



City of Humboldt
December 4, 2023 - 2024 Budget Meeting - 09:30 AM

- 1 **Call To Order**
- 2 **Adopt Agenda**
 - 2.1 Conflict of Interest
- 3 **Finance Manager's Report**
 - 3.1 2024 Operating and Capital Budget Information (Tab 1)
 - 📎 2024 Operating and Capital Budget Information
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- 5 **Debt Payments (Tab 3)**
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 - 📎 Request for a CSO Manager/EMO Coordinator Position
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 - 📎 8000 - 8300 Water and Wastewater
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 - 📎 12th Ave - Stebbings Cres to 21st Street - Roadway Base Reconstruction and Paving
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- 11.4 Public Works - 12th St – 3rd Ave to 4th Ave – Concrete and Asphalt Paving
 - 📎 12th St – 3rd Ave to 4th Ave – Concrete and Asphalt Paving
- 11.5 Public Works - 3rd Ave – 11th St to 16th St – Storm, Curb and Road Repairs
 - 📎 3rd Ave – 11th St to 16th St – Storm, Curb and Road Repairs
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 - 📎 4th Ave – Lane W of 10th St to 14th St – Storm, Curb and Road Upgrades to Asphalt
- 11.7 Public Works - 6th Ave Storm Sewer Outfall
 - 📎 6th Ave Storm Sewer Outfall
- 11.8 Leisure Services - North Hospital Greenspace
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 - 📎 Wastewater Treatment Systems Upgrade

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📎 9th Ave – 17th St to Lane E of Barnes Crescent

12.2 Public Works - Westwood Drive to 12th Avenue – Gravel Road Construction

📎 Westwood Drive to 12th Avenue – Gravel Road Construction

12.3 Public Works - 6th Ave – 5th St to 6th St - Road Reconstruction and Paving

📎 6th Ave – 5th St to 6th St - Road Reconstruction and Paving

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📎 7th Ave – 2nd St to 3rd St - Road Reconstruction and Paving

12.5 Public Works - 10th Street – 9th Avenue to 12th Avenue Watermain Replacement, Road Reconstruction and Paving

📎 10th Street – 9th Avenue to 12th Avenue Watermain Replacement, Road Reconstruction and Paving

12.6 Public Works - Main Street – 1st Ave S to Sask Ave - Road Reconstruction and Paving

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📎 5 Year Capital Plan

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📎 Fleet Replacement - Parks General Use (Unit #L120)

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📎 Fleet Replacement – Parks UTV (Unit #L252)

14.4 Public Works - Fleet Replacement – PW Pickup Truck (Unit #P160)

📎 Fleet Replacement – PW Pickup Truck (Unit #P160)

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📎 Fleet Replacement – Tractor Mounted Snow Blower

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📎 2024 Consolidated Budget (Tab 23)

18 Adjourn

1.0 General Budget Overview:

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

Property taxes – from all municipal, roadway, and infrastructure levies – is proposed to increase by approximately 5.5%.

Overall, this budget includes:

- Over \$19.5-million in revenues, and approximately \$14.8-million in operating expenses, leaving approximately \$4.7-million available for Principal payments and Reserve contributions.
- Maintenance of the existing Cost Centre structure to better budget, track and discuss specific activities where the City's money is spent.
- Continuation of the funded Fleet Plan to ensure the City is preparing for future Fleet replacements.
- Continuation of five-year operating budget projections and five-year capital plans with revenue increases projected at approximately 2% annually.
- Continuation of sustainable funding and capital planning with the introduction of two-year capital budgeting to allow for preparation work of projects to begin earlier in hopes of earlier tendering and pricing.
- Additional staffing compliment to ensure service levels can be met currently and maintained into the future.

For 2024, the City has utilized the process where “long-term” sustainability is more of a focus and if with reserve contributions exceeding capital expenditures to ensure there is a plan to fund substantial future capital project while replenishing the reserves that are in a deficit position.

The anticipated contribution to Reserves in 2023 is projected to be approximately \$946,130.

1.0 General Budget Overview:

Cost Drivers:

There are several 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
Increase to Wages and Benefits	Unfavourable	\$214,540
Increase to RCMP Contractual Services	Unfavourable	\$130,930
Increase to Utilities Costs	Unfavourable	\$78,810
Increase to Lagoon Chemical Costs	Unfavourable	\$74,000
Increase to Snow and Ice Control Contractual Services	Unfavourable	\$40,000
Increase to Water Meter Replacement Costs	Unfavourable	\$40,000
Staffing Additions to Public Works	Unfavourable	\$77,940
Staffing Additions to Protective Services	Unfavourable	\$69,660
Staffing Additions to Leisure Services	Unfavourable	\$59,690
Increase in Provincial Revenue Sharing Grant	Favourable	\$178,020
Increase in Interest Revenue on Operating Account/Reserves	Favourable	\$159,350
Increase in SaskPower and SaskEnergy Surcharges	Favourable	\$132,000
Increase from Assessment Roll Growth	Favourable	\$113,540
Increase in User Fees and Other General Fees	Favourable	\$79,910
Removal of one-time expenditure of Public Works Shop Tools	Favourable	\$50,000
Increase in Building Permit Fees	Favourable	\$45,000

In addition to the significant cost drivers noted above there are multiple smaller adjustments both up and down throughout the budget.

The net effect of the significant favourable and unfavourable cost drivers above is approximately \$27,750 more unfavourable items than favourable items.

1.0 General Budget Overview:

Five-Year Plan

Based upon the assumption that most expenses will go up by 2.2% and tax levies and other fees increase 1.5%, the following chart is a five-year projection of City’s revenues, expenses, contribution to reserves and Capital Purchases funded from Reserves.

	2024	2025	2026	2027	2028
Total Revenues (Property Taxes, User Fees, etc.)	\$ -19,528,780	\$ -19,821,712	\$ -20,119,037	\$ -20,420,823	\$ -20,727,135
Operating Expenses	\$ 14,809,330	\$ 15,134,972	\$ 15,424,667	\$ 15,858,543	\$ 16,160,775
Subtotal for Principal and Reserves / Capital	\$ -4,719,450	\$ -4,686,740	\$ -4,694,370	\$ -4,562,280	\$ -4,566,360
Amount Necessary for Loan Principal	\$ 228,080	\$ 235,450	\$ 243,080	\$ 110,990	\$ 115,070
Estimated Requirement for Wastewater Loan		\$ 478,660	\$ 478,660	\$ 478,660	\$ 478,660
Net Available for Reserves / Capital	\$ -4,491,370	\$ -3,972,630	\$ -3,972,630	\$ -3,972,630	\$ -3,972,630
Estimate of Fleet Purchases from Reserves	\$ 256,000	\$ 652,000	\$ 767,000	\$ 468,000	\$ 297,000
Estimate of Capital Purchases from Reserves	\$ 3,289,240	\$ 2,628,900	\$ 4,393,000	\$ 3,141,000	\$ 3,450,000
Subtotal of Draws from Reserves	\$ 3,545,240	\$ 3,280,900	\$ 5,160,000	\$ 3,609,000	\$ 3,747,000
Net impact of Reserves (Negative=Contribution)	\$ -946,130	\$ -691,730	\$ 1,187,370	\$ -363,630	\$ -225,630

The 2024 budget is proposing a contribution to reserves of approximately \$946,130.

**Note: Capital projects approved by Council in prior years that will not be completed in 2023 will see draws from reserves in 2024. The Outstanding commitments are noted in the Reserves tab.

2.0 Outstanding Debt

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

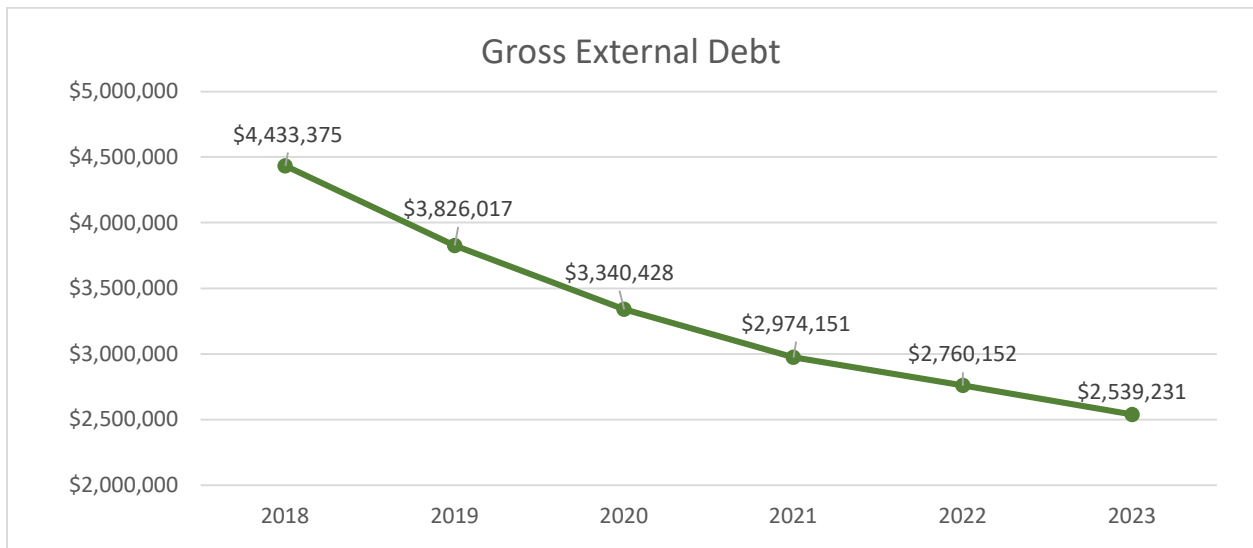
The table on this page provides a listing of all external borrowing that the City currently has. The total debt at the beginning of 2024 is **\$2,539,231**.

	Loan Amount	Rate	Annual Cost	End Year	2023 Ending Balance
2016 Centennial Park (Ending Dec-2026)	1,200,000	2.85%	139,959.62	2026	396,653.75
Water & Sewer Loan (Ending Dec-2035)	940,000	3.70%	67,341.97	2035	643,154.75
Super Pipe (Ending Dec-2042)	2,000,000	3.65%	110,795.87	2042	1,499,423.00
					<u>2,539,231.49</u>

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 capital loan taken out in 2015 for \$940,000 with a 20-year term. Both loans have penalties related to early repayment that make it impractical to pay these loans off prior to their maturity dates.

The 2024 budget will propose a new external loan required for the Wastewater Treatment project which will be further expanded on in the Wastewater Treatment System Funding tab.

Debt repayment in the past few years will allow the City to potentially have room to absorb the Wastewater loan within our approved debt limit.



3.0 Debt Payments

The City of Humboldt has taken out both large loans with long payment terms as well as smaller loans with shorter payment terms to fund previous capital projects. Any funding required for paying principal and interest is funding that is not available for annual operating expenses or capital spending.

For the 2024 budget, **\$318,097 of the City’s revenues are required to service debt.**

The chart below illustrates the Departments that loans are associated with along with the corresponding payments attributable to each Department in total payment, and in principal and interest portions.

Total Debt Payments Per Department					
	2024	2025	2026	2027	2028
Leisure Services	93,772.95	93,772.95	93,772.95	-	-
Storm Water	156,982.54	156,982.54	156,982.54	110,795.87	110,795.87
Utility	67,341.97	67,341.98	67,341.97	67,341.97	67,341.97
Total	318,097.46	318,097.47	318,097.46	178,137.84	178,137.84

Principal Portion of Debt Payments Per Department					
	2024	2025	2026	2027	2028
Leisure Services	86,065.96	88,561.88	91,130.17	-	-
Storm Water	98,457.62	101,733.39	105,119.51	62,433.06	64,711.87
Utility	43,545.24	45,156.43	46,827.21	48,559.81	50,356.53
Total	228,068.83	235,451.70	243,076.89	110,992.88	115,068.39

Interest Portion of Debt Payments Per Department					
	2024	2025	2026	2027	2028
Leisure Services	7,706.98	5,211.07	2,642.77	-	-
Storm Water	58,524.92	55,249.15	51,863.03	48,362.81	46,084.00
Utility	23,796.73	22,185.55	20,514.76	18,782.16	16,985.44
Total	90,028.63	82,645.77	75,020.57	67,144.96	63,069.45

When prior years debt was repaid, the funds were re-allocated to a Wastewater Reserve to assist the City in affording a future Wastewater Treatment Project loan. Currently, the City has approximately \$478,600 annually available for this loan and by 2027 an additional \$139,960 in debt payments will be expiring to assist in the funding.



CITY OF HUMBOLDT REPORT

TITLE: Wastewater Treatment System Funding
PREPARED BY: Jace Porten, Finance Manager
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: December 4, 2023

RECOMMENDATION

That this report be received and filed for information.

BACKGROUND

In 2021, the Governments of Canada and the Province of Saskatchewan announced approval of joint funding for the City of Humboldt’s proposed Wastewater Treatment System Upgrades under the Investing in Canada Infrastructure Program (“ICIP”). The project was anticipated to cost an estimated \$34-million. Under ICIP, the Federal Government would cover approximately \$13.62-million (40%) with the Province covering nearly \$11.35-million (33%).

In the early stages of engineering the scope of the project was changed from an upgrade to an all-new Wastewater Treatment System which required two lift stations to be rebuilt entirely. The anticipated cost of the project is now \$40-million, with the additional costs being the responsibility of the City bringing to total cost upwards of \$15-million.

CURRENT SITUATION

To plan for a future loan payment, the City has been re-allocating expiring loan payments to a Wastewater Reserve, those contributions have equated to \$478,600 annually since 2021, totaling approximately \$1.4-million by the end of 2023. At the time of writing this report, the costs of purchasing the land adjacent to the existing site and engineering have nearly matched the reserve contributions, leaving approximately \$13.64-million required to fund the City’s portion of the project.

By the end of 2023, the City’s available debt limit will be approximately \$12.46 million, and by continuing to pay down debt during construction, will be approximately \$13.16-million at the end of 2026, the projects anticipated completion date. This could require the City to potentially apply for a debt limit increase or borrow from internal reserves with a plan to replenish those reserves over time for the remaining \$470,000.



While the project would be completed over 3 years and the funds required from a loan would be made available to the City as the expenditures occurred, for simplicity purposes the financing scenarios will assume the funds were all released at the beginning of the project. Currently, Municipal Finance has an average borrowing rate of 3.44%, given the term required to keep loan payments affordable and higher interest rates, 3.85% was used in the borrowing scenario.

A \$13.64-million loan, over a 30-yr term would require the City to make annual payments of \$774,270, which exceeds the current annual funds available by approximately \$296,000 and could require the City to raise taxes an additional 3.5% to be fully funded.

Should the City elect to borrow from internal reserves to fund a portion of the project, it would take nearly \$5.25 million to achieve a loan payment near the \$478,600 that is currently available. While this option could save the City nearly \$3.75 million in loan interest over the life of the loan, the same challenges would be present and there would need to be a tax increase to replenish the reserves over time. This option is also less attractive as the City's reserves currently earn a higher interest rate than what is potentially available through Municipal Finance.

As the new Wastewater Treatment System is required for future growth and would be able to handle a population up to 10,000, another option would be to fund a portion from future Off-site Levies, but to date how much of the project could be eligible hasn't been explored by Administration and would likely need to be part of the Off-site Levies Study.

OPTIONS

N/A

ATTACHMENTS

N/A

FINANCIAL IMPLICATION

There are no financial implications of accepting this report.

CONCLUSION

While the total cost of the project won't be known until the tender process closes later this week, the City has been planning for a future loan and will bring a report to Council in the future on how to proceed with funding the project once those total costs are known.

5.0 Reserves

On an annual basis, Administration balances the appropriated reserve total to the City’s cash and investments total at December 31st of each year (effective date of the year-end audit). The City’s balance of payables, receivables and other non-cash assets and liabilities then are left to balance to the unappropriated surplus.

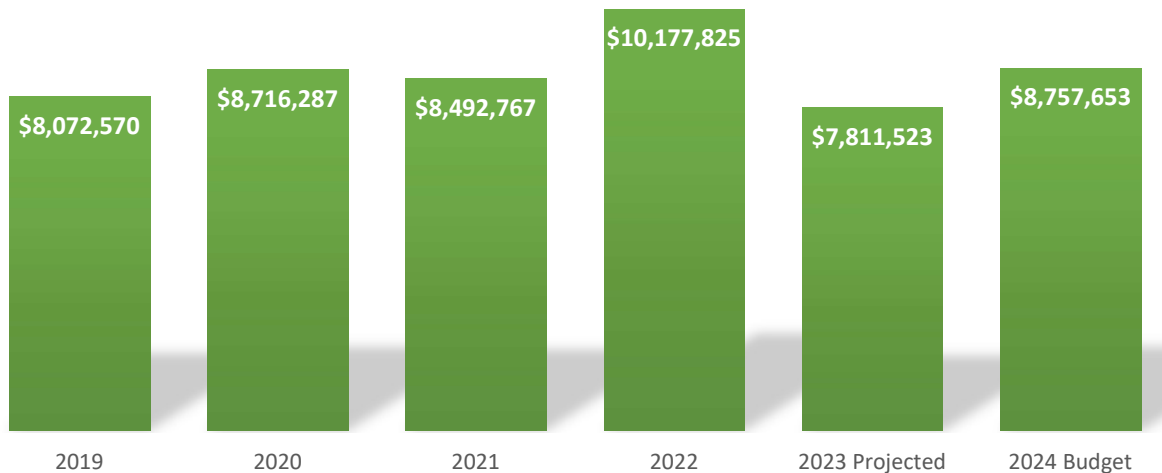
Schedule 8 (Reserve Schedule) of the 2022 Audited Financial Statements show:

	<u>2022 Year End</u>
• Unappropriated Surplus	\$ (458,333)
• Appropriated Reserves	\$ 10,177,825
• <u>Net Tangible Capital Assets</u>	<u>\$ 49,821,356</u>
• Total Accumulated Surplus	\$ 59,540,848

Statement 1 (Consolidated Financial Position) of the Audited Financial Statements show:

	<u>2022 Year End</u>
• Cash and Investments	\$ 10,177,824
• Net from Receivables, Payables and other Non-cash items:	\$ (785,519)
• Long Term Debt	\$ (2,760,152)
• <u>Tangible Capital Assets</u>	<u>\$ 52,908,695</u>
• Total Accumulated Surplus	\$ 59,540,848

Reserves Balance from 2019 - 2024



5.0 Reserves - Budgeted Reserve Activity

For 2024, the budget continues to be 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 chart below illustrates the anticipated reserve transactions for projects that were approved in previous budgets that were not completed at the adoption of the 2024 budget. This is to ensure that the City is keeping track of previous financial commitments with regards to unfinished Capital projects.

Reserve Transactions	2022 Balances	2023 Budgeted Contributions	Outstanding Capital Projects		2024 Anticipated Opening
			Draws	Net Change	
Library Reserve	\$ 85,577	\$ 10,000	\$ 65,000	\$ (55,000)	\$ 30,577
Fleet Reserve	\$ 262,347	\$ 404,020	\$ 406,000	\$ (1,980)	\$ 260,367
Transportation Reserve	\$ (356,381)	\$ 1,395,700	\$ 1,287,844	\$ 107,856	\$ (248,525)
Utilities Reserve	\$ 1,587,806	\$ 445,500	\$ 1,470,900	\$ (1,025,400)	\$ 562,406
Wastewater Reserve	\$ 507,563	\$ 478,600	\$ 1,000,017	\$ (521,417)	\$ (13,855)
Storm Water Reserve	\$ 1,783,707	\$ 345,930	\$ 462,241	\$ (116,311)	\$ 1,667,396
Land Developments Reserve	\$ 1,725,500	\$ 290,000	\$ 186,165	\$ 103,835	\$ 1,829,335
Building Replacement Reserve	\$ 254,128	\$ 250,000	\$ -	\$ 250,000	\$ 504,128
Leisure, Corporate, Cultural, Protective	\$ 4,327,580	\$ 297,520	\$ 1,405,407	\$ (1,107,887)	\$ 3,219,693
Net Change to Reserves	\$ 10,177,827	\$ 3,917,270	\$ 6,283,574	\$ (2,366,304)	\$ 7,811,523

The following chart illustrates that there will be a contribution to reserves in 2024 of **\$946,130** due to the budgeted contributions and withdrawals presented within the 2024 budget.

2024 Reserve Transactions	Contributions	Withdrawals	Net Change	Balance 2023
Library Reserve	\$ 10,000	\$ -	\$ 10,000	\$ 40,577
Fleet Reserve	\$ 425,210	\$ 256,000	\$ 169,210	\$ 429,577
Transportation Reserve	\$ 1,499,165	\$ 1,918,740	\$ (419,575)	\$ (668,100)
Utilities Reserve	\$ 639,765	\$ -	\$ 639,765	\$ 1,202,171
Wastewater Reserve	\$ 478,600	\$ -	\$ 478,600	\$ 464,745
Storm Water Reserve	\$ 339,940	\$ 670,500	\$ (330,560)	\$ 1,336,836
Land Developments Reserve	\$ 291,800	\$ -	\$ 291,800	\$ 2,121,135
Building Replacement Reserve	\$ 500,000	\$ -	\$ 500,000	\$ 1,004,128
Leisure, Corporate, Cultural, Protective	\$ 306,890	\$ 700,000	\$ (393,110)	\$ 2,826,583
Net Change to Reserves	\$ 4,491,370	\$ 3,545,240	\$ 946,130	\$ 8,757,653

The 2024 budget omits any watermain replacement projects which have typically done annually. Administration asked for Council to authorized the 3rd Avenue Watermain project to proceed in 2023, which was originally planned to be completed in 2024. That contributed to an additional draw from reserves in 2023, and helps contribute to the significant contribution to reserves in 2024.

The next 4-year projections show that, the City should be able to contribute to reserves an additional **\$93,620** over capital expenditures. This projection does not consider any future contributions or draws from the Wastewater reserve for the Treatment System project as it is anticipated those funds will be used for a loan payment.

2025 Reserve Transactions	Contributions	Withdrawals	Net Change	Balance 2024
Library Reserve	\$ 10,000	\$ -	\$ 10,000	\$ 50,577
Fleet Reserve	\$ 425,210	\$ 652,000	\$ (226,790)	\$ 202,787
Transportation Reserve	\$ 1,499,165	\$ 1,355,850	\$ 143,315	\$ (524,785)
Utilities Reserve	\$ 639,765	\$ 1,273,050	\$ (633,285)	\$ 568,886
Wastewater Reserve	\$ -	\$ -	\$ -	\$ 464,745
Storm Water Reserve	\$ 339,940	\$ -	\$ 339,940	\$ 1,676,776
Land Developments Reserve	\$ 291,800	\$ -	\$ 291,800	\$ 2,412,935
Building Replacement Reserve	\$ 500,000	\$ -	\$ 500,000	\$ 1,504,128
Leisure, Corporate, Cultural, Protective	\$ 266,750	\$ -	\$ 266,750	\$ 3,093,333
Net Change to Reserves	\$ 3,972,630	\$ 3,280,900	\$ 691,730	\$ 9,449,383

2026 Reserve Transactions	Contributions	Withdrawals	Net Change	Balance 2025
Library Reserve	\$ 10,000	\$ -	\$ 10,000	\$ 60,577
Fleet Reserve	\$ 425,210	\$ 767,000	\$ (341,790)	\$ (139,003)
Transportation Reserve	\$ 1,499,165	\$ 1,869,000	\$ (369,835)	\$ (894,620)
Utilities Reserve	\$ 639,765	\$ 699,000	\$ (59,235)	\$ 509,651
Wastewater Reserve	\$ -	\$ -	\$ -	\$ 464,745
Storm Water Reserve	\$ 339,940	\$ 1,000,000	\$ (660,060)	\$ 1,016,716
Land Developments Reserve	\$ 291,800	\$ -	\$ 291,800	\$ 2,704,735
Building Replacement Reserve	\$ 500,000	\$ -	\$ 500,000	\$ 2,004,128
Leisure, Corporate, Cultural, Protective	\$ 266,750	\$ 825,000	\$ (558,250)	\$ 2,535,083
Net Change to Reserves	\$ 3,972,630	\$ 5,160,000	\$ (1,187,370)	\$ 8,262,013

2027 Reserve Transactions	Contributions	Withdrawals	Net Change	Balance 2026
Library Reserve	\$ 10,000	\$ -	\$ 10,000	\$ 70,577
Fleet Reserve	\$ 425,210	\$ 468,000	\$ (42,790)	\$ (181,793)
Transportation Reserve	\$ 1,499,165	\$ 1,640,000	\$ (140,835)	\$ (1,035,455)
Utilities Reserve	\$ 639,765	\$ 747,000	\$ (107,235)	\$ 402,416
Wastewater Reserve	\$ -	\$ -	\$ -	\$ 464,745
Storm Water Reserve	\$ 339,940	\$ 104,000	\$ 235,940	\$ 1,252,656
Land Developments Reserve	\$ 291,800	\$ -	\$ 291,800	\$ 2,996,535
Building Replacement Reserve	\$ 500,000	\$ -	\$ 500,000	\$ 2,504,128
Leisure, Corporate, Cultural, Protective	\$ 266,750	\$ 650,000	\$ (383,250)	\$ 2,151,833
Net Change to Reserves	\$ 3,972,630	\$ 3,609,000	\$ 363,630	\$ 8,625,643

2028 Reserve Transactions	Contributions	Withdrawals	Net Change	Balance 2027
Library Reserve	\$ 10,000	\$ -	\$ 10,000	\$ 80,577
Fleet Reserve	\$ 425,210	\$ 297,000	\$ 128,210	\$ (53,583)
Transportation Reserve	\$ 1,499,165	\$ 1,482,000	\$ 17,165	\$ (1,018,290)
Utilities Reserve	\$ 639,765	\$ 839,000	\$ (199,235)	\$ 203,181
Wastewater Reserve	\$ -	\$ -	\$ -	\$ 464,745
Storm Water Reserve	\$ 339,940	\$ 1,129,000	\$ (789,060)	\$ 463,596
Land Developments Reserve	\$ 291,800	\$ -	\$ 291,800	\$ 3,288,335
Building Replacement Reserve	\$ 500,000	\$ -	\$ 500,000	\$ 3,004,128
Leisure, Corporate, Cultural, Protective	\$ 266,750	\$ -	\$ 266,750	\$ 2,418,583
Net Change to Reserves	\$ 3,972,630	\$ 3,747,000	\$ 225,630	\$ 8,851,273



CITY OF HUMBOLDT BUDGET REPORT

TITLE: Request for a CSO Manager/EMO Coordinator Position
PREPARED BY: Mike Kwasnica, Director of Protective Services
REVIEWED BY: Jace Porten, Finance Manager
PREPARED FOR: 2024 Budget Meeting
DATE: December 4th, 2023

RECOMMENDATION

That the City of Humboldt add the position of a Community Safety Officer Manager/EMO Coordinator beginning in 2024.

BACKGROUND

The CSO program was started in Humboldt in 2023 with one officer, the officer currently works 37.5hrs a week and has a schedule from Mon-Fri from 8am until 4:30pm.

CURRENT SITUATION

In Humboldt the duties of the officer include:

- Enforce Municipal bylaws which include parking and animal control.
- Within the capacity of education, bike rodeos, car seat clinics etc.
- Patrolling school zones and becoming a more consistent “Presence” in these areas.
- Enforcing and educating the public about various provincial statutes and
- Assisting the RCMP with various tasks that may include, taking statements, accident scene security, and attending non emergent calls.

City administration predicts that half the enforcement time will be municipal bylaws and the other half will be enforcing and educating the provincial acts.

The city of Humboldt has the authority to enforce the following provincial acts.

- The Traffic Safety act
- The alcohol and gaming regulation act, 1997
- The highways and transportation act, 1997
- The environmental management and protections act, 2010
- The all-terrain vehicles act
- The snowmobile act
- The cities act
- The trespass properties act
- The mental health services act

- The tobacco and vapor products Control Act
- The cannabis control act
- The summary offence procedures act

The positives of a second CSO/Manager/EMO

- Officer safety, as traffic stops or one of the most dangerous encounters a law enforcement officer can do having a second CSO available for assistance would greatly increase officer safety if ever needed.
- As BHP projects the city to expand anywhere from 15% to 75% in population this increases not only the CSO workload but also by law related matters. As the city size provides more than enough to keep one full time employee any growth would require more employees to handle the workload. It is beneficial to be ahead of the population boom.
- A second CSO will assist in covering a variety shifts, including evenings and weekends currently we stagger shifts as required based on advance happening within the city. With a second CSO we would be able to cover more hours in a day more consistently.
- Across the emergency services board all departments have seen an increase in call volume, this can be attributed to an increase in mental health, addictions, transient workers, etc. These are the people that the CSO either has firsthand experience dealing with or has been called to aid in assistance by another department.
- As more tickets are issued the amount of court dates increase. Having two CSO's available to prosecute one another's tickets will alleviate the need for the city solicitor to prosecute these tickets.
- Having a second officer will help the department to become more proactive in their approaches to bylaw related matters. While remaining focused on community concerns.
- Having a second officer will also reduce the administrative workload as well currently there is approximately 2 to three hours per shift that is used as administrative duties, something that can be shared with a second officer allowing more time to be out on the community being visible presence. Administrative duties include, preparing court documents, inputting ticket information, preparing reports, creating occurrence reports, answering calls and emails.
- Provide additional assistance to surrounding municipalities by way of agreements to assist in lessening the cost to the City of Humboldt and filling a gap that currently exists with our neighbours.
- As for Emergency Measures Organization (EMO) this position would be the main point of contact for any emergency operations work from preparing the Cities Emergency Plan, training staff for various position required for an emergency operations center and to facilitate tabletop and full scale mocks. To ensure the City of Humboldt is compliant in the

Emergency Planning Act for Saskatchewan. To act as the Emergency Coordinator in the event of a large emergency in Humboldt.

OPTIONS

- Continue with 37.5hrs/wk. with one CSO,
- Add a second CSO/EMO with extended hours, which would include evenings, weekends and holidays when the increase in officer presence would be beneficial.

FINANCIAL IMPLICATION

The addition of a second officer would not be as much as the start-up for the CSO program. Some shared costs which are the same for two as it is for one are:

- Dispatching, the cost is for up to 10 members.
- Online database program – minimal cost for addition login.
- Vehicle – All equipment such as breathalyzer, radar gun, computer and vehicle can be shared since the shifts would be staggered.
- Office space, a shared work area has the capacity for an additional person.
- There is a current budget of \$25,000 in the EMO budget that has not been used in the past 2 years.
- This position would be a 70/30% split between the CSO and EMO budgets.

Additional costs:

- This would likely be a supervisor position for the CSO, the wage estimate would be an additional \$94,755.27 including salary and benefits.
- CSO – \$66,328.69
- EMO - \$28,426.58 (\$25,000 of which is already in the previous budgets)
- Uniforms for a second officer would be approximately \$2100 start-up and \$100-\$300 per year following.

There would be an increase in revenue from fines, this would be hard to estimate.

CONCLUSION

Having a second CSO would not only provide more coverage from week to week, but also would fill a gap when the one we have now is either on holiday or gone for training.

The neighboring RM's and communities are interested in an agreement for service which we are exploring.

CITY OF HUMBOLDT BUDGET REPORT

TITLE: Request to Re-classify and Increase Skilled Labourer Position
PREPARED BY: Peter Bergquist – Public Works Director
REVIEWED BY: Jace Porten, Finance Manager
PREPARED FOR: 2024 Budget Meeting
DATE: December 4th, 2023

RECOMMENDATION

That the City of Humboldt replace the 2 seasonal Skilled Labourer positions with a full-time Skilled Labourer position to the Public Works and Utilities department beginning in 2024.

BACKGROUND

The public works department has had difficulty retaining seasonal employees for work in the Skilled Labourer positions. While people may be available, they may lack the knowledge, experience and/or decision-making qualities desired for a public servant representing the city. This role typically includes pothole filling, landscaping, sign installations, mowing, excavation assistance, utility assistance, operation of small equipment (summer and winter) and many other related tasks assisting other team members. The skilled labourer is a position that can be cross-trained and assist in many tasks in the department with exception of high skilled tasks like large Equipment Operation or Water and Wastewater tasks requiring provincial certification. Many times, the skilled labourer position is an introductory role into the department and if they show potential and commitment to the role; a steppingstone into eventual equipment operation and/or a Water & Wastewater Operator position.

CURRENT SITUATION

The department is requesting the replacement of the 2 seasonal skilled labourers with 1 full-time permanent skilled labourer, equivalent to an additional .08 FTE Increased departmental demands have left the department needing to postpone or cancel various tasks/projects due to not having sufficient staffing available.

Staff members take Time-In-Lieu, vacation, get sick, and/or medical leave, this puts the department in a challenging position. This leads to work order cancellations, postponements, and other frustrations for community members and staff members. This also sometimes means contracting out if an emergent issue occurs like a water main break, sewer lateral collapse or heavy snowfall. If medical leave is in effect, replacing that individual on short- or long-term leave

is difficult to unlikely. Retirements or staff leaving do affect departmental knowledge. Additional staff help foster succession planning and lessen this challenge during transitions. Retention of skilled and knowledgeable people that represent the city well is a goal for management.

PW full-time field staff for winter operations:

Equipment Operators (Includes Supervisor)	4
Skilled Labourers	1
Utility Operators/Technician (Includes Supervisor)	5

In winter, staff can be split between day and night shift in order to fulfill snow and ice control duties for the community. The additional Skilled Labourer would certainly help these annual challenges and be part of the rotation. The additional staff member would better balance the reliance on contracted services when staff levels are too limited to complete desired work. In the summer, 2 seasonal staff members are hired if available, which accounts for an additional 0.92 FTEs in the city budget. These positions can be hard to retain good employees that may be lured by other full-time opportunities in and around the City of Humboldt.

OPTIONS

- Approve as recommended.
- Convert one existing Seasonal FTE (0.46) into a full FTE.
- Keep the existing seasonal FTE’s (0.92) and add a full FTE.
- Create an Equipment Operator position instead of a Skilled Labourer position.
- Not approve the recommendation.

FINANCIAL IMPLICATION

The current wages (not including overtime) for a permanent full-time skilled labourer is:

Salary/Wages	\$53,768 (2080 hrs at \$25.85/hr)
Benefits	\$12,885.10
Total	\$66,653.10

The full-time position has an additional \$4,136 implication on salary, in addition, the position would now be eligible for pension and benefits, costing an additional \$7,148. The total cost to the city would be \$11,284 per year.

CONCLUSION

The position conversions would be a welcome addition to the team demonstrating the city’s ability to keep pace with a growing community and better positioning the department to commit to more projects, provide cross training, succession planning, rely on contracted services less and



helping cover staff that are on vacation, TIL, sick or on leave. The department could proactively plan succession for anticipated retirees and better perform duties to the expectations of the public and Council.



CITY OF HUMBOLDT BUDGET REPORT

TITLE: Request for a Full-Time, Utility Operator-in-Training Position

PREPARED BY: Peter Bergquist – Public Works Director

REVIEWED BY: Jace Porten, Finance Manager

PREPARED FOR: 2024 Budget Meeting

DATE: December 4th, 2023

RECOMMENDATION

That the City of Humboldt add the position of Utility Operator in Training to the Public Works and Utilities department beginning in 2024.

BACKGROUND

The city is classified as a Class 2 facility for Water Distribution, Wastewater Collection and Wastewater Treatment as delegated by the Water Security Agency. Class 2 certification takes a minimum of 3 years to achieve. The requirements include 3 years of on-the-job experience, related to water and wastewater; as well as the ability for staff to write and achieve at least 70% or higher on the certification exams. This process takes time and requires staff to attend courses to prepare for the exams as well as collect continuing education credits after certification is achieved.

The public works department currently has the following Utility Operations Staff:

Position	Staff	Time Required for Certification
Utility Technician	1	Not Applicable
Operator-In-Training	1	
Operator Class 1	1	Minimum 1 Year – As per Sask Operator Certification Board
Operator Class 2	2	Minimum 3 Years – As per Sask Operator Certification Board

The Environmental Protections Officer (EPO) assigned to our region monitors and reports to regulatory bodies the number of certified operators the city has. Historically the EPO conveyed that they want to see 3 people minimum with a Class 2 for a community our size, but ideally 4.

CURRENT SITUATION

The city is close to having 3 x Class 2 operators and it will be at least another 2 years until the city could have a potential 4. The Utility Technician is planned to be converted into a full



operator position in the future. Ideally, all operator positions would achieve Class 2 certification and are not held back due to position availability, rather the opposite due to how difficult it has always been to train and retain certified operators.

The new Wastewater Treatment Facility Preliminary Design report estimated that 2 more certified class 2 Utility operators were needed to properly run and maintain the new treatment system. For this request, we are only asking for 1 trainee currently.

In the next 5 years, the department is likely to see some retirements. If staff leave the city for other reasons prior to the commissioning of the new treatment facility; this may place the city in a very vulnerable position for certified operators. Certified Operators are mostly employed by municipalities and large corporations so therefore not readily available. Private companies do cater to these municipal vacancies but are very costly. Undoubtedly, this predicament requires appropriate succession planning.

The city might have 3 x Class 2 operators when the new wastewater facility is completed; where we should have at least 5, ideally 6. Given that it takes so long to train and certify individuals and retirements are anticipated, we should start as soon as we can. This then limits risk of being short staffed in the event someone prematurely vacates, retires early, or is on leave.

OPTIONS

- Approve the additional FTE.
- Not approve an additional FTE.

FINANCIAL IMPLICATION

The current wages (not including overtime) for a full-time Utility Operator-In-Training is:

Salary/Wages	\$53,768 (2080 hrs at \$25.85/hr)
Benefits	\$12,885.10
Total	\$66,653.10

Note: As the operator increases Classification to 1, then 2; the wages go up in accordance with the Union Contract of the day.

Cohesion naturally exists between Transportation/Utility within the PW Crew. In addition, to better balance this position’s workload, transportation will also be relying on this individual when needed and therefore we are presenting this as a 50/50 Transportation and Utility funded position. To achieve this the 2080 hours have been split among 4 key PW areas, with 520 hours



expensed each to improve the services of Street Systems, Snow and Ice Control, Water Main Maintenance and Water Distribution Facility.

CONCLUSION

The addition of a Utility Operator-In-training would better prepare the city for the new wastewater system with trained and certified Utility Operators. The position would be a welcome addition to the team demonstrating the city's ability to keep pace with a growing community by better positioning the department to provide cross training, succession planning, and ensure competent operators are prepared to take care of the existing and new water and wastewater city assets.



CITY OF HUMBOLDT BUDGET REPORT

TITLE: Request to Increase Building Maintenance Position
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Jace Porten, Finance Manager
PREPARED FOR: 2024 Budget Meeting
DATE: December 4th, 2023

RECOMMENDATION

That the City of Humboldt increase the Building Maintenance staffing hours from 2.66 FTE to 3.0 FTE.

BACKGROUND

Over the past five years, the Community and Leisure Services department has been working to streamline not only the maintenance of recreational facilities, but also the maintenance of other City operated buildings. As part of this transition, we have reclassified some positions due to vacancies, while only slightly increasing our overall department staffing in this area.

Since 2018, the building maintenance staffing compliment has increased from 1.0 FTE to 2.66 FTE, however 1.5 FTE was the reclassification of staff in other areas (arena staff and pool technician), which included taking on a broader scope of maintenance responsibilities with those reclassifications. The area has only seen a 0.16 FTE staffing budget increase since 2018, while significantly expanding the scope of the position as it relates to other City buildings in that time.

CURRENT SITUATION

What used to be a job classification focused primarily on recreational facilities, the building maintenance staff are now expected to extend the same preventative and reactive maintenance attention to all other City buildings. Due to the size and complexity of the recreational facilities, they still require a significant majority of building maintenance attention, however transitioning to a more holistic approach to City buildings has increased the overall workload for this area.

While the workload has increased across the City, there is still room for improvement in the area of preventative and proactive maintenance to extend the life of these facilities. The Community and Leisure Services department is requesting that the current seasonal bid position within the building maintenance staff be increased by .33 FTE to a full-time position. This will provide the City with 3 full-time maintenance staff members, in addition to the Buildings Manager, allowing

for continued improvement to preventative maintenance processes, attention to work orders more effectively and reduce the overall contracted labor costs with the ability to handle more projects in-house.

If the request is not approved, we would continue to operate with the existing compliment, however there is a risk that the efficiency at which we are able to attend to work orders and the ability to fully establish our preventative maintenance plans within each facility will be impacted.

OPTIONS

- Approve increasing the building maintenance staffing complement to 3.0 FTE.
- Maintain current building maintenance staffing complement at 2.66 FTE.
- Decrease the current building maintenance staffing compliment.

FINANCIAL IMPLICATION

The recommendation would increase the staffing costs in this area by \$25,015, with all costs being expensed within cost centre 5075 – Facility Maintenance.

CONCLUSION

The importance of the building maintenance position has grown with the age of our facilities and the workload across the City has increased. To ensure that we can operate effectively within our current buildings and extend their life expectancies, adequate staffing in this area is vital.



CITY OF HUMBOLDT BUDGET REPORT

TITLE: Request to Reclassify and Increase Parks Skilled Labourer Position
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Jace Porten, Finance Manager
PREPARED FOR: 2024 Budget Meeting
DATE: December 4th, 2023

RECOMMENDATION

That the City of Humboldt reclassify the 0.66 FTE seasonal Parks Skilled Labourer position to a full-time Facilities Maintenance position.

BACKGROUND

In the 2018 budget, the staffing compliment for the Facilities Maintenance Worker (arena/parks worker) was reduced from 5.0 FTE down to 4.0 FTE, with 0.5 of that reduction being reclassified to the building maintenance position. The department operated at this level up until 2022, when the decision to hire a seasonal Parks Skilled Labourer position was added to assist with growing demand in the parks area. This position not only assists with park-related tasks throughout the fall and winter months, but also serves as a back-up in the arena, trained on the operations of the ice resurfacer and general tasks within the facility.

CURRENT SITUATION

The recommendation for reclassifying the Parks Seasonal Skilled labourer position and increasing the FTE for the position is two-fold:

- 1) Stresses placed on the parks department when full-time parks staff return to the arena and summer staff complete their term; and
- 2) Stresses placed on the arena operations as a result of approved vacation and other prolonged vacancies or approved absences.

Up until 2022, when the seasonal Parks Skill Labourer position was established, the department was highly reliant upon the Parks Supervisor to take on the brunt of the increased pressures of the parks department in the early spring and fall months, as well as for arena coverage. The new position has helped to alleviate some of these pressures; however, the seasonal nature of the position means that the position can only support the operations for eight out of twelve months.

The stress will only grow as the City expands its park and outdoor recreational amenities. As such

the Community and Leisure Services department is requesting that the current seasonal bid position within the parks area be reclassified as a Facility Maintenance Worker and increased from 0.66 FTE to full-time. This will provide us with the additional hours required for the existing park-related expectations year-round, as well as provide much-needed support to the arena operations. This will relieve some of the day-to-day stresses on the Parks Supervisor, allowing for more time to be focused on supervising and planning activities within the Parks department.

If the request is not approved, we will continue to see higher than desired levels of overtime expenses related to staff coverage and we will continue to struggle to keep up with the growing demands in our parks, specifically in the winter months. The seasonal nature of the current position has also made staff retention difficult.

OPTIONS

- Approve reclassifying seasonal Parks Skilled Labourer to full-time Facilities Maintenance.
- Maintain the Parks Skilled Labourer with its current classification and FTE levels.
- Provide alternative directions for the Parks Skilled Labourer position.

FINANCIAL IMPLICATION

The recommendation to reclassify this position will result in a budget increase of \$22,440, with the total hours for the position being split in cost centres 5300 Parks (65%) and 5100 Arena (35%).

CONCLUSION

With a growing population and growing demands from the community for maintaining our parks spaces year-round, it is vital that we continue to slowly increase our staffing complement as the community grows and the demand for services increases.



CITY OF HUMBOLDT BUDGET REPORT

TITLE: Request to Increase Parks General Worker Position
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Jace Porten, Finance Manager
PREPARED FOR: 2024 Budget Meeting
DATE: December 4th, 2023

RECOMMENDATION

That the City increase the funding for Parks General Worker from 1.63 FTE (3400 hours) to 1.92 FTE (4000 hours)

BACKGROUND

The Community and Leisure Services Department is heavily reliant upon summer staff to assist in maintaining the community's parks, sports fields, and greenspaces each year. We typically hire between five and six workers, as available, to provide us with coverage largely between the months of May and August. In the past we have been able to bring staff in during the month of April and extend into the fall in some cases, however the position largely attracts students looking for a summer job before returning to school.

CURRENT SITUATION

The department's staffing levels in this area have remained consistent over the past decade; however, the workload of the department has increased. Some of this increased demand has been met through improvements to equipment and operational procedures, while other areas have seen service levels impact as a result of the department having to prioritize the workload.

These positions are highly relied upon to handle a wide range of day-to-day operational tasks including operating mowers, cleaning and maintenance of parks and sports fields, and assisting with community and city events and rentals. The department is requesting that the hours allotted to handling these tasks be increased from 3400 hours to 4000 hours (1.63 FTE to 10.92 FTE), an increase of 18% for the 2024 calendar year. The increased hours would allow the department to increase its staffing complement to improve operations. This increase along with implementing weekend scheduling, will significantly improve our ability to manage park expectations.

Administration recognizes that this request is not likely to fully satisfy all of the service level requests that have been communicated to the department through Council and by our residents.

As such, in 2024, the CLS management team, led by the Director and Parks Supervisor, will complete a thorough review of all park operations in order to provide a comprehensive report and operational strategy to Council. The report will itemize the various parks responsibilities, together with existing and desired service levels, equipment needs and staffing requirements. This report will enable the department to engage with Council on appropriate service levels both now and into the future and what impact that will have on staffing and equipment needs.

This request is simply to address the known and immediate need for additional staffing in the upcoming year. If the request is not approved, the department will operate with the same staffing complement as in 2023. This will put increased pressure on the parks department as we continue to see the growing demand for park services.

OPTIONS

- Approve reclassifying seasonal Parks Skilled Labourer to full-time Facilities Maintenance.
- Maintain the Parks Skilled Labourer with its current classification and FTE levels.
- Provide alternative directions for the Parks Skilled Labourer position.

FINANCIAL IMPLICATION

The recommendation would increase the staffing costs in this area by \$12,230, spread between the following cost centers: 5300 Parks (90%), 5100 Arena (3%) and 6150 Cemeteries (4%).

CONCLUSION

Having held our staffing complement the same for the past decade, it is important that the City begins to explore and expand the resources invested in our parks space, especially as we are on the cusp of an anticipated population boom in the coming years.



CITY OF HUMBOLDT BUDGET REPORT

TITLE: Request for a Term Full-Time, Project Coordinator Position
PREPARED BY: Peter Bergquist – Public Works Director
REVIEWED BY: Jace Porten, Finance Manager
PREPARED FOR: 2024 Budget Meeting
DATE: December 4th, 2023

RECOMMENDATION

That the City of Humboldt add a term position of Project Coordinator to the Public Works and Utilities department beginning 2024.

BACKGROUND

The city is about to embark on the largest single municipal project in its history, the new Wastewater Treatment Facility. The assumption for this report is that the tendering was successful and acceptable to proceed with the construction.

During a tour of the North Battleford Field House, Theatre, and Aquatic Centre the presenter conveyed that for such a large project, they should have had a Project Manager for the building as the complexity, decision making, and overall stress was a negative outcome for that project leading to a senior staff member leaving the organization.

Learning from that tour, the request is being made for a Term, Full-Time, Out-of-Scope Position for a Project Coordinator.

CURRENT SITUATION

The new Wastewater Treatment Facility is being designed by a consultant. However, like with most projects there is always much more involvement by the owner (city staff) in the background that makes a project come to a successful conclusion.

During this project we anticipate that the following additional work will be required:

- Site Coordination with various subtrades
- Access coordination
- Supply and material coordination
- Laydown and stockpile discussions
- Ongoing local stakeholder correspondence and discussions (Residents, RM's, local

- Properties, farmers and HAFI)
- Consultant correspondence and decision making
 - Timelapse camera coordination, video collection, editing
 - Photo documentation
 - Quality Assurance Inspections on behalf of the city
 - Tree Planting Planning and Irrigation Coordination
 - Existing System Compliance and Protection
 - Reviews of Drawings, Clarifications, Corrections, Change Orders and Contractor Payments
 - ICIP Grant updates and payment requests
 - Detailed update reports to Council and Administration
 - RM road maintenance coordination
 - Utility Outage and Relocation plan reviews
 - Traffic Control Plans
 - SCADA Design Preference Setup and Commissioning
 - Liaison between city operations staff, consultant and contractors
 - Coordination of the forcemain changeover to new system with city crews and contractors
 - System Commissioning Presence
 - Creation of Maintenance Procedures and Safe Work Practices for the new facility
 - Preparation and determination necessary Lab materials and ordering for regular testing
 - Evaluating and ordering stock materials for maintenance items in the facilities
 - Coordination with EPO for permit setup and expectations
 - Coordinating with the local Irrigation Board for system setup and pipe installations
 - Designing compliance checks and testing procedures
 - Determining number and types of signs for facilities
 - Inspecting and reviewing security needs for the facility
 - Coordinating chemical deliveries and processes
 - Ordering and coordinating buoy placement needed at lake for the first few years of releases
 - Coordination with REACT for pickup method and schedule of screened waste materials
 - Training of Operators when commissioned and facility in operation
 - Decommission planning of the existing system
 - Dewatering coordination with groups and sludge removal abandonment planning
 - Project wrap up and documentation.

The above are only what can be thought of at the time of writing this report and are likely not the full scope of what will surface for unforeseen involvement.



In the event that the individual had time in between the above, there are many tasks such as base mapping, documentation, GIS setup, traffic count setup, surveying support, and many other technical items that could be assigned to help the department catch up. This person could work out of the public works department basement as their home base while regularly going to site.

The Director of Public Works and the Engineering Coordinator will certainly assist this person with direction and decision making, however a person to do the necessary “leg work” is important for the success of this project.

OPTIONS

- Approve the additional Term Employee
- Not approve an additional Term Employee

FINANCIAL IMPLICATION

The individual would be anticipated to be a Technologist or other Engineering Professional with experience in the field. The anticipated pay structure would be similar to the Public Works and Utilities Manager for the term of the position. The anticipated term of the position is three years until project completion.

The anticipated salary based upon the 2023 Out of Scope Policy #1280 and an allocation of O-5 is:

Salary/Wages	\$67,121-80,580 annually
Benefits	\$16,340-19,272 annually
Total	\$83,461-99,852 annually

CONCLUSION

The term position would be a welcome addition to the team demonstrating the city’s ability to keep pace with a growing community by better positioning the department in the successful execution of this significant project.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$5,000	-\$5,000	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	-\$160,850	-\$320,200	-\$159,350
	-\$165,850	-\$325,200	-\$159,350
Wages and Benefits	\$548,510	\$584,090	\$35,580
Contractual Services	\$193,990	\$193,990	\$0
Maintenance	\$15,560	\$15,560	\$0
Utilities	\$28,700	\$32,680	\$3,980
Supplies	\$30,000	\$30,000	\$0
Advertising	\$0	\$0	\$0
Other	\$7,500	\$13,500	\$6,000
Fleet	\$0	\$0	\$0
	\$824,260	\$869,820	\$45,560
	\$658,410	\$544,620	-\$113,790

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

Notable for 2024:

- Other Revenue – Increase (-\$159,350) Interest Revenue to reflect higher interest rates.
- Wages and Benefits – Increase (\$35,580) due to negotiated cost-of-living and step increases.
- Utilities – Increase (\$3,980) due to rising Power and Natural Gas costs.
- Other – Increase (\$6,000) to bring Bank Service Charges to 2023 actuals.

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 Ricoh 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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$108,640	\$108,640	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$15,000	\$15,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$123,640</u>	<u>\$123,640</u>	<u>\$0</u>
	<u>\$123,640</u>	<u>\$123,640</u>	<u>\$0</u>

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

Notable for 2024:

- No significant changes.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	\$0	\$0	\$0
Wages and Benefits	\$208,490	\$217,580	\$9,090
Contractual Services	\$650	\$650	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$590	\$590	\$0
Supplies	\$200	\$200	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	\$209,930	\$219,020	\$9,090
	\$209,930	\$219,020	\$9,090

Service Level / Budget impact notes: No service level changes are proposed.

Notable for 2024:

- Wages and Benefits – Increase (\$9,090) for negotiated cost-of-living increase.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	\$0	\$0	\$0
Council Remuneration and Travel	\$163,010	\$165,930	\$2,920
Contractual Services	\$9,000	\$9,000	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$1,200	\$1,200	\$0
Advertising	\$0	\$0	\$0
Other	\$6,500	\$16,500	\$10,000
Fleet	\$0	\$0	\$0
	\$179,710	\$192,630	\$12,920
	\$179,710	\$192,630	\$12,920

Service Level / Budget impact notes: No service level changes are proposed.

Notable for 2024:

- Wages and Benefits – Increase (\$2,920) as per policy to follow Saskatchewan Consumer Price Index anticipated to be approximately 3.5%.
- Other – Increase (\$10,000) for elections costs.

3100 – Other General Administration

Overview: This is a small cost center which represents miscellaneous land rentals and the expenses for the City’s annual Christmas party, staff recognition, retirement gifts, and the cost of the BID Levy grant that is captured in Taxation and Grants.

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

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$3,100	-\$3,100	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$3,100</u>	<u>-\$3,100</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$37,050	\$37,050	\$0
Fleet	\$0	\$0	\$0
	<u>\$37,050</u>	<u>\$37,050</u>	<u>\$0</u>
	<u>\$33,950</u>	<u>\$33,950</u>	<u>\$0</u>

Service Level / Budget impact notes: No Significant changes to this area.

Notable for 2024:

- No Significant changes to this area

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 and the Communication Assistant position are costed to this Cost Centre.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	\$0	\$0	\$0
Wages and Benefits	\$180,290	\$185,480	\$5,190
Contractual Services	\$1,220	\$1,720	\$500
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$750	\$1,000	\$250
Advertising	\$35,000	\$34,500	-\$500
Other	\$2,500	\$2,500	\$0
Fleet	\$0	\$0	\$0
	\$219,760	\$225,200	\$5,440
	\$219,760	\$225,200	\$5,440

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

Notable for 2024:

- Wages and Benefits – Increase (\$5,190) for negotiated cost-of-living and step increases.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$55,750	-\$55,750	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$55,750</u>	<u>-\$55,750</u>	<u>\$0</u>
Wages and Benefits	\$318,610	\$325,790	\$7,180
Contractual Services	\$50,460	\$53,160	\$2,700
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$5,230	\$5,230	\$0
Advertising	\$1,100	\$1,100	\$0
Other	\$0	\$0	\$0
Fleet	\$107,640	\$111,760	\$4,120
	<u>\$483,040</u>	<u>\$497,040</u>	<u>\$14,000</u>
	<u>\$427,290</u>	<u>\$441,290</u>	<u>\$14,000</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 2024:

- Wages and Benefits – Increase (\$7,180) due to negotiated cost-of-living increases.
- Contractual – Increase (\$2,700) Other Contractual Services for a rate increase for radio dispatch costs.
- Fleet – Increase (\$4,120) Fleet expensing to account for higher costs of maintaining the Protective Services Fleet.

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
- 2023 Dodge ½ ton Command – 100% city
- 2023 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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$2,860	\$2,860	\$0
Maintenance	\$13,680	\$15,830	\$2,150
Utilities	\$0	\$0	\$0
Supplies	\$33,100	\$34,800	\$1,700
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	-\$127,050	-\$131,170	-\$4,120
	<u>-\$77,410</u>	<u>-\$77,680</u>	<u>-\$270</u>
	<u>-\$77,410</u>	<u>-\$77,680</u>	<u>-\$270</u>

Service Level / Budget impact notes: The fleet expenses are charged to Fire Protection, Bylaw, and the Health and Safety cost centres.

Notable for 2024:

- Maintenance – Increase (\$2,150) Contracted Maintenance and Maintenance Supplies to 2023 actuals.
- Supplies – Increase (\$1,700) Fuel Supplies Expense to 2023 actuals.
- Fleet – Increase (-\$4,120) Fleet Bill Outs to increase reserve contributions required to maintain future fleet replacements.

The -\$77,680 reflects the contribution to the Fleet Reserve for future 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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$4,500	\$4,500	\$0
Utilities	\$20,320	\$23,150	\$2,830
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$24,820</u>	<u>\$27,650</u>	<u>\$2,830</u>
	<u>\$24,820</u>	<u>\$27,650</u>	<u>\$2,830</u>

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

Notable for 2024:

- Utilities – Increase (\$2,830) due to rising Power and Natural Gas costs.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$45,500	-\$90,500	-\$45,000
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$45,500</u>	<u>-\$90,500</u>	<u>-\$45,000</u>
Wages and Benefits	\$59,000	\$62,030	\$3,030
Contractual Services	\$25,000	\$30,000	\$5,000
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$980	\$980	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$84,980</u>	<u>\$93,010</u>	<u>\$8,030</u>
	<u><u>\$39,480</u></u>	<u><u>\$2,510</u></u>	<u><u>-\$36,970</u></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.

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 2024:

- Fees and Charges – Increase (-\$45,000) Building Permit Fees for an anticipated increase in developments.
- Wages and Benefits – Increase (\$2,030) due to negotiated cost-of-living increases and increase (\$1,000) Staff Development.
- Contractual Services – Increase (\$5,000) Professional Services for anticipated developments.

4200 – Community Safety

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 Community Safety Officer costed to this area with an additional full time position recommended in the 2024 Budget.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$11,380	-\$11,380	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	-\$11,380	-\$11,380	\$0
Wages and Benefits	\$80,520	\$159,170	\$78,650
Contractual Services	\$22,650	\$22,650	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$1,170	\$1,170	\$0
Supplies	\$1,950	\$5,950	\$4,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$14,170	\$14,170	\$0
	\$120,460	\$203,110	\$82,650
	\$109,080	\$191,730	\$82,650

Service Level / Budget impact notes: Administration is purposing the addition of a Community Safety Officer Manager/EMO Coordinator. These costs would be split and 30% of the position would be expensed to Other Protective Services (4300).

Notable for 2024:

- Wages and Benefits – Increase (\$11,320) for negotiated cost-of-living and step increases, increase (\$66,330) for additional 70% FTE, and increase (\$1,000) Travel Costs.
- Supplies – Increase (\$4,000) Other Supplies for one-time Uniform Expenses of additional CSO Officer.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$9,900	-\$9,900	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$9,900</u>	<u>-\$9,900</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$550	\$550	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$550</u>	<u>\$550</u>	<u>\$0</u>
	<u>-\$9,350</u>	<u>-\$9,350</u>	<u>\$0</u>

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- 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.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$90,000	-\$90,000	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$90,000</u>	<u>-\$90,000</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$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 2024:

- 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.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$51,000	-\$51,000	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$51,000</u>	<u>-\$51,000</u>	<u>\$0</u>
Wages and Benefits	\$64,720	\$67,240	\$2,520
Contractual Services	\$859,060	\$989,990	\$130,930
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$923,780</u>	<u>\$1,057,230</u>	<u>\$133,450</u>
	<u>\$872,780</u>	<u>\$1,006,230</u>	<u>\$133,450</u>

Service Level / Budget impact notes: The Federal Government and the RCMP signed a new collective bargaining agreement that increased contractual costs.

Notable for 2024:

- Wages and Benefits – Increase (\$2,520) for negotiated cost-of-living increase.
- Contractual – Increase (\$130,930) Contractual Services to align with the anticipated costs presented in the RCMP 5-yr plan. The total contractual cost includes \$70,000 for the potential retro payment to the RCMP.

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 CSO Manager/EMO Coordinator position is included in this cost center.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$27,000	\$30,420	\$3,420
Contractual Services	\$500	\$500	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$500	\$500	\$0
Supplies	\$1,000	\$1,000	\$0
Advertising	\$0	\$0	\$0
Other	\$15,500	\$15,500	\$0
Fleet	\$0	\$0	\$0
	<u>\$44,500</u>	<u>\$47,920</u>	<u>\$3,420</u>
	<u>\$44,500</u>	<u>\$47,920</u>	<u>\$3,420</u>

Service Level / Budget impact notes: The City of Humboldt is continuing to work with surrounding municipalities to develop a regional EMO program. The expenses shown herein are the projected costs for Humboldt’s share of a regional program and would be covered by the CSO Manager/EMO Coordinator.

Notable for 2024:

- Wages and Benefits – Increase (\$28,430) for 30% of the additional FTE. Decrease (\$25,000) which had been in the budget for a future EMO Coordinator.

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: The Health and Safety Officer position is included in this cost centre.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$72,950	\$73,060	\$110
Contractual Services	\$1,500	\$1,500	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$600	\$600	\$0
Supplies	\$400	\$1,400	\$1,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$5,240	\$5,240	\$0
	<u>\$80,690</u>	<u>\$81,800</u>	<u>\$1,110</u>
	<u>\$80,690</u>	<u>\$81,800</u>	<u>\$1,110</u>

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Supplies – Increase for anticipated one-time tablet replacement.

4500 – Economic Development

Overview: The Economic Development role of the City has previously been administered largely through the Communications area.

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

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$1,000	\$1,000
Contractual Services	\$0	\$10,000	\$10,000
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$35,000	\$25,000	-\$10,000
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$35,000</u>	<u>\$36,000</u>	<u>\$1,000</u>
	<u>\$35,000</u>	<u>\$36,000</u>	<u>\$1,000</u>

Service Level / Budget impact notes:

Notable for 2024:

- Wages and Benefits – Increase (\$1,000) Travel Costs as more travel for Economic Development is anticipated.
- Contractual – Transfer (\$10,000) from Advertising for website development.
- Advertising – Transfer (-\$10,000) to Contractual Services.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$13,000	-\$13,000	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	-\$13,000	-\$13,000	\$0
Wages and Benefits	\$87,280	\$80,640	-\$6,640
Contractual Services	\$54,500	\$54,500	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$700	\$700	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	\$142,480	\$135,840	-\$6,640
	\$129,480	\$122,840	-\$6,640

Service Level / Budget impact notes:

Notable for 2024:

- Wages and Benefits – Decrease (-\$6,640) as staff turnover will come in at a lower step level.

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

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$3,450	-\$2,500	\$950
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	-\$3,450	-\$2,500	\$950
Wages and Benefits	\$353,600	\$365,030	\$11,430
Contractual Services	\$9,200	\$13,200	\$4,000
Maintenance	\$9,000	\$5,000	-\$4,000
Utilities	\$7,780	\$7,780	\$0
Supplies	\$12,000	\$12,000	\$0
Advertising	\$5,000	\$5,000	\$0
Other	\$8,500	\$11,270	\$2,770
Fleet	\$6,380	\$7,900	\$1,520
	\$411,460	\$427,180	\$15,720
	\$408,010	\$424,680	\$16,670

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 influence 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 2024:

- Wages and Benefits – Increase (\$11,430) for cost-of-living and step increases.
- Contractual Services – Increase (\$4,000) for additional annual costs of BookKing program
- Maintenance – Decrease (-\$4,000) to bring costs closer to actuals.
- Other – Increase (\$2,770) Bank Service Charges for increase of point-of-sale machines.
- Fleet – Increase (\$1,520) due to costs of maintaining Leisure Services Admin vehicle.

5060 – Lottery Grant

Overview: The City administrates 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 Events Manager and the administration staff facilitate the application process, follow up reports and processing payments.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	-\$51,070	-\$54,300	-\$3,230
Other Revenue	\$0	\$0	\$0
	-\$51,070	-\$54,300	-\$3,230
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$51,070	\$54,300	\$3,230
Fleet	\$0	\$0	\$0
	\$51,070	\$54,300	\$3,230
	\$0	\$0	\$0

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 2024:

- Amounts updated to 2024 rates.

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 using 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.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$69,150	-\$71,050	-\$1,900
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$69,150</u>	<u>-\$71,050</u>	<u>-\$1,900</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$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>-\$69,150</u>	<u>-\$71,050</u>	<u>-\$1,900</u>

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Fees and Charges – Increase (-\$1,900) for 2024 rates.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$3,500	-\$3,500	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$3,500</u>	<u>-\$3,500</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$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>-\$3,500</u>	<u>-\$3,500</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 2024:

- The existing ten-year contract ends in 2024, which will require Administration to review the operations of the LED screen and provide options for Council to consider later in 2024. This will have no impact on the 2024 budget.

5075 – Facility Maintenance

Overview: This cost centre is predominantly personnel costs associated with the upkeep of City buildings. The costs associated with materials, supplies, etc. are applied directly to the area in which the expense occurred but are budgeted within this costs centre.

Personnel: Facilities Maintenance Manager, two Full-Time and one Seasonal Building Maintenance staff, administration is recommending transitioning the Seasonal to be another Full-Time employee.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	\$0	\$0	\$0
Wages and Benefits	\$284,040	\$313,290	\$29,250
Contractual Services	\$0	\$0	\$0
Maintenance	\$65,000	\$65,000	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$17,390	\$21,660	\$4,270
	\$366,430	\$399,950	\$33,520
	\$366,430	\$399,950	\$33,520

Service Level / Budget impact notes: The 2024 budget proposed the transition of the Seasonal Building Maintenance to be a Full-Time position, would be an addition 720 Hours.

Notable for 2024:

- Wages and Benefits - Increase (\$4,240) for negotiated cost-of-living and step increases. Increase (\$25,010) for additional .35 FTE position.
- Fleet Expense - Increase (\$4,270) to expense the cost of maintain the Building Maintenance vehicles more accurately.

Facility Maintenance Projects

2023 Projects	Description of Project	Total Cost
Uniplex LED Lighting (Common Areas) Year 4 of 5	This will be the 4 th year of a five year plan to upgrade all lighting in the Uniplex to LED and the first of two years to complete the common areas including the convention centre, fitness room, offices, washrooms and main lobbies.	\$25,000
Uniplex Lobby Air Conditioning Unit	We currently have no AC unit serving the main lobby and concession areas. This has become a more significant issue the last few years due to the high temperatures and needs to be remedied.	\$15,000
Museum Roof Repairs	Temporarily seal any cracks in the metal roofing or cornice that may allow water to penetrate the wall assembly and repoint only severely deteriorated mortar joints. Develop plan for replacement of upper roof.	\$20,000
Fire Hall – LED Lighting	Replacement of lighting in Fire Hall with LED Lighting	\$5,000

Future Projects	Description of Project	Total Cost
Uniplex LED Lighting (Common Areas) Year 5 of 5	This will complete the 5-year project for upgrading all Uniplex lighting to LED. Common areas not completed in year 1 will be finished in year 2.	\$17,500
Airport Septic Tank Replacement	The septic tank for the washroom at the airport needs replacement. No price quote has been received so the budget is an estimate.	\$10,000
Museum Upper Roof Assembly	Remove and replace the upper roof assembly (roughly 500 square feet)	\$37,500
Uniplex Roof Repairs	Continue to apply the pour on roofing product started in 2023, which significantly eliminated most of our internal water infiltration issues.	\$15,000
Arena Rubber Flooring	This project will upgrade the remaining arena dressing rooms with new rubber flooring. Roughly half of the dressing rooms have already been completed in previous years.	\$20,000
Museum Main Floor Lighting	This project will update all lighting on the main floor of the museum with LED lighting.	\$15,000
City Hall Boiler	The boiler is in working condition but needs to be added to a long term plan for replacement.	\$20,000

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 several 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. The 2024 budget presents the transfer of a Seasonal Parks Worker to be a 5th Facility Maintenance worker.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$243,500	-\$256,800	-\$13,300
Conditional Grants	-\$2,500	-\$2,500	\$0
Other Revenue	\$0	\$0	\$0
	-\$246,000	-\$259,300	-\$13,300
Wages and Benefits	\$249,700	\$303,730	\$54,030
Contractual Services	\$42,200	\$46,700	\$4,500
Maintenance	\$90,750	\$94,300	\$3,550
Utilities	\$173,380	\$190,220	\$16,840
Supplies	\$10,000	\$10,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$21,110	\$20,290	-\$820
	\$587,140	\$665,240	\$78,100
	\$341,140	\$405,940	\$64,800

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. The 2024 budget presents the transfer of a Seasonal Parks Worker to be a 5th Facility Maintenance worker which equates to an additional 720 hours.

Notable for 2024:

- Fees and Charges – Increase (-\$13,300) based on 2024 rate increases.
- Wages and Benefits – Transfer (\$20,880) from Parks (5300) for Seasonal Park Labourer becoming a Facility Maintenance Worker and increase (\$22,440) for the addition of .35 FTE. Increase (\$10,710) for negotiated cost-of-living and step increases.
- Contractual – Increase (\$4,500) to bring Property and Liability Insurance to 2023 actual.
- Maintenance – Increase (\$3,550) Contracted Maintenance and Maintenance Supplies to 2023 actuals.
- Utilities – Increase (\$16,840) due to rising Power and Natural Gas costs.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$4,000	-\$4,120	-\$120
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$4,000</u>	<u>-\$4,120</u>	<u>-\$120</u>
Wages and Benefits	\$13,880	\$14,470	\$590
Contractual Services	\$290	\$290	\$0
Maintenance	\$3,000	\$3,000	\$0
Utilities	\$0	\$0	\$0
Supplies	\$4,000	\$4,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$21,170</u>	<u>\$21,760</u>	<u>\$590</u>
	<u><u>\$17,170</u></u>	<u><u>\$17,640</u></u>	<u><u>\$470</u></u>

Service Level / Budget impact notes: The fitness room hours mirror the administration hours, any change in hours of operation could affect the administration hours and could influence revenue from users.

Notable for 2024:

- No significant changes anticipated.

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

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$100,000	-\$100,000	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	-\$4,000	-\$4,000	\$0
	-\$104,000	-\$104,000	\$0
Wages and Benefits	\$138,330	\$145,870	\$7,540
Contractual Services	\$19,650	\$19,650	\$0
Maintenance	\$36,820	\$36,820	\$0
Utilities	\$51,470	\$56,680	\$5,210
Supplies	\$7,000	\$7,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	\$253,270	\$266,020	\$12,750
	\$149,270	\$162,020	\$12,750

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 2024:

- Wages and Benefits – Increase (\$7,540) for negotiated cost-of-living and step increases.
- Utilities – Increase (\$5,210) due to rising Power and Natural Gas costs.

Convention Centre Audio/Video - \$15,000

Moving forward we will continue to assess annually which pieces of furnishings and equipment are required to be added, replaced, or upgraded in any given year. This amount has been adequate over the past several years to keep up with small purchases for the facility.

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. Most of our usage takes place when the curling rink ice is in between October and March – 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.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$57,500	-\$53,590	\$3,910
Conditional Grants	-\$2,500	-\$2,500	\$0
Other Revenue	\$0	\$0	\$0
	-\$60,000	-\$56,090	\$3,910
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$23,250	\$25,750	\$2,500
Maintenance	\$26,820	\$23,750	-\$3,070
Utilities	\$65,700	\$71,130	\$5,430
Supplies	\$200	\$200	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	\$115,970	\$120,830	\$4,860
	\$55,970	\$64,740	\$8,770

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.

Notable for 2024:

- Fees and Charges – Decrease (-\$4,710) Curling Rink Fees for 2024 Curling Club lease agreeing to a shortened season.
- Contractual – Increase (\$2,500) to bring Property and Liability Insurance to 2023 actual.
- Maintenance – Decrease (-\$3,070) Maintenance costs to 2023 actuals.
- Utilities – Increase (\$5,430) due to rising Power and Natural Gas costs..

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$189,000	-\$203,860	-\$14,860
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$189,000</u>	<u>-\$203,860</u>	<u>-\$14,860</u>
Wages and Benefits	\$281,990	\$307,600	\$25,610
Contractual Services	\$31,500	\$34,310	\$2,810
Maintenance	\$36,820	\$39,000	\$2,180
Utilities	\$124,000	\$130,260	\$6,260
Supplies	\$29,000	\$31,400	\$2,400
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$503,310</u>	<u>\$542,570</u>	<u>\$39,260</u>
	<u><u>\$314,310</u></u>	<u><u>\$338,710</u></u>	<u><u>\$24,400</u></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 2024:

- Fees and Charges – Increase (-\$14,860) revenues to 2024 rates.
- Wages and Benefits – Increase (\$25,610) for negotiated cost-of-living and step increases.
- Contractual – Increase (\$2,810) Property and Liability Insurance to 2023 actual.
- Maintenance – Increase (\$2,180) Maintenance Costs to 2023 actuals.
- Utilities – Increase (\$6,260) due to rising Power and Natural Gas costs.
- Supplies – Increase (\$2,400) due to rising cost of Pool Chemicals.

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 several part-time concession workers.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$249,110	-\$282,180	-\$33,070
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	-\$249,110	-\$282,180	-\$33,070
Wages and Benefits	\$145,650	\$156,370	\$10,720
Contractual Services	\$0	\$0	\$0
Maintenance	\$7,000	\$7,000	\$0
Utilities	\$670	\$670	\$0
Supplies	\$95,790	\$113,570	\$17,780
Advertising	\$0	\$0	\$0
Other	\$0	\$4,570	\$4,570
Fleet	\$0	\$0	\$0
	\$249,110	\$282,180	\$33,070
	\$0	\$0	\$0

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

Notable for 2024:

- Fees and Charges – Increase (-\$33,070) revenue closer to 2023 actuals to ensure cost centre stays break-even.
- Wages and Benefits – Increase (\$10,770) for negotiated cost-of-living increases.
- Supplies – Increase (\$17,780) Supplies to 2023 actuals.
- Other – Increase (\$4,570) Bank Service Charges to recognize cost of point of sale machines.

5300 – Parks and Playgrounds

Overview: This cost centre covers grass cutting, trimming, maintenance of park structures, playgrounds, and other assets including the skateboard park, irrigation systems and outdoor rinks. Costs associated with parks snow removal and the workshop 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 hire 3 to 5 summer students for up to 18 weeks each summer.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$22,000	-\$21,000	\$1,000
Conditional Grants	-\$8,000	-\$8,000	\$0
Other Revenue	\$0	\$0	\$0
	-\$30,000	-\$29,000	\$1,000
Wages and Benefits	\$237,020	\$226,780	-\$10,240
Contractual Services	\$7,770	\$8,540	\$770
Maintenance	\$52,270	\$52,270	\$0
Utilities	\$32,850	\$36,500	\$3,650
Supplies	\$10,700	\$10,700	\$0
Advertising	\$0	\$0	\$0
Other	\$10,130	\$7,710	-\$2,420
Fleet	\$96,770	\$95,670	-\$1,100
	\$447,510	\$438,170	-\$9,340
	\$417,510	\$409,170	-\$8,340

Service Level / Budget impact notes: The 2024 Budget recommends the transfer of the Parks Seasonal Labourer to a Facility Maintenance Worker and add an additional 600 hours to the Seasonal Parks Workers.

Notable for 2024:

- Fees and Charges – Increase (-\$3,000) Ball Fees for 2024 rates, decrease (\$4,000) Other Fees to 2023 actuals.
- Wages and Benefits – Transfer (-\$20,880) to Arena (5100) for Seasonal Park Labourer becoming a Facility Maintenance Worker and increase (\$10,640) for the additional 600 hours of a Seasonal Park Worker.
- Utilities – Increase (\$3,650) due to rising Power and Natural Gas costs.
- Other – Decrease (-\$2,420) Interest Expense for Centennial Park Loan.
- Fleet – Decrease (-\$1,100) to better reflect the costs of Parks expenses of the Leisure Services Fleet

Water Ridge Entrance Upgrades - \$15,000

The city will work with a community group made up of former Water Ridge Park committee members to complete upgrades to the main entrance to the park including upgrading the entrance space to be more inviting and improve accessibility, such as seating and landscaping features, as well as improved park signage. This project was bumped from 2023 as the need for security cameras on site took priority.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	\$0	\$0	\$0
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$70	\$80	\$10
Maintenance	\$1,500	\$1,500	\$0
Utilities	\$13,570	\$13,570	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	\$15,140	\$15,150	\$10
	\$15,140	\$15,150	\$10

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-hour 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 2024:

- 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

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$1,000	-\$1,200	-\$200
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$1,000</u>	<u>-\$1,200</u>	<u>-\$200</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$910	\$910	\$0
Supplies	\$1,500	\$1,090	-\$410
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$2,410</u>	<u>\$2,000</u>	<u>-\$410</u>
	<u>\$1,410</u>	<u>\$800</u>	<u>-\$610</u>

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- 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: Roughly 25 hours/week during the park season (April through September) – very dependent on weather conditions and type of year.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	\$0	\$0	\$0
Wages and Benefits	\$9,710	\$10,550	\$840
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$7,000	\$7,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	\$16,710	\$17,550	\$840
	\$16,710	\$17,550	\$840

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 2024:

- No significant changes anticipated.

5360 – Urban Beautification

Overview: 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 is no staffing costs allocated to this program.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	\$0	\$0	\$0
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$8,000	\$8,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	\$8,000	\$8,000	\$0
	\$8,000	\$8,000	\$0

Service Level / Budget impact notes:

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

Notable for 2024:

- No significant changes anticipated.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$3,470	\$3,530	\$60
Contractual Services	\$0	\$0	\$0
Maintenance	\$29,000	\$34,000	\$5,000
Utilities	\$0	\$0	\$0
Supplies	\$1,000	\$1,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$33,470</u>	<u>\$38,530</u>	<u>\$5,060</u>
	<u>\$33,470</u>	<u>\$38,530</u>	<u>\$5,060</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 2024:

- Maintenance – Increase (\$5,000) Contracted Maintenance Costs to maintain service levels.

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.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	\$0	\$0	\$0
Wages and Benefits	\$6,890	\$7,090	\$200
Contractual Services	\$100	\$100	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$2,000	\$2,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$4,910	\$3,700	-\$1,210
	\$13,900	\$12,890	-\$1,010
	\$13,900	\$12,890	-\$1,010

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 2024:

- Fleet – Decrease (\$1,210) Fleet Expense to better reflect the cost of maintaining the equipment used within the Trails System.

5390 – Historical Campground

Overview: This cost centre has been created to capture the revenues and expenses associated with the Humboldt Campground. The campground was operated by the Humboldt Golf Club in 2023.

Personnel: No staffing costs are recognized in this area.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	-\$37,000	-\$37,000
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>-\$37,000</u>	<u>-\$37,000</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$16,000	\$46,400	\$30,400
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$6,600	\$6,600
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$16,000</u>	<u>\$53,000</u>	<u>\$37,000</u>
	<u>\$16,000</u>	<u>\$16,000</u>	<u>\$0</u>

Service Level / Budget impact notes: Administration is currently reviewing campground operations for 2024. It is unclear at this point what the operational model for the campground will look like, but Administration believes that the net cost to the City should not exceed the costs already built into the budget.

Notable for 2024:

- Fees and Charges – Increase (-\$37,000) Rental Fees to 2023 actuals.
- Contractual – Increase (\$30,400) Contracted Services to 2023 actuals.
- Utilities – Increase (\$6,600) to recognize Utility costs of the Campground.

5400 – Recreation Special Events

Overview: This cost centre includes several 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 Events Manager.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$4,500	-\$4,500	\$0
Conditional Grants	-\$2,000	-\$2,000	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$6,500</u>	<u>-\$6,500</u>	<u>\$0</u>
Wages and Benefits	\$73,110	\$80,500	\$7,390
Contractual Services	\$15,000	\$14,000	-\$1,000
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$4,000	\$2,000	-\$2,000
Advertising	\$0	\$0	\$0
Other	\$20,000	\$20,000	\$0
Fleet	\$0	\$0	\$0
	<u>\$112,110</u>	<u>\$116,500</u>	<u>\$4,390</u>
	<u>\$105,610</u>	<u>\$110,000</u>	<u>\$4,390</u>

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Wages and Benefits – Increase (\$7,390) for negotiated cost-of-living and step increases.
- Contractual – Decrease (-\$1,000) Contractual Services for anticipated cutbacks in 2024.
- Supplies - Decrease (-\$2,000) Program Supplies for anticipated cutbacks in 2024.

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: No staffing time is expensed to the Summer Sizzler.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$25,000	-\$25,000	\$0
Conditional Grants	-\$4,000	-\$4,000	\$0
Other Revenue	\$0	\$0	\$0
	-\$29,000	-\$29,000	\$0
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$17,000	\$17,000	\$0
Maintenance	\$0	\$0	\$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
	\$29,000	\$29,000	\$0
	\$0	\$0	\$0

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 2024:

- No significant changes anticipated.

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 taxpayer. 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 Events Manager oversees the program, with the administration staff dealing with the bookings and tracking of the program.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$10,000	-\$21,000	-\$11,000
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	-\$10,000	-\$21,000	-\$11,000
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$10,000	\$14,000	\$4,000
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	\$10,000	\$14,000	\$4,000
	\$0	-\$7,000	-\$7,000

Service Level / Budget impact notes: As we transition some of the joint use programming away from contractors and have introduced a new rate plan for the program, administration is expecting to see the program be a net zero cost for the City in 2023 and a begin to generate a small net profit for the City in 2024 and beyond.

Notable for 2024:

- Fees and Charges – Increase (-\$11,000) Program Revenues to reflect new program structure.
- Contractual – Increase (\$4,000) Contractual Services to reflect new program structure.

5430 – Leisure Services Fleet

Overview: This cost centre is for the tracking of total expenses of the 19 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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$14,080	\$14,330	\$250
Maintenance	\$33,660	\$33,660	\$0
Utilities	\$0	\$0	\$0
Supplies	\$30,000	\$30,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	-\$154,060	-\$156,340	-\$2,280
	<u>-\$76,320</u>	<u>-\$78,350</u>	<u>-\$2,030</u>
	<u>-\$76,320</u>	<u>-\$78,350</u>	<u>-\$2,030</u>

Service Level / Budget impact notes: There are no service level impacts.

Notable for 2024:

- Fleet – Increase (-\$2,280) Fleet Bill Outs to increase reserve contributions required to maintain future fleet replacements.

The -\$78,350 reflects the contribution to the Fleet Reserve for future vehicle replacements.

5450 – Library

Overview: The City provides a grant directly to the Wapiti Regional Library, 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 for a summer student and receives a small amount of grant revenue to offset some of 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.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$2,000	-\$2,000	\$0
Conditional Grants	-\$1,580	-\$1,580	\$0
Other Revenue	\$0	\$0	\$0
	-\$3,580	-\$3,580	\$0
Wages and Benefits	\$22,410	\$23,170	\$760
Contractual Services	\$20,710	\$20,710	\$0
Maintenance	\$3,700	\$3,700	\$0
Utilities	\$14,720	\$14,920	\$200
Supplies	\$4,600	\$4,900	\$300
Advertising	\$400	\$400	\$0
Other	\$141,210	\$138,760	-\$2,450
Fleet	\$0	\$0	\$0
	\$207,750	\$206,560	-\$1,190
	\$204,170	\$202,980	-\$1,190

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

Notable for 2024:

- Other – Decrease (-\$2,450) Grant expense as per Library requested budget. The reduction was actually done in 2023 but was not captured in the 2023 budget.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$16,030	-\$16,100	-\$70
Conditional Grants	-\$60,980	-\$55,980	\$5,000
Other Revenue	\$0	\$0	\$0
	-\$77,010	-\$72,080	\$4,930
Wages and Benefits	\$385,800	\$406,770	\$20,970
Contractual Services	\$7,930	\$7,930	\$0
Maintenance	\$3,000	\$3,000	\$0
Utilities	\$570	\$570	\$0
Supplies	\$12,200	\$9,700	-\$2,500
Advertising	\$4,000	\$4,000	\$0
Other	\$400	\$400	\$0
Fleet	\$0	\$0	\$0
	\$413,900	\$432,370	\$18,470
	\$336,890	\$360,290	\$23,400

Service Level / Budget impact notes: There are no service level impacts.

Notable for 2024:

- Grants – Decrease (\$5,000) Provincial Grants for the removal of the Reconciliation Project grant.
- Wages and Benefits – Increase (\$20,970) for negotiated cost-of-living and step increases.
- Supplies – Decrease (\$2,500) Program Supplies for the Reconciliation Project.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	-\$1,500	-\$1,500	\$0
	-\$1,500	-\$1,500	\$0
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$4,080	\$4,080	\$0
Maintenance	\$10,630	\$10,630	\$0
Utilities	\$19,670	\$26,030	\$6,360
Supplies	\$13,000	\$13,000	\$0
Advertising	\$0	\$0	\$0
Other	\$4,000	\$4,000	\$0
Fleet	\$0	\$0	\$0
	\$51,380	\$57,740	\$6,360
	\$49,880	\$56,240	\$6,360

Service Level / Budget impact notes: There are no service level impacts

Notable for 2024:

- Utilities – Increase (\$6,360) due to rising Power and Natural Gas costs.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	-\$1,000	-\$1,000	\$0
	-\$1,000	-\$1,000	\$0
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$9,360	\$9,360	\$0
Maintenance	\$11,500	\$11,500	\$0
Utilities	\$10,950	\$12,740	\$1,790
Supplies	\$13,000	\$13,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	\$44,810	\$46,600	\$1,790
	\$43,810	\$45,600	\$1,790

Service Level / Budget impact notes: There are no service level impacts.

Notable for 2024:

- Utilities – Increase (\$1,790) due to rising Power and Natural Gas costs.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$1,000	-\$1,000	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	-\$5,000	-\$5,000	\$0
	-\$6,000	-\$6,000	\$0
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$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
	\$6,000	\$6,000	\$0
	\$0	\$0	\$0

Service Level / Budget impact notes:

- No changes to service levels.

Notable for 2024:

- No significant 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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	-\$2,000	-\$2,000	\$0
	-\$2,000	-\$2,000	\$0
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$4,000	\$4,000	\$0
Utilities	\$0	\$0	\$0
Supplies	\$6,000	\$6,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	\$10,000	\$10,000	\$0
	\$8,000	\$8,000	\$0

Service Level / Budget impact notes: Ability to complete maintenance is dependent upon current building owners.

Notable for 2024:

- No significant 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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	-\$5,540	-\$5,540	\$0
	-\$5,540	-\$5,540	\$0
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$1,170	\$1,170	\$0
Maintenance	\$1,600	\$1,600	\$0
Utilities	\$710	\$710	\$0
Supplies	\$2,200	\$2,200	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	\$5,680	\$5,680	\$0
	\$140	\$140	\$0

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 2024:

- No significant changes anticipated.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$543,230	-\$543,230	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	-\$543,230	-\$543,230	\$0
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$593,230	\$593,230	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	\$593,230	\$593,230	\$0
	\$50,000	\$50,000	\$0

Service Level / Budget impact notes: The Revenues and Expenditures can fluctuate slightly as the total amount of properties on the cart program can change on an ongoing basis.

Notable for 2024:

- No significant changes anticipated.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$45,000	-\$57,000	-\$12,000
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$45,000</u>	<u>-\$57,000</u>	<u>-\$12,000</u>
Wages and Benefits	\$9,130	\$11,400	\$2,270
Contractual Services	\$0	\$0	\$0
Maintenance	\$21,000	\$23,000	\$2,000
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$7,490	\$7,120	-\$370
	<u>\$37,620</u>	<u>\$41,520</u>	<u>\$3,900</u>
	<u><u>-\$7,380</u></u>	<u><u>-\$15,480</u></u>	<u><u>-\$8,100</u></u>

Service Level / Budget impact notes: No increase in service levels.

Notable for 2024:

- Fees and Charges – Increase (-\$12,000) Sales from the addition of the Columbariums.
- Wages and Benefits – Increase (\$2,270) for negotiated cost-of-living and step increases.
- Maintenance – Increase (\$2,000) Maintenance Supplies expense to 2023 actuals.

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. 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.

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

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$7,500	-\$7,500	\$0
Conditional Grants	-\$4,800	-\$4,800	\$0
Other Revenue	\$0	\$0	\$0
	-\$12,300	-\$12,300	\$0
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$54,360	\$54,360	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$500	\$500	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$21,500	\$23,150	\$1,650
	\$76,360	\$78,010	\$1,650
	\$64,060	\$65,710	\$1,650

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Fleet – Increase (\$1,650) Fleet Expense to represent an increase in maintaining the Mobility Van.

6350 – Transit Fleet

Overview: This cost centre is for the tracking of expenses of the Mobility Van and to budget for the replacement of those items.

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

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$1,660	\$1,730	\$70
Maintenance	\$7,340	\$8,420	\$1,080
Utilities	\$0	\$0	\$0
Supplies	\$7,500	\$8,000	\$500
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	-\$21,500	-\$23,150	-\$1,650
	<u>-\$5,000</u>	<u>-\$5,000</u>	<u>\$0</u>
	<u><u>-\$5,000</u></u>	<u><u>-\$5,000</u></u>	<u><u>\$0</u></u>

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Maintenance – Increase (\$1,080) Contracted Maintenance costs closer to 2023 actuals.
- Fleet – Decrease (-\$1,650) shown here is expensed to the Mobility Van Cost Centre.

The resulting -\$5,000 reflects the contribution to reserves to plan for replacement of fleet vehicles and equipment.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	\$0	\$0	\$0
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$5,000	\$9,500	\$4,500
Fleet	\$0	\$0	\$0
	\$5,000	\$9,500	\$4,500
	\$5,000	\$9,500	\$4,500

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Other – Increase (\$4,500) as per Housing Authority anticipated loss. This covers 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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$330,110	\$352,320	\$22,210
Contractual Services	\$25,020	\$25,020	\$0
Maintenance	\$6,500	\$6,500	\$0
Utilities	\$3,060	\$3,060	\$0
Supplies	\$4,890	\$6,790	\$1,900
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$13,870	\$12,640	-\$1,230
	<u>\$383,450</u>	<u>\$406,330</u>	<u>\$22,880</u>
	<u>\$383,450</u>	<u>\$406,330</u>	<u>\$22,880</u>

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Wages and Benefits - Increase (\$22,210) for negotiated cost-of-living and step increases.
- Supplies – Increase (\$1,900) for an increase in LT+3D Auto CAD annual subscriptions.
- Fleet – Decrease (-\$1,230) Fleet Expense to better reflect the cost of maintaining the equipment used within Transportation Admin.

7075 – Street Lighting

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

Personnel: No staff time is budgeted to this area.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$158,140	\$158,140	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$158,140</u>	<u>\$158,140</u>	<u>\$0</u>
	<u>\$158,140</u>	<u>\$158,140</u>	<u>\$0</u>

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- No significant changes anticipated.

7100 – Street Systems

Overview: Revenues include the Canada Community Building Fund 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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	-\$44,000	-\$56,110	-\$12,110
Other Revenue	\$0	\$0	\$0
	-\$44,000	-\$56,110	-\$12,110
Wages and Benefits	\$81,180	\$113,150	\$31,970
Contractual Services	\$0	\$0	\$0
Maintenance	\$306,700	\$306,700	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$86,410	\$84,100	-\$2,310
	\$474,290	\$503,950	\$29,660
	\$430,290	\$447,840	\$17,550

Service Level / Budget impact notes: The additional PW Crew member has seen 25% of their cost budgeted to this Cost Centre. That equates to an additional 520 hours with the remainder budgeted to Snow & Ice Control (7300), Water Main Maintenance (8050), and Water Distribution Facility (8100).

Notable for 2024:

- Grants – Increase (-\$12,110) Urban Highway Connector Program Grant as per the new agreement.
- Wages and Benefits – Increase (\$16,660) for additional PW Crew FTE position and increase (\$15,310) for negotiated cost-of-living and step increases.
- Fleet – Decrease (-\$2,310) Fleet Expense to better reflect the cost of maintaining the equipment used within Street Systems.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	\$0	\$0	\$0
Wages and Benefits	\$16,660	\$18,980	\$2,320
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$35,140	\$34,120	-\$1,020
	\$51,800	\$53,100	\$1,300
	\$51,800	\$53,100	\$1,300

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 2024:

- Wages and Benefits – Increase (\$2,320) for negotiated cost-of-living and step increases
- Fleet – Decrease (\$1,020) Fleet Expense to better reflect the cost of maintaining the equipment used within Street Sweeping.

7150 – Storm Water Infrastructure

Overview: Expenses include culvert replacements, ditch cleaning, catch basin repairs, storm sewer flushing, and interest expenses for superpipe and centennial park storm water work loans.

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

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$40,630	\$45,760	\$5,130
Contractual Services	\$7,000	\$7,000	\$0
Maintenance	\$76,000	\$76,000	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$69,190	\$66,030	-\$3,160
Fleet	\$29,350	\$35,340	\$5,990
	<u>\$222,170</u>	<u>\$230,130</u>	<u>\$7,960</u>
	<u>\$222,170</u>	<u>\$230,130</u>	<u>\$7,960</u>

Service Level / Budget impact notes: Repairs to be performed where needed.

Notable for 2024:

- Wages and Benefits – Increase (\$5,130) for negotiated cost-of-living and step increases.
- Other – Decrease (-\$3,160) for interest on loan for Superpipe.
- Fleet – Increase (\$5,990) Fleet Expense to better reflect the cost of maintaining the equipment used within the Storm Water.

7170 – Street and Curb Painting

Overview: Street and Curb Painting

Personnel: Contracted work.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$20,000	\$20,000	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$20,000</u>	<u>\$20,000</u>	<u>\$0</u>
	<u>\$20,000</u>	<u>\$20,000</u>	<u>\$0</u>

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

Notable for 2024:

- No significant changes anticipated.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	\$0	\$0	\$0
Wages and Benefits	\$31,620	\$35,630	\$4,010
Contractual Services	\$3,380	\$3,380	\$0
Maintenance	\$16,600	\$17,930	\$1,330
Utilities	\$29,130	\$40,070	\$10,940
Supplies	\$64,500	\$14,500	-\$50,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$4,520	\$3,320	-\$1,200
	\$149,750	\$114,830	-\$34,920
	\$149,750	\$114,830	-\$34,920

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

Notable for 2024:

- Wages and Benefits – Increase (\$4,010) for negotiated cost-of-living and step increases.
- Maintenance – Increase (\$1,330) due to an increase in radio license fees.
- Utilities – Increase (\$10,940) due to rising Power and Natural Gas costs.
- Supplies – Decrease (-\$50,000) for one-time purchase of Tools and Equipment.
- Fleet – Decrease (-\$1,200) Fleet Expense to better reflect the cost of maintaining the equipment used at the Public Works Shop.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	\$0	\$0	\$0
Wages and Benefits	\$109,220	\$144,750	\$35,530
Contractual Services	\$82,500	\$122,500	\$40,000
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$13,000	\$13,400	\$400
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$120,310	\$138,880	\$18,570
	\$325,030	\$419,530	\$94,500
	\$325,030	\$419,530	\$94,500

Service Level / Budget impact notes: The additional PW Crew member has seen 25% of their cost budgeted to this Cost Centre. That equates to an additional 520 hours with the remainder budgeted to Street Systems (7100), Water Main Maintenance (8050), and Water Distribution Facility (8100).

Notable for 2024:

- Wages and Benefits – Increase (\$16,660) for additional PW Crew FTE position and increase (\$18,870) for negotiated cost-of-living and step increases.
- Contractual – Increase (\$40,000) for contracted snow removal costs and additional grader support costs.
- Fleet – Increase (\$18,570) Fleet Expense to better reflect the cost of maintaining the equipment used within Snow and Ice Control.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	\$0	\$0	\$0
Wages and Benefits	\$4,740	\$5,370	\$630
Contractual Services	\$0	\$0	\$0
Maintenance	\$46,000	\$16,000	-\$30,000
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	\$50,740	\$21,370	-\$29,370
	\$50,740	\$21,370	-\$29,370

Service Level / Budget impact notes: Decrease DL-10 Emulsion treatment on 4th Avenue.

Notable for 2024:

- Maintenance – Decrease (-\$30,000) for one-time DL-10 expenditure on 4th Avenue.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$13,520	\$15,210	\$1,690
Contractual Services	\$0	\$0	\$0
Maintenance	\$31,000	\$26,000	-\$5,000
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$21,890	\$36,250	\$14,360
	<u>\$66,410</u>	<u>\$77,460</u>	<u>\$11,050</u>
	<u>\$66,410</u>	<u>\$77,460</u>	<u>\$11,050</u>

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Wages and Benefits – Increase (\$1,690) for negotiated cost-of-living and step increases.
- Supplies – Decrease (-\$5,000) for gravel supplies linked to the one-time DL10 project on 4th Ave.
- Fleet – Increase (\$14,360) Fleet Expense to better reflect the cost of maintaining the equipment used within Gravel Roads.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	\$0	\$0	\$0
Wages and Benefits	\$3,720	\$4,180	\$460
Contractual Services	\$0	\$0	\$0
Maintenance	\$10,000	\$10,000	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$12,560	\$11,380	-\$1,180
	\$26,280	\$25,560	-\$720
	\$26,280	\$25,560	-\$720

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Fleet – Decrease (\$1,180) Fleet Expense to better reflect the cost of maintaining the equipment used within Back Lanes.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	\$0	\$0	\$0
Wages and Benefits	\$1,180	\$1,320	\$140
Contractual Services	\$0	\$0	\$0
Maintenance	\$28,000	\$28,000	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	\$29,180	\$29,320	\$140
	\$29,180	\$29,320	\$140

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- No significant changes anticipated.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$91,200	\$92,500	\$1,300
Contractual Services	\$33,540	\$33,540	\$0
Maintenance	\$124,180	\$142,800	\$18,620
Utilities	\$0	\$0	\$0
Supplies	\$94,070	\$107,500	\$13,430
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	-\$588,260	-\$640,510	-\$52,250
	<u>-\$245,270</u>	<u>-\$264,170</u>	<u>-\$18,900</u>
	<u><u>-\$245,270</u></u>	<u><u>-\$264,170</u></u>	<u><u>-\$18,900</u></u>

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Wages and Benefits – Increase (\$1,300) for negotiated cost-of-living and step increases.
- Maintenance – Increase (\$18,620) Contracted Maintenance and Maintenance Supplies as expenditures have been higher than previous years.
- Supplies – Increase (\$13,430) Fuel Supplies Expense to 2023 actuals.
- Fleet – Decrease (-\$52,250) shown here is expensed to various Public Works Cost Centres.

The resulting -\$264,170 reflects the contribution to reserves to plan for replacement of fleet vehicles and equipment.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$350	\$350	\$0
Maintenance	\$31,200	\$31,200	\$0
Utilities	\$14,840	\$16,680	\$1,840
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$46,390</u>	<u>\$48,230</u>	<u>\$1,840</u>
	<u>\$46,390</u>	<u>\$48,230</u>	<u>\$1,840</u>

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Utilities – Increase (\$1,840) due to rising Power costs.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	\$0	\$0	\$0
Wages and Benefits	\$6,800	\$7,750	\$950
Contractual Services	\$0	\$0	\$0
Maintenance	\$15,700	\$15,700	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	\$22,500	\$23,450	\$950
	\$22,500	\$23,450	\$950

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Wages and Benefits – Increase (\$2,560) for cost of living and step increases.
- Fleet – Decrease (-\$8,590) Fleet Expense as minimal equipment time is spent on Traffic Signs.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$4,640	\$5,270	\$630
Contractual Services	\$0	\$0	\$0
Maintenance	\$66,000	\$75,000	\$9,000
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$70,640</u>	<u>\$80,270</u>	<u>\$9,630</u>
	<u>\$70,640</u>	<u>\$80,270</u>	<u>\$9,630</u>

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Maintenance – Increase (\$9,000) Contracted Maintenance costs as Asset Management Plan identified more expenditures needed to Sidewalk Maintenance.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	\$0	\$0	\$0
Wages and Benefits	\$7,900	\$8,990	\$1,090
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$25,080	\$27,510	\$2,430
	\$32,980	\$36,500	\$3,520
	\$32,980	\$36,500	\$3,520

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Wages and Benefits – Increase (\$1,090) for negotiated cost-of-living and step increases.
- Fleet – Increase (\$2,430) Fleet Expense to reflect the cost of maintaining the Fleet equipment used for Ditch Mowing.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$17,160	\$19,480	\$2,320
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$5,480	\$4,160	-\$1,320
	<u>\$22,640</u>	<u>\$23,640</u>	<u>\$1,000</u>
	<u>\$22,640</u>	<u>\$23,640</u>	<u>\$1,000</u>

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Wages and Benefits – Increase (\$2,320) for negotiated cost-of-living and step increases.
- Fleet – Decrease (-\$1,320) to better reflect the cost of maintaining the equipment used for Winter Sidewalks.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$38,500	-\$38,500	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$38,500</u>	<u>-\$38,500</u>	<u>\$0</u>
Wages and Benefits	\$1,510	\$1,650	\$140
Contractual Services	\$3,010	\$3,010	\$0
Maintenance	\$11,000	\$11,000	\$0
Utilities	\$5,990	\$6,100	\$110
Supplies	\$18,750	\$18,750	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$1,940	\$540	-\$1,400
	<u>\$42,200</u>	<u>\$41,050</u>	<u>-\$1,150</u>
	<u>\$3,700</u>	<u>\$2,550</u>	<u>-\$1,150</u>

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Fleet – Decrease (-\$1,400) to better reflect the cost of maintaining the equipment used for Airport Maintenance.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$6,950	\$7,900	\$950
Contractual Services	\$4,800	\$7,000	\$2,200
Maintenance	\$25,000	\$5,000	-\$20,000
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$36,750</u>	<u>\$19,900</u>	<u>-\$16,850</u>
	<u><u>\$36,750</u></u>	<u><u>\$19,900</u></u>	<u><u>-\$16,850</u></u>

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Contractual – Increase (\$2,200) Contracted costs for the installation and removal of tree and decorations.
- Maintenance – Decrease (-\$20,000) as no longer required to replace large groups of seasonal decorations.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$4,292,780	-\$4,516,680	-\$223,900
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	-\$4,292,780	-\$4,516,680	-\$223,900
Wages and Benefits	\$327,740	\$345,500	\$17,760
Contractual Services	\$12,730	\$14,630	\$1,900
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$2,124,860	\$2,124,860	\$0
Advertising	\$0	\$0	\$0
Other	\$1,000	\$1,000	\$0
Fleet	\$13,830	\$28,900	\$15,070
	\$2,480,160	\$2,514,890	\$34,730
	-\$1,812,620	-\$2,001,790	-\$189,170

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Fees and Charges: Increase (-\$223,900) for a rate increase of 5.2% for 2024.
- Wages and Benefits – Increase (\$17,760) for negotiated cost-of-living and step increases.
- Contractual – Increase (\$1,900) for LT+3D Auto CAD annual subscriptions increases.
- Fleet – Increase (\$15,070) to better reflect the cost of maintaining the equipment used for Utility Administration.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$83,230	\$112,150	\$28,920
Contractual Services	\$750	\$750	\$0
Maintenance	\$155,400	\$125,400	-\$30,000
Utilities	\$900	\$900	\$0
Supplies	\$9,000	\$9,000	\$0
Advertising	\$0	\$0	\$0
Other	\$19,040	\$17,870	-\$1,170
Fleet	\$72,180	\$61,940	-\$10,240
	<u>\$340,500</u>	<u>\$328,010</u>	<u>-\$12,490</u>
	<u>\$340,500</u>	<u>\$328,010</u>	<u>-\$12,490</u>

Service Level / Budget impact notes: The additional PW Crew member has seen 25% of their cost budgeted to this Cost Centre. That equates to an additional 520 hours with the remainder budgeted to Street Systems (7100), Snow & Ice Control (7300), and Water Distribution Facility (8100).

Notable for 2024:

- Wages and Benefits – Increase (\$16,660) for additional PW Crew FTE position and increase (\$12,260) for negotiated cost-of-living and step increases.
- Maintenance – Decrease (\$30,000) Contracted Maintenance for removal of one-time watermain abandonment project.
- Other – Decrease (-\$1,170) for interest on Water & Sewer Loan.
- Fleet – Decrease (-\$10,240) to better reflect the cost of maintain the equipment used for Watermain Maintenance.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	\$0	\$0	\$0
Wages and Benefits	\$83,800	\$112,440	\$28,640
Contractual Services	\$13,200	\$13,200	\$0
Maintenance	\$6,700	\$11,700	\$5,000
Utilities	\$49,910	\$52,410	\$2,500
Supplies	\$8,000	\$8,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	\$161,610	\$197,750	\$36,140
	\$161,610	\$197,750	\$36,140

Service Level / Budget impact notes: The additional PW Crew member has seen 25% of their cost budgeted to this Cost Centre. That equates to an additional 520 hours with the remainder budgeted to Street Systems (7100), Snow & Ice Control (7300), and Water Main Maintenance (8050).

Notable for 2024:

- Wages and Benefits – Increase (\$16,660) for additional PW Crew FTE position and increase (\$11,980) for negotiated cost-of-living and step increases.
- Maintenance – Increase (\$5,000) for PLC program subscription and additional maintenance for Plant age.
- Utilities – Increase (\$2,500) due to rising Power and Natural Gas costs.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$4,600	-\$4,600	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$4,600</u>	<u>-\$4,600</u>	<u>\$0</u>
Wages and Benefits	\$109,180	\$115,470	\$6,290
Contractual Services	\$0	\$0	\$0
Maintenance	\$7,300	\$11,300	\$4,000
Utilities	\$0	\$0	\$0
Supplies	\$70,000	\$110,000	\$40,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$19,220	\$20,380	\$1,160
	<u>\$205,700</u>	<u>\$257,150</u>	<u>\$51,450</u>
	<u><u>\$201,100</u></u>	<u><u>\$252,550</u></u>	<u><u>\$51,450</u></u>

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Wages and Benefits – Increase (\$6,290) for negotiated cost-of-living and step increases.
- Maintenance – Increase (\$4,000) for the costs in Neptune costs.
- Supplies – Increase (\$40,000) due to discount price ending and an increase in the amount of failing water meters.
- Fleet – Increase (\$1,160) Fleet Expense to better reflect the cost of maintaining the equipment used for Water Meter Reading.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	\$0	\$0	\$0
Wages and Benefits	\$33,430	\$36,300	\$2,870
Contractual Services	\$80	\$80	\$0
Maintenance	\$89,000	\$89,000	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$6,310	\$5,920	-\$390
Fleet	\$79,900	\$81,890	\$1,990
	\$208,720	\$213,190	\$4,470
	\$208,720	\$213,190	\$4,470

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Wages and Benefits – Increase (\$2,870) for negotiated cost-of-living and step increases.
- Fleet – Increase (\$1,990) to better reflect the cost of maintaining the equipment used within Sewermain Maintenance.

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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$17,810	\$19,450	\$1,640
Contractual Services	\$920	\$920	\$0
Maintenance	\$22,000	\$22,000	\$0
Utilities	\$39,380	\$39,380	\$0
Supplies	\$127,000	\$201,000	\$74,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$30,260	\$46,100	\$15,840
	<u>\$237,370</u>	<u>\$328,850</u>	<u>\$91,480</u>
	<u>\$237,370</u>	<u>\$328,850</u>	<u>\$91,480</u>

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Wages and Benefits – Decrease (-\$1,790) to better reflect where staff is spending their time in the Public Works Department.
- Fleet – Increase (\$21,740) to better reflect the cost of maintaining the equipment used at the Lagoon.

8300 – Lift Stations

Overview: Operations and maintenance of lift stations.

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

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	\$0	\$0	\$0
Wages and Benefits	\$46,060	\$50,470	\$4,410
Contractual Services	\$11,940	\$11,940	\$0
Maintenance	\$56,280	\$67,500	\$11,220
Utilities	\$45,250	\$49,530	\$4,280
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$16,300	\$12,950	-\$3,350
	\$175,830	\$192,390	\$16,560
	\$175,830	\$192,390	\$16,560

Service Level / Budget impact notes: No significant changes anticipated.

Notable for 2024:

- Wages and Benefits – Increase (\$4,410) for negotiated cost-of-living and step increases.
- Maintenance – Increase (\$11,220) for Contracted Maintenance for wet well cleaning costs.
- Utilities – Increase (\$4,280) due to rising Power and Natural Gas Costs.
- Fleet – Decrease (\$3,350) to better reflect the cost of maintaining the equipment used for Lift Stations.

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 Communications Manager has the most involvement in activities related to this area.

	2023 Budget	2024 Budget	Change
Fees and Charges	-\$300,000	-\$301,800	-\$1,800
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	-\$300,000	-\$301,800	-\$1,800
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$10,000	\$10,000	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	\$10,000	\$10,000	\$0
	-\$290,000	-\$291,800	-\$1,800

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 2024:

- Fees and Charges – Increase (-\$1,800) to account for Land Rental costs.

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 2023 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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$22,800	\$10,000	-\$12,800
	<u>\$22,800</u>	<u>\$10,000</u>	<u>-\$12,800</u>
	<u><u>\$22,800</u></u>	<u><u>\$10,000</u></u>	<u><u>-\$12,800</u></u>

Service Level / Budget impact notes:

Notable for 2024:

- Adjusted to anticipated amortization expense at 2024 year-end.

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 2023 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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$88,600	\$90,200	\$1,600
	<u>\$88,600</u>	<u>\$90,200</u>	<u>\$1,600</u>
	<u><u>\$88,600</u></u>	<u><u>\$90,200</u></u>	<u><u>\$1,600</u></u>

Service Level / Budget impact notes:

Notable for 2024:

- Adjusted to anticipated amortization expense at 2024 year-end.

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 2022 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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$6,600	\$6,600	\$0
	<u>\$6,600</u>	<u>\$6,600</u>	<u>\$0</u>
	<u><u>\$6,600</u></u>	<u><u>\$6,600</u></u>	<u><u>\$0</u></u>

Service Level / Budget impact notes:

Notable for 2024:

- Adjusted to anticipated amortization expense at 2024 year-end.

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 2022 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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$565,200	\$630,500	\$65,300
	<u>\$565,200</u>	<u>\$630,500</u>	<u>\$65,300</u>
	<u><u>\$565,200</u></u>	<u><u>\$630,500</u></u>	<u><u>\$65,300</u></u>

Service Level / Budget impact notes:

Notable for 2024:

- Adjusted to anticipated amortization expense at 2024 year-end.

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 2022 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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$9,700	\$9,700	\$0
	<u>\$9,700</u>	<u>\$9,700</u>	<u>\$0</u>
	<u>\$9,700</u>	<u>\$9,700</u>	<u>\$0</u>

Service Level / Budget impact notes:

Notable for 2024:

- Adjusted to anticipated amortization expense at 2024 year-end.

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 2022 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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$1,236,000	\$1,372,800	\$136,800
	<u>\$1,236,000</u>	<u>\$1,372,800</u>	<u>\$136,800</u>
	<u><u>\$1,236,000</u></u>	<u><u>\$1,372,800</u></u>	<u><u>\$136,800</u></u>

Service Level / Budget impact notes:

Notable for 2024:

- Adjusted to anticipated amortization expense at 2024 year-end.

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 2022 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.

	2023 Budget	2024 Budget	Change
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$500,200	\$506,300	\$6,100
	<u>\$500,200</u>	<u>\$506,300</u>	<u>\$6,100</u>
	<u><u>\$500,200</u></u>	<u><u>\$506,300</u></u>	<u><u>\$6,100</u></u>

Service Level / Budget impact notes:

Notable for 2024:

- Adjusted to anticipated amortization expense at 2024 year-end.



CAPITAL PROJECT FORM

Project Name: 12th Ave – Stebbings Cres to 21st Street – Roadway Base Reconstruction and Paving.
 Department: Public Works and Utilities
 Year: 2024

PROJECT DESCRIPTION AND SCOPE
Reconstruct the roadway which was anticipated to be damaged by the Carl Schenn Dry Pond Project during the clay hauling phase.
2024 Total: \$568,040
<ul style="list-style-type: none"> • Concrete curb repairs - \$50,400 • Rebuild Roadway to a Collector Standard - \$251,500 • Catch Basin or Manhole Repairs - \$11,200 • Asphalt Paving (80mm thick) - \$203,300 • Engineering - \$51,700

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: Transportation	\$568,040
Loans:	
Current Revenues:	
Other:	
TOTAL:	\$568,040

ITEM REPLACING	DOLLAR AMOUNT
Original Cost:	
Accumulated Amortization:	
Net Book Value	
Anticipated Value on Sale	
RECOGNIZED GAIN(LOSS) TO CITY:	

ONGOING OPERATING COSTS AND CONSIDERATIONS
Conventional road and asphalt maintenance long term. Roadway will be built to higher standard than in past as it was starting to fail before the Carl Schenn Project.



CAPITAL PROJECT FORM

Project Name: 11th St from 6th Ave to 8th Ave – Concrete and Asphalt Paving.
 Department: Public Works and Utilities
 Year: 2024

PROJECT DESCRIPTION AND SCOPE
<p>Following the WM replacement in 2023, all curbs are to be replaced and sidewalks patched where applicable, then paved with asphalt.</p> <p>2024 Total: \$357,000</p> <ul style="list-style-type: none"> • Concrete Curb & Sidewalk Repairs - \$184,500 • Asphalt Paving (60mm thick) - \$140,100 • Engineering - \$32,400

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: Transportation	\$357,000
Loans:	
Current Revenues:	
Other:	
TOTAL:	\$357,000

ITEM REPLACING	DOLLAR AMOUNT
Original Cost:	
Accumulated Amortization:	
Net Book Value	
Anticipated Value on Sale	
RECOGNIZED GAIN(LOSS) TO CITY:	

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>Conventional road and asphalt maintenance long term. Roadway will be built to a local standard.</p>



CAPITAL PROJECT FORM

Project Name: 4th St – 8th Ave to Ogilvie Ave – Road Mill and Paving
 Department: Public Works and Utilities
 Year: 2024

PROJECT DESCRIPTION AND SCOPE
<p>Milling 50mm off the surface and repaving with 100mm asphalt to improve the road structure.</p> <p>2024 Total: \$196,300</p> <ul style="list-style-type: none"> • Asphalt Paving (100mm thick) - \$178,400 • Engineering - \$17,900

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: Transportation	\$196,300
Loans:	
Current Revenues:	
Other:	
TOTAL:	\$196,300

ITEM REPLACING	DOLLAR AMOUNT
Original Cost:	
Accumulated Amortization:	
Net Book Value	
Anticipated Value on Sale	
RECOGNIZED GAIN(LOSS) TO CITY:	

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>Conventional road and asphalt maintenance long term. Surface deterioration which will be milled off, roadway structure will be improved with thicker asphalt layer.</p>



CAPITAL PROJECT FORM

Project Name: 12th St – 3rd Ave to 4th Ave – Concrete and Asphalt Paving
 Department: Public Works and Utilities
 Year: 2024

PROJECT DESCRIPTION AND SCOPE
<p>Following the WM replacement and road rebuilding in 2023, this section of roadway is to have all curbing replaced and roadway paved in 2024. 100mm asphalt is to be applied as waste trucks use this section often.</p> <p>2024 Total: \$149,100</p> <ul style="list-style-type: none"> • Concrete Curb & Sidewalk Repairs - \$45,900 • Asphalt Paving (100mm thick) - \$89,600 • Engineering - \$13,600

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: Transportation	\$149,100
Loans:	
Current Revenues:	
Other:	
TOTAL:	\$149,100

ITEM REPLACING	DOLLAR AMOUNT
Original Cost:	
Accumulated Amortization:	
Net Book Value	
Anticipated Value on Sale	
RECOGNIZED GAIN(LOSS) TO CITY:	

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>Conventional road and asphalt maintenance long term. Surface deterioration which will be milled off, roadway structure will be improved with thicker asphalt layer.</p>



CAPITAL PROJECT FORM

Project Name: 3rd Ave – 11th St to 16th St – Storm, Curb and Road Repairs
 Department: Public Works and Utilities
 Year: 2024

PROJECT DESCRIPTION AND SCOPE
<p>Following the 2023 WM replacement, the 2024 work is to place curbing along the REACT parking lot, replace catch basin storm leads to 12th St and Pave 60mm of asphalt back in damaged areas at 11th St, 13th St and 14th St intersections.</p> <p>2024 Total: \$81,400</p> <ul style="list-style-type: none"> • Concrete Curbing - \$13,600 • Asphalt Paving (100mm thick) - \$27,800 • Storm Sewer – \$32,600 • Engineering - \$7,400

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: Transportation	\$81,400
Loans:	
Current Revenues:	
Other:	
TOTAL:	\$81,400

ITEM REPLACING	DOLLAR AMOUNT
Original Cost:	
Accumulated Amortization:	
Net Book Value	
Anticipated Value on Sale	
RECOGNIZED GAIN(LOSS) TO CITY:	

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>This roadway is a DL10 Special surface. Only locations that had asphalt in the past will receive asphalt patching.</p>



CAPITAL PROJECT FORM

Project Name: 4th Ave – Lane W of 10th St to 14th St – Storm, Curb and Road Upgrades to Asphalt
 Department: Public Works and Utilities
 Year: 2024

PROJECT DESCRIPTION AND SCOPE
<p>Postponed in 2023 for important WM replacements; This project includes curbing along REACT to improve drainage, replace catch basin tope and leads at PW yard and 14th Street. The current DL10 Special Road will be rebuilt and upgraded to an asphalt collector standard capable of accommodating heavy truck traffic.</p> <p>2024 Total: \$566,900</p> <ul style="list-style-type: none"> • Road Reconstruction - \$230,800 • Asphalt Paving (100mm thick) - \$258,100 • Storm Sewer – \$8,200; Concrete Curbing - \$19,000 • Engineering - \$7,400

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: Transportation	\$566,900
Loans:	
Current Revenues:	
Other:	
TOTAL:	\$566,900

ITEM REPLACING	DOLLAR AMOUNT
Original Cost:	
Accumulated Amortization:	
Net Book Value	
Anticipated Value on Sale	
RECOGNIZED GAIN(LOSS) TO CITY:	

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>This roadway is a DL10 Special surface. Increasing traffic volumes are pushing this road towards the need to be paved as it is the only west connection roadway on the south side of the city.</p>



CAPITAL PROJECT FORM

Project Name: 6th Ave Storm Sewer Outfall
 Department: Public Works and Utilities
 Year: 2024

PROJECT DESCRIPTION AND SCOPE
<p>Identified in the storm water study, Phase 1 for an outfall upsizing is recommended east of 2nd St. Would include a section of large storm pipe, upsizing culverts, digging a drainage channel and repairing the existing channels.</p> <p>2024 Total: \$670,500</p> <ul style="list-style-type: none"> Stormwater Improvements - \$486,100 Road Repairs & Other - \$29,600 Engineering - \$51,600 Contingency - \$103,200

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: Storm Levy	\$670,500
Loans:	
Current Revenues:	
Other:	
TOTAL:	\$670,500

ITEM REPLACING	DOLLAR AMOUNT
Original Cost:	
Accumulated Amortization:	
Net Book Value	
Anticipated Value on Sale	
RECOGNIZED GAIN(LOSS) TO CITY:	

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>Second Phase is much more costly which includes large pipe replacements from 2nd St to 5th St. The Disaster Mitigation and Adaptation Fund applications have been made but no news has been provided as of Nov 9, 2023.</p>



CAPITAL PROJECT FORM

Project Name: North Hospital Greenspace
 Department: Community and Leisure Services
 Year: 2024

PROJECT DESCRIPTION AND SCOPE
<p>The proposed project would see the North Hospital Greenspace transformed into a year-round, well-treed, accessible and inviting park space that caters to a broad range of recreational activities. The park will provide the community with amenities that don't currently exist, as well as providing recreational opportunities not readily accessible in the north end of the community.</p> <p>The project vision is to be community-led in its development, with the City's contribution being front heavy, ensuring that the initial and higher priority components are developed within 12-16 months, with remaining components driven by community fundraising and future grants. The full build out of the project is estimated to be \$2,800,000, with the ask from the City to contribute \$700,000 towards the project.</p> <p>Priority A: Install Utilities, Off-Leash Dog Park, Toboggan Hill, Parking Lots Priority B: Playground, Sport Court, paved pathways, Parking Lots, Tree Planting Priority C: Service Building, Outdoor Rink/Skating Loop, Trail Lighting, additional Trails/Trees</p>

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: Parks Reserve	\$700,000
Loans:	
Current Revenues:	
Other: Donations	\$2,100,000
TOTAL:	\$2,800,000

ITEM REPLACING	DOLLAR AMOUNT
Original Cost:	
Accumulated Amortization:	
Net Book Value	
Anticipated Value on Sale	
RECOGNIZED GAIN(LOSS) TO CITY:	

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>As the City grows and demand for additional greenspace projects increases, the City will see our operating budget for parks increase to maintain these spaces. This greenspace will be no exception as it will require staffing, equipment and supplies to manage the space.</p>



CAPITAL PROJECT FORM

Project Name: Wastewater Treatment Systems Upgrade
 Department: Public Works and Utilities
 Year: 2024-2026

PROJECT DESCRIPTION AND SCOPE
<p>This is a 3-year project with a scope to build an all-new wastewater treatment system, long force main, buildings and 2 new lift stations. Detailed information has been shared in other documents in the past. The upgrade will allow Humboldt to accommodate 10,000 people with the ability to expand that capacity in the future.</p> <p>2024 Total Costs: \$26,000,000; Grant Revenue: \$18,980,000 2025 Total Costs: \$10,000,000; Grant Revenue: \$5,991,065 2026 Total Costs: \$4,000,000; Grant Revenue: \$0</p>

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1: Investing in Canada Infrastructure Program (ICIP)	\$24,971,065
Grant #2:	
Reserves: Utility	\$1,393,000
Loans:	\$13,635,935
Current Revenues:	
Other:	
TOTAL:	\$40,000,000

ITEM REPLACING	DOLLAR AMOUNT
Original Cost:	
Accumulated Amortization:	
Net Book Value	
Anticipated Value on Sale	
RECOGNIZED GAIN(LOSS) TO CITY:	

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>Original project submission was \$34,053,000; project estimates have increased. Tendering is underway with a due date of Dec 6, 2023. Long-term operations and maintenance costs will increase specifically for chemicals and electricity.</p>



CAPITAL PROJECT FORM

Project Name: 9th Ave – 17th St to Lane E of Barnes Crescent
 Department: Public Works and Utilities
 Year: 2025

PROJECT DESCRIPTION AND SCOPE
<p>Section of road in poor condition. Project scope includes road rehabilitation to make the road a collector structure standard with 100mm asphalt for heavy truck traffic that may use to access local commercial. Minor concrete and storm repairs are also anticipated.</p> <p>2025 Total: \$458,300</p> <ul style="list-style-type: none"> • Road Reconstruction - \$178,300 • Asphalt Paving (100mm thick) - \$213,200 • Storm Sewer – \$9,800; Concrete Curbing - \$15,300 • Engineering - \$41,700

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: Transportation	\$458,300
Loans:	
Current Revenues:	
Other:	
TOTAL:	\$458,300

ITEM REPLACING	DOLLAR AMOUNT
Original Cost:	
Accumulated Amortization:	
Net Book Value	
Anticipated Value on Sale	
RECOGNIZED GAIN(LOSS) TO CITY:	

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>This roadway has structural failures and requires road rehabilitation. The asbestos cement water main has performed well with no recorded breaks, sewer is clay tile and no further upgrades underground are anticipated in the near future making it a candidate for full road replacement.</p>



CAPITAL PROJECT FORM

Project Name: Peck Road – Westwood Drive to 12th Avenue – Gravel Road Construction
 Department: Public Works and Utilities
 Year: 2025

PROJECT DESCRIPTION AND SCOPE
<p>Section of road is currently closed to the public. Road is planned to be built to a rural cross section (ditches, no curbing) gravel road standard. Road would then be opened to the public for use up to 12th Avenue.</p> <p>2025 Total: \$194,700</p> <ul style="list-style-type: none"> • Road Reconstruction - \$177,000 • Engineering - \$17,700

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: Transportation	\$194,700
Loans:	
Current Revenues:	
Other:	
TOTAL:	\$194,700

ITEM REPLACING	DOLLAR AMOUNT
Original Cost:	
Accumulated Amortization:	
Net Book Value	
Anticipated Value on Sale	
RECOGNIZED GAIN(LOSS) TO CITY:	

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>This roadway is anticipated to be an arterial connection serving the north area of the city when developed. Road to remain gravel until future deep utilities and traffic demand warrant an upgrade to asphalt.</p>



CAPITAL PROJECT FORM

Project Name: 6th Ave – 5th St to 6th St - Road Reconstruction and Paving
 Department: Public Works and Utilities
 Year: 2025

PROJECT DESCRIPTION AND SCOPE
Road reconstruction and 60mm asphalt pavement. 2025 Total: \$142,700 <ul style="list-style-type: none"> • Road Reconstruction - \$77,800 • Asphalt Paving - \$44,700 • Concrete Work - \$7,200 • Engineering - \$13,000

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: Transportation	\$142,700
Loans:	
Current Revenues:	
Other:	
TOTAL:	\$142,700

ITEM REPLACING	DOLLAR AMOUNT
Original Cost:	
Accumulated Amortization:	
Net Book Value	
Anticipated Value on Sale	
RECOGNIZED GAIN(LOSS) TO CITY:	

ONGOING OPERATING COSTS AND CONSIDERATIONS
The existing asphalt is in poor condition. No underground utility replacements anticipated in the foreseeable future.



CAPITAL PROJECT FORM

Project Name: 7th Ave – 2nd St to 3rd St - Road Reconstruction and Paving
 Department: Public Works and Utilities
 Year: 2025

PROJECT DESCRIPTION AND SCOPE
Road reconstruction and 60mm asphalt pavement. 2025 Total: \$122,900 <ul style="list-style-type: none"> Road Reconstruction - \$66,800 Asphalt Pavement - \$40,400 Concrete Work - \$4,500 Engineering - \$11,200

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: Transportation	\$122,900
Loans:	
Current Revenues:	
Other:	
TOTAL:	\$122,900

ITEM REPLACING	DOLLAR AMOUNT
Original Cost:	
Accumulated Amortization:	
Net Book Value	
Anticipated Value on Sale	
RECOGNIZED GAIN(LOSS) TO CITY:	

ONGOING OPERATING COSTS AND CONSIDERATIONS
The existing asphalt is in poor condition. No underground utility replacements anticipated in the foreseeable future.



CAPITAL PROJECT FORM

Project Name: 10th Street – 9th Avenue to 12th Avenue Watermain Replacement, Road Reconstruction and Paving
 Department: Public Works and Utilities
 Year: 2025-2026

PROJECT DESCRIPTION AND SCOPE
<p>Replace an existing 150mm & 300mm water main with 509m of new 300mm water main. Applicable services would be replaced and road reconstructed in 2025. Concrete, storm, and asphalt paving would follow in 2026.</p> <p>2025 Total: \$1,403,500</p> <ul style="list-style-type: none"> • Water Main Replacement - \$598,900; Service replacements - \$251,400 • Sanitary and Storm Repairs - \$28,100 • Road Reconstruction - \$397,500; Engineering - \$127,600 <p>2026 Total: \$404,100</p> <ul style="list-style-type: none"> • Concrete Work - \$115,200; Asphalt (60mm) - \$252,200; Engineering – \$36,700

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: Transportation & Utility	\$1,807,600
Loans:	
Current Revenues:	
Other:	
TOTAL:	\$1,807,600

ITEM REPLACING	DOLLAR AMOUNT
Original Cost:	
Accumulated Amortization:	
Net Book Value	
Anticipated Value on Sale	
RECOGNIZED GAIN(LOSS) TO CITY:	

ONGOING OPERATING COSTS AND CONSIDERATIONS
Breaks have been trending on both water mains. The existing asphalt is currently in poor condition.



CAPITAL PROJECT FORM

Project Name: Main Street – 1st Ave S to Sask Ave - Road Reconstruction and Paving
 Department: Public Works and Utilities
 Year: 2025

PROJECT DESCRIPTION AND SCOPE
Replace 404m of 200mm 1913 cast iron water main with a directionally drilled 200mm HDPE pipe. Minor road and ditch repairs would occur in 2025.
2025 Total: \$306,800 <ul style="list-style-type: none"> • Water Main Replacement - \$257,300 • Road Repairs - \$12,100 • Asphalt Pavement - \$9,500 • Engineering - \$27,900

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: Transportation	\$306,800
Loans:	
Current Revenues:	
Other:	
TOTAL:	\$306,800

ITEM REPLACING	DOLLAR AMOUNT
Original Cost:	
Accumulated Amortization:	
Net Book Value	
Anticipated Value on Sale	
RECOGNIZED GAIN(LOSS) TO CITY:	

ONGOING OPERATING COSTS AND CONSIDERATIONS
This pipe supplies the South Humboldt Water Users Corporation and customers south of the city. Replacement of this pipe ensures reliable minimal interruption service.

19.0 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)
2024	12th Ave - Stebbings Cres to 21st Street	Roads (B&A)	568
2024	11th Street - 6th Ave to 8th Ave	Roads (C&A)	357
2024	4th Street - 8th Ave to Ogilvie Ave	Roads (B&A)	196
2024	12th Street - 3rd Ave to 4th Ave	Roads (B,C&A)	149
2024	3rd Ave - 11th Street to 16th Street	Roads (B&C) & Storm	81
2024	4th Ave Road - 10th St West Lane - 14th St	Roads (B, C&A)	567
2024	6th and 7th Avenue Storm Sewer Outfall Twinning	Storm	671
2024	North Hospital Development	Parks	2800
2024	Wastewater Treatment System - ICIP Grant Funded	Wastewater	40000
Total			45389

Year	Description	Description	Value ('000)
2025	9th Ave - 17th St to lane E of Barnes Crescent	Roads (B,C&A)	458
2025	Peck Road from Westwod Dr to 12th Ave	Roads (B)	195
2025	6th Ave - 5th St to 6th St	Roads (B,C&A)	143
2025	7th Ave - 2nd Street to 3rd Street	Roads (B,C&A)	123
2025	10th Street - 9th Avenue to 12th Avenue	Roads (B)	437
2025	10th Street - 9th Avenue to 12th Avenue	Watermains	966
2025	Hwy 20 - 1st Ave S to Sask Ave - SHWUC SL w/Mtr Pit	Watermains	307
Total			2629

Year	Description	Description	Value ('000)
2026	13th Street - 5th Ave to 8th Ave	Roads (B)	417
2026	10th Street - 9th Avenue to 12th Avenue	Roads (C&A)	405
2026	17th St - 5th Ave to 8th Ave	Roads (B&A)	647
2026	13th Street - 5th Ave to 8th Ave	Watermains	699
2026	Storm Water Mitigation (Phase 3)	Storm	1000
2026	Parks Shop - Cold Storage	Parks	100
2026	Convention Centre Air Handling Unit	Jubilee Hall	225
2026	Public Works Old Shop Insulation and Retrofits	PW Shop	400
2026	Arena Ice Plant	Arena	500
Total			4393

19.0 Capital – Five Year Capital Plans

Year	Description	Description	Value ('000)
2027	13th Street - 8th Ave to 10th Ave	Roads (B)	281
2027	Watermain Railway Crossings - Main St, 7th St & 5th St	Roads (B&A)	93
2027	13th Street - 5th Ave to 8th Ave	Roads (C&A)	440
2027	King Crescent Road	Roads (B,C&A)	826
2027	King Crescent Storm	Storm	104
2027	13th Street - 8th Ave to 10th Ave	Watermains	465
2027	Watermain Railway Crossings - Main St, 7th St & 5th St	Watermains	282
2027	Glenn Hall Park Upgrades	Parks	650
Total			3141
Year	Description	Description	Value ('000)
2028	13th Street - 8th Ave to 10th Ave	Roads (C&A)	382
2028	14th Street - Ln N of 8th Ave to 11th Ave	Roads (B)	429
2028	16th Street - 5th Ave to 8th Ave	Roads (B,C&A)	671
2028	Sewer Main Lining - Main St - 5th Ave to 8th Ave	Sewermains	191
2028	14th Street - Ln N of 8th Ave to 11th Ave	Watermains	648
2028	5th Avenue and 11th Street Storm Pond	Storm	1129
Total			3450



CAPITAL PROJECT FORM

Project Name: Fleet Replacement – Maintenance Service Vehicle (Unit #L110)
 Department: Community and Leisure Services
 Year: 2024

PROJECT DESCRIPTION AND SCOPE
<p>The existing unit is a 2014 Ford F150 which has been utilized by both the parks and building maintenance staff since its purchase. Moving forward, the unit will be used primarily by the building maintenance staff, for attending to work orders and projects throughout the various City buildings.</p> <p>The department will be looking at replacing the unit with a service vehicle that has a greater capacity for transporting tools, equipment and supplies to the various work sites. This will allow staff to be better equipped to deal with maintenance issues and repairs. This is expected to reduce the time allotted to each project and improve the overall efficiency of the department.</p>

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: Leisure Services Fleet	\$57,750
Loans:	
Current Revenues:	
Other: Trade-In-Value	\$5,000
TOTAL:	\$62,750

ITEM REPLACING	DOLLAR AMOUNT
Original Cost:	
Accumulated Amortization:	
Net Book Value	
Anticipated Value on Sale	
RECOGNIZED GAIN(LOSS) TO CITY:	

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>As we are seeking to replace a unit that is already within our fleet, we are not anticipating that any alterations to existing operational budgets will be required as a result of this purchase.</p>



CAPITAL PROJECT FORM

Project Name: Fleet Replacement – Parks General Use (Unit #L110)
 Department: Community and Leisure Services
 Year: 2024

PROJECT DESCRIPTION AND SCOPE
<p>The existing unit is a 2011 Doge Ram 1500 which has been utilized by both the parks and building maintenance staff since its purchase. Moving forward, the unit will be used primarily by the parks department, for a broad range of parks maintenance activities.</p> <p>Due to the seasonal influx of park’s summer staff, the existing quad cab will be replaced with a similar unit that will be capable of transporting materials and supplies, as well as staff members between various projects. The department has shifted a number of passenger vehicles to utility task vehicles and has seen success in doing so. However, this unit continues to serve an important role as a passenger vehicle within our department and as such will be replaced the same.</p>

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: Leisure Services Fleet	\$57,750
Loans:	
Current Revenues:	
Other: Trade-In-Value	\$5,000
TOTAL:	\$62,750

ITEM REPLACING	DOLLAR AMOUNT
Original Cost:	
Accumulated Amortization:	
Net Book Value	
Anticipated Value on Sale	
RECOGNIZED GAIN(LOSS) TO CITY:	

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>As we are seeking to replace a unit that is already within our fleet, we are not anticipating that any alterations to existing operational budgets will be required as a result of this purchase.</p>



CAPITAL PROJECT FORM

Project Name: Fleet Replacement – Parks UTV (Unit #L252)
 Department: Community and Leisure Services
 Year: 2024

PROJECT DESCRIPTION AND SCOPE

The existing unit is a 2015 Polaris UTV which was the first utility task vehicle purchased by the City back in 2017. The unit proved to be a valuable asset in both proving out the benefit of this type of unit within our operations as well as for specific applications including weed spraying and material transportation.

The unit has been out of operation for the last two seasons as the motor needed to be replaced. Following failed attempts to source a reasonably priced replacement motor following the supply chain issues caused by COVID, the department determined that the unit should be replaced. We will be looking to replace it with a heavier-duty unit with a larger capacity and payload, following lessons learned with this unit and other units we have purchased

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: Leisure Services Fleet	\$42,000
Loans:	
Current Revenues:	
Other: Trade-In-Value	\$3,000
TOTAL:	\$45,000

ITEM REPLACING	DOLLAR AMOUNT
Original Cost:	
Accumulated Amortization:	
Net Book Value	
Anticipated Value on Sale	
RECOGNIZED GAIN(LOSS) TO CITY:	

ONGOING OPERATING COSTS AND CONSIDERATIONS

As we are seeking to replace a unit that is already within our fleet, we are not anticipating that any alterations to existing operational budgets will be required as a result of this purchase.



CAPITAL PROJECT FORM

Project Name: Fleet Replacement – PW Pickup Truck (Unit #P160)
 Department: Public Works and Utilities
 Year: 2024

PROJECT DESCRIPTION AND SCOPE
<p>The existing unit is a 2006 GMC Sierra 2500HD truck which has been utilized by both the utility and transportation staff for various operations and maintenance tasks.</p> <p>The department will be looking at replacing the unit in accordance with the fleet replacement plan.</p> <p>The old truck will be auctioned when replaced.</p>

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: Leisure Services Fleet	\$57,500
Loans:	
Current Revenues:	
Other: Trade-In-Value	\$5,000
TOTAL:	\$62,500

ITEM REPLACING	DOLLAR AMOUNT
Original Cost:	
Accumulated Amortization:	
Net Book Value	
Anticipated Value on Sale	
RECOGNIZED GAIN(LOSS) TO CITY:	

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>As we are seeking to replace a unit that is already within our fleet, we are not anticipating that any alterations to existing operational budgets will be required as a result of this purchase.</p>



CAPITAL PROJECT FORM

Project Name: Fleet Replacement – Tractor Mounted Snow Blower
 Department: Public Works and Utilities
 Year: 2024

PROJECT DESCRIPTION AND SCOPE

The existing large tractor mounted snow blower was purchased in 2013. It is used extensively during the winter for picking up windows and loading the snow into trucks. It is also used in alleys, cul-de-sacs and the airport.

While the design is typical for lighter duty, staff have worked with the manufacturer in the past to make certain components heavier duty. These units do see wear due to rocks, asphalt chunks, wood, metal objects and other things passing through it over the winter season. Staff still believe that this model is good for the city as an industrial sized blower is much more costly, but if needed, a local contractor has one available for an hourly rate. The estimated costs are for the base model with modifications to make the blower heavier duty for our needs. When replaced, the old snow blower will be auctioned.

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1:	
Grant #2:	
Reserves: Public Works and Utilities	\$35,000
Loans:	
Current Revenues:	
Other: Trade-In-Value	\$3,000
TOTAL:	\$32,000

ITEM REPLACING	DOLLAR AMOUNT
Original Cost:	
Accumulated Amortization:	
Net Book Value	
Anticipated Value on Sale	
RECOGNIZED GAIN(LOSS) TO CITY:	

ONGOING OPERATING COSTS AND CONSIDERATIONS

Typical ongoing costs to replace bearings and other wear items.

20.0 2024 Fleet Replacements

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 will be budgeted as new capital. A detailed description of each replacement can be found in the following pages.

2024 Fleet Replacements	Funding Source	Reserve Funding	Other Funding Sources	Total Project Value
L110 - Maintenance Service Van	Leisure Services Fleet	\$ 58,000	\$ 5,000	\$ 63,000
L120 - Parks General Use	Leisure Services Fleet	\$ 58,000	\$ 5,000	\$ 63,000
L252 - Parks UTV	Leisure Services Fleet	\$ 42,000	\$ 3,000	\$ 45,000
P160 - Public Works Crew	Public Works Fleet	\$ 63,000	\$ 5,000	\$ 68,000
P207 - Snowblower	Public Works Fleet	\$ 35,000	\$ 3,000	\$ 38,000
Total		\$ 256,000	\$ 21,000	\$ 277,000

Five Year Replacement Plan

Fleet Reserve Continuity	2024	2025	2026	2027	2028
Opening Balance	\$260,367	\$429,577	\$202,787	-\$139,003	-\$181,793
Fleet Reserve Contributions					
Leisure Services	\$78,350	\$78,350	\$78,350	\$78,350	\$78,350
Public Works	\$264,180	\$264,180	\$264,180	\$264,180	\$264,180
Protective Services	\$77,680	\$77,680	\$77,680	\$77,680	\$77,680
Transit	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Fleet Reserve Contributions	\$425,210	\$425,210	\$425,210	\$425,210	\$425,210
Budgeted Fleet Purchases					
Leisure Services	\$116,000	\$145,000	\$27,000	\$0	\$133,000
Public Works	\$140,000	\$462,000	\$713,000	\$429,000	\$164,000
Protective Services	\$0	\$0	\$27,000	\$39,000	\$0
Transit	\$0	\$45,000	\$0	\$0	\$0
Fleet Purchases	\$256,000	\$652,000	\$767,000	\$468,000	\$297,000
Budgeted Year End Balances	\$429,577	\$202,787	-\$139,003	-\$181,793	-\$53,583

21.0 Rescinded Prior Year Capital Projects

The following chart itemizes the Capital projects that were approved in prior year budgets but were contingent on grant funding, which the City was unsuccessful in.

As a result, the projects did not proceed and there are no plans for these projects to proceed in the immediate future. There are detailed descriptions for the project that follow this page.

Previously Approved Capital Projects	Funding Source	Reserve Funding	Other Funding Sources	Total Project Value
8th Ave - 1st St to 17th St - Street Light Replacement	Transportation Reserve	\$ 177,000	\$ 448,000	\$ 625,000
8th Ave - Corridor Improvements	Transportation Reserve	\$ 234,500	\$ 435,500	\$ 670,000
Total		\$ 411,500	\$ 883,500	\$ 1,295,000



CAPITAL PROJECT FORM

Project Name: 8th Avenue Streetlighting from 1st Street to 17th Street
 Department: Public Works and Utilities
 Year: 2022

PROJECT DESCRIPTION AND SCOPE
<p>2022 Total \$625,000. Corridor lighting improvement to illuminate roadway to recommended lighting levels. Work includes replacing 35 existing streetlights and adding an additional 56 streetlights along the Hwy corridor to comply with current light level guidelines. The city has applied for \$448,000 in funding for this project. (2021 Canada Community Revitalization Fund.) The City would fund the remaining \$177,000 for this project. If the City is not successful with the "Community Revitalization" grant, administration will bring reports to Council on whether to proceed or amend this project.</p>

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1: (2021 Canada Community Revitalization Fund)	\$448,000
Grant #2:	
Reserves:	
Loans:	
Current Revenues: Taxation/Levies	\$177,000
Other:	
TOTAL:	\$625,000

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>City pays Saskpower for ongoing operating and maintenance costs for streetlights in City Limits. This bill is calculated by the number of fixtures / wattage of fixture. There will be an increased monthly cost for these additional streetlights. (Est additional \$1000 / Month).</p>



CAPITAL PROJECT FORM

Project Name: 8th Avenue Pedestrian Corridor Improvements
 Department: Public Works and Utilities
 Year: 2022

PROJECT DESCRIPTION AND SCOPE
<p>2022 Total \$670,000. Improve the Pedestrian Corridor on Hwy 5 between 4th St and Peck Road. Work includes installing 430m of new sidewalk, 1170m of new asphalt trails, 32 curb ramps and removing existing hazards / barriers within existing sidewalks. The City has applied for \$435,500 in funding for this project. (2021 Enabling Accessibility Fund.) The City would fund the remaining \$234,500 for this project. If the City is not successful with the “<i>Accessibility</i>” grant, administration will bring reports to Council on whether to proceed or amend this project.</p>

FUNDING SOURCES	DOLLAR AMOUNT
Grant #1: (2021 Enabling Accessibility Fund)	\$435,500
Grant #2:	
Reserves:	
Loans:	
Current Revenues: Taxation/Levies	\$234,500
Other:	
TOTAL:	\$670,000

ONGOING OPERATING COSTS AND CONSIDERATIONS
<p>Additional staff time for Sidewalk Clearing will be required for maintain the new sidewalks / trails. (Hours will be filled by existing staff. No additional staff needed as a result of this project.)</p>

3000 – Taxation and Grants

Overview: This segment of the 3000 Cost Centre has been separated from the remaining areas so that the impact of taxation and grant changes are more evident.

	2023 Budget	2024 Budget	Change
Municipal Tax Levy	-\$7,016,580	-\$7,589,680	-\$573,100
Trailer License Fees	-\$10,000	-\$24,000	-\$14,000
Penalties on Tax Arrears	-\$50,000	-\$50,000	\$0
Infrastructure Levy	-\$519,320	-\$530,690	-\$11,370
Roadway Levy	-\$269,270	-\$275,170	-\$5,900
BID Levy	-\$25,030	-\$25,030	\$0
Storm Water Levy	-\$669,450	-\$669,450	\$0
	<u>-\$8,559,650</u>	<u>-\$9,164,020</u>	<u>-\$604,370</u>
Unconditional Grants	-\$2,142,000	-\$2,452,020	-\$310,020
Conditional Grants	-\$362,700	-\$388,530	-\$25,830
Grants in Lieu of Taxes	-\$82,330	-\$87,860	-\$5,530
TOTAL TAXES AND REVENUE	<u><u>-\$11,146,680</u></u>	<u><u>-\$12,092,430</u></u>	<u><u>-\$945,750</u></u>

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

Notable for 2024:

- Municipal Tax Levy – Increase based on Assessment Roll growth (-\$133,540) and the mill rate increase of 5.5% (-\$439,560) to maintain future capital expenditures.
- Trailer License Fees – Increase (-\$14,000) to 2023 actuals.
- Infrastructure Levy – Increase (-\$11,370) to 2023 actuals.
- Roadway Levy – Increase (-\$5,900) to 2023 actuals.
- Unconditional Grants – Revenue Sharing Grant projected to increase (-\$178,020), SaskEnergy and SaskPower Surcharges projected to increase (-\$132,000).
- Conditional Grants – Canada Community Building Fund to increase (-\$25,830).
- Grants in Lieu of Taxes – Increase (-\$5,530) to 2023 actuals.

City of Humboldt 2024 Consolidated Budget

CC Code	Cost Centre	Revenues	Expenses	Net Cost
	Taxation and Grant Revenue	-\$12,092,430	\$0	-\$12,092,430
Subtotal	Taxation and Grant Revenue	-\$12,092,430	\$0	-\$12,092,430
3000	General Administration (Less Tax and Grants)	-\$325,200	\$869,820	\$544,620
3020	Information Technology	\$0	\$123,640	\$123,640
3025	City Manager's Office	\$0	\$219,020	\$219,020
3050	City Council	\$0	\$192,630	\$192,630
3100	Other General Administration	-\$37,100	\$37,050	\$33,950
3550	Communications	\$0	\$225,200	\$225,200
Subtotal	General Government	-\$328,300	\$1,667,360	\$1,339,060
4050	Fire Protection Administration	-\$55,750	\$497,040	\$441,290
4090	Fire Fleet	\$0	-\$77,680	-\$77,680
4100	Fire Hall Building	\$0	\$27,650	\$27,650
4150	Building Inspection Services	-\$90,500	\$93,010	\$2,510
4200	Community Safety	-\$11,380	\$203,110	\$191,730
4220	Animal Control	-\$9,900	\$550	-\$9,350
4230	Business Licensing	-\$90,000	\$0	-\$90,000
4250	RCMP Policing	-\$51,000	\$1,057,230	\$1,006,230
4300	Other Protective Services	\$0	\$47,920	\$47,920
4400	Health and Safety	\$0	\$81,800	\$81,800
4500	Economic Development	\$0	\$36,000	\$36,000
4600	Planning and Development	-\$13,000	\$135,840	\$122,840
Subtotal	Protective Services	-\$321,530	\$2,102,470	\$1,780,940
5050	Recreation Administration	-\$2,500	\$427,180	\$424,680
5060	Lottery Grant	-\$54,300	\$54,300	\$0
5065	Leisure Pass	-\$71,050	\$0	-\$71,050
5072	LED Sign	-\$3,500	\$0	-\$3,500
5075	Facilities Maintenance	\$0	\$399,950	\$399,950
5100	Arena	-\$259,300	\$665,240	\$405,940
5125	Fitness Room	-\$4,120	\$21,760	\$17,640
5150	Community Centre	-\$104,000	\$266,020	\$162,020
5200	Curling Rink	-\$56,090	\$120,830	\$64,740
5250	Aquatic Centre	-\$203,860	\$542,570	\$338,710
5260	Concessions	-\$282,180	\$282,180	\$0
5300	Parks and Playgrounds	-\$29,000	\$438,170	\$409,170
5310	Spray Park	\$0	\$15,150	\$15,150
5320	Community Gardens	-\$1,200	\$2,000	\$800
5330	Weed and Insect Control	\$0	\$17,550	\$17,550
5360	Urban Beautification	\$0	\$8,000	\$8,000
5370	Urban Forest	\$0	\$38,530	\$38,530
5380	Trail System	\$0	\$12,890	\$12,890
5390	Historic Campground	-\$37,000	\$53,000	\$16,000
5400	Recreation Special Events	-\$6,500	\$116,500	\$110,000
5410	Summer Sizzler	-\$29,000	\$29,000	\$0
5420	Joint Use Program	-\$21,000	\$14,000	-\$7,000
5430	Leisure Services Fleet	\$0	-\$78,350	-\$78,350
Subtotal	Recreation and Leisure Services	-\$1,164,600	\$3,446,470	\$2,281,870
5450	Library	-\$3,580	\$206,560	\$202,980
5500	Museum Services	-\$72,080	\$432,370	\$360,290
5600	Museum Building	-\$1,500	\$57,740	\$56,240
5650	Merchants Bank Building (Gallery)	-\$1,000	\$46,600	\$45,600
5700	Original Humboldt	-\$6,000	\$6,000	\$0
5800	Public Art	-\$2,000	\$10,000	\$8,000
5900	Water Tower	-\$5,540	\$5,680	\$140
Subtotal	Cultural Services	-\$91,700	\$764,950	\$673,250

City of Humboldt 2024 Consolidated Budget

6050 Waste Management		-\$543,230	\$593,230	\$50,000
6150 Cemetery Administration		-\$57,000	\$41,520	-\$15,480
6250 Mobility Van		-\$12,300	\$78,010	\$65,710
6350 Transit Fleet		\$0	-\$5,000	-\$5,000
6400 Other Public Health		\$0	\$9,500	\$9,500
Subtotal	Public Health	-\$612,530	\$717,260	\$104,730
7050 Transportation Administration		\$0	\$406,330	\$406,330
7075 Street Lighting		\$0	\$158,140	\$158,140
7100 Street Systems		-\$56,110	\$503,950	\$447,840
7120 Street Sweeping		\$0	\$53,100	\$53,100
7150 Storm Water Infrastructure		\$0	\$230,130	\$230,130
7170 Street and Curb Painting		\$0	\$20,000	\$20,000
7200 Public Works Shop		\$0	\$114,830	\$114,830
7300 Snow and Ice Control		\$0	\$419,530	\$419,530
7310 Emulsion Treated Roads		\$0	\$21,370	\$21,370
7320 Gravel Roads		\$0	\$77,460	\$77,460
7330 Back Lanes		\$0	\$25,560	\$25,560
7340 Dust Control		\$0	\$29,320	\$29,320
7350 Transportation Equipment		\$0	-\$264,170	-\$264,170
7370 Traffic Signals		\$0	\$48,230	\$48,230
7380 Traffic Signs		\$0	\$23,450	\$23,450
7510 Sidewalk Maintenance		\$0	\$80,270	\$80,270
7530 Ditch Mowing		\$0	\$36,500	\$36,500
7550 Winter Sidewalks		\$0	\$23,640	\$23,640
7610 Airport		-\$38,500	\$41,050	\$2,550
7810 Christmas Decorations		\$0	\$19,900	\$19,900
Subtotal	Transportation Services	-\$94,610	\$2,068,590	\$1,973,980
8000 Utility Administration		-\$4,516,680	\$2,514,890	-\$2,001,790
8050 Water Mains		\$0	\$328,010	\$328,010
8100 Water Distribution		\$0	\$197,750	\$197,750
8150 Water Meter Readings and Billing		-\$4,600	\$257,150	\$252,550
8200 Sewer Mains		\$0	\$213,190	\$213,190
8250 Lagoon		\$0	\$328,850	\$328,850
8300 Lift Stations		\$0	\$192,390	\$192,390
Subtotal	Water and Wastewater Services	-\$4,521,280	\$4,032,230	-\$489,050
8500 Land Development		-\$301,800	\$10,000	-\$291,800
Subtotal	Land Development	-\$301,800	\$10,000	-\$291,800
Total	All Tax Supported and Utility Operations	-\$19,528,780	\$14,809,330	-\$4,719,450
Amortization Not Affecting Cash				
3000 General Government Amortization		\$0	\$10,000	\$10,000
4050 Planning and Development Amortization		\$0	\$90,200	\$90,200
4600 Protective Services Amortization		\$0	\$6,600	\$6,600
5050 Leisure Services Amortization		\$0	\$630,500	\$630,500
6150 Public Health Amortization		\$0	\$9,700	\$9,700
7050 Transportation Amortization		\$0	\$1,372,800	\$1,372,800
8000 Water and Sewer Amortization		\$0	\$506,300	\$506,300
Subtotal	Amortization Not Affecting Cash			\$2,626,100
Subtotal	Principal Payments on Utility Based Loans			\$43,550
Subtotal	Principal Payments on Taxation Based Loans			\$184,530
Subtotal	Balance Available for Reserves / Capital			-\$4,491,370

City of Humboldt 2024 Consolidated Budget

Contributions to Reserves

Library Reserve (Contribution)	\$10,000
Fleet Reserve (Contribution)	\$425,210
Transportation Reserve (Contribution)	\$1,499,165
Utilities Reserve (Contribution)	\$639,765
Wastewater Reserve (Contribution)	\$478,600
Storm Water Reserve (Contribution)	\$339,940
Land Developments Reserve (Contribution)	\$291,800
Building Replacement Reserve (Contribution)	\$500,000
Leisure, Corporate, Cultural, Protective (Contribution)	\$306,890

Subtotal	Reserve Transactions affecting Operations	\$4,491,370
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Subtotal	Net Balanced Budget	\$0
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Public Works Infrastructure Capital Projects funded from Transportation, Storm or Utility Reserve:

12th Ave - Stebbings Cres to 21st Street	\$568,040
11th Street - 6th Ave to 8th Ave	\$357,000
4th Street - 8th Ave to Ogilvie Ave	\$196,300
12th Street - 3rd Ave to 4th Ave	\$149,100
3rd Ave - 11th Street to 16th Street	\$81,400
4th Ave Road - 10th St West Lane - 14th St	\$566,900
6th and 7th Avenue Storm Sewer Outfall Twinning	\$670,500

Subtotal	Public Works Infrastructure Capital Projects:	\$2,589,240
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Capital Projects From Other Reserves

North Hospital Development	\$700,000
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Subtotal	Capital Projects funded from Reserves or External Funding	\$700,000
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Capital Projects Funded from Fleet Reserve

L110 - Maintenance Service Van	\$58,000
L120 - Parks General Use	\$58,000
L252 - Parks UTV	\$42,000
P160 - Public Works Crew	\$63,000
P207 - Snowblower	\$35,000

Subtotal	Fleet Purchases funded from Fleet Reserves	\$256,000
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Subtotal	Net Capital Purchases and Projects Funded from Reserve	\$3,545,240
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Subtotal	Net Contribution to Reserves	-\$946,130
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Mayor - Michael Behiel

City Manager - Joe Day