferred (Unfunded) Capital Projects

In addition to the Capital projects that are recommended to Council, there are a number of projects that Administration considered, but are recommended be deferred to a later date, either based on available funding, or pending the development of additional information.

If additional funding becomes available during 2021, the following projects may be re-visited to determine if they can proceed in 2021.

Deferred Projects		Reserve Funding Source	Other Funding Source	Total Project Value
Installation of catch basins in alleys	Not Budgeted 2021	\$ 70,000	\$ -	\$ 70,000
Glenn Hall Park Jumping Pits and Runways	Not Budgeted 2021	\$ 25,000	\$ -	\$ 25,000
Community Trail Development	Not Budgeted 2021	\$ 30,000	\$ -	\$ 50,000
Fleet - 6' Deck Mower (Addition)	Not Budgeted 2021	\$ 25,000	\$ -	\$ 25,000
City Hall Window Replacement	Not Budgeted 2021	\$ 150,000	\$ -	\$ 150,000
Convention Centre Washrooms	Not Budgeted 2021	\$ 80,000	\$ -	\$ 80,000
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Total		\$ -	\$ -	\$ -

6.0 Capital – Five Year Capital Plans

The following charts identify the proposed five year Capital plans for the City of Humboldt.

Year	Description	Description	Value ('000)
2021	16th Street - S of 8th Ave to 11th Ave	Watermains	715
2021	16th Street - N of 8th Ave to 11th Ave	Roads (B,C&A)	734
2021	16th Street - N of 11th Ave to 12th Ave	Roads (B,C&A)	187
2021	11th Ave - Centennial Cres to 16th St	Roads (B,C&A)	115
2021	9th Ave - 9th Street to 13th Street	Roads (C&A)	210
2021	10th Street - 8th Ave to 9th Ave	Roads (C&A)	95
2021	4th Ave - Main Street to 7th St	Roads (C&A)	95
2021	Landmark Place (Local Improvement)	Roads (B&A)	100
2021	21st St and 8th Ave Turning Lane	Roads (B&A)	75
2021	8th Ave - 17th St to Peck Rd	Streetlights	40
2021	12th Ave - Main St to 12th St - N Side	Paved Trail	48
2021	Portable Retrieval/Fall Arrest System	Equipment	14
2021	Excavator Thumb	Equipment	10
2021	Rotary Brush Cutter	Equipment	30
	Total		2468
Year	Description	Description	Value ('000)
2021	Outdoor Rink and Multi-Sport Court		350
2021	Glenn Hall Park Irrigation Conversion		20
2021	Jubilee Hall Flooring Replacement		50
2021	Flatdeck Utility Trailer		15
2021	Parks Skid Steer Attachements		50
2021	Irrigation Equipment - Additional Water Reel		20
2021	Uniplex LED Lighting Upgrades - Aquatic Center		25
2021	North Hospital Development		50
2021	Fleet - Self-Propelled Turf Sweeper (NEW)		75
	Total		655
Year	Description	Description	Value ('000)
2021	Fire Hall Air Conditioning		11
2021	City Hall Photocopier		17
	Total		28
Year	Description	Description	Value ('000)
2021	Two 6' Deck Mowers (L246 and L249)		50
2021	Uniloader (P400)		269
	Total		319

6.0 Capital – Five Year Capital Plans

Year	Description	Description	Value ('000)
2022	11th Street - 6th Ave to 8th Ave	Watermains	324
2022	11th Street - 6th Ave to 8th Ave	Roads (B)	126
2022	4th Street - 8th Ave (Hwy 5) to Ogilvie Ave	Roads (B&A)	265
2022	9th Ave - 16th St to lane E of Barnes Crescent	Roads (B,C&A)	350
2022	Storm Water Mitigation (phase 1)	Storm	850
	Total		1915
Year	Description	Description	Value ('000)
2022	Fitness Room HVAC		25
2022	Fleet - 6' Deck Mower (NEW)		25
2022	Uniplex LED Lighting Upgrades - Common Areas (Phase 1)		25
2022	Multi-Purpose Room Air Conditioner Replacement		25
	Total		100
Year	Description	Description	Value ('000)
2022	Water Tower Exterior Painting		50
	Total		50
Year	Description	Description	Value ('000)
2022	General Use One Ton (L180)		40
2022	Bylaw Vehicle (C105)		30
2022	Heavy Truck (P340)		150
2022	City Hall Vehicle (C100)		30
2022	3/4 Ton (P160)		40
2022	Tractor (P260)		70
2022	Heavy Truck (P350)		150
	Total		510

Year	Description	Description	Value ('000)
2023	13th Street - 5th Ave to 10th Ave	Watermains	941
2023	13th Street - 5th Ave to 10th Ave	Roads (B)	359
2023	11th Street - 6th Ave to 8th Ave	Roads (C&A)	156
2023	6th Ave - 5th St to 6th St	Roads (B,C&A)	81
2023	7th Ave - 2nd Street to 3rd Street	Roads (B,C&A)	70
	Total		1607
Year	Description	Description	Value ('000)
2023	Convention Centre Air Handling Unit		225
2023	Convention Centre Washroom Upgrades		100
2023	Parks Shop - Water Supply/Pressure Washer		25
2023	Uniplex Main Exterior Entrance Improvements		50
2023	Parks Shop - Cold Storage Addition		100
2023	Uniplex LED Lighting Upgrades - Arena Ice Surface		25
	Total		525
Year	Description	Description	Value ('000)
2023	Parks Skid Steer (L243)		70
2023	Command Unit C11J (C11J)		55
2023	Facilities Manager (L120)		40
2023	General Use Half Ton (L125)		40
2023	Heavy Truck (P320)		100
2023	Heavy Truck (P330)		120
	Total		425

6.0 Capital – Five Year Capital Plans

Year	Description	Description	Value ('000)
2024	12th Street - 3rd Ave to 4th Ave	Watermains	102
2024	3rd Ave - 12th Street to 16th Street	Watermains	308
2024	12th Street - 3rd Ave to 4th Ave	Roads (B)	51
2024	3rd Ave - 12th Street to 16th Street	Roads (B)	113
2024	17th St - 5th Ave to 8th Ave	Roads (B&A)	331
2024	13th Street - 5th Ave to 10th Ave	Roads (C&A)	380
2024	Storm Water Mitigation (phase 2)	Storm	475
	Total		1760
Year	Description	Description	Value ('000)
2024	Arena Ice Plant - Major Upgrades		500
2024	Water Ridge Play Structure		150
2024	Uniplex LED Lighting Upgrades - Curling Rink Ice Surface		25
	Total		675
Year	Description	Description	Value ('000)
2024	Museum Furnaces/AC Replacement		72
	Total		72
Year	Description	Description	Value ('000)
2024	Snowblower (P207)		16
2024	Salt Spreader (P210)		13
	Total		29

Year	Description	Description	Value ('000)
2025	14th Street - 6th Avenue to 11th Ave	Watermains	1086
2025	14th Street - 6th Avenue to 11th Ave	Roads (B)	405
2025	12th Street - 3rd Ave to 4th Ave	Roads (C&A)	51
2025	3rd Ave - 12th Street to 14th Street	Roads (A)	87
	Total		1629
Year	Description	Description	Value ('000)
2025	Glenn Hall Park Upgrades (Phase 1)		650
2025	Uniplex LED Lighting Upgrades - Common Areas (Phase 2)		25
2025	Bill Brecht Play Structure		150
	Total		825
Year	Description	Description	Value ('000)
2025	Ice Resurfacer (L280)		180
2025	General Use Dump Truck (L185)		40
2025	Public Works Vehicle (P110)		33
2025	Half Ton (P120)		40
2025	Half Ton (P125)		40
2025	Ditch Mower (P201)		46
2025	Boiler/Pressure System (P213)		13
2025	Durapatcher (P233)		65
2025	Trailer (P235)		15
2025	Tractor (P270)		130
	Total		602

This Page Intentionally Left Blank

7.0 Fleet

Many Cost Centres show a Fleet Expense which is management's estimate of that operation's share of the overall cost of maintaining the fleet including contribution for replacements. Any new vehicle or piece of equipment that does not replace an existing piece must be budgeted as new capital.

Fleet Replacements		Reserve Funding	Other Funding	Total Project Value
Leisure Services - Two 6 foot mowers	Fleet	\$ 50,000	\$ -	\$ 50,000
Public Works - Uniloader	Fleet	\$ 236,000	\$ 33,000	\$ 269,000
Total		\$ 286,000	\$ 33,000	\$ 319,000

It is anticipated that the net balance of the Fleet Reserves will start the 2021 fiscal year with a deficit of approximately \$139,370. By the end of 2021 it is anticipated that the net balance of the Fleet Reserves will be in a deficit position of \$58,900.

7.0 Fleet – Five Year Plan

Fleet Reserve Opening					
	2021	2022	2023	2024	2025
Opening Balance	-\$139,373	-\$58,893	-\$157,413	-\$171,933	\$172,547
Fleet Reserve Contributions					
	2021	2022	2023	2024	2025
Corporate Services	\$3,100	\$3,100	\$3,100	\$3,100	\$3,100
Leisure Services	\$73,380	\$73,380	\$73,380	\$73,380	\$73,380
Public Works	\$220,000	\$220,000	\$220,000	\$220,000	\$220,000
Fire and Emergency Services	\$65,000	\$65,000	\$65,000	\$70,000	\$70,000
Mobility Van	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Fleet Reserve Contributions	\$366,480	\$366,480	\$366,480	\$371,480	\$371,480
Budgeted Fleet Purchases					
	2021	2022	2023	2024	2025
Corporate Services	\$0	\$28,000	\$0	\$0	\$0
Leisure Services	\$50,000	\$38,000	\$136,000	\$0	\$158,000
Public Works	\$236,000	\$371,000	\$200,000	\$27,000	\$346,000
Fire and Emergency Services	\$0	\$28,000	\$45,000	\$0	\$0
Mobility Van	\$0	\$0	\$0	\$0	\$0
Fleet Purchases	\$286,000	\$465,000	\$381,000	\$27,000	\$504,000
Budgeted Year-End Balances					
	2021	2022	2023	2024	2025
Budgeted Year End Balances	-\$58,893	-\$157,413	-\$171,933	\$172,547	\$40,027

3000 – General Government (Taxation and Grants)

Overview: This segment of the 300 Cost Centre has been separated from the remaining areas so that the impact of taxation and grant changes are more evident.

Personnel: The personnel costs are shown in the General Government (Administration) segment.

	2020 Budget	2021 Budget	Change
Property Tax	-\$7,209,870	-\$7,338,310	-\$128,440
Grants	-\$2,142,580	-\$2,105,500	\$37,080
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$9,352,450</u>	<u>-\$9,443,810</u>	<u>-\$91,360</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	<u><u>-\$9,352,450</u></u>	<u><u>-\$9,443,810</u></u>	<u><u>-\$91,360</u></u>

Service Level / Budget impact notes: There is no proposed change in service levels within General Government (Taxation and Grants)

Notable for 2021:

- Property Tax increases based on the mill rate to net increase (-\$128,440). This amount balances to budgeted increases to tax-supported operation from: salaries, wages, benefits, and utility increases from natural gas, electricity, water, and telephone.
- The budgeted revenue from the Revenue Sharing Grant to decrease to \$1,164,100. SaskEnergy Surcharge also adjusted to reflect actuals. This requires a (\$37,080) decrease to the budget.

3000 – General Government (Administration)

Overview: The majority of the costs related to this area are wages and benefits for staff in the Corporate Services area at City Hall.

Personnel: There are 6 full time employees costed to this area which includes the City Clerk, Finance Manager, City Assessor, HR Coordinator, Accounts Supervisor, and Clerk Steno.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$11,000	-\$11,000	\$0
Other Revenue	-\$130,000	-\$55,000	\$75,000
	-\$141,000	-\$66,000	\$75,000
Wages and Benefits	\$492,540	\$478,060	-\$14,480
Travel Expenses	\$9,100	\$9,100	\$0
Contractual	\$213,620	\$158,600	-\$55,020
Utilities	\$28,700	\$28,360	-\$340
Supplies	\$29,000	\$32,000	\$3,000
Fleet	\$6,960	\$6,280	-\$680
Advertising	\$1,000	\$1,000	\$0
Other	\$22,000	\$8,000	-\$14,000
	\$802,920	\$721,400	-\$81,520
	\$661,920	\$655,400	-\$6,520

Service Level / Budget impact notes: There is no proposed change in service levels within General Government.

Notable for 2021:

- Other Revenue – Decrease (\$75,000) due to a drastic decline in banking interest rates.
- Wages and Benefits - Decrease (-\$14,480) from a change over in staff.
- Contractual – Transfer (-\$26,020) to new Health and Safety (4400) cost centre. Decreased (-\$29,000) for contractual services no longer needed and to bring budget closer to actual.
- Supplies – Increased (\$1,000) for cleaning supplies due to COVID-19. Increased (\$2,000) for council chairs, office mats, and 2 staff chairs.
- Other – Transferred (-\$10,000) to Land Development (8500) for payment to RM for annexed land, transferred (-\$5,000) to Utility Administration (8000). Increased (\$1,000) for Bank Service Charges to bring budget to actual.

3020 – Information Technology

Overview: The costs for servicing and maintaining most of the city’s information technology are included in this area. These costs include the Graycon servicing contract, all Diamond Software upgrade modules, licensing for programs, any hardware replacement costs for processors, monitors and software for all departments.

Personnel: There are no employee costs budgeted to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$90,000	\$95,500	\$5,500
Utilities	\$0	\$0	\$0
Supplies	\$58,000	\$20,000	-\$38,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$148,000</u>	<u>\$115,500</u>	<u>-\$32,500</u>
	<u>\$148,000</u>	<u>\$115,500</u>	<u>-\$32,500</u>

Service Level / Budget impact notes:

- The 2020 budget year seen the City introduce a structured replacement plan for each of the workstation computers. The preliminary indication is that these computers should be on a four-year replacement program.

Notable for 2021:

- Contractual – Increased (\$1,500) for HR Downloads. Increased (\$4,000) for Allnet, Adobe, and other software.
- Supplies – Decrease (\$38,000) for one time purchase of Main Server.

3025 – City Manager

Overview: This area is for tracking expenses directly related to the City Manager’s office.

Personnel: The costs related to the City Manager are recorded here.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$172,160	\$184,860	\$12,700
Travel Expenses	\$5,000	\$5,000	\$0
Contractual	\$1,000	\$1,000	\$0
Utilities	\$0	\$590	\$590
Supplies	\$1,500	\$1,500	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$179,660</u>	<u>\$192,950</u>	<u>\$13,290</u>
	<u>\$179,660</u>	<u>\$192,950</u>	<u>\$13,290</u>

Service Level / Budget impact notes:

- No service level changes are proposed.

Notable for 2021:

- Wages and Benefits – Increased (\$12,700) for cost of living increase.
- Utilities – Transferred (\$590) City Managers phone from General Government (3000).

3050 – City Council

Overview: The costs directly related to the Mayor and City Councillors are recorded in this area. This includes indemnities (regular monthly payments), per diems (amounts paid for special meetings), travel expenses, meeting expenses, and membership fees directly related to Council activities.

Personnel: There are no employee costs budgeted to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$131,490	\$131,890	\$400
Travel Expenses	\$21,200	\$21,200	\$0
Contractual	\$30,000	\$9,000	-\$21,000
Utilities	\$0	\$0	\$0
Supplies	\$3,100	\$1,200	-\$1,900
Advertising	\$0	\$0	\$0
Other	\$18,000	\$8,000	-\$10,000
Fleet	\$0	\$0	\$0
	<u>\$203,790</u>	<u>\$171,290</u>	<u>-\$32,500</u>
	<u>\$203,790</u>	<u>\$171,290</u>	<u>-\$32,500</u>

Service Level / Budget impact notes:

- No service level changes are proposed.

Notable for 2021:

- Contractual – Transferred (-\$21,000) for withdrawal from Mid Sask Municipal Alliance to Economic Development (4500).
- Supplies – Decreased (\$2,500) for one-time purchase of tablets for council in 2020. Increased (\$600) for council picture frames.
- Other – Decrease (-\$10,000) for removal of 2020 election cost.

3100 – Other General Administration

Overview: This is a very small cost center which represents miscellaneous land rentals and the expenses for the City’s annual Christmas party, staff recognition, and retirement gifts.

Personnel: There are no employee costs budgeted to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$3,100	-\$3,100	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$3,100</u>	<u>-\$3,100</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$10,000	\$10,000	\$0
Fleet	\$0	\$0	\$0
	<u>\$10,000</u>	<u>\$10,000</u>	<u>\$0</u>
	<u>\$6,900</u>	<u>\$6,900</u>	<u>\$0</u>

Service Level / Budget impact notes:

- No Significant changes to this area.

Notable for 2021:

- No Significant changes to this area

3150 – Corporate Service Fleet

Overview: The cost of the Corporate Service vehicle is recorded here. The negative amount on the Fleet expense line is the offset to what is shown as fleet expenses in the Corporate area.

Personnel: There are no personnel costed to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$4,650	\$2,580	-\$2,070
Utilities	\$0	\$0	\$0
Supplies	\$2,200	\$600	-\$1,600
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	-\$14,400	-\$6,280	\$8,120
	<u>-\$7,550</u>	<u>-\$3,100</u>	<u>\$4,450</u>
	<u><u>-\$7,550</u></u>	<u><u>-\$3,100</u></u>	<u><u>\$4,450</u></u>

Service Level / Budget impact notes: This Cost Centre is for tracking the costs related to one vehicle. The estimated total cost for the vehicle is shown in the General Government cost centre.

Notable for 2021:

- The changes in this cost centre is transferring Bylaw vehicle to Protective Services Fleet (4090).
- The -\$3,100 reflects the contribution to the Fleet Reserve for vehicle replacements.

3550 – Communications

Overview: The cost of the City’s corporate-focused communications and advertising are coded to this area. The costs of communications and advertising that benefits specific activities within the City have been transferred to those areas.

Personnel: The Communications Manager position is costed to this Cost Centre.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$86,170	\$90,650	\$4,480
Travel Expenses	\$2,000	\$2,000	\$0
Contractual	\$6,220	\$1,220	-\$5,000
Utilities	\$0	\$0	\$0
Supplies	\$250	\$250	\$0
Advertising	\$54,470	\$54,470	\$0
Other	\$7,500	\$7,500	\$0
Fleet	\$0	\$0	\$0
	<u>\$156,610</u>	<u>\$156,090</u>	<u>-\$520</u>
	<u>\$156,610</u>	<u>\$156,090</u>	<u>-\$520</u>

Service Level / Budget impact notes: There are some re-aligning of costs and overall service levels are still being adjusted predominantly within the existing budget amounts.

Notable for 2021:

- Wages and Benefits – Increase (\$4,480) for cost of living and step increases.
- Contractual – Decrease (-\$5000) for one-time website development.

4050 – Fire Protection Administration

Overview: The Costs associated with this section are administration costs for maintaining the Fire Department. This includes continuous education and attending conferences which includes travel.

Personnel: Part of the wages of the Fire Chief (75%) and Deputy Chief (75%) are allocated here for fire department activities which includes training, inspection, fire prevention, and maintenance of the fleet. There are also 24 paid on call firefighters.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$45,150	-\$45,150	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$45,150</u>	<u>-\$45,150</u>	<u>\$0</u>
Wages and Benefits	\$269,700	\$295,750	\$26,050
Travel Expenses	\$5,500	\$5,500	\$0
Contractual	\$31,415	\$31,420	\$5
Utilities	\$0	\$0	\$0
Supplies	\$4,000	\$6,500	\$2,500
Advertising	\$1,100	\$1,100	\$0
Other	\$5,060	\$820	-\$4,240
Fleet	\$0	\$102,560	\$102,560
	<u>\$316,775</u>	<u>\$443,650</u>	<u>\$126,875</u>
	<u><u>\$271,625</u></u>	<u><u>\$398,500</u></u>	<u><u>\$126,875</u></u>

Service Level / Budget impact notes: The Fire Chief and Deputy Chief work Monday to Friday, 8am to 5pm. They are also on-call 24/7 to respond to calls when necessary. The 24 firefighters are on an on-call basis which means they are paid when they attend practices on a two-week schedule and to attend calls. The fire department also has an on-call group set up for the months of July and August, as well as every long weekend, to ensure that there are firefighters around to respond to emergencies. Part of the wages paid for practices and weekend standby are split with the HDFPA, as per our agreement.

Notable for 2021:

- Wages and Benefits – Increase (\$26,050) due to cost of living and step increases.
- Supplies – Transferred (\$2,500) from Other Expenses.
- Other - Transferred (-\$2,500) to Supplies, Decrease (-\$1,740) for interest on Fire Truck Loan due to end in 2021.
- Fleet – Increase (\$102,560) to begin charging fleet costs to fund fleet replacements to their respective departments. Similar to how other departments are done.

4090 – Fire Fleet and Equipment

Overview: The costs associated with this section are to maintain the fire department fleet of vehicles and to fund for future replacements. Currently under the HDFPA agreement the City has ownership as follows:

- 2012 Rosenbauer Heavy Rescue – 50% city
- 2020 Freightliner Pumper – 70% city
- 2012 Rosenbauer Aerial – 100% city
- 2013 Dodge ½ ton Command – 100% city
- 2014 Dodge ½ ton Command – 100% city (When replaced, HDFPA will buy the second command.)
- 1946 Vintage Fire truck – 100% city
- 2007 Kubota side by side – Bought by fire department fund raising but maintained by HDFPA.
- Trailer for side by side - Bought by fire department fund raising but maintained by HDFPA.
- 2014 Kenworth Tanker – 100% HDFPA

Personnel: Fleet is maintained by the Chief and Deputy; any minor repairs are repaired at the City workshop by the City mechanic.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$10,350	\$12,450	\$2,100
Utilities	\$0	\$0	\$0
Supplies	\$31,350	\$32,550	\$1,200
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	-\$110,000	-\$110,000
	<u>\$41,700</u>	<u>-\$65,000</u>	<u>-\$106,700</u>
	<u>\$41,700</u>	<u>-\$65,000</u>	<u>-\$106,700</u>

Service Level / Budget impact notes: The cost of the Protective Services vehicles are recorded here. The Fleet costs are now charge like all other departments and the fleet expenses are charged to Fire Protection and the Bylaw cost centres.

Notable for 2021:

- Contractual – Transferred (\$2,100) from Corporate Services Fleet for bylaw vehicle insurance and maintenance.
- Supplies - Transferred (\$,200) from Corporate Services Fleet for bylaw vehicle fuel expenses.
- Fleet – Increased (-\$110,000) from charging cost centres for fleet costs.
- The -\$65,000 reflects the contribution to the Fleet Reserve for vehicle replacements.

4100 – Fire Hall Building

Overview: This includes the costs associated with the maintenance and operations of the Fire hall.

Personnel: Maintenance is done by/coordinated by the Fire Chief and Deputy Chief.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$150	-\$150	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$150</u>	<u>-\$150</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$2,500	\$36,500	\$34,000
Utilities	\$16,600	\$18,370	\$1,770
Supplies	\$2,000	\$2,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$21,100</u>	<u>\$56,870</u>	<u>\$35,770</u>
	<u>\$20,950</u>	<u>\$56,720</u>	<u>\$35,770</u>

Service Level / Budget impact notes: The current facility is serving the current needs of the Department.

Notable for 2021:

- Contractual – Increase (\$17,000) for one-time replacement of overhead doors. Increase (\$17,000) for one-time replacement of windows.
- Utilities – Increased (\$1,770) to reflect 2020 actuals.

4150 – Building Inspection Services

Overview: The costs within this section are for building inspection services.

Personnel: The Wages and Benefits here represent 25% of both the Fire Chief and Deputy Fire Chief.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$25,500	-\$25,500	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$25,500</u>	<u>-\$25,500</u>	<u>\$0</u>
Wages and Benefits	\$48,790	\$55,360	\$6,570
Travel Expenses	\$1,500	\$1,500	\$0
Contractual	\$15,000	\$15,000	\$0
Utilities	\$0	\$0	\$0
Supplies	\$4,200	\$4,200	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$69,490</u>	<u>\$76,060</u>	<u>\$6,570</u>
	<u>\$43,990</u>	<u>\$50,560</u>	<u>\$6,570</u>

Service Level / Budget impact notes: Since 2017, the Fire Chief has done all the Class 2 inspections and, as a result, the City is relying less on contract services for building inspections.

Irrespective of the actual number of inspections or building permit revenue, 25% of the Chief and the Deputy Chief are costed here.

Currently any Class 3 inspections are under contract with Municode Services.

- Class 1 – Single Family Dwellings up to a duplex.
- Class 2 – Multi Family Dwelling and Commercial/Industrial up to 600m².
- Class 3 – Building larger than 600m², any Assembly Occupancy and high hazard Industrial.

Notable for 2021:

- Wages and Benefits – Increased (\$6,570) for cost of living and step increases.

4200 – Bylaw Enforcement

Overview: This area includes the enforcement of all bylaws of the City including enforcement of messy yards, junked vehicles, sign bylaw infractions and traffic enforcement.

Personnel: There is one full time employee costed to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$6,000	-\$6,000	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$6,000</u>	<u>-\$6,000</u>	<u>\$0</u>
Wages and Benefits	\$75,300	\$77,050	\$1,750
Travel Expenses	\$500	\$500	\$0
Contractual	\$8,500	\$8,500	\$0
Utilities	\$1,200	\$1,200	\$0
Supplies	\$2,500	\$2,500	\$0
Advertising	\$0	\$0	\$0
Other	\$500	\$500	\$0
Fleet	\$7,440	\$7,440	\$0
	<u>\$95,940</u>	<u>\$97,690</u>	<u>\$1,750</u>
	<u>\$89,940</u>	<u>\$91,690</u>	<u>\$1,750</u>

Service Level / Budget impact notes:

- No significant changes anticipated.

Notable for 2021:

- Wages and Benefits – Increased (\$6,570) for cost of living increases.

4220 – Animal Licensing and Control

Overview: This area includes the revenue for the licensing of dogs and cats in the City as well as any expense involved in the monitoring of stray animals and the enforcement of the City's Dog and Cat Control Bylaw.

Personnel: A portion of the Bylaw Officers time is utilized as required in this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$9,900	-\$9,900	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$9,900</u>	<u>-\$9,900</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	<u>-\$9,900</u>	<u>-\$9,900</u>	<u>\$0</u>

Service Level / Budget impact notes:

- No significant changes anticipated.

Notable for 2021:

- No significant changes anticipated.

4230 – Business Licensing

Overview: This area includes the annual issuance of business licenses for citizens operating home based businesses, and out of city businesses doing work within the community. The expenses for administrating this program and enforcement of the City’s Business Licensing Bylaw fall within General Government and Bylaw Enforcement.

Personnel: A portion of the Bylaw Officer’s time is allocated to this area as required.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$90,000	-\$90,000	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$90,000</u>	<u>-\$90,000</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	<u>-\$90,000</u>	<u>-\$90,000</u>	<u>\$0</u>

Service Level / Budget impact notes

- No significant changes anticipated.

Notable for 2021:

- No significant changes anticipated.

4250 – RCMP Policing

Overview: This area contains the revenue and expenditures to have the City policed by the Royal Canadian Mounted Police

Personnel: The RCMP Contract provides for a staffing complement of approximately four officers. The City pays for one full time RCMP Clerk at the detachment.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$43,800	-\$43,800	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$43,800</u>	<u>-\$43,800</u>	<u>\$0</u>
Wages and Benefits	\$60,480	\$61,960	\$1,480
Travel Expenses	\$0	\$0	\$0
Contractual	\$558,000	\$606,430	\$48,430
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$618,480</u>	<u>\$668,390</u>	<u>\$49,910</u>
	<u>\$574,680</u>	<u>\$624,590</u>	<u>\$49,910</u>

Service Level / Budget impact notes:

- No significant changes for 2020.

Notable for 2021:

- Wages and Benefits – Increase (\$1,480) anticipated for cost of living increases.
- Contractual – Increase (\$48,430) as administration is anticipating an increase in billing from the RCMP as they negotiate a new collective bargaining agreement.

4300 – Other Protective Services

Overview: (EMO / Safe Communities). This area includes the expenses incurred for the management, planning, and updating of the City’s Emergency Plan.

Personnel: The Deputy Emergency Co-ordinator part time position is included in this cost center.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$3,470	\$3,470	\$0
Travel Expenses	\$2,000	\$2,000	\$0
Contractual	\$3,600	\$3,600	\$0
Utilities	\$550	\$550	\$0
Supplies	\$1,000	\$1,000	\$0
Advertising	\$0	\$0	\$0
Other	\$15,500	\$15,500	\$0
Fleet	\$0	\$0	\$0
	<u>\$26,120</u>	<u>\$26,120</u>	<u>\$0</u>
	<u>\$26,120</u>	<u>\$26,120</u>	<u>\$0</u>

Service Level / Budget impact notes:

- No significant changes anticipated.

Notable for 2021:

- No significant changes anticipated.

4400 – Health and Safety

Overview: This area is for any expenses incurred for the overall aspects of implementing and maintaining a Health and Safety program for the City of Humboldt to reduce injury, loss time from work and to maintain a safe work environment.

Personnel: There are no personnel costed to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$46,020	\$46,020
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$0</u>	<u>\$46,020</u>	<u>\$46,020</u>
	<u>\$0</u>	<u>\$46,020</u>	<u>\$46,020</u>

Service Level / Budget impact notes:

- New Cost Center for the 2021 budget

Notable for 2021:

- Contractual – Transfer (\$26,020) from General Government (3000) and increase (\$20,000) for a Health and Safety program for the City of Humboldt.

4500 – Economic Development

Overview: The Economic Development role of the City has previously been administered largely through the Communications area. The annual payment to the Chamber of Commerce with respect to the Tourism Centre (\$16,000) and an amount for the advertising function is tracked and recorded here.

Personnel: There have been no staff costs attributed to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$16,000	\$70,000	\$54,000
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$24,500	\$24,500	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$40,500</u>	<u>\$94,500</u>	<u>\$54,000</u>
	<u>\$40,500</u>	<u>\$94,500</u>	<u>\$54,000</u>

Service Level / Budget impact notes:

- The additional budget allocated to this cost centre would allow administration to increase resources to further enhance economic development and marketing.

Notable for 2021:

- Contractual – Increase budget (\$11,000), transfer (\$21,000) from City Council (3050) for withdrawal from MSMA, transfer (\$22,000) from Business Improvement District (4650), would require bylaw amendment.

4600 – Planning and Development

Overview: The objective of this Cost Centre is to capture the revenues and costs related to plans such as the Official Community Plans (OCP), Regional / District OCP, Zoning Bylaw amendments, Development permit reviews, and general municipal growth planning.

Personnel: The Planning Coordinator.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$8,000	-\$8,000	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$8,000</u>	<u>-\$8,000</u>	<u>\$0</u>
Wages and Benefits	\$77,180	\$81,070	\$3,890
Travel Expenses	\$1,000	\$1,000	\$0
Contractual	\$9,500	\$9,500	\$0
Utilities	\$0	\$0	\$0
Supplies	\$700	\$700	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$88,380</u>	<u>\$92,270</u>	<u>\$3,890</u>
	<u>\$80,380</u>	<u>\$84,270</u>	<u>\$3,890</u>

Service Level / Budget impact notes:

- There are no significant changes in service levels.

Notable for 2021:

- Wages and Benefits – Increase (\$3,890) for cost of living and step increases.

4650 – Business Improvement District

Overview: The objective of this Cost Centre is to capture the revenues and costs related to the City collecting tax dollars for the BID, transferring those funds to the BID, as well as any payments the City makes to the BID.

Traditionally BID is funded from: \$24,000 that is applied as a levy on the tax bills of its members, and, \$24,000 as a matching grant paid to the BID by the City.

Personnel: There are no municipal staff charged to this area.

	2020 Budget	2021 Budget	Change
Property Tax	-\$24,000	-\$24,000	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$24,000</u>	<u>-\$24,000</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$48,000	\$26,000	-\$22,000
Fleet	\$0	\$0	\$0
	<u>\$48,000</u>	<u>\$26,000</u>	<u>-\$22,000</u>
	<u>\$24,000</u>	<u>\$2,000</u>	<u>-\$22,000</u>

Service Level / Budget impact notes: In 2020, BID contributed to street scape furniture in the downtown area.

Notable for 2021:

- Other – Transfer (-\$22,000) to Economic Development (4500) as City considers reducing a discretionary grant paid to build economic development. Would require a bylaw amendment.

This Page Intentionally Left Blank

5050 – Recreation Administration

Overview: Administration of core functions for the overall operations of the recreational department including financial (payroll, invoicing, etc.), reporting, general marketing, record keeping and other internal correspondence. The administration responds to public inquiries related to department bookings, program registrations, memberships and general facility usage, while directing other inquiries to proper staff. This area also contains the work done by the CLS Director.

Personnel: Community and Leisure Services Director, 2 Full Time and 4 Part Time Admin Staff

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$3,450	-\$3,450	\$0
Other Revenue	-\$2,000	-\$2,000	\$0
	<u>-\$5,450</u>	<u>-\$5,450</u>	<u>\$0</u>
Wages and Benefits	\$327,580	\$343,570	\$15,990
Travel Expenses	\$0	\$0	\$0
Contractual	\$19,400	\$17,400	-\$2,000
Utilities	\$9,300	\$9,300	\$0
Supplies	\$10,000	\$10,000	\$0
Advertising	\$17,000	\$17,000	\$0
Other	\$7,500	\$7,500	\$0
Fleet	\$7,440	\$7,440	\$0
	<u>\$398,220</u>	<u>\$412,210</u>	<u>\$13,990</u>
	<u>\$392,770</u>	<u>\$406,760</u>	<u>\$13,990</u>

Service Level / Budget impact notes: We staff the administration to be open from 6:30am to 9:30pm on weekdays and 8:00am to 9:00pm on weekends. As the administration takes care of all admissions/payments for all areas, any alteration to the staffing hours will have an effect on our hours of operations – if we want longer hours, the costs will increase; if we want to reduce staffing costs, we will need to reduce hours of operation for multiple facilities.

Notable for 2021:

- Wages and Benefits – Increase (\$15,990) anticipated for cost of living and step increases.
- Contractual – Decrease (-\$2,000) as TV subscription was removed from Fitness Centre.

COVID Impact:

- Potential favourable variance (-\$6,300) not included in above numbers.

5060 – Lottery Grant

Overview: The City administers a community lotteries program that provides funding for local non-profit organizations. Saskatchewan Lotteries designates a per capita grant to each community that applies within the province from provincial lottery revenues. The City promotes the program, accepts applications and approves funding on behalf of Sask. Lotteries. At the end of each year (April 1st to March 30th) the City submits all applicant follow-up forms into Sask. Lotteries and receives a cheque. We typically use about 30% of the grant for City run events and programs, with the remaining 70% given out to community groups.

This Cost Centre exists predominantly so that Administration can properly track the revenues and expenses related to activities of the Lottery Grant Program.

Personnel: The program is run by the Program and Events Manager and the administration staff facilitate the application process, follow up reports and processing payments.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	-\$51,070	-\$51,070	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$51,070</u>	<u>-\$51,070</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$51,070	\$51,070	\$0
Fleet	\$0	\$0	\$0
	<u>\$51,070</u>	<u>\$51,070</u>	<u>\$0</u>
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

Service Level / Budget impact notes: The Cost Centre will vary from year to year based on the grant approved by Sask Lotteries. The expenses vary each calendar year depending on what time of the year the groups submit their follow up reports.

Notable for 2021:

- No significant changes anticipated.

5065 – Leisure Pass Program

Overview: The revenue is from usage within the fitness room, public skating, aquatic center, and drop-in sports. Users are now able to gain access to our facilities through the use of the Leisure Pass or by paying the drop-in rate. The drop-in rate revenue will be applied directly to the facility that the admissions were paid and will not show up in this cost centre.

Personnel: No staffing costs are coded to this cost center. Administration time will be spent selling passes as part of their administrative function.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$67,620	-\$69,150	-\$1,530
Other Revenue	\$0	\$0	\$0
	<u>-\$67,620</u>	<u>-\$69,150</u>	<u>-\$1,530</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$1,000	\$1,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$1,000</u>	<u>\$1,000</u>	<u>\$0</u>
	<u><u>-\$66,620</u></u>	<u><u>-\$68,150</u></u>	<u><u>-\$1,530</u></u>

Service Level / Budget impact notes:

Notable for 2021:

- Fees and Charges – Increase (-\$1,530) based on 2021 rate increase.

COVID Impact:

- Potential unfavourable variance (\$20,500) not included in above numbers.

5072 – LED Sign

Overview: The City owns a Community LED entry sign, which generates revenue through the sale of advertisements to businesses and non-profit groups. The City tenders out a contractor to sell the ad space for a commission. All sales and ad creations are done by the contractor.

Personnel: Minimal staff time associated with the program.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$6,000	-\$6,000	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$6,000</u>	<u>-\$6,000</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	<u>-\$6,000</u>	<u>-\$6,000</u>	<u>\$0</u>

Service Level / Budget impact notes: The staff direct all inquiries about the sign to the contractor and management is in contact periodically with the contractor.

Notable for 2021:

- No significant changes anticipated.

COVID Impact:

- Potential unfavourable variance (\$2,500) not included in above numbers.

5075 – Facility Maintenance

Overview: This cost centre is predominantly personnel costs associated with the upkeep primarily of City recreational buildings and assets. The costs associated with materials, supplies, etc. are applied directly to the area in which the expense occurred.

Personnel: Facilities Maintenance Manager and Part-Time Building Maintenance, (est. equivalent of 2.50 FTE. Including the Pool Technician position to this Cost Centre for 2020).

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$254,540	\$259,100	\$4,560
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$60,000	\$60,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$12,600	\$12,600	\$0
	<u>\$327,140</u>	<u>\$331,700</u>	<u>\$4,560</u>
	<u>\$327,140</u>	<u>\$331,700</u>	<u>\$4,560</u>

Service Level / Budget impact notes:

The department will be undergoing a full reassessment of our Facility Maintenance program. There will be some staffing changes because of succession planning and the plan to expand the scope of the facility maintenance cost center to include actively managing all city facilities. Currently the cost center has largely focused on the recreational facilities, with reactive maintenance at the other city facilities.

Notable for 2021:

- Wages and Benefits - Increase (\$4,560) anticipated for cost of living and step increases

Proposed Facility Maintenance Projects for 2021

The following projects fall below the threshold for Capital projects and are one-time in nature. Each year the list will be updated with recommendations of what similar projects will be undertaken in that year. The budgeted amount is expected to remain stable at around \$60,000 per year.

Facility Maintenance Projects (\$60,000 budget)	Funded	Deferred	Description
Electrical Tunnel Roof Repairs	\$30,000		Replace and insolate a section of roofing located above the electrical tunnel by the arena plant room
Arena South Tunnel Rubber Flooring	\$13,000		Replace rubber flooring in south tunnel and at main tunnel doors.
Arena Change room flooring	\$17,000	\$28,000	Replacement of all rubber flooring in arena change rooms.
Uniplex Exterior Painting		\$75,000	Complete repainting of Uniplex Exterior

5100 – Arena

Overview: City Staff maintain and operate the arena year round, with the bulk of the usage taking place from September through April. The facility is used for a number of dry floor rentals throughout the year, but primarily the staff is concentrated outside between May and August. We do tend to do a little more in the way of maintenance projects during the period when ice is out. The facility is available between 6:30am and 11:00pm on weekdays and 7:00am and 11:00am on weekends.

Personnel: We currently have 4 full time facilities maintenance workers and 1 full time arena attendant. The Parks Supervisor position is split between the Arena cost centre and the Parks cost centre. (Administration staff is responsible for booking the facility, but that cost is coded under the Administration Cost Centre.)

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$204,250	-\$213,750	-\$9,500
Other Revenue	-\$7,000	-\$7,000	\$0
	<u>-\$211,250</u>	<u>-\$220,750</u>	<u>-\$9,500</u>
Wages and Benefits	\$230,270	\$230,800	\$530
Travel Expenses	\$0	\$0	\$0
Contractual	\$86,130	\$86,130	\$0
Utilities	\$151,700	\$153,460	\$1,760
Supplies	\$44,500	\$45,000	\$500
Advertising	\$0	\$0	\$0
Other	\$1,760	\$0	-\$1,760
Fleet	\$36,000	\$36,000	\$0
	<u>\$550,360</u>	<u>\$551,390</u>	<u>\$1,030</u>
	<u>\$339,110</u>	<u>\$330,640</u>	<u>-\$8,470</u>

Service Level / Budget impact notes: We attempt to utilize the facility to its fullest throughout the year. We see the facilities greatest usage between October and March of each year, with less usage at the start and end of the season and throughout the spring/summer. During the ice season, our hours of operation cover all requested ice time.

Notable for 2021:

- Fees and Charges – Increase (-\$9,500) based on 2021 rate increases.
- Utilities – Increase (\$1,760) to account for an approximate increase of 1.5% in utility costs.
- Other – Decrease (-\$1,760) for interest on loan that was repaid in 2020.

COVID Impact:

- Potential unfavourable variance (\$41,550) not included in above numbers.

5125 – Fitness Centre

Overview: The City operates and maintains a Fitness Centre for the use of the public, school, and organizations. The objective of the space is to promote and encourage a healthy lifestyle and is a good fit with the other recreational facilities that we operate in the Uniplex.

Personnel: The Fitness Centre is cleaned daily by custodial staff. There is some management spent on asset management of the equipment and space. Administration staff take care of admissions to the Fitness Centre.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$9,000	-\$8,000	\$1,000
Other Revenue	\$0	\$0	\$0
	<u>-\$9,000</u>	<u>-\$8,000</u>	<u>\$1,000</u>
Wages and Benefits	\$12,840	\$13,110	\$270
Travel Expenses	\$0	\$0	\$0
Contractual	\$4,290	\$4,290	\$0
Utilities	\$0	\$0	\$0
Supplies	\$12,000	\$7,000	-\$5,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$29,130</u>	<u>\$24,400</u>	<u>-\$4,730</u>
	<u>\$20,130</u>	<u>\$16,400</u>	<u>-\$3,730</u>

Service Level / Budget impact notes: The fitness room hours mirror the administration hours, so any change in hours of operation could affect the administration hours and would have an effect on revenue from users.

Notable for 2021:

- Fees and Charges – Decrease (\$1,000) as more users have shifted towards the Leisure pass program.
- Supplies – Decrease (-\$5,000) for a temporary reduction in equipment costs as Fitness Room following several years of equipment purchases

COVID Impact:

- Potential unfavourable variance (\$500) not included in above numbers.

5150 – Community Centre

Overview: City Staff coordinate and operate the Convention Centre year round. This includes communications, scheduling, set-up and take-down, rental support and custodial. The facility is staffed based on the rentals within the facility. We strive to provide excellent customer services and are taking actions to make the facility more attractive for rental groups in order to maximize the usage of the facility and improve our cost recoveries.

Personnel: 2 Full time Custodians, 1 Part Time Custodian

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$100,000	-\$100,000	\$0
Other Revenue	-\$4,000	-\$4,000	\$0
	<u>-\$104,000</u>	<u>-\$104,000</u>	<u>\$0</u>
Wages and Benefits	\$127,010	\$128,490	\$1,480
Travel Expenses	\$0	\$0	\$0
Contractual	\$26,910	\$24,910	-\$2,000
Utilities	\$42,000	\$42,470	\$470
Supplies	\$35,000	\$35,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$230,920</u>	<u>\$230,870</u>	<u>-\$50</u>
	<u>\$126,920</u>	<u>\$126,870</u>	<u>-\$50</u>

Service Level / Budget impact notes: The facility is available year round and we staff into the early morning hours for larger events like weddings and other celebrations. We provide more services than some of the other rental spaces in the community including set-up, take-down, and clean-up and staff each function. Providing an option where we provide less services at a reduced rate may be an option in getting more rentals, but has its drawbacks as well.

Notable for 2021:

- Wages and Benefits – Increase (\$1,480) for anticipated increases to cost of living and step increases.
- Contractual – Decreased (\$2,000) as dishwasher lease ended. The equipment was purchased at the end of the lease term in 2020.

COVID Impact:

- Potential favourable variance (-\$36,770) not included in above numbers.

Proposed Replacements of Furniture, Fixtures and Equipment for 2021

The following items fall below the threshold for Capital projects and are one-time in nature. Each year the list will be updated with recommendations of what similar items will be replaced in that year. The budgeted amount is expected to remain stable at around \$15,000 per year.

Convention Centre Maintenance Projects (\$15,000)	Funded	Deferred	Description
Convention Centre Audio/Video	\$5,000		Continue to make improvements to audio/video throughout the Convention Centre meeting rooms
Convention Centre Tables	\$5,000		Replacement of tables as required.
Convention Centre Lobby Coat Racks	\$5,000	\$5,000	Improvements to coat racks in Convention Centre lobby
Convention Centre Lobby Furniture		\$10,000	Upgrade lobby furniture within the Convention Centre

5200 – Curling Rink

Overview: City Staff coordinate and operate the Curling Rink from April to mid-October. This includes communications, scheduling, set-up and take-down, rental support and custodial. The majority of our usage takes place when the curling rink ice is in between October and April – during which time we lease the space to the Humboldt Curling Club, who takes care of their own custodial, ice maintenance and operating the lounge. Within the lease we take care of maintenance of the facility and the ice plant.

Personnel: No staffing costs are coded directly to the curling rink. There are some staffing hours associated with building maintenance, custodial and set-up/take-down which are coded to other areas.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$53,800	-\$54,600	-\$800
Other Revenue	\$0	\$0	\$0
	<u>-\$53,800</u>	<u>-\$54,600</u>	<u>-\$800</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$36,950	\$36,950	\$0
Utilities	\$55,100	\$55,740	\$640
Supplies	\$8,500	\$8,500	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$100,550</u>	<u>\$101,190</u>	<u>\$640</u>
	<u>\$46,750</u>	<u>\$46,590</u>	<u>-\$160</u>

Service Level / Budget impact notes: As with our other facilities, we provide opportunity for groups to rent the space when the ice is out at any time throughout the day. The Curling Rink does not have as many amenities as the arena and convention centre, primarily seating and tables. We would like to see usage increase in the facility.

Notable for 2021:

- No significant changes anticipated.

COVID Impact:

- Potential unfavourable variance (\$25,500) not included in above numbers.

5250 – Aquatic Centre

Overview: City Staff coordinate and operate the Aquatic Centre year round. This includes communications, set-up and take-down, rental support and custodial. The Aquatic Centre provides public swimming, swimming lessons, programs and private rental opportunities. The space also is home to a speed swimming club. The majority of maintenance is taken care of by the pool technician or other pool staff. We have an annual 3 week shut down to drain the pool and do major and minor repairs. The facility is aging, but we are committed to keeping it in the best shape possible.

Personnel: We have a full time Aquatics Manager and a number of part-time lifeguards. The number of lifeguards fluctuates, but the hours remain relatively consistent.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$175,000	-\$175,000	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$175,000</u>	<u>-\$175,000</u>	<u>\$0</u>
Wages and Benefits	\$274,220	\$281,230	\$7,010
Travel Expenses	\$0	\$0	\$0
Contractual	\$47,140	\$47,140	\$0
Utilities	\$102,250	\$102,310	\$60
Supplies	\$52,000	\$50,000	-\$2,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$475,610</u>	<u>\$480,680</u>	<u>\$5,070</u>
	<u>\$300,610</u>	<u>\$305,680</u>	<u>\$5,070</u>

Service Level / Budget impact notes: The pool maintains a fairly standard schedule, which changes some depending on the time of year for things like the local swim club season and swimming lessons. The service levels are determined by demand and availability of staff. If a decision was made to increase public availability we would be looking at increased staffing and operational costs. Decreasing services would reduce some staffing costs, but would also decrease revenue and limit accessibility.

Notable for 2021:

- Wages and Benefits – Increase (\$7,010) for anticipated increases to cost of living and step increases.
- Supplies - Decrease (\$2000) to adjust budget closer to prior years actuals.

COVID Impact:

- Potential unfavourable variance (\$16,500) not included in above numbers.

5260 – Concessions

Overview: The City operates a concession within the Uniplex and supports vending machines throughout the facility. Through the concession we supply food and non-alcoholic beverages for programs and events throughout the facility. We also run a hot lunch program for the High School and do small in-house caterings. The concession sees the most use during major events like the On Stage Dance Festival, Humboldt Bronco Games and Tournaments. During the majority of evenings and weekends the facility is able to operate with a small staff. The concession has a high staffing cost due to the unionized staff, which makes it difficult to make a profit in the facility, although we have consistently been around the break-even mark in recent years.

Personnel: We have a full-time Food Services Manager, a part-time Senior Food Services Clerk and a number of part-time concession workers.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$244,710	-\$239,840	\$4,870
Other Revenue	\$0	\$0	\$0
	<u>-\$244,710</u>	<u>-\$239,840</u>	<u>\$4,870</u>
Wages and Benefits	\$140,420	\$136,600	-\$3,820
Travel Expenses	\$0	\$0	\$0
Contractual	\$5,500	\$3,500	-\$2,000
Utilities	\$0	\$950	\$950
Supplies	\$98,790	\$98,790	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$244,710</u>	<u>\$239,840</u>	<u>-\$4,870</u>
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

Service Level / Budget impact notes: Anticipate that the Concession area can operate at a break-even level.

Notable for 2021:

- For 2021 it is anticipated that the Concession area can operate at a break-even level.
- Fees and Charges – Decreased (\$4,870) to continue to have cost centre at break-even.
- Wages and Benefits – Decrease (-\$3,820) as change in staffing has lowered anticipated costs.
- Contractual – Decrease (-\$2,000) as dishwasher lease ended. The equipment was purchased at the end of the lease term in 2020.

COVID Impact:

- Potential unfavourable variance (\$33,720) not included in above numbers.

5300 – Parks and Playgrounds

Overview: This cost centre covers a large array of responsibilities including grass cutting and trimming, maintenance of park structures (gazebo, benches, washrooms, etc.), playground maintenance, and maintenance of other assets including the skateboard park, irrigation systems and outdoor rinks. Costs associated with snow removal, campground and the work shop at Centennial Park are all contained within this cost centre.

Personnel: Our Arena staff transitions over to the Parks once the ice comes out (4 full time facilities maintenance staff, 1 arena attendant and Parks Supervisor) and we typically hire between 3 and 5 summer students for up to 18 weeks each summer. We have been fortunate enough to receive grant funding for all summer students each for the last two years, which covers roughly 35% of their wage.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	-\$6,000	-\$6,000	\$0
Fees and Charges	-\$28,000	-\$28,000	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$34,000</u>	<u>-\$34,000</u>	<u>\$0</u>
Wages and Benefits	\$187,510	\$190,350	\$2,840
Travel Expenses	\$0	\$0	\$0
Contractual	\$25,420	\$25,420	\$0
Utilities	\$28,800	\$29,150	\$350
Supplies	\$82,000	\$42,000	-\$40,000
Advertising	\$0	\$0	\$0
Other	\$16,700	\$14,510	-\$2,190
Fleet	\$96,000	\$96,000	\$0
	<u>\$436,430</u>	<u>\$397,430</u>	<u>-\$39,000</u>
	<u>\$402,430</u>	<u>\$363,430</u>	<u>-\$39,000</u>

Service Level / Budget impact notes: Service levels in the Parks fluctuate depending on the month, which affects things like frequency of grass cutting, frequency of sports field maintenance, weed and pest control spraying schedule, etc. A normal grass cutting rotation takes about one week (including sports fields and cemeteries) and will slowly increase as we accumulate more green space over time. We also do routine inspections of our park spaces, skateboard park, spray park and other amenities. In order to increase service level or add additional tasks, we would be looking to hire more summer students, as most of the summer tasks are easily picked up by most new staff.

Notable for 2021:

- Wages and Benefits – Increase (\$2,840) for anticipated increases to cost of living and step increases.
- Supplies – Decrease (-\$40,000) for one-time purchase of planters, benches, and garbage cans, focused on the downtown in 2020.
- Other – Decrease (-\$2,190) for interest in Centennial Park Loan.

Proposed Parks Maintenance Projects for 2021

The following projects fall below the threshold for Capital projects and are one-time in nature. Each year the list will be updated with recommendations of what similar projects will be undertaken in that year. The budgeted amount is expected to remain stable at around \$15,000 per year.

Parks Maintenance Projects (\$15,000 budget)	Funded	Deferred	Description
Signage at Cemeteries	\$15,000		Signage at each cemetery to outline some rules/guidelines, map with layout, road markers, etc.

5310 – Spray Park

Overview: The City maintains a spray park at Water Ridge Park. This was a community funded project that was built in a community space, to be maintained by the City.

Personnel: We have limited staffing time associated with the Spray Park, mostly in the form of routine checks, minor maintenance and year-end winterizing.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$310	\$310	\$0
Utilities	\$11,400	\$11,570	\$170
Supplies	\$1,500	\$1,500	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$13,210</u>	<u>\$13,380</u>	<u>\$170</u>
	<u>\$13,210</u>	<u>\$13,380</u>	<u>\$170</u>

Service Level / Budget impact notes: The Park typically runs from May long weekend to September long weekend, to ensure that we don't have issues with freezing lines. The water is on a timer that typically is set for a 12 hours span (8am to 8pm) during those months. The water used in the spray park drains right into the body of water beside the park where water is drawn for golf course irrigation.

Notable for 2021:

- No significant changes anticipated.

5320 – Community Gardens

Overview: The City partnered in the developed of a community garden by the Water Treatment Plant. The garden is on City property and the day to day operations are undertaken by a non-profit group. The city absorbs the costs associated with the water supplied to the garden and some minor requests related to maintenance and the start and end of the season. Now that the garden is re-established at its permanent location, there should be minimal costs. There is some revenue that we generate for the plots each year as well. This is administered through our administration.

Personnel: Minimal staffing of parks staff

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$1,000	-\$1,000	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$1,000</u>	<u>-\$1,000</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$500	\$510	\$10
Supplies	\$1,500	\$1,500	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$2,000</u>	<u>\$2,010</u>	<u>\$10</u>
	<u>\$1,000</u>	<u>\$1,010</u>	<u>\$10</u>

Service Level / Budget impact notes: There is little service levels now that the garden is back in its permanent location.

Notable for 2021:

- No significant changes anticipated.

5330 – Weed and Insect Control

Overview: The City sprays for mosquitos, weeds, insects and other infections within the Parks system. The type of year we have dictates a lot of what we spray and the frequency. We currently have an old half ton truck with a mounted sprayer tank on the back that is utilized only for that job.

Personnel: One full time staff member – roughly 25 hours/week during the park season (April through September) – very dependent on weather conditions and type of year.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$9,550	\$8,960	-\$590
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$4,000	\$7,000	\$3,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$13,550</u>	<u>\$15,960</u>	<u>\$2,410</u>
	<u>\$13,550</u>	<u>\$15,960</u>	<u>\$2,410</u>

Service Level / Budget impact notes: The service level for our spraying is dictated by the type of year we have. Annually we attempt to spray for weeds in all park spaces and trails. We also spray for bugs and mosquitoes to the extent that it is needed.

Notable for 2021:

- Supplies – Increased (\$3,000) to provide more quality care to sports fields, primarily Centennial Park and Glenn Hall Park.

5360 – Urban Beautification

Overview: Previously the Flower Pots Program, the Urban Beautification program focuses on all parks related beautification projects. This includes all landscaped areas, flower gardens, planters, entry signs and other beautification projects within the department. The cost center was established to highlight the funding being directed at these types of projects which in the past were simply absorbed within the 5300-Parks and Playground cost centre.

Personnel: There was no staff dedicated to this program, but there was staffing time used for the delivery and removal of inserts. There was also some staffing time used for maintenance and relocating pots.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$5,000	\$0	\$5,000
Other Revenue	\$0	\$0	\$0
	-\$5,000	\$0	\$5,000
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$12,000	\$10,000	-\$2,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	\$12,000	\$10,000	-\$2,000
	\$7,000	\$10,000	\$3,000

Service Level / Budget impact notes:

In 2021 we will begin to monitor and track the current inventory of urban beautification assets and their maintenance costs more closely. We will also look at new projects and improvements to current assets that can be considered by Council for funding in future years.

Notable for 2021:

- Fees and Charges – Reduced (\$5,000) as no longer getting revenue from businesses for Flower Pots Program.
- Supplies – Decrease (-\$2,000) as with the transition away from the Flower Pots program it is requested to have this budget set at \$10,000.

5370 – Urban Forest

Overview: This program undertakes all planning, planting, maintenance and keeping an inventory of trees on boulevards, in parks and along trails. For a number of years the Urban Forest has seen a lot of new trees being planted on an annual basis, but very little spent on maintaining the current inventory of trees. The costs associated with this cost centre will be associated with the purchase of new trees, maintenance of existing trees and keeping an accurate inventory on the overall health of our urban forest.

Personnel: Costs associated with planting, watering, pruning and planning of the program have been part of the Parks staff cost centre.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$3,220	\$3,200	-\$20
Travel Expenses	\$0	\$0	\$0
Contractual	\$27,900	\$29,000	\$1,100
Utilities	\$0	\$0	\$0
Supplies	\$1,000	\$1,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$32,120</u>	<u>\$33,200</u>	<u>\$1,080</u>
	<u>\$32,120</u>	<u>\$33,200</u>	<u>\$1,080</u>

Service Level / Budget impact notes: Ideally the full inventory of trees within our community should have some form of pruning done every 7 years. We currently are working on trees on a case by case basis as they become issues, but a better strategy for long term viability of our urban forest needs to be created.

Notable for 2021:

- Contractual – Increase (\$1,100) in order to increase the amount of maintenance able to be completed.

5380 – Trail System

Overview: The City maintains and is actively planning and looking to develop additional trail systems to connect Humboldt. Costs associated with the trail system include some spraying, leveling, grass cutting and snow removal. The majority of the costs are upfront development, more so than ongoing maintenance.

Personnel: There is minimal staffing associated with this area at this point, as the trail system only has a limited number of areas that are maintained. A large portion of the time is spent keeping them clear of snow in the winter.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$3,010	\$3,070	\$60
Travel Expenses	\$0	\$0	\$0
Contractual	\$100	\$100	\$0
Utilities	\$0	\$0	\$0
Supplies	\$2,000	\$2,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$5,110</u>	<u>\$5,170</u>	<u>\$60</u>
	<u>\$5,110</u>	<u>\$5,170</u>	<u>\$60</u>

Service Level / Budget impact notes: In the winter we attempt to get out as soon as we are able after a normal snowfall. The trails are not our top priority, as we need to get entrances and parking lots around the Uniplex cleared first. The trails are not cleared on a weekly basis if snow fall does not warrant. The grass on the Wildlife trail is cut 2 or 3 times per year and an MOU is being developed between the City and Wildlife Foundation on determining the proper amount of maintenance for that trail.

Notable for 2021:

- No significant changes anticipated.

5400 – Recreation Special Events

Overview: This cost centre includes a number of programs and events that take place throughout the year including City Wide Registration, Canada Day, Adult Drop-In Sports, Awards Recognition, etc. It also absorbs costs associated with planning and facilitating larger events by management.

Personnel: This cost centre includes staffing costs for the Program and Events Manager and a 4 month summer student to help with the major events and as back up to the administration during the summer.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	-\$4,000	-\$4,000	\$0
Fees and Charges	-\$2,700	-\$3,000	-\$300
Other Revenue	-\$1,500	-\$1,500	\$0
	<u>-\$8,200</u>	<u>-\$8,500</u>	<u>-\$300</u>
Wages and Benefits	\$88,500	\$82,530	-\$5,970
Travel Expenses	\$0	\$0	\$0
Contractual	\$13,500	\$13,500	\$0
Utilities	\$0	\$0	\$0
Supplies	\$20,000	\$4,000	-\$16,000
Advertising	\$0	\$0	\$0
Other	\$20,000	\$20,000	\$0
Fleet	\$0	\$0	\$0
	<u>\$142,000</u>	<u>\$120,030</u>	<u>-\$21,970</u>
	<u>\$133,800</u>	<u>\$111,530</u>	<u>-\$22,270</u>

Service Level / Budget impact notes: We have a limited number of programs and events that we run internally, as we see ourselves primarily as a support for other groups looking to start new initiatives. We also try to fill gaps that exist within the community.

Notable for 2021:

- Wages and Benefits – Decreased (-5,970) due to lower staffing costs in 2020.
- Supplies – Decreased (\$16,000) for removal of one-time expense of purchasing 400 folding chairs

COVID Impact:

- Potential favourable variance (-\$10,000) not included in above numbers.

5410 – Summer Sizzler

Overview: The City of Humboldt takes the lead on a 5 day summer exhibition that takes place in June of each year. The event is a collection of local and provincial organizations that work together to put on the event.

Personnel: We hire a summer student who devotes May and June primarily to the Summer Sizzler; there is a portion of the Program and Event Manager’s time and administration time assigned to Sizzler as well.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	-\$4,000	-\$4,000	\$0
Fees and Charges	-\$25,000	-\$25,000	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$29,000</u>	<u>-\$29,000</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$17,000	\$17,000	\$0
Utilities	\$0	\$0	\$0
Supplies	\$2,000	\$2,000	\$0
Advertising	\$10,000	\$10,000	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$29,000</u>	<u>\$29,000</u>	<u>\$0</u>
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

Service Level / Budget impact notes: Currently we oversee the marketing of the overall event and the coordination of the groups involved. We also fill in some of the gaps in the schedule with different events and attractions depending on the year. We also take care of a lot of the set-up and take-down and the rental of equipment.

Notable for 2021:

- No significant changes anticipated for 2021.

5420 – Joint Use Administration

Overview: The joint use program between the Horizon School Division, Saskatoon Greater Catholic School Division and the City of Humboldt is administered by the City. The program's objective is to see greater use of city and school run facilities, both of which are largely subsidized by the same tax payer. The program enables the four schools within the City to utilize City-run facilities at no charge during the school day and allows the residents of Humboldt to utilize the schools (gyms, meeting rooms, etc.) during non-school hours.

Our Administration oversees the program by taking bookings for both the schools and the City facilities. The main cost of the program is the hiring of a company to unlock and lock up the schools before and after rental groups. The cost is split three ways between the three partners.

Personnel: The Program and Events Manager oversees the program, with the administration staff dealing with the bookings and tracking of the program.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$19,000	-\$13,000	\$6,000
Other Revenue	\$0	\$0	\$0
	<u>-\$19,000</u>	<u>-\$13,000</u>	<u>\$6,000</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$28,000	\$19,000	-\$9,000
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$28,000</u>	<u>\$19,000</u>	<u>-\$9,000</u>
	<u>\$9,000</u>	<u>\$6,000</u>	<u>-\$3,000</u>

Service Level / Budget impact notes: The rentals are booked as they come in and the current hours of the administration allow for ample opportunity for groups to book the facilities.

Notable for 2021:

- Fees and Charges – Decrease (\$6,000) in anticipation of reduced access in 2021 due to school Covid restrictions.
- Contractual – Decreased (-\$9,000) in anticipation of reduced access in 2021 due to school Covid restrictions.

COVID Impact:

- Potential favourable variance (-\$4,500) not included in above numbers.

5430 – Leisure Services Fleet

Overview: This cost centre is for the tracking of total expenses of the 15 vehicles and pieces of equipment within the Leisure Services area and to budget for the replacement of those items.

Personnel: There are no personnel costed to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$40,160	\$40,160	\$0
Utilities	\$0	\$0	\$0
Supplies	\$44,500	\$44,500	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	-\$158,040	-\$158,040	\$0
	<u>-\$73,380</u>	<u>-\$73,380</u>	<u>\$0</u>
	<u>-\$73,380</u>	<u>-\$73,380</u>	<u>\$0</u>

Service Level / Budget impact notes:

There are no service level impacts.

Notable for 2021:

- No significant changes anticipated.
- Fleet – The amount (-\$158,040) shown here is expensed to a variety of Cost Centres throughout Leisure Services.
- The resulting -\$73,380 reflects the contribution necessary to reserve to plan for replacement of fleet vehicles and equipment.

This Page Intentionally Left Blank

5450 – Library

Overview: The City provides a grant directly to the Wapiti Regional Library Region, which in turn is used to pay for Library staff, materials, technology support, and other support costs at the Reid Thompson Library.

The City owns the building and capital assets in the building and funds the utilities, maintenance, and replacement of those assets.

Personnel: The City pays approximately \$4,600 for a summer student and receives grant revenue of approximately \$3,800 to offset the cost. A portion of the City's employee that provides custodian services to the Library building is also included in the cost of wages and benefits.

The Librarian and other Library Staff are paid by Wapiti from the grant funding paid to them by the City.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$1,800	-\$1,800	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$1,800</u>	<u>-\$1,800</u>	<u>\$0</u>
Wages and Benefits	\$20,810	\$21,230	\$420
Travel Expenses	\$1,300	\$1,300	\$0
Contractual	\$20,040	\$20,040	\$0
Utilities	\$14,600	\$14,740	\$140
Supplies	\$6,000	\$6,600	\$600
Advertising	\$1,000	\$1,000	\$0
Other	\$137,740	\$137,740	\$0
Fleet	\$0	\$0	\$0
	<u>\$201,490</u>	<u>\$202,650</u>	<u>\$1,160</u>
	<u>\$199,690</u>	<u>\$200,850</u>	<u>\$1,160</u>

Service Level / Budget impact notes: No adjustments to service levels have been included in this budget.

Notable for 2021:

- No significant changes anticipated.
- Contractual – Includes \$10,000 for new front furnishings, second drop box, metal shelving.

5500 – Cultural Services Administration

Overview: This area includes overall management of the department, grant writing, and work for the Board of Directors. This area includes costs associated with staff development, website and IT work, memberships, office and cleaning supplies, advertising, consignor payouts and fundraising activities.

Personnel: All personnel for the department are budgeted to this area; Cultural Services Director, Museum Supervisor, Museum Gallery Clerk, two Cultural Programmers, and four summer students.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	-\$84,500	-\$55,980	\$28,520
Fees and Charges	-\$11,850	-\$8,850	\$3,000
Other Revenue	-\$200	-\$200	\$0
	<u>-\$96,550</u>	<u>-\$65,030</u>	<u>\$31,520</u>
Wages and Benefits	\$371,390	\$357,160	-\$14,230
Travel Expenses	\$5,000	\$5,000	\$0
Contractual	\$14,175	\$11,180	-\$2,995
Utilities	\$0	\$0	\$0
Supplies	\$14,650	\$7,650	-\$7,000
Advertising	\$13,500	\$13,500	\$0
Other	\$400	\$400	\$0
Fleet	\$0	\$0	\$0
	<u>\$419,115</u>	<u>\$394,890</u>	<u>-\$24,225</u>
	<u>\$322,565</u>	<u>\$329,860</u>	<u>\$7,295</u>

Service Level / Budget impact notes:

- The full itemization and documentation of the Bronco Collection is anticipated to be substantially completed in 2020.

Notable for 2021:

- Wages and Benefits – Decreased (\$14,230) from the removal on the Bronco Collection Clerk.
- Majority of the changes in this cost center are due to fewer projects in 2021, most of which were offset by grants.

5600 – Museum Building

Overview: The city owns the museum building and capital assets, including the 22,000 artifacts and archival records in the collection. Costs include utilities, as well as property insurance, equipment, and maintenance of fire alarm panel, sprinkler system, security system and elevator.

The area includes the costs associated with heritage and cultural education and public programs, such as tours of the museum, archives activities, and events such as Culture Days.

Personnel: There are no employee costs budgeted to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	-\$1,200	-\$1,200	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$1,200</u>	<u>-\$1,200</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$32,160	\$12,160	-\$20,000
Utilities	\$19,000	\$19,130	\$130
Supplies	\$20,500	\$14,500	-\$6,000
Advertising	\$0	\$0	\$0
Other	\$4,000	\$4,000	\$0
Fleet	\$0	\$0	\$0
	<u>\$75,660</u>	<u>\$49,790</u>	<u>-\$25,870</u>
	<u>\$74,460</u>	<u>\$48,590</u>	<u>-\$25,870</u>

Service Level / Budget impact notes:

- There are no service level impacts

Notable for 2021:

- Contractual – Decrease (-\$20,000) for removal of one-time painting exterior trim at the Museum.
- Supplies - Decrease (-\$6,000) after one-time expense for the purchase of a new collection software.

5650 – Gallery Building

Overview: The city owns the gallery building and capital assets in the building. Costs include utilities, property insurance, equipment, as well as maintenance of fire alarm panel, sprinkler system, security system and elevator.

The area includes the costs associated with exhibitions, arts education and public programs, such as tours of the art exhibits, and events such as concerts, opening receptions, and public workshops.

Personnel: There are no employee costs budgeted to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	-\$3,800	-\$800	\$3,000
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$3,800</u>	<u>-\$800</u>	<u>\$3,000</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$15,440	\$15,440	\$0
Utilities	\$11,410	\$11,490	\$80
Supplies	\$19,000	\$16,000	-\$3,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$45,850</u>	<u>\$42,930</u>	<u>-\$2,920</u>
	<u>\$42,050</u>	<u>\$42,130</u>	<u>\$80</u>

Service Level / Budget impact notes:

- There are no service level impacts.

Notable for 2021:

- Grants/Supplies - Removal of one-time purchase of storage cabinets.

5700 – Original Humboldt

Overview: The city owns the 80-acre parcel of land, and the assets on the land.

Personnel: There are no employee costs budgeted to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$6,000	-\$6,000	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$6,000</u>	<u>-\$6,000</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$6,000	\$6,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$6,000</u>	<u>\$6,000</u>	<u>\$0</u>
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

Service Level / Budget impact notes:

- No changes to service levels.

Notable for 2021:

- No changes anticipated.

5800 – Public Art

Overview: The city owns the collection of public art and is responsible for its maintenance.

Personnel: There are no employee costs budgeted to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	-\$2,000	-\$2,000	\$0
	<u>-\$2,000</u>	<u>-\$2,000</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$6,000	\$6,000	\$0
Utilities	\$0	\$0	\$0
Supplies	\$6,000	\$6,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$12,000</u>	<u>\$12,000</u>	<u>\$0</u>
	<u>\$10,000</u>	<u>\$10,000</u>	<u>\$0</u>

Service Level / Budget impact notes:

- Ability to complete maintenance is dependent upon current building owners.

Notable for 2021:

- No changes anticipated.

5900 – Water Tower

Overview: The city owns the water tower structure and the capital assets in the building. Costs include power and the security system, as well as miscellaneous maintenance supplies.

Personnel: There are no employee costs budgeted to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	-\$2,500	-\$2,500	\$0
Fees and Charges	-\$3,000	-\$3,000	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$5,500</u>	<u>-\$5,500</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$1,970	\$1,970	\$0
Utilities	\$700	\$710	\$10
Supplies	\$2,700	\$2,700	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$5,370</u>	<u>\$5,380</u>	<u>\$10</u>
	<u>-\$130</u>	<u>-\$120</u>	<u>\$10</u>

Service Level / Budget impact notes:

- Revenue includes admissions to tour the tower, donations of \$500 for each step, and fund-raising efforts by the Water Tower Committee volunteers.

Notable for 2021:

- No significant changes anticipated.

This Page Intentionally Left Blank

6050 – Waste Management

Overview: This cost centre is for the cost to the City for the services provided by REACT for the collection and disposal of solid waste, along with the monthly fees charged to residential properties for the service.

Personnel: There are no City personnel charged to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$381,600	-\$381,600	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$381,600</u>	<u>-\$381,600</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$569,730	\$569,730	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$569,730</u>	<u>\$569,730</u>	<u>\$0</u>
	<u>\$188,130</u>	<u>\$188,130</u>	<u>\$0</u>

Service Level / Budget impact notes: The City promoted a transition to curbside cart pickup for both garbage and recycling for residential properties in 2017. The City purchased all the required carts for the implementation of the program.

Commercial properties remain on either a tag-a-bag program or pay for the use of large steel bins.

REACT has developed a new landfill facility in the RM of Leroy and is billing the cost of this site back to the REACT members. The cost to the City is \$181,940 every year for five-years (2017 – 2021 inclusive).

Notable for 2021:

- Contract Services from:
 - \$181,940 for the cost of the landfill payment
 - \$235,200 for the cost of curbside pickup
 - \$152,590 for the REACT Capital levy and REACT Operating levy.

Any increases in service charges by REACT for cart pickup will need to be evaluated by City Council to determine if it should be passed on to the property owners through the utility bill to offset that cost increase.

City and REACT have not come to terms on an agreement, administration is anticipating a refund at the conclusion of a Targeted Sector Support study. This cost centre could be over budget if the study does not go in city's favour.

6150 – Cemetery Administration

Overview: This area consists of all costs relating to cemetery operations at the two City cemeteries as well as the St. Elizabeth Convent cemetery. This includes burials, grounds keeping and mowing, sale of cemetery plots, columbarium sales and headstone maintenance.

Personnel: Staff time related to burials and maintenance is allocated to this cost centre.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$45,000	-\$45,000	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$45,000</u>	<u>-\$45,000</u>	<u>\$0</u>
Wages and Benefits	\$13,420	\$9,400	-\$4,020
Travel Expenses	\$0	\$0	\$0
Contractual	\$20,000	\$20,000	\$0
Utilities	\$0	\$0	\$0
Supplies	\$1,000	\$1,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$6,000	\$6,000	\$0
	<u>\$40,420</u>	<u>\$36,400</u>	<u>-\$4,020</u>
	<u>-\$4,580</u>	<u>-\$8,600</u>	<u>-\$4,020</u>

Service Level / Budget impact notes:

- No increase in service levels.

Notable for 2021:

- Wages and Benefits - Decreased (-\$4,020) to better reflect where time was spent in 2020.

6250 – Mobility Van

Overview: This area includes the costs to operate the City’s Mobility Van which is a service available to Humboldt and area residents that have mobility issues. The service is contracted out to Direct Taxi/Dave Wanhella.

Personnel: No personnel costs are budgeted in this area as the service is contracted out.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	-\$4,800	-\$4,800	\$0
Fees and Charges	-\$11,000	-\$7,500	\$3,500
Other Revenue	\$0	\$0	\$0
	<u>-\$15,800</u>	<u>-\$12,300</u>	<u>\$3,500</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$53,160	\$61,560	\$8,400
Utilities	\$0	\$0	\$0
Supplies	\$6,000	\$4,500	-\$1,500
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$59,160</u>	<u>\$66,060</u>	<u>\$6,900</u>
	<u>\$43,360</u>	<u>\$53,760</u>	<u>\$10,400</u>

Service Level / Budget impact notes:

- The City receives a small annual grant to assist in the subsidization of this service.
- The contract costs include the costs of the driver and the storage cost to have the van stored inside.
- The City charges a fee for this service in accordance with the City’s Mobility Van Policy.

Notable for 2021:

- Fees and Charges – Decreased (\$3,500) as revenue has decreased 35% due to fewer trips due to Covid.
- Contractual – Increased (\$8,400) as new agreement has increased costs.
- Supplies - Decreased (-\$1,500) due to fewer trips.

6400 – Other Public Health

Overview: This cost centre captures revenues and expenses for activities related to the Public Health areas that do not have dedicated Cost Centres.

Personnel: There are no staff costs associated with this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$15,000	\$5,000	-\$10,000
Fleet	\$0	\$0	\$0
	<u>\$15,000</u>	<u>\$5,000</u>	<u>-\$10,000</u>
	<u>\$15,000</u>	<u>\$5,000</u>	<u>-\$10,000</u>

Service Level / Budget impact notes:

Notable for 2021:

- Other – Decreased (-\$10,000) to bring budget to 2020 actual. This covers anticipated Housing Authority deficit that will result in the City's 5% share of the loss.

7050 – Transportation Admin

Overview: Includes partial administrative wages (asset management, project design, tendering, coordination, etc.), insurance for facilities, staff development/education, department professional consulting services (design, testing or assistance related), software/office expenses and the storm water rebate program.

Personnel: This area has administrative and support staff primarily spread over this cost centre and utility administration.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	-\$100,000	-\$100,000
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>-\$100,000</u>	<u>-\$100,000</u>
Wages and Benefits	\$344,480	\$335,180	-\$9,300
Travel Expenses	\$2,000	\$2,000	\$0
Contractual	\$36,930	\$26,930	-\$10,000
Utilities	\$2,900	\$2,900	\$0
Supplies	\$15,200	\$15,200	\$0
Advertising	\$0	\$0	\$0
Other	\$5,000	\$5,000	\$0
Fleet	\$7,050	\$7,050	\$0
	<u>\$413,560</u>	<u>\$394,260</u>	<u>-\$19,300</u>
	<u>\$413,560</u>	<u>\$294,260</u>	<u>-\$119,300</u>

Service Level / Budget impact notes: Similar level of service as previous year.

Notable for 2021:

- Fees and Charges – Increase (-\$100,000) for Local Improvement Levies for the paving of Landmark Place.
- Wages and Benefits – Have been adjusted (-\$9,300) to better reflect where time was spent in 2020. The change has been transferred to other cost centres and not a removal.
- Contractual - Removal of Consulting fees (-\$10,000) that was added to the 2019 budget, but amount was not utilized in 2019 or 2020.

7075 – Street Lighting

Overview: Primarily this cost centre reflects the expenses of SaskPower for the power and maintenance of all street lights in the City.

Personnel: No staff time is budgeted to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$141,020	\$143,140	\$2,120
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$2,890	\$2,890	\$0
	<u>\$143,910</u>	<u>\$146,030</u>	<u>\$2,120</u>
	<u>\$143,910</u>	<u>\$146,030</u>	<u>\$2,120</u>

Service Level / Budget impact notes:

Notable for 2021:

- Utilities – Increase (\$2,120) due to electricity and maintenance rates.

7100 – Street Systems

Overview: Revenues include the gas tax grant (typically) and the Urban Highway Connector program. Expenses include asphalt hot mix repairs to existing roads, pothole repairs (cold mix), and sand slurry seal or other road treatments.

Personnel: Transportation staff dedicates moderate time to this account during the spring, summer and fall months. Many of these expenses are related to contractual services.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	-\$381,000	-\$381,000	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$381,000</u>	<u>-\$381,000</u>	<u>\$0</u>
Wages and Benefits	\$63,660	\$71,230	\$7,570
Travel Expenses	\$0	\$0	\$0
Contractual	\$390,000	\$274,000	-\$116,000
Utilities	\$0	\$0	\$0
Supplies	\$28,000	\$28,000	\$0
Advertising	\$0	\$0	\$0
Other	\$2,480	\$780	-\$1,700
Fleet	\$35,260	\$35,260	\$0
	<u>\$519,400</u>	<u>\$409,270</u>	<u>-\$110,130</u>
	<u>\$138,400</u>	<u>\$28,270</u>	<u>-\$110,130</u>

Service Level / Budget impact notes: No Service level changes to note.

Notable for 2021:

- Wages and Benefits – Have been adjusted to better reflect where time was spent in 2020. The change (\$7,570) has been allocated from other cost centres, also higher from cost of living and step increases.
- Contractual – Reduction (-\$116,000) to be redirected towards Street and Curb painting (7170), Emulsion Treated Roads (7310), Gravel Roads (7320) to address concerns in those areas.
- Other – Decrease (-\$1,700) is from interest on loan that will end in 2021.

7120 – Street Sweeping

Overview: This Cost Centre is to reflect all costs associated with the street sweeping of City streets.

Personnel: One operator performs this duty periodically throughout spring, summer and fall.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$21,720	\$21,870	\$150
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$56,630	\$56,630	\$0
	<u>\$78,350</u>	<u>\$78,500</u>	<u>\$150</u>
	<u>\$78,350</u>	<u>\$78,500</u>	<u>\$150</u>

Service Level / Budget impact notes: Typically 2 City wide sweeps are performed. The downtown is swept every Friday morning during the summer. Other sweeping occurs as needed for operational effectiveness. No level of service changes anticipated unless changed by policy further in the year.

Notable for 2021:

- Wages and benefits – Slight adjustment for cost of living and step increases.

7150 – Storm Water Infrastructure

Overview: Revenues include the Storm Water Levy (Utility bills), Expenses include culvert replacements, ditch cleaning, catch basin repairs, storm sewer flushing, and interest expenses for superpipe and centennial park storm water work loans. Majority of revenue in this account goes toward capital investments for storm water improvements.

Personnel: Staff typically perform repairs as needed on the storm water infrastructure.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$656,720	-\$656,720	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$656,720</u>	<u>-\$656,720</u>	<u>\$0</u>
Wages and Benefits	\$37,810	\$40,480	\$2,670
Travel Expenses	\$0	\$0	\$0
Contractual	\$22,900	\$22,900	\$0
Utilities	\$0	\$0	\$0
Supplies	\$13,000	\$13,000	\$0
Advertising	\$0	\$0	\$0
Other	\$70,360	\$67,590	-\$2,770
Fleet	\$35,260	\$35,260	\$0
	<u>\$179,330</u>	<u>\$179,230</u>	<u>-\$100</u>
	<u>-\$477,390</u>	<u>-\$477,490</u>	<u>-\$100</u>

Service Level / Budget impact notes: Repairs to be performed where needed. Per Bylaw 08/2017 this is final year of the four-year rate increase plan.

Notable for 2021:

- Wages and Benefits – Have been adjusted to better reflect where time was spent in 2020. The change (\$2,670) has been allocated from other cost centres, also higher from cost of living and step increases.
- Other – Decrease (-\$2,770) is from interest on loan for Superpipe.

7170 – Street and Curb Painting

Overview: Street and Curb Painting

Personnel: Contracted work.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$1,280	\$0	-\$1,280
Travel Expenses	\$0	\$0	\$0
Contractual	\$19,400	\$54,400	\$35,000
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$20,680</u>	<u>\$54,400</u>	<u>\$33,720</u>
	<u>\$20,680</u>	<u>\$54,400</u>	<u>\$33,720</u>

Service Level / Budget impact notes: Conventional paint and durable line markings for City streets.

Notable for 2021:

- Wages and benefits – Have been removed from this cost centre due to minimal coding. Was re-allocated to other cost centres.
- Contractual – Adjusted (\$35,000) for Cold Plastic line marking re-application at major intersections (typically last 3-5yrs). This amount was transferred from Street Systems (7100).

7200 – Public Works Shop

Overview: Overhead expenses relates to the public works shops (utilities, misc. supplies) and yard.

Personnel: Some staff wages are periodically coded to this account for work around shop and yard.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$56,440	\$44,240	-\$12,200
Travel Expenses	\$0	\$0	\$0
Contractual	\$15,120	\$15,120	\$0
Utilities	\$31,400	\$31,670	\$270
Supplies	\$48,500	\$26,000	-\$22,500
Advertising	\$0	\$0	\$0
Other	\$2,700	\$860	-\$1,840
Fleet	\$0	\$0	\$0
	<u>\$154,160</u>	<u>\$117,890</u>	<u>-\$36,270</u>
	<u>\$154,160</u>	<u>\$117,890</u>	<u>-\$36,270</u>

Service Level / Budget impact notes: Upgrades to the old shop including insulation and roof should be considered to decrease future utility costs.

Notable for 2021:

- Wages and Benefits – Have been adjusted to better reflect where time was spent in 2020. The change (\$12,200) has been distributed to other cost centres.
- Supplies – Decreased (-\$2,500) for one-time purchase of printer for PW shop and (-\$20,000) for one-time yard site preparation south of the Lagoon and borrow pit site along Peck Road.
- Other – Decrease (-\$1,840) is from interest on loan that will end in 2021.

7300 – Snow and Ice Control

Overview: Snow plowing, removal, and storage related expenses as per policy #6340.

Personnel: Staff wages are expensed to this account as needed. This account also has contracted services for grader and hauling services.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$72,330	\$83,220	\$10,890
Travel Expenses	\$0	\$0	\$0
Contractual	\$46,000	\$46,000	\$0
Utilities	\$0	\$0	\$0
Supplies	\$13,000	\$13,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$49,150	\$49,150	\$0
	<u>\$180,480</u>	<u>\$191,370</u>	<u>\$10,890</u>
	<u>\$180,480</u>	<u>\$191,370</u>	<u>\$10,890</u>

Service Level / Budget impact notes: No level of service changes anticipated.

Notable for 2021:

- Wages and Benefits – Have been adjusted to better reflect where time was spent in 2020. The change (\$10,890) has been transferred from other cost centres, also higher from cost of living and step increases.

7310 – Emulsion Treated Roads

Overview: Gravel and DL10 Special Road emulsion roadway application and maintenance.

Personnel: Staff wages are charged as necessary for this work in spring/summer seasons.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$5,250	\$7,300	\$2,050
Travel Expenses	\$0	\$0	\$0
Contractual	\$6,000	\$40,000	\$34,000
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$9,620	\$9,620	\$0
	<u>\$20,870</u>	<u>\$56,920</u>	<u>\$36,050</u>
	<u>\$20,870</u>	<u>\$56,920</u>	<u>\$36,050</u>

Service Level / Budget impact notes: Reduced of use of DL10 to touch-up work only.

Notable for 2021:

- Wages and Benefits – Have been adjusted to better reflect where time was spent in 2020. The change (\$2,050) has been transferred from other cost centres, also higher from cost of living and step increases.
- Contractual – Transferred (\$34,000) in DL-10 Emulsion to repair a section of 6th Avenue and to spot repair other roadways. This amount has been re-allocated from Street Systems (7100).

7320 – Gravel Road Maintenance

Overview: Gravel and other supplies necessary for gravel road maintenance. Also includes contracted services as needed.

Personnel: Staff wages applicable to the program. Typically during spring, summer and winter months.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$13,170	\$14,420	\$1,250
Travel Expenses	\$0	\$0	\$0
Contractual	\$11,000	\$68,000	\$57,000
Utilities	\$0	\$0	\$0
Supplies	\$20,000	\$30,000	\$10,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$35,260	\$35,260	\$0
	<u>\$79,430</u>	<u>\$147,680</u>	<u>\$68,250</u>
	<u>\$79,430</u>	<u>\$147,680</u>	<u>\$68,250</u>

Service Level / Budget impact notes:

Notable for 2021:

- Wages and Benefits – Have been adjusted to better reflect where time was spent in 2020. The change (\$1,250) has been transferred from other cost centres, also higher from cost of living and step increases.
- Contractual – Transferred (\$57,000) for crushing of asphalt and concrete piles to be used as aggregate. This amount has been re-allocated from Street Systems (7100).
- Supplies – Transferred (\$10,000) for gravel supplies to repair 6th Avenue between 2nd Street and 102nd Street. This amount has been re-allocated from Street Systems (7100).

7330 – Back Lane Maintenance

Overview: Lane maintenance with “Road Boss” box grader – 2 times per year. Basic re-grading occurs on select lanes and gravel added if necessary, for operational effectiveness.

Personnel: Staff wages charged to this account as needed.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$3,300	\$4,770	\$1,470
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$2,000	\$2,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$8,550	\$8,550	\$0
	<u>\$13,850</u>	<u>\$15,320</u>	<u>\$1,470</u>
	<u>\$13,850</u>	<u>\$15,320</u>	<u>\$1,470</u>

Service Level / Budget impact notes: Similar level of service as previous year.

Notable for 2021:

- Wages and Benefits – Have been adjusted to better reflect where time was spent in 2020. The change (\$1,470) has been transferred from other cost centres, also higher from cost of living and step increases.

7340 – Dust Control

Overview: Calcium Chloride application to applicable/select gravel roads.

Personnel: Staff wages are charged to this account for road preparation. Contracted services are hired for the supply and application of the dust control materials.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$1,760	\$2,250	\$490
Travel Expenses	\$0	\$0	\$0
Contractual	\$24,400	\$24,400	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$4,270	\$4,270	\$0
	<u>\$30,430</u>	<u>\$30,920</u>	<u>\$490</u>
	<u>\$30,430</u>	<u>\$30,920</u>	<u>\$490</u>

Service Level / Budget impact notes: Similar level of service as previous year.

Notable for 2021:

- Wages and Benefits – Have been adjusted to better reflect where time was spent in 2020. The change (\$490) has been transferred from other cost centres, also higher from cost of living and step increases.

7350 – Transportation Equipment

Overview: Costs associated with the maintenance of all Public works and Utilities vehicles and equipment.

Personnel: This work is the primary occupation of the mechanic. Staff assists the mechanic at times and are coded appropriately.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$96,910	\$101,280	\$4,370
Travel Expenses	\$0	\$0	\$0
Contractual	\$51,870	\$51,870	\$0
Utilities	\$0	\$0	\$0
Supplies	\$144,000	\$144,000	\$0
Advertising	\$0	\$0	\$0
Other	\$2,330	\$740	-\$1,590
Fleet	-\$517,080	-\$517,080	\$0
	<u>-\$221,970</u>	<u>-\$219,190</u>	<u>\$2,780</u>
	<u><u>-\$221,970</u></u>	<u><u>-\$219,190</u></u>	<u><u>\$2,780</u></u>

Service Level / Budget impact notes: Similar level of service as previous year.

Notable for 2021:

- Wages and Benefits – The mechanic’s wages and benefits are applied directly to this code. The change (\$4,370) is from higher from cost of living and step increases as well as some wages transferred from other cost centres based on time spent in 2020.
- Other – Decrease (-\$1,590) in interest on loan that is due to end in 2021.
- Fleet - \$517,080 in “revenue” in this account is offset by fleet expenses costed in other areas. The \$219,190 represents the amount that is dedicated to reserve to fund fleet replacements.

7370 – Traffic Signals

Overview: Costs associated with signal maintenance contract, miscellaneous repairs due to damage, pedestrian countdown replacements, signal head replacements.

Personnel: Administrative staff coordinates the maintenance contracts and arrange for necessary repairs.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$660	\$0	-\$660
Travel Expenses	\$0	\$0	\$0
Contractual	\$30,880	\$22,880	-\$8,000
Utilities	\$13,700	\$13,700	\$0
Supplies	\$4,000	\$4,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$2,240	\$2,240	\$0
	<u>\$51,480</u>	<u>\$42,820</u>	<u>-\$8,660</u>
	<u>\$51,480</u>	<u>\$42,820</u>	<u>-\$8,660</u>

Service Level / Budget impact notes: Similar level of service as previous year.

Notable for 2021:

- Wages and Benefits – Have been removed from this cost centre due to minimal coding. Was re-allocated to other cost centres.
- Contractual – Decreased (-8,000) for one-time purchase of battery backups that were installed in 2020.

7380 – Traffic Signs

Overview: Sign replacements from damage/wear. Also includes temporary traffic control signs, barricades, and pedestrian overhead sign repairs.

Personnel: Staff time is coded to this account as needed for general sign replacements and for traffic control needs for special events or construction activities.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$5,700	\$5,520	-\$180
Travel Expenses	\$0	\$0	\$0
Contractual	\$1,700	\$1,700	\$0
Utilities	\$0	\$0	\$0
Supplies	\$17,000	\$7,000	-\$10,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$8,340	\$8,340	\$0
	<u>\$32,740</u>	<u>\$22,560</u>	<u>-\$10,180</u>
	<u>\$32,740</u>	<u>\$22,560</u>	<u>-\$10,180</u>

Service Level / Budget impact notes: Similar level of service as previous year.

Notable for 2021:

- Wages and Benefits –Have been adjusted to better reflect where time was spent in 2020. The change (-\$180) has been transferred to other cost centres.
- Supplies – Removal (-\$10,000) for one-time improvement of pedestrian crossing safety at Main Street and 5th Avenue.

7510 – Sidewalk Maintenance

Overview: Related to the removal costs associated with, and the contracted replacement of, existing sidewalks (typically service replacement related). Not large enough to be classified capital.

Personnel: Staff are required as necessary to remove sidewalk for contractor replacement work.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$2,700	\$5,570	\$2,870
Travel Expenses	\$0	\$0	\$0
Contractual	\$66,000	\$66,000	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$8,440	\$8,440	\$0
	<u>\$77,140</u>	<u>\$80,010</u>	<u>\$2,870</u>
	<u>\$77,140</u>	<u>\$80,010</u>	<u>\$2,870</u>

Service Level / Budget impact notes: Similar level of service as previous year.

Notable for 2021:

- Wages and Benefits – Have been adjusted to better reflect where time was spent in 2020. The change (\$2,870) has been transferred from other cost centres, also higher from cost of living and step increases.

7530 – Ditch Mowing

Overview: Mowing of ditches with the large tractor and pull behind mower.

Personnel: Staff required every 2 weeks during summer months mowing ditches that are not able to be mowed with smaller lawn mowers.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$4,720	\$6,720	\$2,000
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$8,440	\$8,440	\$0
	<u>\$13,160</u>	<u>\$15,160</u>	<u>\$2,000</u>
	<u>\$13,160</u>	<u>\$15,160</u>	<u>\$2,000</u>

Service Level / Budget impact notes: Similar level of service as previous year.

Notable for 2021:

- Wages and Benefits – Have been adjusted to better reflect where time was spent in 2020. The change (\$2,000) has been transferred from other cost centres, also higher from cost of living and step increases.

7550 – Winter Sidewalks

Overview: Sidewalk snow plowing, blowing, or sweeping of select sidewalks during the winter season as per policy #6320.

Personnel: Staff time after snowfall events, as necessary.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$9,670	\$22,470	\$12,800
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$11,220	\$11,220	\$0
	<u>\$20,890</u>	<u>\$33,690</u>	<u>\$12,800</u>
	<u>\$20,890</u>	<u>\$33,690</u>	<u>\$12,800</u>

Service Level / Budget impact notes: Similar level of service as previous year.

Notable for 2021:

- Wages and Benefits – Have been adjusted to better reflect where time was spent in 2020 as this was severely over budget in 2020. The change (\$12,800) has been transferred from other cost centres, also accounts for cost of living and step increases.

7610 – Airport

Overview: Revenue from fuel sales and fees. Expenses related to maintenance, operations, and general overhead.

Personnel: Minor staff wages applied, as needed for services or repairs.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$25,000	-\$25,000	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$25,000</u>	<u>-\$25,000</u>	<u>\$0</u>
Wages and Benefits	\$3,570	\$4,680	\$1,110
Travel Expenses	\$0	\$0	\$0
Contractual	\$13,680	\$13,680	\$0
Utilities	\$4,770	\$4,830	\$60
Supplies	\$17,750	\$17,750	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$5,240	\$5,240	\$0
	<u>\$45,010</u>	<u>\$46,180</u>	<u>\$1,170</u>
	<u>\$20,010</u>	<u>\$21,180</u>	<u>\$1,170</u>

Service Level / Budget impact notes:

Notable for 2021:

- Wages and Benefits – Have been adjusted to better reflect where time was spent in 2020. The change (\$1,100) has been transferred from other cost centres, also accounts for cost of living and step increases.

7810 – Christmas Decorations

Overview: Seasonal light pole, City Hall and campground decorations

Personnel: Staff necessary to repair damaged decorations and to assist contracted services in the install.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$4,160	\$4,670	\$510
Travel Expenses	\$0	\$0	\$0
Contractual	\$4,100	\$4,100	\$0
Utilities	\$0	\$0	\$0
Supplies	\$25,000	\$25,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$4,270	\$4,270	\$0
	<u>\$37,530</u>	<u>\$38,040</u>	<u>\$510</u>
	<u>\$37,530</u>	<u>\$38,040</u>	<u>\$510</u>

Service Level / Budget impact notes: Budget levels maintained similarly to previous years to continue with replacement of seasonal decorations.

Notable for 2021:

- Wages and Benefits – Have been adjusted to better reflect where time was spent in 2020. The change (\$510) has been transferred from other cost centres, also accounts for cost of living and step increases.

8000 – Utility Administration

Overview: Revenue received from Provincial and Federal Grants (when applicable), Water/Sewer consumption, flat rate sales, and custom work (service replacements). Expenditures include purchase of water from SaskWater, partial administration wages, staff development/training, memberships, and professional consulting services as needed.

Personnel: Partial administrative and operator staff wages are expensed to this account for the operations and maintenance of the utility.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$4,090,280	-\$4,085,750	\$4,530
Other Revenue	\$0	\$0	\$0
	-\$4,090,280	-\$4,085,750	\$4,530
Wages and Benefits	\$336,560	\$330,220	-\$6,340
Travel Expenses	\$3,000	\$3,000	\$0
Contractual	\$29,730	\$12,730	-\$17,000
Utilities	\$0	\$0	\$0
Supplies	\$2,093,460	\$2,124,860	\$31,400
Advertising	\$0	\$0	\$0
Other	\$0	\$5,000	\$5,000
Fleet	\$4,270	\$4,270	\$0
	\$2,467,020	\$2,480,080	\$13,060
	-\$1,623,260	-\$1,605,670	\$17,590

Service Level / Budget impact notes: Lower anticipated increases from SaskWater will lower increased costs and therefore an increase consumption charges can be delayed in 2021.

Notable for 2021:

- Fees and Charges:
 - Water consumption rate not expected to increase for 2021. While the change of this cost centre is higher, the overall change across the Utility cost centres has allowed rates to not be raised.
 - Revenue decreased (\$4,530) from removal of budgeting for unplanned Custom Work.
- Wages and Benefits – Have been adjusted to better reflect where time was spent in 2020. The change (-\$6,340) has been transferred to other cost centres.
- Contractual – Decrease (-\$17,000) for one-time consulting to prepare for a waste water treatment upgrade.
- Supplies – Increased (\$31,400) in anticipation of a SaskWater rate increase of 1.5%.
- Other - Transferred (\$5,000) for Utility write-offs from General Government (3000).

8050 – Water Main Maintenance

Overview: Relates to water sampling, leak detection, break repairs, flushing, hydrant and valve replacements.

Personnel: Certified operators code some of their time to these tasks as needed. Sampling occurs weekly.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$79,570	\$67,280	-\$12,290
Travel Expenses	\$0	\$0	\$0
Contractual	\$63,250	\$39,250	-\$24,000
Utilities	\$1,000	\$1,000	\$0
Supplies	\$70,400	\$64,400	-\$6,000
Advertising	\$0	\$0	\$0
Other	\$22,300	\$21,250	-\$1,050
Fleet	\$132,490	\$132,490	\$0
	<u>\$369,010</u>	<u>\$325,670</u>	<u>-\$43,340</u>
	<u>\$369,010</u>	<u>\$325,670</u>	<u>-\$43,340</u>

Service Level / Budget impact notes: Similar level of service as previous year

Notable for 2021:

- Wages and Benefits – Have been adjusted to better reflect where time was spent in 2020. The change (-\$12,290) has been transferred to other cost centres.
- Contractual – Decrease (-\$24,000) related to the removal of the water bypass valves program intended to install better “low-flow” solution
- Supplies – Decrease (-\$6,000) for one-time purchase of materials related to bypass valves.
- Other – Decreased (-\$1,050) for interest on Water and Sewer loan.

8100 – Water Distribution Facility

Overview: Expenditures related to the water distribution facility's overhead costs. This code also includes costs related to chlorine added to the water when received from SaskWater.

Personnel: Administration and staff time to maintain pumps, troubleshoot and monitor the systems.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$69,180	\$59,750	-\$9,430
Travel Expenses	\$0	\$0	\$0
Contractual	\$13,490	\$13,490	\$0
Utilities	\$46,600	\$47,210	\$610
Supplies	\$14,000	\$11,000	-\$3,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$143,270</u>	<u>\$131,450</u>	<u>-\$11,820</u>
	<u>\$143,270</u>	<u>\$131,450</u>	<u>-\$11,820</u>

Service Level / Budget impact notes: Similar level of service as previous year.

Notable for 2021:

- Wages and Benefits – Have been adjusted to better reflect where time was spent in 2020. The change (-\$9,430) has been transferred to other cost centres.
- Supplies – Decreased (-\$3000) for one-time purchase of chlorine pump in 2020.

8150 – Water Meter Reading and Billing

Overview: Expenditures related to reading and replacing water meters.

Personnel: Staff time necessary to read and replace water meters.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	-\$4,600	-\$4,600	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$4,600</u>	<u>-\$4,600</u>	<u>\$0</u>
Wages and Benefits	\$91,850	\$95,740	\$3,890
Travel Expenses	\$0	\$0	\$0
Contractual	\$17,800	\$7,300	-\$10,500
Utilities	\$0	\$0	\$0
Supplies	\$58,500	\$70,000	\$11,500
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$8,440	\$8,440	\$0
	<u>\$176,590</u>	<u>\$181,480</u>	<u>\$4,890</u>
	<u>\$171,990</u>	<u>\$176,880</u>	<u>\$4,890</u>

Service Level / Budget impact notes: Similar level of service as previous year.

Notable for 2021:

- Wages and Benefits – Have been adjusted to better reflect where time was spent in 2020. The change (\$3,890) has been transferred from other cost centres and is higher for cost of living and step increases.
- Contractual – Decreased (-\$10,500) for removal of one-time purchase of mobile reading equipment in 2020.
- Supplies – Increased (\$11,500) as more water meter replacements are anticipated.

8200 – Sewer Mains

Overview: Expenditures related to flushing, video inspecting, repairs, and service replacements.

Personnel: Staff time primarily related to service replacements and problem spot flushing. Larger flushing and video inspecting projects are contracted.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$22,130	\$18,650	-\$3,480
Travel Expenses	\$0	\$0	\$0
Contractual	\$74,810	\$74,810	\$0
Utilities	\$0	\$0	\$0
Supplies	\$15,000	\$15,000	\$0
Advertising	\$0	\$0	\$0
Other	\$7,390	\$7,040	-\$350
Fleet	\$63,040	\$63,040	\$0
	<u>\$182,370</u>	<u>\$178,540</u>	<u>-\$3,830</u>
	<u>\$182,370</u>	<u>\$178,540</u>	<u>-\$3,830</u>

Service Level / Budget impact notes: Similar level of service as previous year.

Notable for 2021:

- Wages and Benefits – Have been adjusted to better reflect where time was spent in 2020. The change (-\$3,480) has been transferred to other cost centres.

8250 – Lagoon

Overview: Operations and Maintenance of the Lagoon. Includes purchase of chemical for treatment and general overhead/utility expenses.

Personnel: Staff costs primarily associated with lagoon releases and daily inspections.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$18,240	\$19,110	\$870
Travel Expenses	\$0	\$0	\$0
Contractual	\$12,840	\$12,840	\$0
Utilities	\$38,800	\$39,380	\$580
Supplies	\$137,000	\$137,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$8,270	\$8,270	\$0
	<u>\$215,150</u>	<u>\$216,600</u>	<u>\$1,450</u>
	<u>\$215,150</u>	<u>\$216,600</u>	<u>\$1,450</u>

Service Level / Budget impact notes: No significant changes planned for 2020.

Notable for 2021:

- Wages and Benefits – Have been adjusted to better reflect where time was spent in 2020. The change (\$870) has been transferred from other cost centres and is higher for cost of living and step increases.

8300 – Lift Stations

Overview: Operations and maintenance of lift stations.

Personnel: Staff inspect lift stations daily and perform repairs as necessary.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$14,800	\$32,300	\$17,500
Travel Expenses	\$0	\$0	\$0
Contractual	\$66,960	\$44,960	-\$22,000
Utilities	\$46,940	\$49,220	\$2,280
Supplies	\$17,500	\$17,500	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$8,440	\$8,440	\$0
	<u>\$154,640</u>	<u>\$152,420</u>	<u>-\$2,220</u>
	<u>\$154,640</u>	<u>\$152,420</u>	<u>-\$2,220</u>

Service Level / Budget impact notes:

Notable for 2021:

- Wages and Benefits – Have been adjusted to better reflect where time was spent in 2020. The change (\$17,500) has been transferred from other cost centres and is higher for cost of living and step increases.
- Contractual – Decreased (-\$30,000) for one-time purchase of float switch backups for lift stations. Increased (\$8000) for one-time well cleaning in 2021.
- Utilities – Increased (\$2280) as power is expected to increase with improvement of Lift Station 3.

This Page Intentionally Left Blank

8500 – Land Development

Overview: Operations and costs related to developing and selling land by the City.

Personnel: There are no dedicated staff assigned to this area. The City Planner has the most involvement in activities related to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$10,000	\$10,000
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$0</u>	<u>\$10,000</u>	<u>\$10,000</u>
	<u>\$0</u>	<u>\$10,000</u>	<u>\$10,000</u>

Service Level / Budget impact notes: The City will continue to monitor the demand for serviced lots and evaluate the need to bring options to Council as they arise.

Notable for 2021:

- Contractual – Transferred (\$10,000) for payment to RM of annexed land from General Government (3000).

This Page Intentionally Left Blank

AMORTIZATION - 3000 – General Government Amortization

Overview: Amortization is a non-cash expense for municipalities, however it is a reporting requirement on the Annual Financial Statements. This page has been prepared to approve an amortization estimate for the 2021 operations. There is no direct impact to the City's tax levy requirements by the inclusion of this amount in the budget.

It is a positive indicator for the City to continue to fund its debt payments and replace its capital at a pace that meets or exceeds the rate of the financial amortization.

Personnel: There are no dedicated staff assigned to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$27,000	\$27,000	\$0
	<u>\$27,000</u>	<u>\$27,000</u>	<u>\$0</u>
	<u><u>\$27,000</u></u>	<u><u>\$27,000</u></u>	<u><u>\$0</u></u>

Service Level / Budget impact notes:

Notable for 2021:

The 2019 year end book value of the General Government tangible capital assets is \$167,970. The estimated 2021 amortization on those assets is \$27,000.

AMORTIZATION - 4050 – Protective Services Amortization

Overview: Amortization is a non-cash expense for municipalities, however it is a reporting requirement on the Annual Financial Statements. This page has been prepared to approve an amortization estimate for the 2021 operations. There is no direct impact to the City's tax levy requirements by the inclusion of this amount in the budget.

It is a positive indicator for the City to continue to fund its debt payments and replace its capital at a pace that meets or exceeds the rate of the financial amortization.

Personnel: There are no dedicated staff assigned to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$62,000	\$68,000	\$6,000
	<u>\$62,000</u>	<u>\$68,000</u>	<u>\$6,000</u>
	<u><u>\$62,000</u></u>	<u><u>\$68,000</u></u>	<u><u>\$6,000</u></u>

Service Level / Budget impact notes:

Notable for 2021:

The 2019 year end book value of the Protective Services tangible capital assets is \$800,248. The estimated 2021 amortization on those assets is \$68,000.

AMORTIZATION - 4600 – Planning and Development Amortization

Overview: Amortization is a non-cash expense for municipalities, however it is a reporting requirement on the Annual Financial Statements. This page has been prepared to approve an amortization estimate for the 2021 operations. There is no direct impact to the City's tax levy requirements by the inclusion of this amount in the budget.

It is a positive indicator for the City to continue to fund its debt payments and replace its capital at a pace that meets or exceeds the rate of the financial amortization.

Personnel: There are no dedicated staff assigned to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$7,000	\$7,000	\$0
	<u>\$7,000</u>	<u>\$7,000</u>	<u>\$0</u>
	<u><u>\$7,000</u></u>	<u><u>\$7,000</u></u>	<u><u>\$0</u></u>

Service Level / Budget impact notes:

Notable for 2021:

The 2019 year end book value of the Planning and Development Services tangible capital assets is \$119,063. The estimated 2021 amortization on those assets is \$7,000.

AMORTIZATION - 5050 – Leisure Services Amortization

Overview: Amortization is a non-cash expense for municipalities, however it is a reporting requirement on the Annual Financial Statements. This page has been prepared to approve an amortization estimate for the 2021 operations. There is no direct impact to the City's tax levy requirements by the inclusion of this amount in the budget.

It is a positive indicator for the City to continue to fund its debt payments and replace its capital at a pace that meets or exceeds the rate of the financial amortization.

Personnel: There are no dedicated staff assigned to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$530,000	\$516,000	-\$14,000
	<u>\$530,000</u>	<u>\$516,000</u>	<u>-\$14,000</u>
	<u><u>\$530,000</u></u>	<u><u>\$516,000</u></u>	<u><u>-\$14,000</u></u>

Service Level / Budget impact notes:

Notable for 2021:

The 2019 year end book value of the Leisure services tangible capital assets is \$8,809,889. The estimated 2021 amortization on those assets is \$515,000.

AMORTIZATION - 6150 – Public Health Amortization

Overview: Amortization is a non-cash expense for municipalities, however it is a reporting requirement on the Annual Financial Statements. This page has been prepared to approve an amortization estimate for the 2021 operations. There is no direct impact to the City's tax levy requirements by the inclusion of this amount in the budget.

It is a positive indicator for the City to continue to fund its debt payments and replace its capital at a pace that meets or exceeds the rate of the financial amortization.

Personnel: There are no dedicated staff assigned to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$8,600	\$10,000	\$1,400
	<u>\$8,600</u>	<u>\$10,000</u>	<u>\$1,400</u>
	<u><u>\$8,600</u></u>	<u><u>\$10,000</u></u>	<u><u>\$1,400</u></u>

Service Level / Budget impact notes:

Notable for 2021:

The 2019 year end book value of the Public Health tangible capital assets is \$151,820. The estimated 2021 amortization on those assets is \$10,000.

AMORTIZATION - 7050 – Transportation

Overview: Amortization is a non-cash expense for municipalities, however it is a reporting requirement on the Annual Financial Statements. This page has been prepared to approve an amortization estimate for the 2021 operations. There is no direct impact to the City's tax levy requirements by the inclusion of this amount in the budget.

It is a positive indicator for the City to continue to fund its debt payments and replace its capital at a pace that meets or exceeds the rate of the financial amortization.

Personnel: There are no dedicated staff assigned to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$1,000,000	\$1,050,000	\$50,000
	<u>\$1,000,000</u>	<u>\$1,050,000</u>	<u>\$50,000</u>
	<u><u>\$1,000,000</u></u>	<u><u>\$1,050,000</u></u>	<u><u>\$50,000</u></u>

Service Level / Budget impact notes:

Notable for 2021:

The 2019 year end book value of the Transportation Services tangible capital assets is \$16,023,796. The estimated 2021 amortization on those assets is \$1,050,000.

AMORTIZATION - 8000 – Water and Sewer

Overview: Amortization is a non-cash expense for municipalities, however it is a reporting requirement on the Annual Financial Statements. This page has been prepared to approve an amortization estimate for the 2020 operations. There is no direct impact to the City's tax levy requirements by the inclusion of this amount in the budget.

It is a positive indicator for the City to continue to fund its debt payments and replace its capital at a pace that meets or exceeds the rate of the financial amortization.

Personnel: There are no dedicated staff assigned to this area.

	2020 Budget	2021 Budget	Change
Property Tax	\$0	\$0	\$0
Grants	\$0	\$0	\$0
Fees and Charges	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$300,000	\$415,000	\$115,000
	<u>\$300,000</u>	<u>\$415,000</u>	<u>\$115,000</u>
	<u><u>\$300,000</u></u>	<u><u>\$415,000</u></u>	<u><u>\$115,000</u></u>

Service Level / Budget impact notes:

Notable for 2021:

The 2019 year end book value of the Water and Sewer Services tangible capital assets is \$20,288,366. The estimated 2021 amortization on those assets is \$415,000.



CAPITAL PROJECT FORM

Project Name: 10th St from 8th to 9th Ave - Paving and Concrete
Department: Public Works and Utilities
Year: 2021

PROJECT DESCRIPTION AND SCOPE

2021 Total \$95,100: Completion of the water main replacement project from 2020. 80mm Asphalt Paving - \$68,000 and Concrete Replacements (as needed) - \$25,100, \$2,000 for testing services and video inspections/flushing of sanitary sewer.

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues: Taxation/Levies	\$95,100
Other:	
TOTAL:	\$95,100

ONGOING OPERATING COSTS AND CONSIDERATIONS

--



CAPITAL PROJECT FORM

Project Name: 4th Ave from Main St to 7th St – Paving and Concrete
Department: Public Works and Utilities
Year: 2021

PROJECT DESCRIPTION AND SCOPE

2021 Total \$95,900: Asphalt Paving - \$70,600 and Concrete Replacements (as needed) - \$23,300. Testing - \$2,000

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues: Taxation/Levies	\$95,900
Other:	
TOTAL:	\$95,900

ONGOING OPERATING COSTS AND CONSIDERATIONS

--



CAPITAL PROJECT FORM

Project Name: 9th Ave from 9th St to 13th St – Paving and Concrete
Department: Public Works and Utilities
Year: 2021

PROJECT DESCRIPTION AND SCOPE

2021 Total \$209,800: Completion of the water main replacement project from 2020. 80mm Asphalt Paving - \$190,800 and Concrete Replacements (as needed) - \$14,800, \$4,200 for testing services and video inspections/flushing of sanitary and storm sewers.

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues: Taxation/Levies	\$209,800
Other:	
TOTAL:	\$209,800

ONGOING OPERATING COSTS AND CONSIDERATIONS

--



CAPITAL PROJECT FORM

Project Name: 11th Avenue from 16th Street to Centennial Cres. Base Reconstruction, Concrete and Paving.

Department: Public Works and Utilities

Year: 2021

PROJECT DESCRIPTION AND SCOPE

2021 Total \$115,300: Base replacement - \$57,200; Concrete Replacements - \$12,700; Asphalt Paving (75mm) \$43,700; Consulting Services (Material Testing) - \$1,700

A 1967 150mm will be abandoned in this section as it is not needed. This cost is included in the above total. This project is intended to be completed at the same time as the 16th Street Project from 8th Ave to 12th Ave.

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues: Taxation/Levies	\$115,300
Other:	
TOTAL:	\$115,300

ONGOING OPERATING COSTS AND CONSIDERATIONS

--



CAPITAL PROJECT FORM

Project Name: 21st Street and 8th Ave Turning Lane
Department: Public Works and Utilities
Year: 2021

PROJECT DESCRIPTION AND SCOPE

2021 Road Construction and Asphalt Paving for turning lane off of 8th Ave (Hwy 5) at 21st Street going north similar to what was built in 2020 at Centennial Park going south.

This project was approved for \$75,000 in the 2020 Municipal Economic Enhancement Program (MEEP).

The actual cost of the 2020 turning lane exceeded the budget of \$75,000 so the City will try to find efficiencies in the 2021 project in an attempt to meet budget.

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues: Taxation/Levies	\$75,000
Other:	
TOTAL:	\$75,000

ONGOING OPERATING COSTS AND CONSIDERATIONS

--



CAPITAL PROJECT FORM

Project Name: Landmark Place Paving Local Improvement
Department: Public Works and Utilities
Year: 2021

PROJECT DESCRIPTION AND SCOPE

2021 Total \$100,000: Base replacement - \$50,000; Asphalt Paving (60mm) \$48,000; Material Testing - \$2,000

Residents along Landmark Place road have requested paving. A local improvement process would be pursued for the project.

A Local Improvement process requires 50%+1 of affected property owners to support the initiative and then those benefitting property owners are charged the cost of completing the work. In an instance like this there would be little to no financial impact to the City.

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues:	
Other: LOCAL IMPROVEMENT CHARGES	\$100,000
TOTAL:	\$100,000

ONGOING OPERATING COSTS AND CONSIDERATIONS

--



Project Name: 12th Avenue Pedestrian Connection Trail from 12th St to Main St.
 Department: Public Works and Utilities
 Year: 2021

PROJECT DESCRIPTION AND SCOPE
<p>2021 - Proposing a 2.5m wide paved asphalt trail along the north side of 12th Avenue from 12th Street to Main Street (387m). Trail base prep would be performed by City crews and receive a 250mm thick of asphalt millings base then receive a 60mm thick AC surface. The project would also include 6 wheelchair accessible ramps at the Main St (2), 9th St (2), 11th (1), and 12th St (1). No sidewalk or trail exists between this section on either side of road. Requests have been made for pedestrian connectivity and the trail would tie nicely into future trails at St. Elizabeth Park.</p> <p>Options Considered:</p> <ol style="list-style-type: none"> 1. AC Millings Only - \$18,400 2. 2 Coat Chip Sealing the Surface – \$30,000 3. 60mm asphalt surface – \$47,700 4. Concrete Sidewalk - \$152,400

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues:	\$47,700
Other:	
TOTAL:	\$47,700

ONGOING OPERATING COSTS AND CONSIDERATIONS
Maintenance of trail and snow clearing would be future ongoing costs if directed by policy.



CAPITAL PROJECT FORM

Project Name: 8th Avenue Streetlighting from 17th Street to Peck Road
Department: Public Works and Utilities
Year: 2021

PROJECT DESCRIPTION AND SCOPE

2021 Total \$40,000: Streetlight placement adjustments for turning lanes at 21st street and the Uniplex Entrance on 8th Avenue. In addition, lighting on the south side of 8th Ave will be installed to illuminate roadway to recommended lighting levels.

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues: Taxation/Levies	\$40,000
Other:	
TOTAL:	\$40,000

ONGOING OPERATING COSTS AND CONSIDERATIONS

--



CAPITAL PROJECT FORM

Project Name: 16th Street from 8th Ave to 12th Ave – Watermain Replacement, Base Reconstruction, Concrete and Paving
 Department: Public Works and Utilities
 Year: 2021

PROJECT DESCRIPTION AND SCOPE
<p>2021 Total \$1,635,700: Watermain Replacement and Upsize - \$472,800; Water Service Replacements - \$168,000; Base replacement - \$390,900; Concrete Replacements - \$39,500; Asphalt Paving (100mm) \$456,300; Consulting Services (Design, Tendering, Inspections, Material Testing, As-builts) - \$108,200</p> <p>The watermain will be installed along 16th Street from 11th Avenue to the south side of 8th Avenue. Directional drilling will occur under 8th Ave (Hwy 5) to connect the watermains and create a looped system to the south side. This project is intended to proceed at the same time as the 11th Ave project from 16th St to Centennial Crescent.</p>

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues: Taxation/Levies	\$1,635,700
Other:	
TOTAL:	\$1,635,700

ONGOING OPERATING COSTS AND CONSIDERATIONS



CAPITAL PROJECT FORM

Project Name: Rotary Brush Cutter – Ditch Mowing
Department: Public Works and Utilities
Year: 2021

PROJECT DESCRIPTION AND SCOPE

2021 Total \$30,000: Purchase of a rotary brush cutter capable of cutting grass, cattails, willows, and other shrubs along banks and bottom of the storm water drainage channels, lagoon berms and applicable ditches. The mower is desired to control plant growth which is difficult to reach with regular mowers such as behind fences or steep banks. The increased mowing would maximize the flows in drainage channels in the event of a heavy rainfall event. The mower will also remove shrubs and other growth from the berms of the lagoon to ensure the berms integrity. The boom mower would be an attachment mounted on the City's tracked excavator.

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues: Taxation/Levies	\$30,000
Other:	
TOTAL:	\$30,000

ONGOING OPERATING COSTS AND CONSIDERATIONS

--



CAPITAL PROJECT FORM

Project Name: Excavator Thumb
Department: Public Works and Utilities
Year: 2021

PROJECT DESCRIPTION AND SCOPE

2021 Total \$10,000: Purchase of a mechanical thumb for the City's backhoe used for removing sidewalk panels, asphalt, trees and other materials necessary to load and haul away. The estimated cost is for the thumb as well as the valve and control pedal adapter kit.

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues: Taxation/Levies	\$10,000
Other:	
TOTAL:	\$10,000

ONGOING OPERATING COSTS AND CONSIDERATIONS

--



CAPITAL PROJECT FORM

Project Name: Portable Retrieval/Fall Arrest System
Department: Public Works and Utilities
Year: 2021

PROJECT DESCRIPTION AND SCOPE

2021 Total \$14,000: Purchase of a portable retrieval/fall arrest system that staff can connect their fall arrest equipment to and allow staff to safely enter confined spaces that are limited by current equipment. This item was identified in the OH&S committee meeting minutes. This equipment would be used at Lift station #3, #6 and the storm water pump station at centennial park. In addition, the system can be used for entry into sewage or storm sewer manholes.

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues: Taxation/Levies	\$14,000
Other: Local Improvement Funds	
TOTAL:	\$14,000

ONGOING OPERATING COSTS AND CONSIDERATIONS

--



CAPITAL PROJECT FORM

Project Name: **Irrigation Equipment – Additional Water Reel**
 Department: **Community and Leisure Services**
 Year: **2021**

PROJECT DESCRIPTION AND SCOPE

The Leisure Services Department has partnered with the Quill Center to complete the installation of an Electric Pump that will supply on demand storm water irrigation capacity to all of the ball diamonds, as well as the retention area green space at Centennial Park. The ability to access non-potable water for use on the grounds will provide the Parks department with the opportunity to more improve the service level of our green spaces on the grounds.

The department currently owns one auto retracting Water Reel. The department is seeking to purchase a second unit that can be utilized by the department to assist with establishing the landscaping at Centennial Park, as well as to improve the efficiency of long term grounds keeping. Due to their self-reeling capabilities, staff are able to complete other work while the water reel is irrigating a green space or ball diamond.

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues:	\$20,000
Other:	
TOTAL:	\$20,000

ONGOING OPERATING COSTS AND CONSIDERATIONS

There would be minimal increase to ongoing operating costs associated with this purchase. The additional irrigation capacity will likely increase the overall quantity of irrigation completed and as a result see a slight increase in power consumption.

OUR HUMBOLDT STRATEGIC ALIGNMENT



Value	Strategic Area
Green	Invests in parks, trails and green spaces



RESERVE FUNDED PROJECT FORM

Project Name: **Glenn Hall Park Irrigation Conversion**
 Department: **Community and Leisure Services**
 Year: **2021**

PROJECT DESCRIPTION AND SCOPE
<p>The current Glenn Hall Park Irrigation system uses the City's treated water network to irrigate the two sports fields. This project will connect the irrigation system to the golf course network of irrigation lines that utilizes storm water. The project will require a supply line to connect underneath 4th Street and utilize the current irrigation infrastructure already located at Glenn Hall Park. Leisure Services will coordinate irrigation efforts at Glenn Hall Park to compliment the irrigation practices at the golf course. This will result in the ability to apply additional water in dry years without paying potable water rates. We will enter into an agreement with the golf course to compensate for water use and maintenance as a result of the added demand on their system.</p>

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues:	\$20,000
Other:	
TOTAL:	\$20,000

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>There will be a net savings from this transition, as the cost of the maintenance agreement with the golf club will be less than the current expenditures on potable water each year.</p>

OUR HUMBOLDT STRATEGIC ALIGNMENT



Value	Strategic Area
Sustainable	Invest in infrastructure and services that are resilient and sustainable



CAPITAL PROJECT FORM

Project Name: **Flatdeck Utility Trailer**
 Department: **Community and Leisure Services**
 Year: **2021**

PROJECT DESCRIPTION AND SCOPE
<p>The Leisure Services Department is looking to purchase a flat deck trailer capable of assisting with the day to day operations of the department. The department would purchase a construction quality trailer with the capabilities of hauling heavy equipment including mowers, skid steers and our ice resurfacer as required.</p> <p>The department currently does not have a trailer and has noticed some of the limitations the operations possesses since the previous unit was stolen in early 2019.</p>

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues:	\$15,000
Other:	
TOTAL:	\$15,000

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>There would be little to no additional operating costs associated with the purchase of this unit.</p>

OUR HUMBOLDT STRATEGIC ALIGNMENT



Value	Strategic Area
Sustainable	Invests in infrastructure and services that are resilient and sustainable.



CAPITAL PROJECT FORM

Project Name: **Parks Skid Steer Attachments**
 Department: **Community and Leisure Services**
 Year: **2021**

PROJECT DESCRIPTION AND SCOPE
<p>The Leisure Services Parks department annually rents equipment or hires contractors to complete certain projects due to the lack of specialized equipment owned by the City. The Leisure Services fleet includes a Bobcat skidsteer with some basic attachments including buckets, forks and a post hole auger. This capital project would seek to purchase the following:</p> <ol style="list-style-type: none"> 1. Stump Grinder Attachment 2. Landscaping Multi-Rake Attachment 3. Brushcut Rotary Mower Attachment 4. Vibrating Packer Attachment <p>The equipment would expand our capabilities for park maintenance of trails, ball diamonds, urban forestry, new park development and other green space maintenance, while eliminating our need to rent or contract out to complete the services. This would allow us to get the maximum usage out of our skid steer and allow us to take on projects that we otherwise may have avoided due to the added cost to rent equipment or hire a third party contractor.</p>

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues:	\$50,000
Other:	
TOTAL:	\$50,000

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>There would be minimal operating costs associated with the purchase of these attachments. The department would see a reduction in rental expenditures and some contract labor, while at the same time being able to increase the capacity that we could possess internally.</p>

OUR HUMBOLDT STRATEGIC ALIGNMENT



Value	Strategic Area
Green	Invests in parks, trails and green spaces.



CAPITAL PROJECT FORM - FLEET

Project Name: **Fleet Purchase – Self-Propelled Turf Sweeper**
 Department: **Community and Leisure Services**
 Year: **2021**

PROJECT DESCRIPTION AND SCOPE
<p>This purchase of a self-propelled turf sweeper has been discussed internally for the last few years. We have been renting annually a turf sweeper, which is a big improvement on the small bagger mower that we currently have. A turf sweeper, with a large hopper capacity, would primarily assist with the department’s ability to pick up and haul away leaves and other debris within our parks.</p> <p>We have been renting a unit once per year for the last few years at an annual cost of nearly \$6,000 for only one week’s usage. It is not cost effective for us to rent the unit multiple times per year. With a unit of our own we would be able to more quickly clear leave and debris from park spaces, which tend to blow into residents yards, a growing concern within the community. There is a significant upfront cost, but the unit would be highly utilize on all of our parks and sports fields and would assist in our desire to raise the standard of service to our green spaces.</p>

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues:	\$75,000
Other:	
TOTAL:	\$75,000

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>There will be an increased cost to the fleet department for the added cost to operate this piece of equipment. Additional staffing capacity has also been requested for seasonal staff in 2021 to keep up with the growing demand within the department.</p>

OUR HUMBOLDT STRATEGIC ALIGNMENT



Value	Strategic Area
Green	Invests in parks, trails and green spaces



CAPITAL PROJECT FORM

Project Name: **Jubilee Hall Flooring Replacement**
 Department: **Community and Leisure Services**
 Year: **2021**

PROJECT DESCRIPTION AND SCOPE
<p>The dance floor located in the middle of Jubilee Hall is getting to the end of its life. To maintain the flooring, the wood is periodically sanded down and a metal trim around the perimeter makes the transition from the wood to tile. The department is recommending that we remove the existing wooden floor, fill in the area, and replace the area with tile.</p> <p>In the 2019 budget Council approved \$50,000 in renovations to Jubilee Hall/Jubilee A to remove the wall and replace with a semi-permanent stage. In consultations with local user groups, this option ended up not being a practical benefit, as we had envisioned, so the project did not move forward. These funds were placed into reserves to be used to improve the Convention Centre.</p>

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: Jubilee Retrofit	\$50,000
Loans:	
Current Revenues:	
Other:	
TOTAL:	\$50,000

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>The replacement flooring will be less costly to maintain than the wood flooring and will allow for easier day-to-day cleaning.</p>

OUR HUMBOLDT STRATEGIC ALIGNMENT



Value	Strategic Area
Sustainable	Invest in infrastructure and services that are reliable and sustainable



CAPITAL PROJECT FORM

Project Name: **Uniplex Lighting Upgrade to LED**
 Department: **Community and Leisure Services**
 Year: **2021**

PROJECT DESCRIPTION AND SCOPE
<p>The Uniplex currently has an assortment of lighting fixtures throughout the facility. This multi-year project would seek to upgrade the lighting across all facilities within the Uniplex. As all of the facility's fixtures are at different stages of their life expectancies, the multi-year approach will focus on the older and higher hour fixtures first. The City will continue to look for grants to cost share this initiative. The proposed five year replacement process is as follows:</p> <p>2021 – Aquatic Centre - \$25,000 2022 – Common Areas (Phase 1)* - \$25,000 2023 – Arena Ice Surface - \$25,000 2024 – Curling Rink Ice Surface - \$25,000 2025 – Common Areas (Phase 2)* - \$25,000</p> <p>*Common areas include all lighting outside of the Aquatic Center, Arena Ice Surface and Curling Rink Ice Surface, including lobbies, hallways, offices, Convention Centre, Fitness Room, etc.</p>

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues:	\$25,000
Other:	
TOTAL:	\$25,000

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>The facility would see substantial cost savings on power and maintenance of the new fixtures. The fixtures are estimated to last 10 years depending on run time. The estimated payback would be roughly six years once full installed.</p>

OUR HUMBOLDT STRATEGIC ALIGNMENT



Value	Strategic Area
Sustainable	Invest in infrastructure and services that are resilient and sustainable



CAPITAL PROJECT FORM – MEEP RESERVE

Project Name: **Outdoor Rink and Multi-Sport Court Facility**
 Department: **Community and Leisure Services**
 Year: **2021**

PROJECT DESCRIPTION AND SCOPE
<p>In 2020 Council approved funding for the development of an outdoor rink and multi-sport court facility to be constructed through MEEP funding. The project will see the creation of a contained, hard-court, outdoor surface that will be used as an outdoor skating surface in the winter and a multi-sport court surface during the summer months. The facility will be built to the standard required to host a future provincial summer games (tennis) as well as serve the growing demand for all-season outdoor recreational amenities.</p> <p>The facility will be roughly 29,000 square feet of playing surface and includes provisions for a warm-up and storage facility. The exact concept and location are still to be finalized.</p>

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: 2020 MEEP Funding	\$350,000
Loans:	
Current Revenues:	
Other:	
TOTAL:	\$350,000

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>There would be increased operating costs associated with staffing time to prepare and clean outdoor rink as well as maintenance of the entire space year round. There would also be some costs associated with water usage in the winter.</p>

OUR HUMBOLDT STRATEGIC ALIGNMENT



Value	Strategic Area
Active	Provide sport, recreation and active living opportunities for all our residents throughout their lives.



CAPITAL PROJECT FORM

Project Name: **North Hospital Park Development**
 Department: **Community and Leisure Services**
 Year: **2021**

PROJECT DESCRIPTION AND SCOPE

The concept design for the North Hospital greenspace is expected to be completed by the end of 2020. In early 2021, the Leisure Services Department would like to establish a community group who will be tasked with presenting a multi-year development plan and determine the funding sources required to complete the park. Once completed and approved by Council, the committee would work towards bringing the concept and development plan to reality over the next few years.

The parks department is recommending that an initial \$50,000 investment into the park be considered within the 2021 budget. Unless otherwise recommended by the community group, these funds would be enough to complete the hydro-seeding of the toboggan hill, as well as the installation of fencing for the off-leash dog park. Other development likely in 2021 will be internal staff completing trail development and possibly an asphalt millings parking lot similar to the ball diamond parking lot at Centennial Park.

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues:	\$50,000
Other:	
TOTAL:	\$50,000

ONGOING OPERATING COSTS AND CONSIDERATIONS

While the initial investment in 2021 will have limited additional costs for ongoing operating, there will be added expenses for maintaining the park as a whole, once further development takes place and routine grass cutting and other maintenance are required.

OUR HUMBOLDT STRATEGIC ALIGNMENT



Value	Strategic Area
Sustainable	Invests in infrastructure and services that are resilient and sustainable.



CAPITAL PROJECT FORM

Project Name: Photocopier
 Department: Corporate Services
 Year: 2021

PROJECT DESCRIPTION AND SCOPE
<p>The current photocopier in City Hall was purchase on June 23rd , 2013. This photocopier is the central printer for the City Manager, Corporate Service staff, Communications and Planning Coordinator. The printer is used to print 2500+ monthly utility bills and annual tax notices. Unfortunately, the printer is wearing out and the service technician is on-site at least once a week to repair the machine. As this is the central printer for the City Hall staff when it requires service and maintenance it limits the City’s ability to perform its duties appropriately.</p> <p>The new printer will provide the same or higher level of service as the existing printer.</p>

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues:	\$16,500
Other:	
TOTAL:	

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>Ongoing service calls and loss of accessibility to the central printer causes staff frustration and loss of productivity.</p>

OUR HUMBOLDT STRATEGIC ALIGNMENT



Value	Strategic Area
Sustainable	Invest in infrastructure and services that are reliable and sustainable



CAPITAL PROJECT FORM

Project Name: **Fire Hall Building – Air Conditioning Units**
 Department: **Fire Department**
 Year: **2021**

PROJECT DESCRIPTION AND SCOPE
<p>The current firehall building was recently retrofitted for the Emergency Operations Center on the second floor. The conditions in the summer months are unbearable when the temperature outside is hot. With the arrangements of the furnaces and how they heat; two air conditioning units would be required.</p>

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves:	
Loans:	
Current Revenues:	\$11,000.00
Other:	
TOTAL:	\$11,000.00

ONGOING OPERATING COSTS AND CONSIDERATIONS

OUR HUMBOLDT STRATEGIC ALIGNMENT



Value	Strategic Area



CAPITAL PROJECT FORM

Project Name: Loader Replacement
Department: Public Works and Utilities
Year: 2021

PROJECT DESCRIPTION AND SCOPE

2021 Total \$236,000 (including PST): Purchase for a loader to replace the 1999 Case 721C Uniloader. This loader is scheduled for replacement as per the fleet asset plan. A slightly smaller, yet sufficiently sized new model with a bucket is estimated at \$230,000. In addition, the loader is desired to be outfitted with a blade attachment for snow plowing needs in winter which is estimated at \$25,000. The trade-in value of the City's existing loader is appraised at \$33,000. Assuming trade-in of the old loader, the purchase price is \$222,000 plus PST.

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: FLEET	\$236,000
Loans:	
Current Revenues: Taxation/Levies	\$33,000
Other: Trade-in estimate	
TOTAL:	\$269,000

ONGOING OPERATING COSTS AND CONSIDERATIONS

--



CAPITAL PROJECT FORM - FLEET

Project Name: **Fleet Replacement – Two 6’ Deck Mowers**
 Department: **Community and Leisure Services**
 Year: **2021**

PROJECT DESCRIPTION AND SCOPE

In our desire to standardize our equipment and improve efficiencies in both training and maintenance, our department is requesting the purchase of two 6’ mowers to replace existing mowers in our fleet. The department has historically purchased equipment based on a year by year needs assessment, but have changed that mentality with the recent implementation of the Fleet Plan.

The ability to purchase these two mowers together will allow us to standardize the mowers in our fleet and provide additional efficiencies for maintenance and training, while realizing costs savings associated with the multi-unit purchase. We initially considered adding an additional mower to the fleet in 2021 however we have pushed this request to 2022 and will evaluate operations this summer.

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: FLEET	\$50,000
Loans:	
Current Revenues:	
Other:	
TOTAL:	\$50,000

ONGOING OPERATING COSTS AND CONSIDERATIONS

The replacement of older units with new units will reduce immediate maintenance costs associated with the units. There will also be some staffing time saved through efficiencies to training and maintaining the fleet.

OUR HUMBOLDT STRATEGIC ALIGNMENT



Value	Strategic Area
Green	Invests in parks, trails and green spaces