



City of Humboldt
April 8, 2024 - Executive Committee Meeting - 05:30 PM

- 1 Call To Order**
- 2 Adopt Agenda**
 - 2.1 Conflict of Interest
- 3 Delegations - No Delegations**
- 4 Correspondence - No Correspondance**
- 5 Reports From Administration**
 - 5.1 Director of Protective Services' Report
 - 📎 Report - Director of Protective Services
 - 5.2 City Controller's Report
 - 📎 Report - City Controller
 - 5.3 Director of Cultural Services' Report
 - 📎 Report - Director of Cultural Services
 - 5.4 Marketing & Communications Manager's Report
 - 📎 Report - Marketing & Communications Manager
 - 5.5 Director of Leisure Services' Report
 - 📎 Report - Director of Leisure Services
 - 5.6 Director of Public Works & Utilities' Report
 - 📎 Report - Director of Public Works & Utilities
- 6 New Business**
 - 6.1 Recommendation - City Controller - Downtown Business Improvement District Budget Request
 - 📎 Report - Downtown Business Improvement District Budget Request
 - 6.2 Recommendation - Assessor - 2024 Tax Policy Report
 - 📎 Report - 2024 Tax Policy Report
 - 6.3 Recommendation - Director of Leisure Services - CLS Project Summary Report
 - 📎 Report - CLS Project Summary Report
- 7 Enquiries**
- 8 Committee of the Whole**
 - 8.1 Authority
 - 8.2 Present in the Committee of the Whole
 - 8.10 Revert

9 Next Meeting

10 Adjourn



CITY OF HUMBOLDT REPORT

TITLE: Director of Protective Services Report
PREPARED BY: Mike Kwasnica, Director of Protective Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: April 8, 2024

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

This report reflects the activities of the protective services for the month of March 2024.

CURRENT SITUATION

Notable information and updates:

1. Fire Department

- In City Area:
 - 2 - fire alarm response.
 - 1 – Structure Fire
 - 1 – CO alarm response
 - 3 – STARS landing at HDH
 - 1 – Equipment fire
- Weekend Standbys:
 - 1 – Family Day Weekend Standby
- Fire Department Practice:
 - Vehicle Extrication scenarios
 - Tour of St Peter College and review of their emergency equipment
- HDFPA Area
 - 1 – Two vehicle MVC with injuries
- Conducted 27 Fire inspections in March.

2. Emergency Measures Operations

A survey was sent out to all of the municipalities to get a final list of which are in, and which have decided not to partake, we are meeting again on April 5th with Ray Unrau (Retired Director of Emergency Management from SPSA) to discuss starting our process. We currently have 13 communities that have shown interest in signing an agreement.

3. Occupational Health and Safety

- Attended Uniplex Admin Monthly Safety Meeting
- OHS Committee Meeting-March 14
- Revised Uniplex Emergency Response Plan to include CO and NO2 exposure.
- Developed Safe Work Procedures for CO, NO2, and Electrical Safety
- Developed Onboarding Checklists for Arena, Public Works, and Foods Services
- Site Visits/Audits/Discussions
- Safety Orientations for Employees and Contractors
- Developing Onboarding Checklist for each Department
- Audit- Corrective Action Plan Items
- City Reporter-Health and Safety-Developing Forms

Thank you for your commitment to safety. Let's keep up the good work in prioritizing the well-being of all our Management, Workers, and Sub-contractors.

OPTIONS

1. Approve the recommendation.
2. Not approve of the recommendation.

ATTACHMENTS

RCMP Report for March.
CSO Report for March.
Planning Report for March.

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

FINANCIAL IMPLICATION

N/A

CONCLUSION

All areas within Protective Services continue to see increases in service. Spring of 2024 is anticipated to be the start to a very busy building season.

NCO i/c RCMP
Box 1480
Humboldt, Sask.
S0K 2A0

April 4, 2024

City of Humboldt
Box 640
Humboldt, Sask.
S0K 2A0

City of Humboldt – Updated Police Report for the Month of March, 2024.

Please find the attached Police report for the month of March 2024.

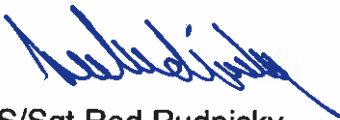
Reported incidents are up this month (116) as compared to last month (102), and down from March 2023 (176). Traffic charges are up this month (42) as compared to last month (16) and down from March 2023 (82).

There were (4) reported False Alarms this month. This is down from last month (17), and down from March 2023 (6).

Criminal Record Checks are completed on a walk-in basis on Tuesday, Wednesday and Thursday of every week. No appointments are needed. The total number of record checks completed this month was 70.

If you have any questions or concerns, please feel free to contact us at your convenience.

Yours truly,



S/Sgt Rod Rudnisky
Detachment Commander - Humboldt RCMP

HUMBOLDT CITY DETACHMENT

FALSE ALARM REPORT

MONTH OF MARCH 2024

	DATE	HOURS	LOCATION	OVERTIME	ATTENDED
1	2024-03-04	17:53	10564 Crawley Road – COOP Grocery Store	N	Y
2	2024-02-12	20:59	1919 8 Avenue – Tokyo Smoke	N	Y
3	2024-03-17	08:48	1715 8 Avenue – Game Haven	N	N
4	2024-03-20	10:23	611 17 Street – Carlton Trail Regional College	N	Y

HUMBOLDT CITY DETACHMENT

POLICING STATISTICS

MONTH OF MARCH 2024

HUMBOLDT MUNICIPAL 2023	HUMBOLDT MUNICIPAL 2024	OFFENCE CATEGORY
1	1	MVA's (Fatal/injury/Property Damage)
82	42	Traffic Offences (Charges Laid)
18	17	Traffic Offences (No Charges Laid)
1	0	Traffic Offences (Criminal Code)
2	0	Impaired Operation of Motor Vehicle
1	0	Dangerous Driving (Criminal Code)
12	15	Provincial Statues
0	1	Municipal Bylaws
6	3	Other Criminal Code/Federal
0	0	Offensive Weapons
0	0	Drug Trafficking
0	1	Drug Possession
1	0	Sexual Offences
7	7	Robbery/Extortion/Harassments/Threats
3	6	Assaults
2	2	Theft Under \$5,000/Possess Stolen Prop.
0	1	Theft Over \$5,000/Theft of motor vehicle
5	10	Mischief
4	4	Frauds
0	2	Break, Enter and Theft
6	4	False Alarms
14	4	Other (Susp vehicle, animal calls, missing person, wellbeing check)
176	116	Total Calls



CITY OF HUMBOLDT REPORT

TITLE: CSO Report for March 2024
PREPARED BY: Justin Tarrant, Community Safety Officer
REVIEWED BY: Mike Kwasnica, Director of Protective Services
PREPARED FOR: Executive Committee
DATE: April 4, 2024

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

This report reflects the activities of the CSO for the month of March 2024.

CURRENT SITUATION

For the month of March, the CSO responded to 15 calls for complaints or service. As the weather warms up and the snow begins to melt messy yards, alleys, trees, etc. are going to become the focus for the warmer months. We have a couple projects on the go for non-compliance uses as well.

The CSO addressed the following violations/concerns:

Traffic/Parking Bylaw Infractions	<ul style="list-style-type: none"> • 3 Bylaw tickets were issued • Total amount of bylaw tickets was \$528.00 • There are still several outstanding.
Traffic Safety Act	<ul style="list-style-type: none"> • 5 Written/Verbal Warnings, or Inspection Notices were issued. • 2 – 140 (5) Drive while suspended (owes money) • 1 – 140 (1) Drive while disqualified • 1 – 209 (6) (a) Disobey stop sign • 1 – 57 (1) – drive unregistered vehicle • Total amount of Summary offence fines is \$810.00.
Property Maintenance	<ul style="list-style-type: none"> • 2 Yard concerns
Animal Control	<ul style="list-style-type: none"> • 1 complaints addressed
RCMP Assists	<ul style="list-style-type: none"> • 1 Current case

OPTIONS

1. Approve the recommendation.
2. Not approve the recommendation.

ATTACHMENTS

None.

COMMUNICATION AND ENGAGEMENT

The CSO is looking at collaborating on a couple projects in the city in the coming months. Some partners include CN Police, RCMP, and the Saskatchewan Safety institute.

FINANCIAL IMPLICATION

N/A

CONCLUSION

Continued communication and proactive measures are essential in maintaining and enhancing community safety. The CSO program is committed to addressing community concerns and complaints both through communication and enforcement.



CITY OF HUMBOLDT REPORT

TITLE: City Controller’s Report – Budget to Actual
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: April 8, 2024

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

The report typically provides actual revenue and expenditure information for year-to-date operations of the City, in comparison to budgeted activities and comparison to the previous year. In the absence of the Director of Corporate Services, it will also provide an update on the ongoings of the Corporate Services department.

CURRENT SITUATION

Corporate Services

Administration has conducted interviews the last week of March for the vacant Finance Manager term-position. At the time of writing this report, an offer has been issued to a candidate and we anticipate an answer soon.

MNP was at City Hall from March 25-27th to conduct the fieldwork for the 2023 year-end audit. Administration and the auditors are anticipating the completion and presentation of the 2023 audited financial statements to be presented to council at the May 27th City Council meeting.

The City Manager and City Controller have been reviewing borrowing options with regards to the anticipated Wastewater Treatment Facility loan, including reviewing the potential of increasing the City’s debt limit to facilitate the loan. The effort also includes exploring what portions could be funded from Offsite levies related to growth, and what opportunity, if any, the City has to potentially fund some of the construction by borrowing from its own reserves.

Administration has initiated the review of the Public Notice Policy to address both the public and Council concerns on what is felt to be a tight turn-around window caused by delays of sending the notices through the mail. There are Acts that would supersede the policy and

more information is required to ensure the City is addressing everything as the Acts state for each public notice, while still ensuring we can give the public as much notice as possible.

Budget to Actual

The attached report shows the revenue and expenditures for the first two months of 2024. Some variances exist due to timing of allocated budget, and when the expenses or revenues are recorded with variances greater than \$10,000 listed below.

Cost Centre	Variance	Explanation
Taxations and Grants – Grants	(2,170,185)	This various is caused by the “unbudgeted” ICIP grants for the Wastewater Treatment Facility and the Carl Schenn Storm Pond projects totalling \$1-7 million. The City also received and unbudgeted Federal grant of approximately \$570,000. These grants will have this cost centre in a favourable position throughout the year, and as the capital projects continue so will this variance.
Administration – General Administration	(27,469)	Staffing absences have caused this favourable variance, this cost centre is anticipated to be closer to budget as the year progresses.
Fire and Building Inspections – Fire Protection Administration	(16,963)	A portion of insurance for the fleet was incorrectly budgeted in Fire Protection and not the Fire Fleet. The error was caught when the expenses were recognized. This could cause a favourable variance through year-end.
Fire and Building Inspections - Fire Fleet and Equipment	10,345	A portion of insurance for the fleet was incorrectly budgeted in Fire Protection and not the Fire Fleet. The error was caught when the expenses were recognized. This could cause a unfavourable variance through year-end.
Planning and Development – Planning and Development	(23,519)	The Planning Coordinator position has been budgeted as a full-time position but is currently being filled part-time, creating a favourable variance. Professional Services is also in a favourable position. This Cost Centre is anticipated to be on budget by year-end.
Leisure Services – Recreation Administration	(18,567)	The majority of this favourable variance is due to an unbudgeted donation and special event revenue being in a favourable position. Staffing costs are also favourable at this point in the year.
Leisure Services – Curling Rink	(10,580)	Budget Allocation Timing has utility costs in a favourable position, as the year goes on it is anticipated that this cost centre should be closer to budget.

Leisure Services – Aquatic Centre	(32,315)	Budget Allocation Timing has many variances. The budgeting allocation was still anticipating a February shut down, as this wasn't the case revenue is in a favourable position. Utility Costs are also favourable due to allocation, that should be closer to budget as the year progresses.
Leisure Services – Parks & Playgrounds	(50,582)	An unbudgeted donation of \$40,000 is causing a favourable variance, the remainder of the favourable variance is staffing costs at this point in the year. The donation will likely cause this cost centre to remain favourable all year.
Transportation – Transportation Admin	(23,076)	A provincial grant of approximately \$29,500 has this cost centre in a favourable variance.
Transportation – Street System	(22,185)	This variance is budget allocation timing as Staffing Costs have been under budget at this point in the year with staff spending time in other areas.
Transportation – Snow and Ice Control	(47,014)	Minimal heavy snow fall events through the early part of the year has Contracted Maintenance and Maintenance supply costs in a favourable position. This Cost Centre is weather dependent and may remain favourable through the year.
Transportation – Transportation Equipment	(18,003)	Minimal major maintenance events have this cost centre in a favourable position.
Utilities – Utility Administration	(39,569)	Staffing costs are in a favourable position at this point in the year as staff has been focusing their time elsewhere.
Utilities – Water Main Maint.	(25,517)	Contracted Maintenance and Maintenance Supplies expenses are in a favourable position with minimal water breaks to date.
Utilities – Water Meter Reading & Billing	33,515	Staffing Costs are higher to date as staff has been focused on the replacement of failing water meters. The unbudgeted bulk purchase of water meters is also causing an unfavourable variance, the unused water metre will be brought in to inventory at year-end. These purchases will make this Cost Centre to appear unfavourable through the year but will be adjusted as part of the year-end transactions.
Utilities – Lift Stations	(14,755)	The favourable variance is due to minimal maintenance expenditures to date.

Land Development – Land Development	(296,255)	A surge of recent land sales has this cost centre in a favourable position. If sales continue, this cost centre will be in a favourable position at year-end.
-------------------------------------	-----------	---

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

ATTACHMENTS

- Budget to Actual Report ending March 31, 2024
- March 2024 Payment Listing

FINANCIAL IMPLICATION

There are no direct financial implications of this report.

CONCLUSION

Recommend that the City Controller’s Report be accepted as presented.



	ACTUAL	YTD BUD	VARIANCE	ANNUAL	PRIOR YEAR
Tax and Grants In Lieu of Tax					
Property Taxes	(10,189)	(10,100)	(89)	(8,396,840)	(6,987)
Grants	(2,846,775)	(676,590)	(2,170,185)	(3,621,860)	(419,725)
TOTAL TAXES AND GIL	(2,856,964)	(686,690)	(2,170,274)	(12,018,700)	(426,712)
Administration					
General Administration	135,701	163,170	(27,469)	554,620	146,132
Information Technology	47,532	48,210	(678)	123,640	48,760
City Manager's Office	69,749	68,420	1,329	219,020	66,696
Elected Officials	45,605	43,720	1,885	192,630	56,869
Other General Administration	200	400	(200)	33,950	11,235
TOTAL ADMINISTRATION	298,787	323,920	(25,133)	1,123,860	329,692
Communications					
Corporate Communications	40,092	49,910	(9,818)	225,200	33,835
TOTAL COMMUNICATION AND DEV	40,092	49,910	(9,818)	225,200	33,835
Fire and Building Inspections					
Fire Protection Administration	136,147	153,110	(16,963)	531,490	97,562
Fire Fleet and Equipment	(8,005)	(18,350)	10,345	(77,680)	(21,849)
Fire Hall Building	3,981	7,930	(3,949)	27,650	5,715
Building Inspection Services	5,256	10,200	(4,944)	2,510	16,158
TOTAL FIRE AND BLDG INSP	137,379	152,890	(15,511)	483,970	97,586
Bylaw and Policing					
Bylaw Enforcement	37,014	40,030	(3,016)	121,420	34,135
Animal Licensing & Control	(5,287)	(7,050)	1,763	(9,350)	(6,675)
Business Licensing	(62,500)	(66,820)	4,320	(90,000)	(74,360)
RCMP Policing	11,001	4,810	6,191	1,006,230	14,037
Other Protective Services	92	7,110	(7,018)	44,500	138
Health and Safety	21,191	21,720	(529)	81,800	19,072
TOTAL BYLAW AND POLICING	1,511	(200)	1,711	1,154,600	(13,653)
Planning and Development					
Economic Development	3,397	9,150	(5,753)	36,000	9,614
Planning and Development	10,521	34,040	(23,519)	129,440	20,928
TOTAL PLANNING & DEVELOPMENT	13,918	43,190	(29,272)	165,440	30,542
Leisure Services					
General Recreation Administration	93,673	112,240	(18,567)	1,055,180	199,638
Lottery Grant	-	-	-	-	1,016
Leisure Pass Program	(24,317)	(16,600)	(7,717)	(71,050)	(19,667)
LED Sign	-	-	-	(3,500)	(1,636)
Facilities Maintenance	86,420	93,710	(7,290)	399,950	84,530
Arena	151,275	145,800	5,475	405,940	181,372
Fitness Centre	19	3,770	(3,751)	17,640	(210)
Community Centre	73,377	71,200	2,177	162,020	64,990
Curling Rink	2,320	12,900	(10,580)	64,740	1,699
Aquatic Centre	81,155	113,470	(32,315)	338,710	113,784
Concessions	(10,764)	(9,660)	(1,104)	-	(22,873)
Parks and Playgrounds	2,248	52,830	(50,582)	409,170	40,942
Spray Park	161	80	81	15,150	80
Community Gardens	28	-	28	800	-
Weed and Insect Control	-	-	-	17,550	-



	ACTUAL	YTD BUD	VARIANCE	ANNUAL	PRIOR YEAR
Urban Beautification	-	-	-	8,000	-
Urban Forest	-	-	-	38,530	-
Trail System	6,168	1,950	4,218	12,890	5,839
Historical Campground	(1,865)	4,900	(6,765)	16,000	(241)
Recreation Special Events	24,600	19,700	4,900	110,000	11,307
Summer Sizzler	-	(1,000)	1,000	-	-
Joint Use Administration	(7,833)	(5,800)	(2,033)	(7,000)	(1,823)
Leisure Services Fleet	(18,203)	(8,600)	(9,603)	(78,350)	(10,142)
TOTAL LEISURE SERVICES	458,462	590,890	(132,427)	2,912,370	648,605
Library					
Library Services	78,310	86,170	(7,860)	202,980	85,672
TOTAL LIBRARY	78,310	86,170	(7,860)	202,980	85,672
Cultural Services					
Museum Services	66,866	72,570	(5,704)	360,290	88,442
Museum Building	16,389	16,900	(511)	56,240	16,562
Merchants Bank - Gallery Building	15,550	19,350	(3,800)	45,600	17,893
Original Humboldt	-	1,500	(1,500)	-	(2,500)
Humboldt Public Art	(10)	2,520	(2,530)	8,000	-
Water Tower	1,265	800	465	140	1,041
TOTAL CULTURAL SERVICES	100,060	113,640	(13,579)	470,270	121,438
Public Health					
Waste Mangement	97,016	99,340	(2,324)	50,000	99,330
Cemetery Administration	(11,464)	(5,450)	(6,014)	(5,780)	955
Mobility Van	17,071	16,230	841	65,710	15,899
Transit Fleet	(3,752)	(1,260)	(2,492)	(5,000)	(2,449)
Other Public Health	-	-	-	9,500	-
TOTAL PUBLIC HEALTH	98,871	108,860	(9,988)	114,430	113,735
Transportation					
Transportation Admin	79,024	102,100	(23,076)	1,779,130	95,481
Street Lighting	25,121	31,620	(6,499)	158,140	36,361
Street Systems	18,585	40,770	(22,185)	447,840	13,152
Street Sweeping	540	150	390	53,100	-
Storm Water Infrastructure	31,686	28,450	3,236	230,130	(159,259)
Street and Curb Painting	-	-	-	20,000	-
Public Works Shop	25,941	34,190	(8,249)	114,830	54,601
Snow and Ice Control	185,556	232,570	(47,014)	419,530	211,362
EmulsionTreated Roads Mtce	-	-	-	21,370	-
Gravel Road Mtce	(1,783)	2,400	(4,183)	77,460	1,218
Back Lane Mtce	3,108	1,710	1,398	25,560	3,136
Dust Control	-	-	-	29,320	-
Transportation Equipment	(61,643)	(43,640)	(18,003)	(264,170)	(35,250)
Traffic Signals	3,198	12,080	(8,882)	48,230	9,557
Traffic Signs	6,887	5,520	1,367	23,450	-
Sidewalk Mtce	1,425	-	1,425	80,270	205
Ditch Mowing	74	-	74	36,500	-
Winter Sidewalks	5,870	13,390	(7,520)	23,640	3,883
Airport	1,134	9,090	(7,956)	2,550	3,106
Christmas Decorations	3,740	5,770	(2,030)	19,900	4,330
TOTAL TRANSPORTATION	328,463	476,170	(147,708)	3,346,780	241,883
Utilities					
Utility Administration	(637,259)	(597,690)	(39,569)	(1,495,490)	(574,140)



	ACTUAL	YTD BUD	VARIANCE	ANNUAL	PRIOR YEAR
Water Main Mtce	40,503	66,020	(25,517)	328,010	100,912
Water Distribution Facility	47,352	56,620	(9,268)	197,750	50,845
Water Meter Reading & Billing	90,625	57,110	33,515	252,550	63,192
Sewer Mains	36,453	34,060	2,393	213,190	29,088
Lagoon	13,202	21,180	(7,978)	328,850	12,488
Lift Stations	35,505	50,260	(14,755)	192,390	34,119
TOTAL UTILITIES	(373,619)	(312,440)	(61,178)	17,250	(283,496)
Land Development					
Land Development	(371,675)	(75,450)	(296,225)	(291,800)	(1,800)
TOTAL LAND DEVELOPMENT	(371,675)	(75,450)	(296,225)	(291,800)	(1,800)
SUM OF OPERATIONS	(2,046,405)	870,860	(2,917,264)	(2,093,350)	977,327
Capital					
Protective Services Capital	(3,471)	-	(3,471)	-	20,494
Leisure Services Capital	135,117	-	135,117	-	-
Public Health Capital	25,000	-	25,000	-	-
Transportation Capital	-	-	-	-	501,404
Utilities Capital	500,424	-	500,424	-	108
TOTAL CAPITAL EXPENDITURES	657,070	-	657,071	-	522,006

March 2024 Payment Listing

Date	Payment Number	Vendor Name	Amount Paid
3/1/2024	Jan-24	Minister of Finance	\$2,712.82
3/1/2024	Feb-24	Chambers of Commerce Group Ins	\$24,381.96
3/1/2024	Payroll	Canadian Payroll Summary Batch	\$9,655.91
3/1/2024	Pre-Authorized	Elavon	\$809.78
3/4/2024	BMO CC 0224	BMO MasterCard	\$26,130.32
3/5/2024	Feb-24	Ministry of Finance	\$45,879.22
3/5/2024	Payroll	Canadian Payroll Summary Batch	\$7,062.96
3/6/2024	Pre-Authorized	Royal Bank	\$707.51
3/7/2024	43221	1 Stop Playgrounds Ltd.	\$1,066.71
3/7/2024	43222	A-Line Furniture	\$3,846.15
3/7/2024	43223	Beaudry, Norman	\$486.12
3/7/2024	43224	Danish Oven Limited	\$156.75
3/7/2024	43225	Harpal Sekhon	\$3,386.00
3/7/2024	43226	Nadine Sepke	\$743.00
3/7/2024	43227	SGI	\$222.00
3/7/2024	43228	Amy Shepherd	\$9,011.97
3/7/2024	43229	Sobeys Humboldt	\$152.59
3/7/2024	43230	Valon Technologies Inc.	\$630.00
3/7/2024	43231	Carol Wylie	\$2,380.00
3/7/2024	EFT03730	Pamela Adam	\$134.59
3/7/2024	EFT03731	Munisight Ltd.	\$2,350.26
3/7/2024	EFT03732	Canadian Linen & Uniform Servi	\$73.08
3/7/2024	EFT03733	Coca-Cola Canada Bottling Limi	\$1,179.86
3/7/2024	EFT03734	Complete Distribution Services	\$655.43
3/7/2024	EFT03735	Graphic Ad	\$2,739.86
3/7/2024	EFT03736	HBI Office Plus Inc.	\$405.90
3/7/2024	EFT03737	Industrial Fluid Consultants	\$0.01
3/7/2024	EFT03738	Swish Kemsol	\$48.36
3/7/2024	EFT03739	MLT Aikins LLP	\$199.80
3/7/2024	EFT03740	Municode Services Ltd.	\$12,127.50
3/7/2024	EFT03741	Office Experts	\$249.72
3/7/2024	EFT03742	Pitney Works	\$754.77
3/7/2024	EFT03743	Pleasureway Sales	\$215.62
3/7/2024	EFT03744	Devin Prieston	\$138.63
3/7/2024	EFT03745	Quality Tire Service, Humboldt	\$290.14
3/7/2024	EFT03746	SecurTek	\$123.04
3/7/2024	EFT03747	Toshiba Business Solutions	\$469.54
3/7/2024	EFT03748	Tremblay Electric	\$19,538.77
3/7/2024	EFT03749	Van Houtte Coffee Services Inc	\$827.70
3/8/2024	EFT03750	Municipal Employees Pension Pl	\$263,964.72
3/13/2024	43232	Con-Tech General Contractors L	\$470,613.90
3/13/2024	43233	Federation of Canadian Municip	\$1,962.25
3/13/2024	43234	Harlan Fairbanks	\$83.25
3/13/2024	43235	Scott Hill & Aileen Hamilton	\$133.00

3/13/2024	43236	Humboldt Janitorial Supplies	\$3,130.20
3/13/2024	43237	Receiver General for Canada	\$3,155.31
3/13/2024	43238	Kaysi Smith	\$106.00
3/13/2024	43239	LIETZ MATTHEW	\$137.06
3/13/2024	43240	HAMILTON FRANCIS & GLADYS	\$108.98
3/13/2024	43241	KIEDROWSKI LINDA	\$123.84
3/13/2024	43242	Investor's Group Trust Co. #90	\$300.00
3/13/2024	EFT03751	Acklands Grainger	\$201.79
3/13/2024	EFT03752	Michael Behiel	\$100.00
3/13/2024	EFT03753	Brockman Enterprises Ltd.	\$16,615.34
3/13/2024	EFT03754	Canadian Linen & Uniform Servi	\$151.83
3/13/2024	EFT03755	Coca-Cola Canada Bottling Limi	\$1,176.46
3/13/2024	EFT03756	Commercial Truck Equipment Co.	\$105.45
3/13/2024	EFT03757	Flocor	\$1,958.66
3/13/2024	EFT03758	Futuristic Industries Inc.	\$144.38
3/13/2024	EFT03759	Grain Bags Canada	\$892.71
3/13/2024	EFT03760	Gregg Distributors LP	\$366.29
3/13/2024	EFT03761	HBI Office Plus Inc.	\$0.20
3/13/2024	EFT03762	Millsap Fuel Distributors Ltd.	\$61.73
3/13/2024	EFT03763	Mollenbeck Industries Ltd.	\$50.00
3/13/2024	EFT03764	Office Experts	\$330.83
3/13/2024	EFT03765	Prairie Meats	\$775.73
3/13/2024	EFT03766	Pratts Wholesale Ltd.	\$788.32
3/13/2024	EFT03767	Purolator Courier Ltd.	\$151.15
3/13/2024	EFT03768	REACT Waste Management	\$33,154.66
3/13/2024	EFT03769	Redhead Equipment	\$1,546.58
3/13/2024	EFT03770	Ricoh Canada Inc.	\$1,995.01
3/13/2024	EFT03771	Saskatchewan Research Council	\$203.18
3/13/2024	EFT03772	SENDR	\$190.66
3/13/2024	EFT03773	Source Atlantic	\$1,753.20
3/13/2024	EFT03774	S & R Vac	\$50.00
3/13/2024	EFT03775	Success Office Systems	\$111.00
3/13/2024	EFT03776	Toshiba Business Solutions	\$299.06
3/13/2024	EFT03777	Van Houtte Coffee Services Inc	\$610.21
3/13/2024	EFT03778	Canadian Union of Public Emplo	\$4,053.26
3/13/2024	EFT03779	Humboldt Fire Department Socia	\$1,300.00
3/13/2024	EFT03780	Municipal Employees Pension Pl	\$3,298.10
3/14/2024	Payroll	Canadian Payroll Summary Batch	\$103,575.26
3/22/2024	43243	Barnes, Corri	\$78.75
3/22/2024	43244	Brigadier Security Systems (20	\$615.15
3/22/2024	43245	Bunz Electric Ltd.	\$50.00
3/22/2024	43246	Harlan Fairbanks	\$83.25
3/22/2024	43247	Receiver General of Canada	\$46,215.19
3/22/2024	43248	Saskatchewan Council for Archi	\$180.00
3/22/2024	43249	Schwinghammer Contract Managem	\$500.00
3/22/2024	43250	Jalen Smith	\$105.00
3/22/2024	43251	The Stew	\$105.00

3/22/2024	43252	Virtus Group LLP	\$50.00
3/22/2024	43253	SGI PSE Program - Traffic Safe	\$8,505.00
3/22/2024	EFT03781	1st Stop Auto Parts & Industri	\$251.24
3/22/2024	EFT03782	Accu-Sharp	\$303.03
3/22/2024	EFT03783	Allied Infrastructure	\$0.01
3/22/2024	EFT03784	Brockman Enterprises Ltd.	\$1,228.50
3/22/2024	EFT03785	Canadian Linen & Uniform Servi	\$234.91
3/22/2024	EFT03786	DanWheels Ltd.	\$39.38
3/22/2024	EFT03787	Discovery Ford Sales Ltd.	\$7,875.00
3/22/2024	EFT03788	Hergott Electric Ltd.	\$111.89
3/22/2024	EFT03789	Humboldt Co-op	\$1,123.84
3/22/2024	EFT03790	Humboldt Home Hardware	\$6,795.06
3/22/2024	EFT03791	Humboldt Lumber Mart	\$535.00
3/22/2024	EFT03792	Canadian Tire 638 Humboldt	\$538.75
3/22/2024	EFT03793	Millsap Fuel Distributors Ltd.	\$7,458.99
3/22/2024	EFT03794	Municipal Employees Pension Pl	\$26,436.64
3/22/2024	EFT03795	Office Experts	\$177.43
3/22/2024	EFT03796	Pratts Wholesale Ltd.	\$1,038.92
3/22/2024	EFT03797	Strueby Plumbing & Heating	\$355.95
3/22/2024	EFT03798	Toshiba Business Solutions	\$23.82
3/22/2024	EFT03799	Van Houtte Coffee Services Inc	\$576.34
3/22/2024	EFT03800	Vipond Fire Protection	\$4,301.25
3/22/2024	EFT03801	Wheelers Wholesale Ltd.	\$1,167.46
3/22/2024	EFT03802	Greater Saskatoon Catholic Sch	\$53,335.56
3/26/2024	SK ENERGY 0224	Sask Energy	\$19,682.19
3/27/2024	EFT03803	Allied Infrastructure	\$7,049.70
3/27/2024	EFT03804	Brockman Enterprises Ltd.	\$26,055.12
3/27/2024	EFT03805	City of Humboldt	\$9,227.87
3/27/2024	EFT03806	Coca-Cola Canada Bottling Limi	\$3,049.93
3/27/2024	EFT03807	Colony Chevrolet GMC Buick Ltd	\$13.49
3/27/2024	EFT03808	Complete Distribution Services	\$2,040.39
3/27/2024	EFT03809	Golden West Broadcasting Ltd.	\$1,772.40
3/27/2024	EFT03810	Graphic Ad	\$2,053.50
3/27/2024	EFT03811	Grain Bags Canada	\$70.74
3/27/2024	EFT03812	Gregg Distributors LP	\$419.17
3/27/2024	EFT03813	Humboldt Janitorial Supplies	\$0.01
3/27/2024	EFT03814	Penny Lee	\$135.73
3/27/2024	EFT03815	Office Experts	\$366.22
3/27/2024	EFT03816	Old Dutch Foods Ltd.	\$139.23
3/27/2024	EFT03817	Prairie Meats	\$2,524.99
3/27/2024	EFT03818	Pratts Wholesale Ltd.	\$1,696.00
3/27/2024	EFT03819	Purolator Courier Ltd.	\$30.24
3/27/2024	EFT03820	Rawlco Radio Ltd.	\$1,470.00
3/27/2024	EFT03821	Raymax Equipment Sales	\$520.28
3/27/2024	EFT03822	REACT Waste Management	\$33,763.44
3/27/2024	EFT03823	Redhead Equipment	\$657.34
3/27/2024	EFT03824	SaskWater	\$167,078.49

3/27/2024	EFT03825	Saskatchewan Research Council	\$101.59
3/27/2024	EFT03826	Saskatchewan Health Authority	\$69.00
3/27/2024	EFT03827	Source Atlantic	\$231.11
3/27/2024	EFT03828	Stockdales Electric Motor Corp	\$4,094.75
3/27/2024	EFT03829	Strueby Plumbing & Heating	\$207.87
3/27/2024	EFT03830	Van Houtte Coffee Services Inc	\$730.13
3/28/2024	43254	101016132 Saskatchewan Ltd.	\$50.00
3/28/2024	43255	DUN-RITE VAC CORP	\$50.00
3/28/2024	43256	Dutka, Kelsey	\$47.91
3/28/2024	43257	Entrust Developments LTD.	\$4,911.75
3/28/2024	43258	Fisher's Regalia	\$656.25
3/28/2024	43259	Harlan Fairbanks	\$426.55
3/28/2024	43260	Humboldt Collegiate Institute	\$130.00
3/28/2024	43261	HUMBOLDT LIONS CLUB	\$200.00
3/28/2024	43262	Jennison, Nadine	\$166.50
3/28/2024	43263	Nixon Electrical Services Ltd	\$9,965.03
3/28/2024	43264	NorthEastNow	\$157.50
3/28/2024	43265	Olynick Water & Sewer Ltd.	\$1,376.40
3/28/2024	43266	SENKO KAREN	\$40.00
3/28/2024	43267	Sobeys Humboldt	\$547.26
3/28/2024	43268	The Stew	\$105.00
3/28/2024	43269	PAULI APRIL	\$40.75
3/28/2024	43270	FLOTTEMESCH ADOLPH A.	\$73.21
3/28/2024	EFT03831	Direct Drive Taxi	\$4,553.43
3/28/2024	Payroll	Canadian Payroll Summary Batch	\$97,664.19
3/31/2024	Pre-Authorized	First Data	\$55.44
3/31/2024	Pre-Authorized	Moneris	\$74.43
3/31/2024	SK POWER 0224	SaskPower	\$54,033.41



CITY OF HUMBOLDT REPORT

TITLE: Cultural Services Report
PREPARED BY: Jennifer Fitzpatrick, Director of Cultural Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council Executive Committee
DATE: April 8, 2024

RECOMMENDATION

That this report be accepted for information and filed.

CURRENT SITUATION

1. Museum

- Exhibits – The exhibit “Home Grown: Celebrating the 2024 Inductees in the Humboldt and District Sports Hall of Fame” will open in early April in conjunction with the Induction Banquet. The inductees are Ryan Schedlosky, Jocelyne Moe, Lyndon Rush, Brianne Theisen-Eaton and Michael Suchan, and the exhibits focuses on their accomplishments as well as their advice on achieving goals. We are hosting a “Meet and Greet” on April 6 at 10 am at the Museum.
- Programs – Trivia Night - On March 22 we held a Trivia Night at the Museum. There were 8 teams who took part along with 3 volunteers. The categories were Humboldt Local History, Guess That Tune, Around Humboldt, Saskatchewan Animals, and Riddles and Logic Problems. It was a very successful night, and the final lightning round went on for several rounds before we were able to declare a winner who received their team prize courtesy of the Friends of the Museum and Gallery
- Research – Volunteers continue to come in regularly to undertake projects in the archives, this month focusing on the Humboldt Journals, and the Town Minute books. Three formal information requests were completed this month. A phone interview with the Rosenberg/Lins family in the United States was conducted in order to develop further exhibits of local history.
- Maintenance – The evaluation of the sprinkler heads from the second and third floor came back with no deficiencies. There is a small amount of water seepage in the corner of Room 1 in the basement. Artifacts were removed or moved to a more secure location. The elevator inspection revealed some deficiencies which are not related to a safety issues, but will be addressed as soon as possible.

2. Gallery

- Exhibits - *They didn't know we were seeds* by Carol Wylie is the feature exhibit for March.
- The St. Peter's College Fine Art Department exhibit of student works was on display for March on the second floor.
- HCI – An exhibit of works from high school students will be on display on the second floor, with an Open House planned for April 18.

- Programs – National Day for the Elimination of Racial Discrimination – We partnered with Prairie Central District and the Regional Newcomers Center to bring anti-racism educator and spoken word artist Khodi Dill to Humboldt to mark this day on March 21.
- Futuristics Industries and the Broncos visited the Gallery on March 7 so that we could paint T-shirts and get together! Staff from Futuristics noted that they love doing programs with us at the Gallery because no one is left out. The space and the activities are accessible to all of the folks that they serve.
- Writers Night - The final session of the Writers Night series featured youth writers. Thanks to our volunteers who helped ensure this was a safe space for our youth writers to express their creativity.
- Opening reception – An artist talk with Carol Wylie for her exhibit *They didn't know we were seeds* happened on March 9. Carol provided a wonderful overview of the development of this impactful exhibit.
- Pysanky Demonstration – Thanks to Elsie Thoms who set up a display of Ukrainian Easter eggs and provided a free demonstration on March 16.
- Pysanky Class -Thanks to Carol Oleksyn and Elaine Drachenberg who taught participants how to decorate their own Ukrainian Easter eggs on March 23.
- Maintenance – The heater exchanger on the roof top furnace was replaced. There was a blocked pipe in the gallery due to flushing of inappropriate material. There was a small deficiency in the elevator inspection.

3. Water Tower

- The committee met this month to review the financial statement for the year. Through sponsorships, donations, grants and fundraisers, they were successful in securing funds to paint the tower with no additional support from the municipality.
- The committee discussed plans for the 2024 tourist season at the tower.

4. Original Humboldt

- An application to Sk Arts for a new art installation at the site was submitted this month.

5. Public Art

- The committee met this month to review the financial statement for the year. After the large Reconciliation Mural project, 2023 was a quieter year for the committee.
- The committee discussed some ideas for the development of new works of public art for the community.

6. Administration

- Governance – The Board presented the annual report to Council on March 25.
- Relationship Building and Reconciliation through Living Heritage Program – The follow up survey on Reconciliation concluded at the end of March.
- HR – All staff performance appraisals were completed this month. Recruitment of students is underway for the summer positions.



- HR Development – We hosted a third session on Cultural Humility Training provided by the Aboriginal Friendship Centres (AFC) of Saskatchewan for community organizations. The Director completed the 8 part online webinar series on Reconciliation in Action for museums, through the Canadian Museums Association. One staff person completed their Food Safety course. The Supervisor was part of the provincial jury to adjudicate Stream 1 museum applications for operational funding.
- Grants - The application to SaskCulture for Culture Days was submitted this month for partnership programs with Arts Humboldt for a cultural program this fall, and the Westminster Affirm Team for National Day for Truth and Reconciliation, as well as other cultural programs.
- 2024 Summer Concert Series - We have booked the barbecues through the Co-op for June 6, July 11, August 15, and September 5, with a request to City Council to close Sixth Avenue for these noon hour events. We are just waiting to hear back from community groups about their interest in hosting a barbecue.
- Thanks to our volunteers who contributed 126.5 hours of their time in January.

Upcoming Events and Programs

April 6	Meet and Greet the 2024 Sports Hall of Fame Inductees – 10 am at the Museum
April 12	Youth Watercolour Class
April 15	Cultural Gathering and Quill Plains Museums Network meeting
April 18	HCI Student Art Exhibit Open House
April 20	Macrame Class
April 27	Portrait Workshop with Carol Wylie
April 29	Listen to Dis' concert

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

ATTACHMENTS

None

FINANCIAL IMPLICATIONS

There is no anticipated financial impact of the recommended action.

CONCLUSION

Our programs are developed to support the Our Humboldt core values:

Connected and Creative – We are thankful to residents of the area who share their talent with the community through programs at our sites, such as Pysanky and the upcoming art workshops.

Welcoming and Connected – The program and discussion about racism at the community level was an engaging conversation.



CITY OF HUMBOLDT REPORT

TITLE: Marketing & Development Manager – Executive Committee Report
PREPARED BY: Penny Lee, Marketing & Development Manager
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: April 8, 2024

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

This report summarizes the most significant projects that have been completed and those that are currently underway since the Executive Committee Meeting held on March 11, 2024.

CURRENT SITUATION

1. Recently, we have witnessed an increase in city-owned residential lot sales compared to the previous 3 years, and we are only at the end of the first quarter.
 - For the year of 2021 – 2 lots sold
 - For the year of 2022 – 5 lots sold
 - For the year of 2023 – 2 lots sold
 - First Quarter of 2024 – 6 lots sold

The lots sold in 2023 and most recent have been to local developers and local residents.

2. On March 15, 2024, the Communications Coordinator and Marketing and Development Manager attended the 2024 HomeStyles Trade Show in Saskatoon with the intention to meet with developers who were there as exhibitors. Representatives of Erenburg Homes showed the most interest in looking at Humboldt. The Marketing and Development manager will be following up with these representatives and others in the near future.
3. The Marketing and Development Manager and the City Manager had an introductory meeting with a Councillor from George Gordon’s First Nation and the VP of Corporate Affairs and Business Development of the first nation owned and operated company called George Gordon Developments Ltd. This meeting was to provide an overview of what each of our development aspirations look like. We are confident that a business relationship can be fostered, and we look forward to meeting with them again in the near future to explore opportunities that will benefit both communities.



OPTIONS

1. Approve the recommendation.
2. Not approve the recommendation.

ATTACHMENTS

1. None

COMMUNICATION AND ENGAGEMENT

Marketing and communication campaigns conducted/underway:

1. Properties For Sale
2. Tax Incentives
3. Spring Clean Up
4. Fire Pits and Fire Safety

In addition to special projects mentioned previously, publications, routine and on-demand announcements, job postings, Tenders, RFP's, events, and promotions published by Marketing & Development continue on a daily, weekly, and monthly basis.

FINANCIAL IMPLICATION

None.

CONCLUSION

That this report be accepted for information and filed.

CITY OF HUMBOLDT REPORT

TITLE: CLS Director’s Report – April 2024
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: April 8, 2024

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

This report is a high-level summary of the Community and Leisure Services activities since the last department update and is intended to provide Executive Committee with highlights from the day-day operations of the department.

CURRENT SITUATION

1. General Updates
 - a. **Curling Rink** – The curling rink ice was removed the week of March 18th, following another successful curling season. Fortunately, the brine lines were able to hold and will be repaired/replaced in the offseason. The curling rink has already been transitioned into our ball training space, with both minor baseball and softball already actively using the space for pre-season training and tryouts.
 - b. **Sask Lotteries Grant** – The 2024 Sask Lotteries Grant adjudication process has been completed and the organizations have been notified. For 2024 we received \$54,297 from Sask Lotteries. We will be dispersing \$41,500 to 37 local organizations, while retaining \$13,147 for City-involved sport, culture and recreation programs. The amount received is an annual per capita allotment that supports local organizations. This year five new organizations received funding including programs for photography, basketball, water polo, adult rec soccer and an ultramarathon.
 - c. **Pool Heat Exchangers** – Administration continues to deal with issues related to the pool heat exchangers, which have reached their life expectancy, among other components in the system. We are currently working on developing a full system review and renewal plan for both the pool mechanical system and arena refrigeration system. In the meantime we are looking to source new heat exchangers that will work with the long term plan but solve existing concerns.

- d. **Leisure Pass Sales** – The total number of leisure passes sold in the first quarter of 2024 has increased by 13% over the first quarter in 2023, with total revenues of over \$23,000, an increase of 20%. However, to date the total usage of the passes has only increased 5% from 2023, which suggests that the average pass holder is not visiting the facility at the same frequency as they did at the start of 2023.
- e. **Swimming Lessons** – The winter session concluded with 247 swimmers registered, up 25% from the 2023 winter session. Registration for the spring session continues, as sessions have begun, with 171 swimmers already registered. We expect registrations to continue to increase over the next several weeks, however we won't know until the end of the month if we can match the 261 swimmers that were registered for the 2023 spring session.
- f. **Visitor Information Building** – Maintenance staff are assisting in the relocation of the Marketing and Development Manager and her staff to the campground's visitor information building. The building is largely move-in ready, with the exception of repainting the interior and some minor maintenance. The painting is scheduled to take place during the week of April 15th, with relocation of staff anticipated for the following week. Some maintenance of the exterior of the building will be completed this spring as weather permits.
- g. **Second Ice Surface Survey** – Administration has begun soliciting feedback from the public for a second ice surface. In the first week of the survey being available to the public we received 510 responses. The survey will remain open until April 11th. Administration will begin connecting directly with local organizations, as well as the business community in the month of April with the goal of creating a larger picture of the impact and support for a second ice surface.
- h. **Staffing** – The department is finalizing our seasonal staff for the parks department, with five staff returning from 2024. This will allow us to reduce the required training window and get a quicker jump on park tasks this spring. We also expect to have the vacant Facility Maintenance Manager position filled in the coming days and expect to have to fill a few other vacancies. We will also be looking for staff needed to operate the campground on evenings and weekends once it starts up in mid-May.
- i. **Boulevards** – We received a response from the BID on behalf of their businesses and they have asked the City to investigate costs of upgrading the boulevards from grass to paving stones similar to what is in front of the post office. Administration will develop cost estimates for the entire south section from 5th Avenue to 2nd Avenue on both sides of the highway. We will present this information to the BID and determine if there is an appetite from both parties to work together to complete this upgrade in 2024 or subsequent years.

- j. **Centennial Park Concession Operations** – Administration is working with the ball groups on a strategy for the operation of the newly developed concession at the Centennial Park ball diamonds for the 2024 season. We are leaning towards operating the concession as an extension of the Uniplex food services department for 2024 to determine if this is a viable model moving forward. Other options for long term operations include a partnership with the ball groups using volunteers, outsourcing the operations to a third party, or renting out the space to ball groups specifically for tournaments.
- 2. Project Planning and Partnerships
 - a. **NA**
- 3. Upcoming Events
 - a. April 1-5 – Lifesaving Society National Lifeguard Award Course
 - b. April 5 – Humboldt Sports Hall of Fame Banquet
 - c. April 17-21 – OnStage Dance Festival
 - d. April 22-25 – SPRA Training Symposium
 - e. May 3-5 – A-List Dance Academy Recital
 - f. May 8 & 9 – Safe Communities Party Program
 - g. May 24-26 – Impact Dance Academy Recital
 - h. May 31 – T1D Dine & Dash Fundraiser Supper (in the EPA)
 - i. May 31-June 2 – T1D 4x4x48 Ultramarathon

OPTIONS

- 1. Approve the recommendation to accept for information and file.
- 2. Provide alternative directions or recommendations pertaining to this report.

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

No external communication or engagement required.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The department continues to push a number of projects forward, while preparing for an ever increasing demand on the Uniplex and the move out to the parks!



CITY OF HUMBOLDT REPORT

TITLE: Public Works Director Report for April 2024
PREPARED BY: Peter Bergquist, A.Sc.T; Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: April 8, 2024

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

The public works department is responsible for the operations, maintenance, and engineering related to water, wastewater, storm water, roads, signals, signs, lines, and airport.

CURRENT SITUATION

Freeze, thaw and snowfall were experienced in the month of March. The beginning of April is now seeing aggressive thawing. Crews along with a contracted service are addressing frozen catch basin, storm main and culvert issues throughout the city.

The past month staff focused on snow/ice, melting, work orders, sewer jetting, sewer inspections, clearing the drainage ditches with excavator, fat grease and oil (FOG) inspections, lift station inspections, equipment maintenance/repair, additional water meter replacements and first aid training. FOG inspections have now been completed at all commercial establishments. The first round was advisory, and staff will now proceed to ticketing if the bylaw is not complied with. The department continues to receive some water meters that were ordered late 2023 and early 2024 slightly ahead of the original schedule. Staff will be determining which old meters to start replacing.

Both gates at the public works shop were repaired/replaced as a shipping company damaged one and a contractor damaged the other. No city vehicles or equipment were involved in the incidents. Arrangements have been made to compensate the city for the repairs/replacements.

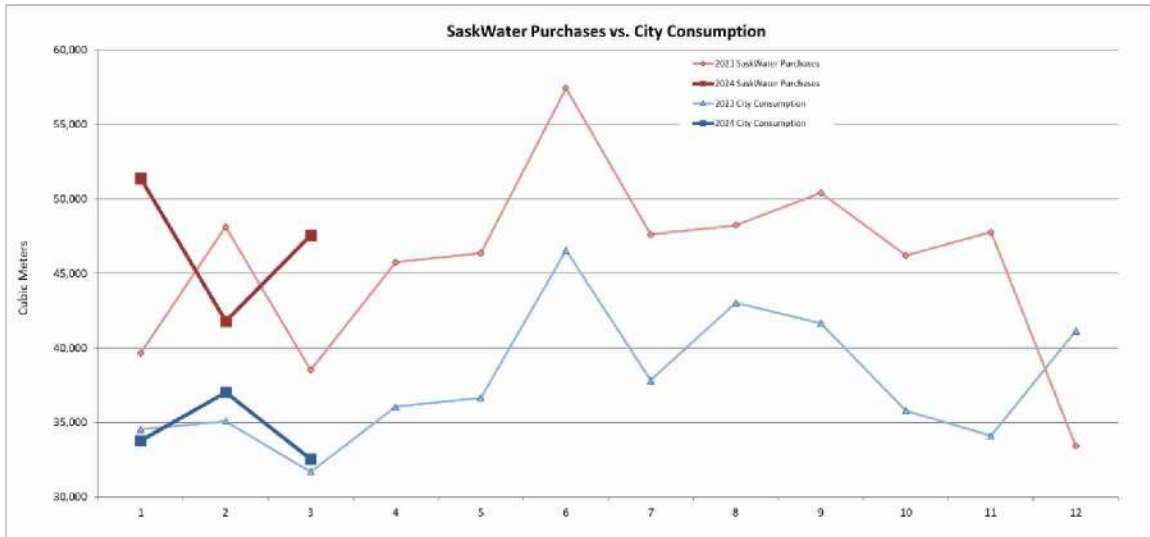
Wastewater Treatment Facility Project - Staff sent out mailbox inserts to the public to provide a brief highlight of the project. The brochure is intended to direct people to the websites as information is updated. A short video presentation is available online describing the project. Many various confirmations, communications, approvals, utility coordination, local stakeholder conversations and contractor coordination efforts have been underway. Significant pipe has been delivered and the contractor will be starting the fusing process and progressing with directional drilling and excavation installation of the pipe.

Lift Stations 1 and 4 rehabilitations have been in the design process but placed on pause until the northwest development concept plan confirms the future sizing needed so the upgrade meets the needs into the next 30–40-year future. This process is almost complete. When tendered, results will be brought to council for decision and award.

Two non-surfacing leaks were addressed on Main Street. One in the 500 block and the other at 4th Avenue. Both were running into cracks in the sanitary sewers underground. The new sensors are indicating there may be more non-surfacing leaks so staff anticipate more digs will be scheduled in the near future.

Non-Revenue Water Losses Update:

Year	Consumption	SaskWater Purchases	Difference	Approximate Loss Dollars at Cost	% Loss
2023 Full Year	454,173 m3	549,569 m3	-95,396 m3	-\$363,105	-17.4%
2024 Full Year Budget Projection	470,516 m3	558,248 m3	-87,732 m3	-\$333,934	-15.7%
2023 – Jan-March	101,310 m3	126,300 m3	-24,990 m3	-\$95,119	-19.8%
2024 – Jan-March	103,300 m3	140,808 m3	-37,508 m3	-\$142,767	-26.6%



ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

Continued daily communications with concerned residents, customers seeking clarifications or maintenance requests occur daily as needed. The department utilizes an electronic work order system to track concerns and work requests. Daily safety meetings occur in the PW department as well as on-site tailgate meetings for larger projects.

FINANCIAL IMPLICATION

N/A

CONCLUSION

The department continues to manage the operations and maintenance of the City’s water, sewer, storm, and transportation infrastructure while regularly evaluating potential risks while being accountable and responsible with public funds.



CITY OF HUMBOLDT REPORT

TITLE: Downtown Business Improvement District (BID) Budget Request
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: April 8, 2024

RECOMMENDATION

That the 2024 Downtown Business Improvement District budget be approved.

BACKGROUND

In 2012, the City of Humboldt established Bylaw 02/2012 - Downtown Business Improvement District to designate an area in the downtown core and establish a board of management. The purpose of the District is to encourage the development of a vibrant and prosperous downtown, improving the District's appearance and image, promoting and marketing the District, and undertaking initiatives and projects that facilitate the ongoing enhancement and redevelopment of the District as a business and shopping area.

Each year the BID is to provide a budget to City Council, for its approval, showing the revenue and expenditure estimates for the upcoming year, and indicates a grant that is required from the City. The City levies an amount to the businesses within the BID area and also calculates which percentage the City should pay for City owned buildings located within the district. In 2023 the City collected \$25,035 on behalf of the BID and provided a grant for the City owned properties of \$1,950, totaling \$26,985.

CURRENT SITUATION

The 2024 budget for the BID requests a similar levy as 2023 of approximately \$27,000. The BID anticipates similar spending trends for the office and operations as last year, with the exceptions being approximately \$60,000 in Street Fest expenditures and have budgeted for \$35,000 in Downtown Beautification with plans to work with City Administration to explore crosswalk and sidewalk improvements within the Downtown Business Improvement District. The BID plans to offset the increase in expenditure with approximately \$20,000 in Street Fest revenue, and \$30,000 in sponsorships. The 2024 budget predicts a \$26,000 draw from reserves to balance.



At December 31, 2023 the BID currently has approximately \$152,160 in their bank account to fund future years projects.

OPTIONS

N/A

COMMUNICATION AND ENGAGEMENT

Administration has informed the BID that the budget will be presented to Council at the April 22nd meeting, and the BID has indicated they plan to have someone in attendance to speak to any questions City Council may have with regards to their 2024 budget.

ATTACHMENTS

- 2024 Humboldt DBID Budget - Proposed

FINANCIAL IMPLICATIONS

There are no financial implications to the City by approving the BID budget. By approving this budget, City Council is authorizing the City Assessor to include the necessary BID levies in the 2024 Tax Policy Bylaw.

CONCLUSION

The City requires Council approval of the BIDs annual budget prior to the adoption of the 2024 Tax Levy Bylaw that is presented to City Council at the May meeting.

Humboldt Downtown Business Improvement District

2024 Annual Budget

BUDGET TOTALS	2024 Budget	2023 Budget	DIFFERENCE
Income	103,350.00	45,550.00	57,800.00
Expenses + Capital	103,350.00	45,550.00	57,800.00
Balance (income minus expenses)	0.00	0.00	0.00

Annual Income

INCOME	2024 Budget	2023 Budget	DIFFERENCE
City of Humboldt Levy	27,000.00	27,000.00	0.00
Interest Revenue	250.00	250.00	0.00
Sponsorship Revenue	30,000.00		30,000.00
Streetfest Revenue	20,000.00		20,000.00
Transfers from Reserves	26,100.00	18,300.00	7,800.00
Total Income	103,350.00	45,550.00	57,800.00

Operating Expenses

OPERATING EXPENSES	2024 Budget	2023 Budget	DIFFERENCE
Advertising/Promotions	2,000.00	1,200.00	800.00
Contractual Services	6,000.00	6,000.00	0.00
Office supplies	350.00	350.00	0.00
Other (Streetfest costs)	60,000.00	3,000.00	57,000.00
Total Operating Expenses	68,350.00	10,550.00	57,800.00

CAPITAL ENHANCEMENTS	2024 Budget	2023 Budget	DIFFERENCE
Downtown Beautification, sidewalk and crosswalk	35,000.00	35,000.00	0.00
Total Capital Enhancements	35,000.00	35,000.00	0.00



CITY OF HUMBOLDT REPORT

TITLE: 2024 Tax Policy
PREPARED BY: Donna Simpson, Assessor
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: April 8, 2024

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

Each year following budget deliberations, City Council needs to set the property tax rates for the current year. For 2024, Administration looked at different ways to raise the required revenue and there are a few components of the overall tax policy system that City Council may wish to adjust compared to what was utilized in 2024.

CURRENT SITUATION

The City of Humboldt generates the majority of its revenues through the property taxation system and also raises money on behalf of the local School Divisions to go towards their operations.

Tax Increase to Achieve 4.58% Revenue Increase

During the budget process it was determined that the City needed to raise an extra \$365,829 in tax revenue in 2024 compared to 2023. At the time of developing the 2024 budget this increase was estimated as a 4.58% tax increase if applied uniformly to all municipal levies applied to all taxable properties.

Administration evaluated the options, such as:

- apply a 4.58% increase to all municipal base taxes and the mill rate revenue, or
- increases to just the base taxes, or
- increase just the mill rate.

It is recommended in this report that the additional tax revenue required for 2024 be derived from an increase to both the Road Levy & Infrastructure Levy, as well as an increase to the mill rate. The Road & Infrastructure Levies have not had an increase since 2019, and at that time it was only a \$5 increase to each one. The mill rate factor for Multi-Residential Apartments decreased to offset the increase caused by the Road & Infrastructure Levy's as they are levied on a per unit basis.

One Residential Example

An example of how a property with no assessment changes will be affected by the recommended road & infrastructure levy and mill rate increase is illustrated in the table below:

Roll #49500675001	2023 Tax Amount	2024 Tax Amount	% of Change
Infrastructure Levy	\$135.00	\$160.00	18.52%
Residential	\$2,099.17	\$2,192.91	4.47%
Residential Base	\$500.00	\$500.00	
Road Levy	\$70.00	\$80.00	14.29%
School	\$1,198.20	\$1,198.20	
Total Bill	\$4,002.37	\$4,131.11	3.22%

When the 4.47% increase in the mill rate is combined with the \$25 increase to the Infrastructure Levy and the \$10 increase to the Road Levy, it results in a 4.59% increase in municipal taxes. With no change in the school taxes, when you combine the municipal and school taxes it results in a 3.22% increase.

Tax Policy:

The following is a comparison of the 2023 Tax Policy to the recommended 2024 Tax Policy that is to be formalized by Bylaw at an upcoming meeting.

1) Education Mill Rates

The Province has confirmed that the mill rates approved for 2024 have not changed from 2023.

School Mill Rates		
	2023	2024
Agricultural	1.42	1.42
Residential	4.54	4.54
Commercial / Industrial	6.86	6.86
Resource (oil and gas, mines and pipelines)	9.88	9.88

These mill rates are not affected by mill rate factors or any other tax tools that the City sets.

2) Municipal Mill Rate

Uniform Mill Rates		
	2023	2024
Uniform Mill Rate	9.606	10.035

The Uniform Mill Rate is meant to be the one mill rate that if applied uniformly to all properties (without adjustment by the mill rate factor) will raise the required amount of revenue.

3) Mill Rate Factors

Mill Rate Factors					
	2020	2021	2022	2023	2024
Agricultural	0.787	0.700	0.700	0.700	0.700
RM Agricultural	1.426	1.024	1.012	1.012	1.012
Residential and Condominiums	0.787	0.828	0.828	0.828	0.828
Multi-Residential Apartments	1.167	1.550	1.550	1.550	1.500
Hotels/Motels and Malls	2.150	1.500	1.500	1.500	1.500
Commercial and Industrial (General & Land)	2.150	1.500	1.500	1.500	1.500
Commercial and Industrial (Workshops)	1.775	1.700	1.700	1.700	1.700

4) General Municipal Base Tax

The recommendation for 2024 is that the General Municipal Base Tax amounts **remain unchanged.**

General Municipal Base Tax		
	2023	2024
Agricultural Land	\$500	\$500
Vacant Residential	\$500	\$500
Improved Residential	\$500	\$500
Condominium	\$500	\$500
Apartment Buildings	\$500	\$500
Vacant Commercial	\$500	\$500
Improved Commercial	\$500	\$500
Railway	\$500	\$500

Some municipalities have made efforts to tie a General Municipal Base Tax to a particular bundle of services that the municipality provides. Although this can help to justify the

amount of the base tax, essentially the main feature of implementing a base tax is that it sets a minimum, or “base” amount of tax that each property will pay irrespective of the assessed value of a property. Whether tied to a particular bundle of services or not, most people understand that regardless of the assessed value of each property within a municipality, they do benefit equally for much of what the municipality is responsible for such as roads, police, fire, administration, etc.

The higher that a base tax is, the less impact the assessed value and the mill rate will have on the calculation of the taxes. This does create a level of stability in the property tax system; however, some argue this causes lower valued properties to pay a disproportionate share of the overall taxes.

5) Infrastructure Base Tax

The recommendation for 2024 is that the Infrastructure Base Tax amounts change as shown in the table below:

Infrastructure Base Tax			
	2023		2024
Residential (per property)	\$135.00	Residential (per property)	\$160.00
Condominium (per property)	\$135.00	Condominium (per property)	\$160.00
Apartment Buildings (per suite)	\$135.00	Apartment Buildings (per suite)	\$160.00
Commercial including Railways, Hotels / Motels & Malls	2023	Commercial including Railways, Hotels / Motels & Malls	2024
Less than \$200,000	\$135.00	Less than \$200,000	\$160.00
\$200,000 to \$299,999	\$270.00	\$200,000 to \$299,999	\$320.00
\$300,000 to \$399,999	\$405.00	\$300,000 to \$399,999	\$480.00
\$400,000 to \$499,999	\$540.00	\$400,000 to \$499,999	\$640.00
\$500,000 to \$599,999	\$675.00	\$500,000 to \$599,999	\$800.00
\$600,000 to \$699,999	\$810.00	\$600,000 to \$699,999	\$960.00
\$700,000 to \$799,999	\$945.00	\$700,000 to \$799,999	\$1,120.00
\$800,000 to \$899,999	\$1,080.00	\$800,000 to \$899,999	\$1,280.00
\$900,000 to \$999,999	\$1,215.00	\$900,000 to \$999,999	\$1,440.00
\$1,000,000 to \$1,099,999	\$1,350.00	\$1,000,000 to \$1,099,999	\$1,600.00
\$1,100,000 to \$1,499,999	\$2,025.00	\$1,100,000 to \$1,499,999	\$2,400.00
\$1,500,000 to \$1,999,999	\$2,700.00	\$1,500,000 to \$1,999,999	\$3,200.00
\$2,000,000 and above	\$3,375.00	\$2,000,000 to \$2,999,999	\$4,000.00
		\$3,000,000 and above	\$4,800.00

6) Road Rehabilitation Base Tax

The recommendation for 2024 is that the Road Rehabilitation Base Tax amounts change as shown in the table below:

	Road Rehabilitation Base Tax	
	2023	2024
Residential (per property)	\$70.00	Residential (per property) \$80.00
Condominium (per property)	\$70.00	Condominium (per property) \$80.00
Apartment Buildings (per suite)	\$70.00	Apartment Buildings (per suite) \$80.00
Commercial including Railways, Hotels / Motels & Malls:	2023	Commercial including Railways, Hotels / Motels & Malls 2024
Less than \$200,000	\$70.00	Less than \$200,000 \$80.00
\$200,000 to \$299,999	\$140.00	\$200,000 to \$299,999 \$160.00
\$300,000 to \$399,999	\$210.00	\$300,000 to \$399,999 \$240.00
\$400,000 to \$499,999	\$280.00	\$400,000 to \$499,999 \$320.00
\$500,000 to \$599,999	\$350.00	\$500,000 to \$599,999 \$400.00
\$600,000 to \$699,999	\$420.00	\$600,000 to \$699,999 \$480.00
\$700,000 to \$799,999	\$490.00	\$700,000 to \$799,999 \$560.00
\$800,000 to \$899,999	\$560.00	\$800,000 to \$899,999 \$640.00
\$900,000 to \$999,999	\$630.00	\$900,000 to \$999,999 \$720.00
\$1,000,000 to \$1,099,999	\$700.00	\$1,000,000 to \$1,099,999 \$800.00
\$1,050,000 to \$1,499,999	\$1,050.00	\$1,100,000 to \$1,499,999 \$1,200.00
\$1,500,000 to \$1,999,999	\$1,400.00	\$1,500,000 to \$1,999,999 \$1,600.00
\$2,000,000 and above	\$1,750.00	\$2,000,000 to \$2,999,999 \$2,000.00
		\$3,000,000 and above \$2,400.00

7) Business Improvement District (BID)

The City has received confirmation of the BID’s levy requirements, and it will be consistent with the \$25,000 they have requested in past years. The Mill rate component will remain unchanged from 2023 and will achieve the required revenues:

Business Improvement District Rates		
	2023	2024
Base Amount	\$135.00	\$135.00
Mill Rate	0.35	0.35



With the rates shown, the BID Levy will raise approximately \$25,400. In 2023 the levy raised approximately \$25,035 which was then directly transferred to the Humboldt Downtown BID.

OPTIONS

- 1) Receive this report with feedback provided to Administration.
- 2) Request further information from Administration.

ATTACHMENTS

Attached are Examples of Property Tax Changes for samples of properties from different property classes.

COMMUNICATION AND ENGAGEMENT

Once the rates are approved by City Council, Administration will determine what level of communication is appropriate before, during and following the issuance of the tax notices.

FINANCIAL IMPLICATION

The mill rates, mill rate factors, and base taxes are being presented concurrently in a Bylaw in order to raise the required revenue from the eligible properties within the City, and in a manner to try to achieve the objectives of Council to control tax shifts.

CONCLUSION

Administration has made an effort to develop a combination of Tax Tools to mitigate many of the large tax increases and decreases that would otherwise occur.

The proposed tax tools generally achieve the following objectives:

- A change to the Road Levy, Infrastructure levy and mill rate to increase property tax revenue by approximately \$365,829 over the 2023 budgeted amount.

Residential Tax Examples							
Roll Number	2019	2020	2021	2022	2023	2024	Tax Change
505022900	\$ 1,230.41	\$ 1,243.58	\$ 1,337.29	\$ 1,351.23	\$ 1,379.67	\$ 1,433.85	3.93%
505001450	\$ 1,679.45	\$ 1,703.87	\$ 1,662.34	\$ 1,683.44	\$ 1,726.49	\$ 1,790.53	3.71%
495003050	\$ 2,046.22	\$ 2,079.84	\$ 2,530.68	\$ 2,570.93	\$ 2,840.94	\$ 2,936.67	3.37%
505122500	\$ 2,119.24	\$ 2,154.70	\$ 2,159.74	\$ 2,191.81	\$ 2,257.23	\$ 2,336.36	3.51%
495022300	\$ 2,270.31	\$ 2,309.55	\$ 2,224.38	\$ 2,257.86	\$ 2,326.20	\$ 2,407.29	3.49%
494913450	\$ 2,708.44	\$ 2,758.67	\$ 2,820.14	\$ 2,866.76	\$ 2,961.88	\$ 3,061.05	3.35%
494913150	\$ 2,888.89	\$ 2,943.64	\$ 2,970.95	\$ 3,020.89	\$ 3,122.80	\$ 3,226.54	3.32%
494913250	\$ 3,128.93	\$ 3,189.69	\$ 3,249.16	\$ 3,305.23	\$ 3,419.65	\$ 3,531.83	3.28%
494903150	\$ 3,440.32	\$ 3,508.89	\$ 3,725.96	\$ 3,792.54	\$ 3,928.40	\$ 4,055.04	3.22%
485105800	\$ 3,849.90	\$ 3,928.74	\$ 4,506.26	\$ 4,590.04	\$ 4,760.99	\$ 4,911.30	3.16%
495210650	\$ 5,808.02	\$ 5,935.94	\$ 6,414.38	\$ 6,540.20	\$ 6,796.97	\$ 7,005.17	3.06%
	\$ 31,170.13	\$ 31,757.11	\$ 33,601.28	\$ 34,170.93	\$ 35,521.22	\$ 36,695.63	3.31%
Condominium Tax Examples							
Roll Number	2019	2020	2021	2022	2023	2024	Tax Change
495112328	\$ 2,876.30	\$ 2,930.74	\$ 3,591.06	\$ 3,654.68	\$ 3,784.47	\$ 3,907.02	3.24%
505107759	\$ 2,004.25	\$ 2,036.82	\$ 2,152.25	\$ 2,184.14	\$ 2,249.23	\$ 2,328.13	3.51%
495112356	\$ 2,136.03	\$ 2,171.90	\$ 2,452.00	\$ 2,490.51	\$ 2,569.08	\$ 2,657.07	3.42%
495100413	\$ 2,856.15	\$ 2,910.08	\$ 2,819.20	\$ 2,865.80	\$ 2,960.88	\$ 3,060.01	3.35%
505016457	\$ 2,477.63	\$ 2,522.07	\$ 2,540.99	\$ 2,581.45	\$ 2,664.03	\$ 2,754.72	3.40%
495112347	\$ 2,726.07	\$ 2,776.73	\$ 3,275.38	\$ 3,332.04	\$ 3,447.64	\$ 3,560.61	3.28%
505004827	\$ 2,915.75	\$ 2,971.17	\$ 2,721.77	\$ 2,766.23	\$ 2,856.93	\$ 2,953.11	3.37%
505112052	\$ 3,553.62	\$ 3,625.03	\$ 3,251.04	\$ 3,307.15	\$ 3,421.65	\$ 3,533.89	3.28%
495112394	\$ 2,851.96	\$ 2,905.78	\$ 3,470.22	\$ 3,531.18	\$ 3,655.54	\$ 3,774.42	3.25%
505104811	\$ 2,068.04	\$ 2,102.21	\$ 2,079.18	\$ 2,109.47	\$ 2,171.27	\$ 2,247.95	3.53%
	\$23,589.50	\$24,021.79	\$24,762.03	\$25,167.97	\$25,996.25	\$26,869.91	3.36%
Apartment Tax Examples							
Roll Number	2019	2020	2021	2022	2023	2024	Tax Change
505128550	\$ 5,845.09	\$ 5,898.16	\$ 5,778.53	\$ 5,880.71	\$ 6,124.48	\$ 6,304.83	2.9%
505003700	\$ 10,177.00	\$ 10,271.26	\$ 9,917.53	\$ 10,095.78	\$ 10,650.03	\$ 11,001.52	3.3%
505104600	\$ 15,339.98	\$ 15,485.17	\$ 14,926.36	\$ 15,200.57	\$ 15,854.83	\$ 16,383.14	3.3%
505111500	\$ 37,176.37	\$ 37,522.36	\$ 33,097.65	\$ 33,680.34	\$ 35,070.31	\$ 36,525.43	4.1%
494801100	\$ 77,176.04	\$ 79,830.04	\$ 70,656.15	\$ 72,160.58	\$ 75,749.75	\$ 77,113.95	1.8%
495009300	\$ 7,615.02	\$ 7,662.82	\$ 10,996.48	\$ 11,199.45	\$ 11,683.67	\$ 12,043.84	3.1%
505112200	\$ 10,791.06	\$ 10,855.85	\$ 8,929.10	\$ 7,094.11	\$ 7,293.17	\$ 7,816.12	7.2%
515002300	\$ 5,436.11	\$ 5,468.47	\$ 5,012.96	\$ 5,088.19	\$ 5,267.68	\$ 5,507.40	4.6%
505105750	\$ 8,662.21	\$ 8,719.15	\$ 8,436.18	\$ 8,580.47	\$ 8,924.71	\$ 9,261.70	3.8%
495045950	\$ 21,182.94	\$ 21,331.30	\$ 20,754.80	\$ 21,134.41	\$ 22,040.09	\$ 22,820.02	3.5%
	\$199,401.82	\$203,044.58	\$188,505.74	\$190,114.61	\$198,658.72	\$204,777.95	3.1%

Gen Comm Tax Examples							
Roll Number	2019	2020	2021	2022	2023	2024	Tax Change
505019700	\$ 18,453.83	\$ 18,636.16	\$ 14,985.07	\$ 15,265.53	\$ 15,884.16	\$ 16,511.45	3.95%
505121300	\$ 2,918.65	\$ 2,941.79	\$ 3,099.77	\$ 3,148.07	\$ 3,254.62	\$ 3,323.65	2.12%
505021150	\$ 5,040.35	\$ 5,084.81	\$ 5,789.83	\$ 5,891.25	\$ 6,114.98	\$ 6,335.89	3.61%
505100350	\$ 55,181.48	\$ 55,731.45	\$ 79,524.05	\$ 81,100.88	\$ 84,578.99	\$ 89,000.08	5.23%
505019050	\$ 6,770.51	\$ 6,834.23	\$ 9,771.78	\$ 9,949.55	\$ 10,341.70	\$ 10,746.22	3.91%
505002450	\$ 9,487.54	\$ 11,380.29	\$ 10,591.41	\$ 12,092.86	\$ 12,589.13	\$ 13,098.88	4.05%
505100050	\$ 11,210.21	\$ 11,318.77	\$ 11,188.87	\$ 11,396.93	\$ 11,855.90	\$ 12,305.49	3.79%
495201100	\$ 26,529.09	\$ 26,800.58	\$ 40,276.16	\$ 41,052.22	\$ 42,764.03	\$ 44,618.69	4.34%
505015550	\$ 6,544.72	\$ 6,605.92	\$ 8,939.06	\$ 9,103.42	\$ 9,465.97	\$ 9,815.53	3.69%
505019050	\$ 6,770.51	\$ 7,969.77	\$ 9,771.78	\$ 9,949.55	\$ 10,341.70	\$ 10,746.22	3.91%
	\$148,906.89	\$153,303.77	\$ 193,937.78	\$198,950.26	\$207,191.18	\$216,502.10	4.49%

Whse / Wrkshp Tax Examples							
Roll Number	2019	2020	2021	2022	2023	2024	Tax Change
505023700	\$ 7,417.93	\$ 7,464.51	\$ 8,591.72	\$ 8,750.52	\$ 9,111.61	\$ 9,460.17	3.83%
505104900	\$ 7,325.50	\$ 7,371.38	\$ 6,733.02	\$ 6,856.05	\$ 7,135.80	\$ 7,394.50	3.63%
504910000	\$ 26,700.43	\$ 26,878.55	\$ 13,633.81	\$ 13,899.96	\$ 14,505.13	\$ 15,088.34	4.02%
494808000	\$ 75,700.83	\$ 76,240.59	\$ 66,882.53	\$ 68,228.95	\$ 71,351.60	\$ 74,293.61	4.12%
495305300	\$ 120,156.43	\$ 121,038.61	\$ 116,207.77	\$ 118,638.35	\$ 124,470.61	\$ 130,283.14	4.67%
515010000	\$ 57,860.01	\$ 58,262.35	\$ 56,733.93	\$ 57,857.30	\$ 60,411.62	\$ 63,009.59	4.30%
505200650	\$ 18,893.56	\$ 19,022.60	\$ 17,622.21	\$ 17,967.01	\$ 18,751.03	\$ 19,524.87	4.13%
505116700	\$ 3,817.19	\$ 3,841.16	\$ 3,832.88	\$ 3,901.63	\$ 4,057.95	\$ 4,198.40	3.46%
505009900	\$ 5,122.10	\$ 5,154.54	\$ 4,623.58	\$ 4,709.72	\$ 4,905.56	\$ 5,072.66	3.41%
504910100	\$ 22,227.59	\$ 22,380.74	\$ 17,269.15	\$ 17,606.19	\$ 18,372.56	\$ 19,134.50	4.15%
505014675	\$ 6,166.31	\$ 6,204.98	\$ 6,368.63	\$ 6,483.78	\$ 6,745.61	\$ 6,992.22	3.66%
	\$351,387.88	\$353,860.01	\$318,499.23	\$324,899.46	\$339,819.08	\$354,452.00	4.31%



CITY OF HUMBOLDT REPORT

TITLE: CLS Project Summary Report
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: April 8, 2024

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

The following is a summarized project report of the Community and Leisure Services 2024 approved capital and operational activities. All updates to the report are highlighted in yellow. The following terms have been used to identify the status of each of the projects/purchases:

- Planning – Project is currently in the planning stages.
Procuring – Project is currently undergoing procurement (soliciting quotes, tendering, reviewing).
Con - % - Project is under construction and includes the estimated % of completion.
Completed – Project has been completed in its entirety.
Deferred – Project has been deferred to a subsequent Year.

CURRENT SITUATION

A. Carry-Over Projects

Table with 5 columns: #, Project, Status, 2024 Remaining Budget, Actual (YTD). Rows include Library Solarium, North Hospital projects, Outdoor Rink & Multi-Sport Court, Washroom & Concession Facility, Bill Brecht Playground Development, and St. Augustine Cemetery Columbarium Units.

1. The library solarium drawings have been completed and submitted to the City for review. Once the plans have been approved, shop fabrication will begin.

4b. The washroom/concession facility is nearing completion. The building is prepped for painting and for installing the fixtures and furnishings. Final work will be completed in the moth of April, as well as exterior landscaping as the weather warms up.

B. 2024 Operational Projects

#	Project	Status	Project Budget	Actual (YTD)
1	Water Ridge Park Entrance Upgrades	Planning	\$20,000	-
2	Uniplex LED Lighting (Year 4 of 5)	Planning	\$25,000	-
3	Uniplex Lobby Air Conditioning Unit	Planning	\$15,000	-
4	Museum Roof Repairs	Planning	\$20,000	-
5	Fire Hall – LED Lighting	Planning	\$5,000	-

1. On March 27th, three members of the original Water Ridge planning committee and I met to discuss park entrance upgrades. We brainstormed a wish list for improvements to the entrance to the park and amenities within it. Research and costing these options will take place in the coming weeks with another meeting to be scheduled for later this month. In addition to the \$15,000 in funding through the 2024 budget, the City was also approved for a \$5,000 SPRA grant to assist with the project.

C. 2024 Fleet

#	Project	Status	Project Budget	Actual (YTD)
1	Maintenance Service Van (L110)	Procuring	\$58,000	\$65,035
2	Parks General Use (L120)	Planning	\$58,000	-
3	Parks UTV (L252)	Planning	\$42,000	-

D. 2024 Capital Projects

#	Project	Status	Project Budget	Actual (YTD)
1	NA			

E. Unbudgeted Projects/Commitments

#	Project/Purchase	Status	Est. Cost to City	Funding Source
1				

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The project list for 2024 is manageable and realistic to expect that each of the outstanding projects should be completed within the calendar year, which is something that we haven't been able to say in several years.