
















**City of Humboldt**  
**December 2, 2024 - 2025 Budget Meeting - 09:30 AM**

- 1      **Call To Order**
- 2      **Adopt Agenda**
- 2.1    Conflict of Interest
- 3      **General Budget Overview (Tab 1)**
  - 📎 General Budget Overview
- 4      **Outstanding Debt (Tab 2)**
  - 📎 Outstanding Debt
- 5      **Debt Payments (Tab 3)**
  - 📎 Debt Payments
- 6      **Reserves (Tab 4)**
  - 📎 Reserves
- 7      **Fleet Plan Overview (Tab 5)**
  - 📎 Fleet Plan Overview
- 8      **Staffing Compliment Changes (Tab 6)**
  - 📎 Staffing Compliment Changes
- 9      **2024 Operating Cost Centres**
- 9.1    3000 General Government - 3550 Communications (Tab 7)
  - 📎 3000 General Government - 3550 Communications
- 9.2    4050 - 4600 Protective Services and Development (Tab 8)
  - 📎 4050 - 4600 Protective Services and Development
- 9.3    Lunch
- 9.4    Resume Meeting
- 9.5    5050 - 5430 Recreation and Leisure Services (Tab 9)
  - 📎 5050 - 5430 Recreation and Leisure Services
- 9.6    5450 - 5900 Cultural Services (Tab 10)
  - 📎 5450 - 5900 Cultural Services
- 9.7    6050 - 6400 Public Health (Tab 11)
  - 📎 6050 - 6400 Public Health
- 9.8    7050 - 7810 Transportation (Tab 12)
  - 📎 7050 - 7810 Transportation

- 9.9 8000 - 8300 Water and Wastewater (Tab 13)
  - 📎 8000 - 8300 Water and Wastewater
- 9.10 8500 Land Development (Tab 14)
  - 📎 8500 Land Development
- 9.11 3000 - 8000 Amortization (Tab 15)
  - 📎 3000 - 8000 Amortization
- 10 2025 Capital Projects (Tab 16)**
- 10.1 Leisure Services - Outdoor Rink & Multi-Sport Court
  - 📎 Leisure Services - Outdoor Rink & Multi-Sport Court
- 10.2 Public Works - Wastewater Treatment Facility and Lift Stations 1+4
  - 📎 Public Works - Wastewater Treatment Facility and Lift Stations 1+4
- 10.3 Public Works - 6th Ave (5th St to 6th St) Roadway Reconstruction
  - 📎 Public Works - 6th Ave (5th St to 6th St) Roadway Reconstruction
- 10.4 Public Works - 7th Ave (2nd St to 3rd St) Roadway Reconstruction
  - 📎 Public Works - 7th Ave (2nd St to 3rd St) Roadway Reconstruction
- 10.5 Public Works - 10th St (9th Ave to 12th Ave) Water Main Replacement and Roadway Reconstruction
  - 📎 Public Works - 10th St (9th Ave to 12th Ave) Water Main Replacement and Roadway Reconstruction
- 10.6 Public Works - 9th Ave (17th St to Lane E of Barnes Cres.) Roadway Reconstruction
  - 📎 Public Works - 9th Ave (17th St to Lane E of Barnes Cres.) Roadway Reconstruction
- 10.7 Public Works - Main St (Sask Ave to 1st Ave S) Water Main Replacement and Roadway Construction
  - 📎 Public Works - Main St (Sask Ave to 1st Ave S) Water Main Replacement and Roadway Construction
- 10.8 Public Works - Peck Road (Westwood Dr to 12th Ave) Gravel
  - 📎 Public Works - Peck Road (Westwood Dr to 12th Ave) Gravel
- 10.9 Public Works - Skid Steer Box Grader
  - 📎 Public Works - Skid Steer Box Grader
- 10.10 Public Works - Trench Shield Equipment
  - 📎 Public Works - Trench Shield Equipment
- 10.11 Leisure Services - Community Event Trailer
  - 📎 Leisure Services - Community Event Trailer
- 10.12 Leisure Services - Highway 20 Boulevards
  - 📎 Leisure Services - Highway 20 Boulevards
- 10.13 Leisure Services - Parks Cold Storage
  - 📎 Leisure Services - Parks Cold Storage
- 10.14 Leisure Services - Robotic Lawn Mower
  - 📎 Leisure Services - Robotic Lawn Mower
- 10.15 Leisure Services - Off-Leash Dog Park
  - 📎 Leisure Services - Off-Leash Dog Park
- 10.16 Leisure Services - Aquatic Centre Flooring Replacement

- 10.17  Leisure Services - Aquatic Centre Flooring Replacement
- 10.17 Corporate Services - Transit Services Expansion
-  Corporate Services - Transit Services Expansion
- 11 2026 Capital Projects Pre-Approval (Tab 17)**
- 11.1 Public Works - 6th Ave Storm Sewer Outfall, Piping, & Drainage
-  Public Works - 6th Ave Storm Sewer Outfall, Piping, & Drainage
- 11.2 Public Works - 9th St (12th Ave to North End) Water Main Roadway Reconstruction
-  Public Works - 9th St (12th Ave to North End) Water Main Roadway Reconstruction
- 11.3 Public Works - 17th St (5th Ave to 8th Ave) Roadway Reconstruction
-  Public Works - 17th St (5th Ave to 8th Ave) Roadway Reconstruction
- 11.4 Public Works - 13th St (5th Ave to 8th Ave) Water Main Road Reconstruction
-  Public Works - 13th St (5th Ave to 8th Ave) Water Main Road Reconstruction
- 11.5 Leisure Services - Arena Refrigeration System Replacement
-  Leisure Services - Arena Refrigeration System Replacement
- 12 2025 Fleet Replacements (Tab 18)**
- 12.1 Leisure Services - Fleet Replacement - General Use Dump Truck - L185
-  Leisure Services - Fleet Replacement - General Use Dump Truck - L185
- 12.2 Leisure Services - Fleet Replacement - Ice Resurfacers Replacement - L281
-  Leisure Services - Fleet Replacement - Ice Resurfacers Replacement - L281
- 12.3 Leisure Services - Fleet Replacement – Parks Skidsteer - Municipal Replacement Program - L244
-  Leisure Services - Fleet Replacement – Parks Skidsteer - Municipal Replacement Program244 1
- 13 5 Year Capital Plan (Tab 19)**
-  5 Year Capital Plan
- 14 Taxation and Grants Cost Centre (Tab 20)**
-  Taxation and Grants Cost Centre
- 15 Consolidated Budget (Tab 21)**
-  Consolidated Budget
- 16 Adjourn**

## **1.0 General Budget Overview:**

Administration is presenting City Council with a proposed budget that reflects the challenges posed by rising inflation and aging infrastructure. The 2025 Budget balances a tax and rate increase with initiatives that focus on the City's long-term, sustainability needs.

Rising inflation in recent years has significantly impacted the City's ability to maintain service levels while adhering to budgetary constraints. To combat these pressures, the City has focused on balancing modest tax increases with the need to address rising costs.

Since 2020, the Consumer Price Index has increased by nearly 17%. While the City's municipal tax increases have mirrored this trend, the financial burden of addressing aging infrastructure has been exacerbated.

Over the past five years, the City of Humboldt has experienced a significant increase in the costs associated with watermain replacement and roadway reconstruction projects. Costs have risen by nearly 60% during this period. For example, a three-block section of watermain and roadway that cost approximately \$1,023,800 to replace in 2020 would have cost the City \$1,638,880 in 2024.

The City of Humboldt has many aging facilities that could require significant repairs or replacement to maintain their functionality and continue serving the community. A long-term funding plan will help finance these projects, reducing the need for borrowing in the future.

The increases presented in the 2025 budget are to increase the funding to those departments that will ensure the City can keep up with the maintenance and replacement of its aging assets.

The 2025 budget proposes a **5.5% increase in property taxes** and a **5.28% increase in water rates** to fund necessary infrastructure improvements and maintain essential services.

Overall, this budget includes;

- Over \$34-million in revenues, \$15.8-million in operating expenses, and nearly \$16.2-million in capital expenditures.
- Continuation of focusing on sustainable funding for capital.
- Continuation of the funding for fleet replacements.
- Continuation of the existing Cost Centre structure to budget, track and discuss specific activities where the City's money is spent.

The 2025 budget prioritizes long-term sustainability by allocating more funds to reserves than capital expenditures. This strategic approach ensures that the city has the financial resources to fund future significant capital projects.



## 1.0 General Budget Overview:

### Significant Cost Drivers:

Several factors can significantly impact annual budgets, leading to both increases and decreases in tax burdens. The following items are the primary drivers of these changes and are identified by their impacts on reducing the tax implications (favourable) or by their burden on taxes (unfavourable).

<b>Description</b>	<b>Impact</b>	<b>Cost of Change</b>
Increase to Wages and Benefits	Unfavourable	\$365,460
Increase to Utilities Reserve Contribution	Unfavourable	\$300,000
Increase to Lagoon Operational Costs	Unfavourable	\$118,000
Increase to Transportation Reserve Contribution	Unfavourable	\$163,020
Recommended Staffing Compliment Changes	Unfavourable	\$106,400
Increase to Street System Maintenance	Unfavourable	\$106,000
Increase to Fleet Reserve Contribution	Unfavourable	\$96,260
Increase in SaskPower and SaskEnergy Municipal Surcharges	Favourable	\$63,610
Increase in Water Sales budgeting	Favourable	\$67,470
Increase in Municipal Revenue Sharing Grant	Favourable	\$89,900
Change in the RCMP Contractual Costs budgeting	Favourable	\$115,620
Increase in User Fees and Other General Fees	Favourable	\$156,110

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

The net effect of the significant favourable and unfavourable cost drivers above is approximately \$762,330 more unfavourable than favourable items.

### Additional Budget Notes:

Aside from the identified cost drivers, there may be additional changes within various city departments that, while not directly impacting taxes, could result in significant shifts in resource allocation.

- Wages and Benefits – Many city departments allocate staffing costs across various cost centers. In Public Works, some cost centers will experience reduced staffing costs due to administrative reviews of historical staffing data and adjustments based on actual workload. Additionally, within the 8000's cost centers, staffing reductions are anticipated as staff allocate time to the startup of the new wastewater treatment facility. In Cultural Services, there will be a shift in staffing allocations from cost center 5500 to other operational areas. This reallocation aims to better align cost tracking with other city departments and provide a more accurate representation of the department's overall costs.
- Fleet Expensing – Inflationary pressures have increased fleet expenses across various cost centers. When reviewing the fleet costs prior to the adoption of the 2023 budget it was identified

that and adjustment was needed between Transportation (7000s) and Utilities (8000s) divisions to better allocate costs with where the equipment is used. This reallocation was phased in and this is the final year of the adjustment as it aims to more accurately reflect the actual usage of equipment within each division. As a result, there will be significant increases in fleet expenses for Transportation, offset by decreases in Utility cost centers.

## 2.0 Outstanding Debt

In 2024, the City of Humboldt increased its debt limit with the Saskatchewan Municipal Board to accommodate the anticipated borrowing for the Wastewater Treatment Facility Project. The city's current debt limit is **\$20 million**.

The following table outlines the city's anticipated external debt at the end of 2024.

	Loan Amount	Rate	Annual Cost	End Year	2024 Ending Balance
2016 Centennial Park (Ending Dec-2026)	1,200,000	2.85%	139,960	2026	\$268,197
Water & Sewer Loan (Ending Dec-2035)	940,000	3.70%	67,342	2035	\$599,610
Super Pipe (Ending Dec-2042)	2,000,000	3.65%	110,796	2042	\$1,443,356
Wastewater Treatment Facility Loan (Dec 2025)	5,000,000			2025	\$5,000,000
					<b><u>\$7,311,162</u></b>

The Super Pipe loan of \$2 million, taken out in 2012 with a 30-year term, and the Water and Sewer capital loan of \$940,000, taken out in 2015 with a 20-year term, are the longest-term loans currently held by the city. Due to early repayment penalties, it's not feasible to pay off these loans before their maturity dates.

The City of Humboldt approved a sole-source construction loan with RBC Royal Bank to finance the Wastewater Treatment Facility Project. The city anticipates drawing approximately \$5 million from this loan in December 2024.

### 3.0 Debt Payments

The City of Humboldt has utilized both short and long-term loans to finance past capital projects. These loan payments divert funds from being available for annual operating expenses and future capital projects.

The 2025 budget allocates **\$798,097 of the City’s revenues to service debt obligations.**

The charts below show the departments associated with loans and their corresponding total payments, principal payments, and interest payments.

#### Total Debt Payments Per Department

	2025	2026	2027	2028	2029
<b>Leisure Services</b>	93,773	93,773	-	-	-
<b>Storm Water</b>	156,983	156,983	110,796	110,796	110,796
<b>Utility</b>	547,342	67,342	67,342	67,342	67,342
<b>Total</b>	<b>798,097</b>	<b>318,097</b>	<b>178,138</b>	<b>178,138</b>	<b>178,138</b>

#### Principal Portion of Debt Payments Per Department

	2025	2026	2027	2028	2029
<b>Leisure Services</b>	88,562	91,130	-	-	-
<b>Storm Water</b>	101,733	105,120	62,433	64,712	67,074
<b>Utility</b>	45,156	46,827	48,560	50,357	52,220
	235,451	243,077	110,993	115,068	119,294

#### Interest Portion of Debt Payments Per Department

	2025	2026	2027	2028	2029
<b>Leisure Services</b>	5,211	2,643	-	-	-
<b>Storm Water</b>	55,249	51,863	48,363	46,084	43,722
<b>Utility</b>	502,186	20,515	18,782	16,985	15,122
	562,646	75,021	67,145	63,069	58,844

In recent years, the City of Humboldt has prioritized sustainability by allocating funds previously used for debt payments to a reserve dedicated to the upcoming Wastewater Treatment Facility loan. Over the past few years, the city has earmarked an amount of \$478,600 annually for upcoming debt repayments. In 2025, the city anticipates incurring approximately \$480,000 in interest payments related to this loan.

## 4.0 Reserves

The City annually adjusts its appropriated reserves to align with its cash and investments at year-end. The balance of outstanding payables, receivables, and other non-cash assets and liabilities is allocated to the unappropriated surplus. Schedule 8 of the City's 2023 Audited Financial Statements provides a detailed breakdown of the city's reserves.

City of Humboldt

Consolidated Schedule of Accumulated Surplus

For the year ended December 31, 2023

Schedule 8

	2022	Changes	2023
UNAPPROPRIATED SURPLUS (DEFICIT)	(458,333)	896,347	438,014

**APPROPRIATED RESERVES**

<b>Operating:</b>			
Contingency Reserve	1,844,621	(345,396)	1,499,225
Memorial Reserve 2018 Accident	920,744	436,659	1,357,403
<b>Operating Reserve</b>	<b>2,765,365</b>	<b>91,263</b>	<b>2,856,628</b>
<b>Capital:</b>			
General Government Services			
Land Development	1,377,091	218,927	1,596,018
Land Development - Pavement	192,901	-	192,901
Land Development - Municipal Reserve	155,508	-	155,508
Building and Equipment	254,128	250,000	504,128
<b>General Government Reserve</b>	<b>1,979,628</b>	<b>468,927</b>	<b>2,448,555</b>
Transportation Services			
Street System Infrastructure	(1,059,064)	838,189	(220,875)
Stormwater Levy	1,783,707	(891,349)	892,358
Infrastructure Levy Reserve	702,683	-	702,683
<b>Transportation Reserve</b>	<b>1,427,326</b>	<b>(53,160)</b>	<b>1,374,166</b>
Environmental and Public Health Services			
Cemetery	48,870	(191,690)	(142,820)
Cemetery - SEC Capital Reserve	106,092	(590)	105,502
<b>Environmental and Public Health Reserve</b>	<b>154,962</b>	<b>(192,280)</b>	<b>(37,318)</b>
Recreation and Culture Services			
Parks and Playgrounds	386,897	(463,801)	(76,904)
Uniplex and HCI Upgrade	63,000	37,000	100,000
Museum	25,067	-	25,067
Museum - Humboldt Public Art Committee	29,959	-	29,959
Museum - Water Tower	67,727	(19,948)	47,779
Telegraph Station	48,016	7,832	55,848
Multipurpose/Theatre	41,178	-	41,178
Library	85,577	6,072	91,649
<b>Recreation and Culture Services Reserve</b>	<b>747,421</b>	<b>(432,845)</b>	<b>314,576</b>

Appropriated Reserves subtotal	7,074,702	(118,095)	6,956,607
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City of Humboldt  
Consolidated Schedule of Accumulated Surplus  
For the year ended December 31, 2023

Schedule 8

	2022	Changes	2023
<b>Appropriated Reserves subtotal from previous page</b>	<b>7,074,702</b>	<b>(118,095)</b>	<b>6,956,607</b>
<b>Fleet</b>			
Protective Services Fleet	(53,569)	7,459	(46,110)
Corporate Service Fleet	29,124	-	29,124
Mobility Van	11,288	6,961	18,249
Leisure Services Fleet	39,899	(65,080)	(25,181)
Public Work Fleet	235,605	(189,311)	46,294
<b>Fleet Reserve</b>	<b>262,347</b>	<b>(239,971)</b>	<b>22,376</b>
<b>Utility</b>			
Utility - Contingency	2,050,882	(1,581,594)	469,288
Utility - Public Reserve	44,487	-	44,487
<b>Utility Reserve</b>	<b>2,095,369</b>	<b>(1,581,594)</b>	<b>513,775</b>
<b>Off Site Fees</b>			
Off Sites - Water	251,203	25,055	276,258
Off Sites - Waste Water	281,765	28,103	309,868
Off Sites - Storm Water	24,598	2,453	27,051
Off Sites - Transportation	59,632	5,948	65,580
Off Sites - Parks & Recreation Facilities	128,209	12,788	140,997
<b>Off Sites Fees Reserve</b>	<b>745,407</b>	<b>74,347</b>	<b>819,754</b>
<b>Total Appropriated</b>	<b>10,177,825</b>	<b>(1,865,313)</b>	<b>8,312,512</b>
<b>NET INVESTMENT IN TANGIBLE CAPITAL ASSETS</b>			
Tangible capital assets (Schedule 6)	52,581,508	3,498,587	56,080,095
Less: Related debt	(2,760,152)	220,920	(2,539,232)
<b>Net Investment in Tangible Capital Assets</b>	<b>49,821,356</b>	<b>3,719,507</b>	<b>53,540,863</b>
<b>Total Accumulated Surplus</b>	<b>59,540,848</b>	<b>2,750,541</b>	<b>62,291,389</b>

## 4.0 Reserves - Budgeted Reserve Activity

The City allocates any operating surplus, after accounting for principal payments, to specific reserve funds. Capital projects are evaluated and approved based on their merit. Funding for these projects is sourced entirely from reserve funds. Some projects may be fully funded by existing reserves, while others may require drawing down reserves, which may result in a temporary deficit. These deficits are intended to be repaid in future years.

It's not necessary for reserve contributions to perfectly balance reserve withdrawals.

The following chart illustrates that there will be a contribution to reserves in 2025 of **\$1,830,660** due to the budgeted contributions and withdrawals presented within the 2025 budget.

<b>2025 Reserve Transactions</b>	Contributions	Withdrawals	Net Change	2025 Effects
Operating Reserve	\$ 464,850	\$ 265,450	\$ 199,400	\$ <b>199,400</b>
General Government Reserve	\$ 1,231,440	\$ -	\$ 1,231,440	\$ <b>1,231,440</b>
Transportation Reserve	\$ 1,807,130	\$ 1,515,660	\$ 291,470	\$ <b>291,470</b>
Environment and Public Health Reserve	\$ 27,190	\$ -	\$ 27,190	\$ <b>27,190</b>
Recreation and Culture Reserves	\$ 390,000	\$ 405,000	\$ (15,000)	\$ <b>(15,000)</b>
Fleet Reserve	\$ 521,470	\$ 205,000	\$ 316,470	\$ <b>316,470</b>
Utilities Reserve	\$ 13,572,110	\$ 13,792,420	\$ (220,310)	\$ <b>(220,310)</b>
Off Site Fees Reserve	\$ -	\$ -	\$ -	\$ -
<b>Net Change to Reserves</b>	<b>\$ 18,014,190</b>	<b>\$ 16,183,530</b>	<b>\$ 1,830,660</b>	<b>\$ 1,830,660</b>

The next 4-year projections illustrate that over the next 5 years with continuous contributions, the City projects a net draw of \$621,680 from reserves.

<b>2026 Reserve Transactions</b>	Contributions	Withdrawals	Net Change	Cumulative Balance 2026
Operating Reserve	\$ -	\$ -	\$ -	\$ <b>199,400</b>
General Government Reserve	\$ 1,365,800	\$ -	\$ 1,365,800	\$ <b>2,597,240</b>
Transportation Reserve	\$ 1,807,130	\$ 2,420,930	\$ (613,800)	\$ <b>(322,330)</b>
Environment and Public Health Reserve	\$ 27,190	\$ -	\$ 27,190	\$ <b>54,380</b>
Recreation and Culture Reserves	\$ 415,000	\$ 1,574,500	\$ (1,159,500)	\$ <b>(1,174,500)</b>
Fleet Reserve	\$ 521,470	\$ 1,901,000	\$ (1,379,530)	\$ <b>(1,063,060)</b>
Utilities Reserve	\$ 1,134,030	\$ 2,760,770	\$ (1,626,740)	\$ <b>(1,847,050)</b>
Off Site Fees Reserve	\$ -	\$ -	\$ -	\$ -
<b>Net Change to Reserves</b>	<b>\$ 5,270,620</b>	<b>\$ 8,657,200</b>	<b>\$ (3,386,580)</b>	<b>\$ (1,555,920)</b>

<b>2027 Reserve Transactions</b>	Contributions	Withdrawals	Net Change	Cumulative Balance 2027
Operating Reserve	\$ -	\$ -	\$ -	\$ <b>199,400</b>
General Government Reserve	\$ 1,365,800	\$ -	\$ 1,365,800	\$ <b>3,963,040</b>
Transportation Reserve	\$ 1,807,130	\$ 2,265,200	\$ (458,070)	\$ <b>(780,400)</b>
Environment and Public Health Reserve	\$ 27,190	\$ -	\$ 27,190	\$ <b>81,570</b>
Recreation and Culture Reserves	\$ 415,000	\$ 875,000	\$ (460,000)	\$ <b>(1,634,500)</b>
Fleet Reserve	\$ 521,470	\$ 1,020,820	\$ (499,350)	\$ <b>(1,562,410)</b>
Utilities Reserve	\$ 1,134,030	\$ 824,000	\$ 310,030	\$ <b>(1,537,020)</b>
Off Site Fees Reserve	\$ -	\$ -	\$ -	\$ -
<b>Net Change to Reserves</b>	<b>\$ 5,270,620</b>	<b>\$ 4,985,020</b>	<b>\$ 285,600</b>	<b>\$ (1,270,320)</b>

<b>2028 Reserve Transactions</b>	Contributions	Withdrawals	Net Change	Cumulative Balance 2028
Operating Reserve	\$ -	\$ -	\$ -	\$ <b>199,400</b>
General Government Reserve	\$ 791,800	\$ -	\$ 791,800	\$ <b>4,754,840</b>
Transportation Reserve	\$ 1,807,130	\$ 2,613,000	\$ (805,870)	\$ <b>(1,586,270)</b>
Environment and Public Health Reserve	\$ 27,190	\$ -	\$ 27,190	\$ <b>108,760</b>
Recreation and Culture Reserves	\$ 415,000	\$ -	\$ 415,000	\$ <b>(1,219,500)</b>
Fleet Reserve	\$ 521,470	\$ 301,000	\$ 220,470	\$ <b>(1,341,940)</b>
Utilities Reserve	\$ 1,134,030	\$ 816,000	\$ 318,030	\$ <b>(1,218,990)</b>
Off Site Fees Reserve	\$ -	\$ -	\$ -	\$ -
<b>Net Change to Reserves</b>	<b>\$ 4,696,620</b>	<b>\$ 3,730,000</b>	<b>\$ 966,620</b>	<b>\$ (303,700)</b>

<b>2029 Reserve Transactions</b>	Contributions	Withdrawals	Net Change	Cumulative Balance 2029
Operating Reserve	\$ -	\$ -	\$ -	\$ <b>199,400</b>
General Government Reserve	\$ 791,800	\$ -	\$ 791,800	\$ <b>5,546,640</b>
Transportation Reserve	\$ 1,807,130	\$ 1,312,000	\$ 495,130	\$ <b>(1,091,140)</b>
Environment and Public Health Reserve	\$ 27,190	\$ -	\$ 27,190	\$ <b>135,950</b>
Recreation and Culture Reserves	\$ 415,000	\$ -	\$ 415,000	\$ <b>(804,500)</b>
Fleet Reserve	\$ 521,470	\$ 147,500	\$ 373,970	\$ <b>(967,970)</b>
Utilities Reserve	\$ 1,134,030	\$ 3,555,100	\$ (2,421,070)	\$ <b>(3,640,060)</b>
Off Site Fees Reserve	\$ -	\$ -	\$ -	\$ -
<b>Net Change to Reserves</b>	<b>\$ 4,696,620</b>	<b>\$ 5,014,600</b>	<b>\$ (317,980)</b>	<b>\$ (621,680)</b>



## 5.0 Fleet Plan Overview

The city's fleet program is designed to allocate annual funds to reserves for each vehicle and major piece of equipment, ensuring adequate funding for future replacements.

The program tracks operating, insurance, and repair costs for each piece of equipment, providing detailed insights to department heads. A key component of the program is the "annual capital contribution," calculated based on the estimated replacement cost, residual value, and life expectancy. This amount, along with operating costs, is allocated to the respective cost centers where the equipment is primarily used.

The fleet plan is reviewed annually to update replacement costs and life expectancy. Some equipment may be retained beyond its anticipated lifespan if operating costs are justifiable, and replacement isn't necessary.

The following tables detail the city's fleet equipment, including replacement dates, reserve contributions, annual costs, and estimated replacement costs.

Any new equipment that isn't replacing an existing item will be budgeted as a separate capital purchase.

<b>4050 - Fire Fleet and Equipment</b>		<b>Replacement Year</b>	<b>Reserve Contribution</b>	<b>Annual Cost</b>	<b>Replacement Cost</b>
F000	Misc. Tools and Equipment	N/A	N/A	\$1,803	N/A
F001	Carbon Tax	N/A	N/A	\$1,055	N/A
C100	Safety Vehicle	2027	\$2,321	\$4,122	\$35,000
C106	Community Safety Officer	2027	\$3,900	\$9,359	\$42,500
C11J	Command #1	2033	\$4,675	\$6,107	\$62,750
C12J	Command #2	2033	\$0	\$4,718	\$0
L11J	Ladder Truck	2040	\$67,143	\$74,719	\$2,100,000
E11J	Freightliner Pumper	2041	\$21,000	\$23,108	\$455,000
R11J	Rosenbauer Heavy Rescue	2037	\$18,000	\$19,445	\$500,002
<b>Fire Fleet and Equipment Totals</b>			<b>\$117,039</b>	<b>\$144,435</b>	<b>\$3,195,252</b>

5430 - Leisure Services Fleet		Replacement Year	Reserve Contribution	Annual Cost	Replacement Cost
L000	Miscellaneous	N/A	N/A	\$5,836	N/A
L001	Miscellaneous Fuel	N/A	N/A	\$2,340	N/A
L002	Carbon Tax	N/A	N/A	\$2,341	N/A
L100	Custodial Vehicle	2027	\$3,273	\$5,542	\$48,315
L111	Maintenance Van	2034	\$6,000	\$9,084	\$65,000
L116	Ranger	2032	\$3,332	\$8,099	\$48,315
L121	Parks General Vehicle	2039	\$4,000	\$4,000	\$65,000
L181	General Use - Half Ton	2034	\$5,050	\$6,008	\$70,000
L126	General Use - Half Ton	2036	\$5,000	\$9,781	\$55,500
L185	General Use - Dump Truck	2024	\$5,769	\$10,336	\$80,000
L191	John Deere Utility Vehicle	2030	\$1,400	\$2,193	\$15,000
L196	John Deere Utility Vehicle	2030	\$1,400	\$2,101	\$15,000
L241	11' Mower	2027	\$11,071	\$16,850	\$90,000
L244	Parks - Skid Steer	2025	\$9,000	\$12,830	\$9,000
L247	Parks - Mower 6' #1	2028	\$3,357	\$6,542	\$25,500
L250	Parks - Mower 6' #2	2028	\$3,357	\$8,011	\$25,500
L253	Parks - Utility Task Vehicle (UTV)	2034	\$3,300	\$3,456	\$35,500
L255	Parks - Utility Tractor	2028	\$3,900	\$4,768	\$41,000
L258	Parks - Utility Task Vehicle (UTV) #2	2029	\$3,500	\$7,896	\$37,500
L270	Turf Sweeper	2036	\$4,667	\$5,082	\$80,000
L275	Ventrac Tractor	2031	\$3,133	\$3,485	\$50,000
L280	Olympia Ice Resurfacer	2025	\$12,000	\$12,435	\$170,000
L281	Olympia Ice Resurfacer	2030	\$12,000	\$19,448	\$170,000
<b>Leisure Services Fleet Totals</b>			\$104,509	\$168,464	\$1,196,130

6250 - Transit Fleet		Replacement Year	Reserve Contribution	Annual Cost	Replacement Cost
C000	Carbon Tax	N/A	N/A	\$1,011	N/A
C301	Mobility Van	2034	\$18,900	\$32,428	\$189,000
<b>Transit Fleet Totals</b>			\$18,900	\$33,439	\$189,000

7350 - Public Works Fleet		Replacement Year	Reserve Contribution	Annual Cost	Replacement Cost
P000	Miscellaneous	N/A	N/A	\$38,111	N/A
P001	Miscellaneous Fuel	N/A	N/A	\$23,380	N/A
P002	Carbon Tax	N/A	N/A	\$9,847	N/A
P110	PW Admin Vehicle	2026	\$2,462	\$4,451	\$35,000
P115	Mechanic Vehicle	2023	\$3,717	\$4,934	\$48,315
P120	PW Crew Half Ton	2027	\$3,125	\$6,281	\$55,000
P125	PW Crew Half Ton	2027	\$3,125	\$5,758	\$55,000
P130	PW Crew Half Ton	2027	\$3,846	\$9,657	\$55,000
P135	PW Crew Half Ton	2027	\$3,846	\$10,508	\$55,000
P140	PW Crew Half Ton	2027	\$4,167	\$7,617	\$55,000
P161	PW Crew Half Ton	2037	\$3,846	\$6,876	\$55,000
P170	PW Crew 3/4 Ton	2032	\$4,423	\$12,099	\$67,500
P180	PW Crew One Ton	2032	\$5,385	\$5,172	\$80,000
P190	PW Crew One Ton	2032	\$5,769	\$11,469	\$85,000
P201	Ditch Mowers	2027	\$5,656	\$10,679	\$95,000
P204	Sewer Jet System	2025	\$14,409	\$14,409	\$320,000
P207	Shulte Snowblower	2024	\$3,873	\$19,087	\$43,600
P211	Salt Spreader	2034	\$2,450	\$2,496	\$27,000
P213	Boiler/Pressure System	2026	\$1,583	\$8,299	\$20,000
P216	Boiler/Pressure System	2028	\$1,727	\$1,871	\$20,000
P218	Snow Blade	2036	\$1,533	\$1,933	\$25,000
P225	Trash Pump	2028	\$1,533	\$1,533	\$25,000
P230	Trash Pump	2031	\$1,600	\$1,616	\$25,000
P235	20' Trailer	2030	\$476	\$765	\$10,000
P240	Kubota Mower	2028	\$929	\$1,058	\$7,500
P245	Case Skid Steer	2028	\$6,250	\$8,444	\$97,500
P255	Kubota 2680 Tractor	2035	\$3,000	\$3,444	\$50,000
P260	Wacker Packer	2033	\$1,500	\$1,500	\$20,000
P265	John Deere Backhoe	2030	\$13,667	\$36,222	\$225,000
P270	New Holland T7030 Tractor	2025	\$13,667	\$37,108	\$225,000
P290	Global M3 Street Sweeper	2031	\$27,000	\$51,497	\$344,000
P321	Chevrolet C7500	2039	\$8,419	\$10,487	\$146,285
P330	Hino	2025	\$9,118	\$9,663	\$165,000
P341	Heavey Tandem	2037	\$12,846	\$22,354	\$219,849
P351	Heavey Tandem	2037	\$12,846	\$22,167	\$219,849
P401	Case 721G Loader	2041	\$16,000	\$39,752	\$350,000
P410	524 John Deere Loader	2025	\$18,667	\$38,218	\$325,000
P430	Case Excavator	2027	\$15,938	\$37,511	\$350,000

P450	Volvo Grader	2026	\$42,083	\$71,183	\$650,000
Mechanic	Mechanic	N/A	N/A	\$85,574	N/A
<b>Public Works Fleet Totals</b>			\$280,480	\$695,030	\$4,651,399



## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** 2025 Staffing Changes  
**PREPARED BY:** Joe Day, City Manager  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** 2025 Budget Meeting  
**DATE:** December 3, 2024

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### RECOMMENDATION

That the proposed staffing level changes overview report be received as information.

**JUSTIFICATION FOR INCAMERA** None

### BACKGROUND

The recommendations that can be detailed in an in-camera session of City Council intends to address the following concerns and gaps within the City's existing operations:

- Need for more coordination, supervision, and backup for staff working in both **the parks areas as well as the Uniplex.**
- Need to increase the level of service that the City should meet with respect to current **IT support.**
- The need to address the recent vacancy of the **Marketing and Development Manager.**
- The need to ensure that the City is prepared to meet the current and anticipated growth in **development and building permit applications.**
- Develop more standardized processes and reliable information related to **Asset Management, Procurement, and Grant Applications.**

There were multiple additional staffing complement change requests from the Directors of the different Departments however given anticipated budget constraints, not all of those requests can be recommended at this time.

**CURRENT SITUATION**

General Description	Comments	Approximate Net Cost to Taxation
Minor staffing re-organization within Leisure Services.	Moving funding from one area of operations to another.	\$0
Provide additional funding for IT support enhancements.	Re-purposing \$30,000 included in existing operations and adding \$54,000.	\$54,000
Minor restructure related to marketing and economic development.	Utilizing \$100,000 of existing \$114,000 in budget for minor re-structure.	-\$14,000
Add resources to facilitate better development application processing.	Additional cost of approximately \$84,000 to come from Housing Accelerator Funding (HAF)	\$0
Re-structure in Corporate Services to add resources to address asset management, procurement and grant application needs.	2025 budget included \$24,600 as an interim amount and would require additional \$66,400 to annualize.	\$66,400
<b>Total</b>		<b>\$106,400</b>

**OPTIONS**

- Approve the requests for service level change
- Reject all or part of the request

**FINANCIAL IMPLICATION**

The net effect of the recommended staffing changes is approximately \$106,400.

**CONCLUSION**

These five position changes are requested, not only to fill the gaps in the provision of services that the City is currently experiencing, but also to disburse and reconcentrate some responsibilities such that more services may be provided in the future. The City is expecting significant growth, and the addition of these positions will help to facilitate many of the City's goals.

### 3000 – General Government (Administration)

**Overview:** General Government is where the operations of City Hall are represented. Within General Government is the department Corporate Services. Corporate Services is responsible for a variety of duties such as accounts payable, receivable, and fielding requests and concerns from the public. There are also the Assessor who is responsible for levying taxes twice a year, the City Clerk who oversees general operations of the department, the Finance Manager who imposes financial controls, and the Human Resources Manager who processes payroll and fields questions and concerns from City staff.

**Personnel:** There are 7 full time employees costed to this area which includes the City Clerk, Finance Manager, City Assessor, HR Coordinator, Accounts Supervisor, Clerk Steno and Administrative Clerk.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$5,000	-\$12,000	-\$7,000
Conditional Grants	\$0	\$0	\$0
Other Revenue	-\$320,200	-\$323,200	-\$3,000
	<u><b>-\$325,200</b></u>	<u><b>-\$335,200</b></u>	<u><b>-\$10,000</b></u>
Wages and Benefits	\$584,090	\$644,150	\$60,060
Contractual Services	\$193,990	\$200,000	\$6,010
Maintenance	\$15,560	\$15,560	\$0
Utilities	\$32,680	\$32,220	-\$460
Supplies	\$30,000	\$33,000	\$3,000
Advertising	\$0	\$0	\$0
Other	\$13,500	\$11,000	-\$2,500
Fleet	\$0	\$0	\$0
	<u><b>\$869,820</b></u>	<u><b>\$935,930</b></u>	<u><b>\$66,110</b></u>
	<u><u><b>\$544,620</b></u></u>	<u><u><b>\$600,730</b></u></u>	<u><u><b>\$56,110</b></u></u>

**Service Level / Budget impact notes:** The figures above represent no proposed change in service levels within General Government.

Note: See Tab 6 for requested service level increase.

**Notable for 2025:**

- Fees and Charges – Increase (-\$7,000) Other Fees to reflect 2024 actuals.
- Other Revenue - Increase (-3,000) Other Revenue to reflect 2024 actuals.
- Wages and Benefits – Increase (\$33,520) due to negotiated cost-of-living and step increases. Increase (\$26,540) for term City Controller and term Finance Manager positions.
- Contractual Services – Increase (\$4,200) due to an increase in the 2024 Annual Audit fees as per the agreement, Increase (\$2,000) Other Contractual Services to reflect actuals.
- Supplies – Increase (\$3,000) to reflect Postage Expenses actuals.
- Other – Increase (\$6,000) to bring Bank Service Charges to 2023 actuals.

### 3020 – Information Technology

**Overview:** The costs of servicing and maintaining most of the city’s information technology are included here. These costs include the Ricoh servicing contract who maintain the server and hardware at City Hall, all Diamond Software upgrade modules which is the software City Hall uses to process things like taxes and utilities, licensing for programs such as Microsoft Suite, and any hardware replacement costs for processors, monitors, and software for all departments.

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

	2024 Budget	2025 Budget	Changes
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	\$121,640	\$13,000
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>\$136,640</u>	<u>\$13,000</u>
	<u>\$123,640</u>	<u>\$136,640</u>	<u>\$13,000</u>

**Service Level / Budget impact notes:** The figures above represent no proposed change in service levels within Information Technology.

Note: See Tab 6 for requested service level increase.

**Notable for 2025:**

- Contractual Services – Increase (\$13,000) to reflect an increase in IT contractual services.



### 3025 – City Manager

**Overview:** While closely related to Corporate Services and similarly each other department, the City Manager was separated out into its own cost centre for transparency. Represented here are all costs directly related to the City Manager’s office.

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

	2024 Budget	2025 Budget	Changes
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	\$217,580	\$224,080	\$6,500
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
	<u>\$219,020</u>	<u>\$225,520</u>	<u>\$6,500</u>
	<u>\$219,020</u>	<u>\$225,520</u>	<u>\$6,500</u>

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

**Notable for 2025:**

- Wages and Benefits – Increase (\$5,500) for negotiated cost-of-living increase. Increase (\$1,000) for travel.

### 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.

	2024 Budget	2025 Budget	Changes
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>
Council Remuneration and Travel	\$165,930	\$171,600	\$5,670
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	\$16,500	\$6,500	-\$10,000
Fleet	\$0	\$0	\$0
	<u>\$192,630</u>	<u>\$188,300</u>	<u>-\$4,330</u>
	<u>\$192,630</u>	<u>\$188,300</u>	<u>-\$4,330</u>

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

**Notable for 2025:**

- Wages and Benefits – Decrease (\$4,330) to reflect actuals. The 2024 budget included an allocation for Employer Contribution Expense and WCB Expense that wasn't reflective of actuals. Council Indemnity is tied to November CPI on an annual basis. Transfer (\$10,000) from election expenses to Travel for anticipated attendance of conferences and training.
- Other – Transfer (-\$10,000) for elections costs to Travel.

### 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$3,100	-\$3,100	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u><b>-\$3,100</b></u>	<u><b>-\$3,100</b></u>	<u><b>\$0</b></u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$10,000	\$10,000	\$0
Advertising	\$0	\$0	\$0
Other	\$27,050	\$27,430	\$380
Fleet	\$0	\$0	\$0
	<u><b>\$37,050</b></u>	<u><b>\$37,430</b></u>	<u><b>\$380</b></u>
	<u><u><b>\$33,950</b></u></u>	<u><u><b>\$34,330</b></u></u>	<u><u><b>\$380</b></u></u>

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

**Notable for 2025:**

- No Significant changes to this area

## 3550 – Communications

**Overview:** The cost of the City’s corporate-focused communications and advertising, whether in print or radio, are expensed to this area. The costs of communications and advertising that benefits specific activities within the City have been transferred to those areas. The Communications Manager also maintains the City’s website, keeping it up to date, as well as the Digital Humboldt app.

**Personnel:** The Communications Manager position and the Communication Assistant position are costed to this Cost Centre.

	2024 Budget	2025 Budget	Changes
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	\$185,480	\$200,110	\$14,630
Contractual Services	\$1,720	\$1,720	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$960	\$960
Supplies	\$1,000	\$1,000	\$0
Advertising	\$34,500	\$33,000	-\$1,500
Other	\$2,500	\$4,000	\$1,500
Fleet	\$0	\$0	\$0
	<u>\$225,200</u>	<u>\$240,790</u>	<u>\$15,590</u>
	<u>\$225,200</u>	<u>\$240,790</u>	<u>\$15,590</u>

**Service Level / Budget impact notes:** The figures above represent no proposed change in service levels within Communications.

Note: See Tab 6 for requested service level increase.

### Notable for 2025:

- Wages and Benefits – Increase (\$14,630) for negotiated cost-of-living and step increases.
- Advertising – Transfer (-\$1,500) to Public Relations.
- Other – Transfer (\$1,500) from Advertising.

## 4050 – Fire Protection Administration

**Overview:** Any administrative costs related to the operations of the Fire Department are captured in this cost centre. These costs include items such as the salaries of the Fire Chief and Deputy, the wages paid to the Fire Crew, any third-party training expenses and membership fees, as well as the contributions made to a fund for the purpose of replacing the necessary vehicles when the time comes.

**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.

	2024 Budget	2025 Budget	Changes
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	\$325,790	\$338,940	\$13,150
Contractual Services	\$53,160	\$35,310	-\$17,850
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$3,230	\$4,000	\$770
Advertising	\$1,100	\$1,100	\$0
Other	\$2,000	\$3,000	\$1,000
Fleet	\$111,760	\$162,160	\$50,400
	<u>\$497,040</u>	<u>\$544,510</u>	<u>\$47,470</u>
	<u>\$441,290</u>	<u>\$488,760</u>	<u>\$47,470</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 2025:**

- Wages and Benefits – Increase (\$13,150) due to negotiated cost-of-living increases.
- Contractual Services – Increase Property and Liability Insurance (\$1,150). Transfer (-\$19,000) to Fire Fleet and Equipment.
- Other – Increase (\$1,000) due to historic actuals.
- Fleet – Increase (\$50,400) 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	-\$11,500	-\$11,500
	<u>\$0</u>	<u>-\$11,500</u>	<u>-\$11,500</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$2,860	\$22,310	\$19,450
Maintenance	\$15,830	\$15,830	\$0
Utilities	\$0	\$0	\$0
Supplies	\$34,800	\$35,800	\$1,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	-\$131,170	-\$179,480	-\$48,310
	<u>-\$77,680</u>	<u>-\$105,540</u>	<u>-\$27,860</u>
	<u><u>-\$77,680</u></u>	<u><u>-\$117,040</u></u>	<u><u>-\$39,360</u></u>

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

### **Notable for 2025:**

- Other Revenue – Increase (-\$11,500) Other Revenue for Humboldt and District Fire Protection Association’s portion of equipment insurance being reimbursed to the City.
- Contractual Services – Increase (\$450) Vehicle and Equipment Insurance due to increase in rates. Transfer (\$19,000) from Fire Protection Administration.
- Supplies – Increase (\$1,000) Fuel Supplies Expense to 2024 actuals.
- Fleet – Increase (-\$48,310) Fleet Bill Outs to increase reserve contributions required to maintain future fleet replacements.

**The -\$117,040 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 such as repairs and utility costs.

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

	2024 Budget	2025 Budget	Changes
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	\$23,150	\$22,220	-\$930
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$27,650</u>	<u>\$26,720</u>	<u>-\$930</u>
	<u>\$27,650</u>	<u>\$26,720</u>	<u>-\$930</u>

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

### Notable for 2025:

- No Significant changes to this area

## 4150 – Building Inspection Services

**Overview:** All of the revenue that the City takes in by performing building inspections is represented in this cost centre. A portion of the Fire Chief and Deputy Chief are captured here as they are our primary inspectors. There are building inspections that need to be conducted by 3<sup>rd</sup>-party firms, the fees for which, are captured here.

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

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$90,500	-\$90,500	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$90,500</u>	<u>-\$90,500</u>	<u>\$0</u>
Wages and Benefits	\$62,030	\$65,930	\$3,900
Contractual Services	\$30,000	\$30,000	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$880	\$880	\$0
Advertising	\$0	\$0	\$0
Other	\$100	\$100	\$0
Fleet	\$0	\$0	\$0
	<u>\$93,010</u>	<u>\$96,910</u>	<u>\$3,900</u>
	<u><u>\$2,510</u></u>	<u><u>\$6,410</u></u>	<u><u>\$3,900</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 600m<sup>2</sup>.
- Class 3 – Building larger than 600m<sup>2</sup>, any Assembly Occupancy and high hazard Industrial.

### **Notable for 2025:**

- Wages and Benefits – Increase (\$3,900) due to negotiated cost-of-living increases.



## 4200 – Community Safety

**Overview:** This cost centre captures the revenues and expenses related to bylaw enforcement. The fines and fees taken in by the city range from parking and bylaw infractions as well as a portion of the fines that are collected from provincial tickets like speeding or impaired driving. On the other hand, items such as salary, training, insurance, and supplies expenses are represented here.

**Personnel:** There is one full time Community Safety Officer costed to this area.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$11,380	-\$11,380	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<b>-\$11,380</b>	<b>-\$11,380</b>	<b>\$0</b>
Wages and Benefits	\$92,860	\$98,640	\$5,780
Contractual Services	\$22,650	\$22,650	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$1,170	\$3,450	\$2,280
Supplies	\$1,450	\$1,450	\$0
Advertising	\$0	\$0	\$0
Other	\$500	\$500	\$0
Fleet	\$14,170	\$11,690	-\$2,480
	<b>\$132,800</b>	<b>\$138,380</b>	<b>\$5,580</b>
	<b>\$121,420</b>	<b>\$127,000</b>	<b>\$5,580</b>

### Service Level / Budget impact notes:

#### Notable for 2025:

- Wages and Benefits – Increase (\$5,780) for negotiated cost-of-living and step increases.
- Utilities – Increase (\$2,280) based on actuals and anticipated rate increases for Telephone, wireless device.

## 4220 – Animal Licensing and Control

**Overview:** This area includes the revenue from the licensing of dogs and cats in the City as well as any expense involved in supplies such as tags.

**Personnel:** A portion of the Community Safety Officer’s time is utilized as required in this area, but is not directly expensed here.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$9,900	-\$8,500	\$1,400
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$9,900</u>	<u>-\$8,500</u>	<u>\$1,400</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>-\$7,950</u>	<u>\$1,400</u>

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

### Notable for 2025:

- Fees and Charges – Decrease (\$1,400) based on actuals.

## 4230 – Business Licensing

**Overview:** This area includes the annual issuance of business licenses for storefront businesses, 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 Community Safety.

**Personnel:** A portion of the Community Safety Officer’s time is allocated to this area as required, but not directly expensed here.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$90,000	-\$85,000	\$5,000
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$90,000</u>	<u>-\$85,000</u>	<u>\$5,000</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>-\$85,000</u>	<u>\$5,000</u>

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

**Notable for 2025:**

- Fees and Charges – Decrease (\$5,000) based on actuals.

## 4250 – RCMP Policing

**Overview:** The revenues of this cost centre primarily come from a percentage of paid fines that are issued by the RCMP within city limits; other fees also contribute. Aside from the RCMP clerk, the primary expense is the service contract between the RCMP and the City.

**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.

	2024 Budget	2025 Budget	Changes
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	\$67,240	\$69,740	\$2,500
Contractual Services	\$989,990	\$874,370	-\$115,620
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>\$1,057,230</u>	<u>\$944,110</u>	<u>-\$113,120</u>
	<u>\$1,006,230</u>	<u>\$893,110</u>	<u>-\$113,120</u>

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

### **Notable for 2025:**

- Wages and Benefits – Increase (\$2,500) for negotiated cost-of-living increase.
- Contractual Services – Decrease (-\$45,620) to align with the anticipated costs based on the historic billing for officers. The City had been forecasted to be billed for 5 officers but is usually closer to 4.5 on actual billings. Decrease (-\$70,000) as the City had an allowance budgeted to cover the RCMP retro, which was paid in 2024.

## 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.

	2024 Budget	2025 Budget	Changes
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	\$27,000	\$0
Contractual Services	\$500	\$500	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$500	\$490	-\$10
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>\$44,490</u>	<u>-\$10</u>
	<u>\$44,500</u>	<u>\$44,490</u>	<u>-\$10</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 2025:**

- No Significant changes to this area

## 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Wages and Benefits	\$73,060	\$80,210	\$7,150
Contractual Services	\$1,500	\$1,500	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$600	\$1,130	\$530
Supplies	\$1,400	\$200	-\$1,200
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$5,240	\$5,630	\$390
	<b>\$81,800</b>	<b>\$88,670</b>	<b>\$6,870</b>
	<b>\$81,800</b>	<b>\$88,670</b>	<b>\$6,870</b>

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

### **Notable for 2025:**

- Wages and Benefits – Increase (\$7,150) for negotiated cost-of-living and step increases.
- Supplies – Decrease (\$1,200) for the one-time purchase of an Ipad.

## 4500 – Economic Development

**Overview:** The Economic Development role of the City focuses on aspects such as tourism, advertising and promotion of the City.

**Personnel:** All staff related costs are recorded in 3550 Communications.

	2024 Budget	2025 Budget	Changes
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Wages and Benefits	\$1,000	\$1,000	\$0
Contractual Services	\$10,000	\$10,000	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$25,000	\$25,000	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<b>\$36,000</b>	<b>\$36,000</b>	<b>\$0</b>
	<b>\$36,000</b>	<b>\$36,000</b>	<b>\$0</b>

**Service Level / Budget impact notes:** The figures above represent no proposed change in service levels within Economic Development.

Note: See Tab 6 for requested service level increase.

**Notable for 2025:**

- No Significant changes to this area

## 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$13,000	-\$13,000	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<b>-\$13,000</b>	<b>-\$13,000</b>	<b>\$0</b>
Wages and Benefits	\$80,640	\$98,160	\$17,520
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
	<b>\$135,840</b>	<b>\$153,360</b>	<b>\$17,520</b>
	<b>\$122,840</b>	<b>\$140,360</b>	<b>\$17,520</b>

**Service Level / Budget impact notes:** The figures above represent no proposed change in service levels within Planning and Development.

Note: See Tab 6 for requested service level increase.

### **Notable for 2025:**

- Wages and Benefits – Increase (\$17,520) for negotiated cost-of-living and step increases, and a change in position from Community Development Officer to Planning Coordinator.



## 5050 – Recreation Administration

**Overview:** The 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 administrative staff 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

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$2,500	-\$2,500	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$2,500</u>	<u>-\$2,500</u>	<u>\$0</u>
Wages and Benefits	\$365,030	\$390,280	\$25,250
Contractual Services	\$13,200	\$13,500	\$300
Maintenance	\$5,000	\$5,500	\$500
Utilities	\$7,780	\$25,390	\$17,610
Supplies	\$12,000	\$18,000	\$6,000
Advertising	\$5,000	\$5,000	\$0
Other	\$11,270	\$11,270	\$0
Fleet	\$7,900	\$6,290	-\$1,610
	<u>\$427,180</u>	<u>\$475,230</u>	<u>\$48,050</u>
	<u>\$424,680</u>	<u>\$472,730</u>	<u>\$48,050</u>

**Service Level / Budget impact notes:** We staff the administration to be open from 6:30am to 9:30pm on weekdays and 8:00am to 9:00pm on weekends. As the administration takes care of all admissions/payments for all areas, any alteration to the staffing hours will 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 2025:**

- Wages and Benefits – Increase (\$25,250) for negotiated cost-of-living and step increases
- Utilities – Increase (\$17,610) due to rate increases as well as the City now renting its land lines telephones.
- Supplies – Increase (\$6,000) for the purchase of a new photocopier.
- Fleet – Decrease (-\$1,610) due to decreasing costs of the 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 1<sup>st</sup> to March 30<sup>th</sup>) 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	\$0	\$0	\$0
Conditional Grants	-\$54,300	-\$54,300	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$54,300</u>	<u>-\$54,300</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	\$54,300	\$54,300	\$0
Fleet	\$0	\$0	\$0
	<u>\$54,300</u>	<u>\$54,300</u>	<u>\$0</u>
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

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

### **Notable for 2025:**

- No Significant changes to this area

## 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$71,050	-\$75,700	-\$4,650
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$71,050</u>	<u>-\$75,700</u>	<u>-\$4,650</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>-\$71,050</u>	<u>-\$75,700</u>	<u>-\$4,650</u>

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

### **Notable for 2025:**

- Fees and Charges – Increase (-\$4,650) for 2025 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$3,500	-\$4,000	-\$500
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$3,500</u>	<u>-\$4,000</u>	<u>-\$500</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>-\$4,000</u>	<u>-\$500</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 2025:**

- The existing ten-year contract ends in 2024, which will require Administration to review the operations of the LED screen and will be bringing a new agreement to Council to consider.

## 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.

	2024 Budget	2025 Budget	Changes
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	\$313,290	\$319,300	\$6,010
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	\$21,660	\$21,420	-\$240
	<u>\$399,950</u>	<u>\$405,720</u>	<u>\$5,770</u>
	<u>\$399,950</u>	<u>\$405,720</u>	<u>\$5,770</u>

**Service Level / Budget impact notes:** There are recommended changes presented in the Staffing Compliment report found in Tab 6.

### Notable for 2025:

- Wages and Benefits - Increase (\$6,010) for negotiated cost-of-living and step increases.

Of the \$65,000 budgeted in Maintenance, \$60,000 is to be utilized for the repair of the Museum Roof Repairs.

## 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 5 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$256,800	-\$271,550	-\$14,750
Conditional Grants	-\$2,500	-\$2,500	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$259,300</u>	<u>-\$274,050</u>	<u>-\$14,750</u>
Wages and Benefits	\$303,730	\$311,950	\$8,220
Contractual Services	\$46,700	\$41,800	-\$4,900
Maintenance	\$94,300	\$99,300	\$5,000
Utilities	\$190,220	\$173,040	-\$17,180
Supplies	\$10,000	\$10,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$20,290	\$29,150	\$8,860
	<u>\$665,240</u>	<u>\$665,240</u>	<u>\$0</u>
	<u>\$405,940</u>	<u>\$391,190</u>	<u>-\$14,750</u>

**Service Level / Budget impact notes:** We attempt to utilize the facility to its fullest throughout the year. We see the facilities greatest usage between October and March of each year, with less usage at the start and end of the season and throughout the spring/summer. During the ice season, our hours of operation cover all requested ice time. There are recommended changes presented in the Staffing Compliment report found in Tab 6.

### **Notable for 2025:**

- Fees and Charges – Increase (-\$14,750) based on 2025 rate increases.
- Wages and Benefits – Increase (\$8,220) for negotiated cost-of-living and step increases.
- Contractual – Decrease (-\$4,900) to bring Property and Liability Insurance to 2024 actual.
- Maintenance – Increase (\$5,000) Contracted Maintenance and Maintenance Supplies to 2024 actuals.
- Utilities – Decrease (-\$17,180) due to a five-month period in late 2023 where the power meter was reading significantly higher than the actual amount used causing the 2024 budgeting process to overcompensate.
- Fleet – Increase (\$8,860) Fleet Bill Outs to increase reserve contributions required to maintain future fleet replacements.

## 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$4,120	-\$4,500	-\$380
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$4,120</u>	<u>-\$4,500</u>	<u>-\$380</u>
Wages and Benefits	\$14,470	\$14,880	\$410
Contractual Services	\$290	\$290	\$0
Maintenance	\$3,000	\$3,000	\$0
Utilities	\$0	\$0	\$0
Supplies	\$4,000	\$5,000	\$1,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$21,760</u>	<u>\$23,170</u>	<u>\$1,410</u>
	<u>\$17,640</u>	<u>\$18,670</u>	<u>\$1,030</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 2025:**

- Supplies – Increase (\$1,000) to replace equipment as required.

## 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

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$100,000	-\$111,800	-\$11,800
Conditional Grants	\$0	\$0	\$0
Other Revenue	-\$4,000	-\$4,000	\$0
	<b>-\$104,000</b>	<b>-\$115,800</b>	<b>-\$11,800</b>
Wages and Benefits	\$145,870	\$152,250	\$6,380
Contractual Services	\$19,650	\$19,510	-\$140
Maintenance	\$36,820	\$38,820	\$2,000
Utilities	\$56,680	\$51,100	-\$5,580
Supplies	\$7,000	\$7,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<b>\$266,020</b>	<b>\$268,680</b>	<b>\$2,660</b>
	<b>\$162,020</b>	<b>\$152,880</b>	<b>-\$9,140</b>

**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 2025:**

- Fees and Charges – Increase (-\$11,800) due to the increase of rates and the establishment of a lease with the Soup Kitchen.
- Wages and Benefits – Increase (\$6,380) for negotiated cost-of-living and step increases.
- Maintenance – Increase (\$2,000) to bring Contracted Maintenance Services to 2024 actuals.
- Utilities – Decrease (\$5,580) to reflect 2024 actuals.



## 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$53,590	-\$55,850	-\$2,260
Conditional Grants	-\$2,500	-\$2,500	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$56,090</u>	<u>-\$58,350</u>	<u>-\$2,260</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$25,750	\$23,060	-\$2,690
Maintenance	\$23,750	\$23,750	\$0
Utilities	\$71,130	\$66,190	-\$4,940
Supplies	\$200	\$500	\$300
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$120,830</u>	<u>\$113,500</u>	<u>-\$7,330</u>
	<u>\$64,740</u>	<u>\$55,150</u>	<u>-\$9,590</u>

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

### Notable for 2025:

- Fees and Charges – Increase (-\$1,260) curling rink lease agreement and (-\$1,000) for increased usage and rental fees.
- Contractual – Decrease (-\$2,690) to bring Property and Liability Insurance to 2024 actual.
- Utilities – Decrease (-\$4,940) to reflect 2024 actuals.

## 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 is also home to a speed swimming club. The majority of maintenance is taken care of by Facility Maintenance Staff 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$203,860	-\$226,360	-\$22,500
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$203,860</u>	<u>-\$226,360</u>	<u>-\$22,500</u>
Wages and Benefits	\$307,600	\$314,800	\$7,200
Contractual Services	\$34,310	\$31,250	-\$3,060
Maintenance	\$39,000	\$44,500	\$5,500
Utilities	\$130,260	\$137,820	\$7,560
Supplies	\$31,400	\$34,150	\$2,750
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$542,570</u>	<u>\$562,520</u>	<u>\$19,950</u>
	<u>\$338,710</u>	<u>\$336,160</u>	<u>-\$2,550</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 2025:**

- Fees and Charges – Increase (-\$1,500) Public Swimming, (-\$4,000) Swimming Lessons, and (-\$17,000) Rental fees to reflect 2024 usage and 2025 rate increases.
- Wages and Benefits – Increase (\$9,200) for negotiated cost-of-living and step increases and decrease (\$2,000) staff development.
- Contractual – Decrease (-\$3,060) Property and Liability Insurance to 2024 actuals.
- Maintenance – Increase (\$5,500) Maintenance Costs to 2024 actuals.
- Utilities – Increase (\$7,560) To reflect 2024 actuals.
- Supplies – Increase (\$2,750) 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$282,180	-\$345,130	-\$62,950
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$282,180</u>	<u>-\$345,130</u>	<u>-\$62,950</u>
Wages and Benefits	\$156,370	\$179,310	\$22,940
Contractual Services	\$0	\$0	\$0
Maintenance	\$7,000	\$7,000	\$0
Utilities	\$670	\$370	-\$300
Supplies	\$113,570	\$153,880	\$40,310
Advertising	\$0	\$0	\$0
Other	\$4,570	\$4,570	\$0
Fleet	\$0	\$0	\$0
	<u>\$282,180</u>	<u>\$345,130</u>	<u>\$62,950</u>
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

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

### **Notable for 2025:**

- Fees and Charges – Increase (-\$62,950) revenue closer to 2024 actuals to ensure cost centre stays break-even.
- Wages and Benefits – Increase (\$22,940) for negotiated cost-of-living increases.
- Supplies – Increase (\$40,310) Supplies to 2024 actuals.

## 5270 – Centennial Park Service Building

**Overview:** The City constructed the new service building at Centennial Park in 2024. The overall operational plan for the operations of the outdoor concession aspect of the building has not been finalized. This Cost Centre is being presented with anticipate utility costs for 2025.

**Personnel:** No staffing costs have been recognized.

	2024 Budget	2025 Budget	Changes
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$3,960	\$3,960
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<b>\$0</b>	<b>\$3,960</b>	<b>\$3,960</b>
	<b>\$0</b>	<b>\$3,960</b>	<b>\$3,960</b>

**Service Level / Budget impact notes:** Service Levels for this operation will be determined in 2025.

**Notable for 2025:**

- Utilities – Increase (\$3,960) to anticipate incurring utility costs in 2025.

## 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$21,000	-\$24,000	-\$3,000
Conditional Grants	-\$8,000	-\$5,000	\$3,000
Other Revenue	\$0	\$0	\$0
	<b>-\$29,000</b>	<b>-\$29,000</b>	<b>\$0</b>
Wages and Benefits	\$226,780	\$235,870	\$9,090
Contractual Services	\$8,540	\$7,960	-\$580
Maintenance	\$52,270	\$53,270	\$1,000
Utilities	\$36,500	\$46,440	\$9,940
Supplies	\$10,700	\$10,700	\$0
Advertising	\$0	\$0	\$0
Other	\$7,710	\$5,210	-\$2,500
Fleet	\$95,670	\$116,210	\$20,540
	<b>\$438,170</b>	<b>\$475,660</b>	<b>\$37,490</b>
	<b>\$409,170</b>	<b>\$446,660</b>	<b>\$37,490</b>

**Service Level / Budget impact notes:** No changes.

### **Notable for 2025:**

- Fees and Charges – Increase (-\$2,000) Ball Fees for 2025 rates and Increase (-\$1,000) for other fees.
- Conditional Grants – Decrease (\$3,000) to reflect the City not receiving the Young Workers Grant as they had in years past.
- Wages and Benefits – Increase (\$9,090) for negotiated cost-of-living and step increases.
- Maintenance – Increase (\$1,000) to reflect 2024 actuals.
- Utilities – Increase (\$9,940) due to rising Power and Natural Gas costs.
- Other – Decrease (-\$2,500) Interest Expense for Centennial Park Loan.
- Fleet – Increase (\$20,540) to better reflect the costs of Parks expenses of the Leisure Services Fleet.

## 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.

	2024 Budget	2025 Budget	Changes
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	\$80	\$70	-\$10
Maintenance	\$1,500	\$1,500	\$0
Utilities	\$13,570	\$20,220	\$6,650
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$15,150</u>	<u>\$21,790</u>	<u>\$6,640</u>
	<u>\$15,150</u>	<u>\$21,790</u>	<u>\$6,640</u>

**Service Level / Budget impact notes:** The Park typically runs from May long weekend to September long weekend, to ensure that we don't have issues with freezing lines. The water is on a timer that typically is set for a 12-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 2025:**

- Utilities – Increase (\$6,650) Water to reflect 2024 historic actuals.

## 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 from the plots each year as well. This is administered through our Leisure Services administration.

**Personnel:** Minimal staffing of parks staff

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$1,200	-\$1,200	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$1,200</u>	<u>-\$1,200</u>	<u>\$0</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$910	\$880	-\$30
Supplies	\$1,090	\$1,090	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$2,000</u>	<u>\$1,970</u>	<u>-\$30</u>
	<u>\$800</u>	<u>\$770</u>	<u>-\$30</u>

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

**Notable for 2025:**

- 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.

	2024 Budget	2025 Budget	Changes
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	\$10,550	\$10,500	-\$50
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
	<u>\$17,550</u>	<u>\$17,500</u>	<u>-\$50</u>
	<u>\$17,550</u>	<u>\$17,500</u>	<u>-\$50</u>

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

### Notable for 2025:

- 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.

	2024 Budget	2025 Budget	Changes
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	\$8,000	\$8,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$8,000</u>	<u>\$8,000</u>	<u>\$0</u>
	<u>\$8,000</u>	<u>\$8,000</u>	<u>\$0</u>

### **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 the planning, planting, and maintenance, as well as the keeping of an inventory, of all trees located on boulevards, in parks, and along trails. For a number of years, the Urban Forest cost centre has seen many new trees being planted annually, but very little effort spent on maintaining the current inventory of trees. The expenses associated with this cost centre are 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.

	2024 Budget	2025 Budget	Changes
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	\$3,530	\$3,650	\$120
Contractual Services	\$0	\$0	\$0
Maintenance	\$34,000	\$34,000	\$0
Utilities	\$0	\$0	\$0
Supplies	\$1,000	\$1,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$38,530</u>	<u>\$38,650</u>	<u>\$120</u>
	<u>\$38,530</u>	<u>\$38,650</u>	<u>\$120</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 2025:**

- No significant changes anticipated.

## 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.

	2024 Budget	2025 Budget	Changes
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	\$7,090	\$7,360	\$270
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	\$3,700	\$2,920	-\$780
	<u>\$12,890</u>	<u>\$12,380</u>	<u>-\$510</u>
	<u>\$12,890</u>	<u>\$12,380</u>	<u>-\$510</u>

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

### **Notable for 2025:**

- No significant changes anticipated.

## 5390 – Historical Campground

**Overview:** This cost centre has been created to capture the revenues and expenses associated with the Humboldt Campground. The Historic Campground operates and maintains a minigolf course as well as the campground itself; both of which bring in rental and usage fees. Costs associated with this aspect of the City include salaries, utility and insurance costs, and various supply costs.

**Personnel:** The Cost Centre recognizes the costs of four seasonal part-time Administrative staff.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$37,000	-\$38,600	-\$1,600
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$37,000</u>	<u>-\$38,600</u>	<u>-\$1,600</u>
Wages and Benefits	\$0	\$41,400	\$41,400
Contractual Services	\$46,400	\$0	-\$46,400
Maintenance	\$0	\$0	\$0
Utilities	\$6,600	\$7,790	\$1,190
Supplies	\$1,600	\$1,600	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$54,601</u>	<u>\$50,790</u>	<u>-\$3,811</u>
	<u>\$17,601</u>	<u>\$12,190</u>	<u>-\$5,411</u>

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

### **Notable for 2025:**

- Fees and Charges – Increase (-\$5,000) for Minigolf Fees, increase (-\$6,600) Supply Sales, and decrease (\$10,000) Rental Fees to reflect 2024 actuals.
- Wages and Benefits – Increase (\$41,400) for the addition of four seasonal campground workers as the City took over this operation in 2024.
- Contractual – Decrease (-\$46,400) the contractual costs as the City took over the Campground operations in 2024.
- Utilities – Increase (\$1,190) to reflect 2024 actuals.

## 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$4,500	-\$5,500	-\$1,000
Conditional Grants	-\$2,000	-\$2,000	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$6,500</u>	<u>-\$7,500</u>	<u>-\$1,000</u>
Wages and Benefits	\$80,500	\$90,080	\$9,580
Contractual Services	\$14,000	\$14,000	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$2,000	\$2,000	\$0
Advertising	\$0	\$0	\$0
Other	\$20,000	\$60,000	\$40,000
Fleet	\$0	\$0	\$0
	<u>\$116,500</u>	<u>\$166,080</u>	<u>\$49,580</u>
	<u>\$110,000</u>	<u>\$158,580</u>	<u>\$48,580</u>

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

### **Notable for 2025:**

- Fees and Charges – Increase (-\$1,000) Program Revenues due to increased usage.
- Wages and Benefits – Increase (\$9,580) for negotiated cost-of-living and step increases.
- Other – Increase (\$40,000) for Living Skies Music Festival sponsorship. This is a prepaid expense and will not effect 2025 taxation, but will be an expense incurred.

## 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. There are 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$25,000	-\$25,000	\$0
Conditional Grants	-\$4,000	-\$4,000	\$0
Other Revenue	\$0	\$0	\$0
	<b>-\$29,000</b>	<b>-\$29,000</b>	<b>\$0</b>
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
	<b>\$29,000</b>	<b>\$29,000</b>	<b>\$0</b>
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**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 2025:**

- 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$21,000	-\$27,000	-\$6,000
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$21,000</u>	<u>-\$27,000</u>	<u>-\$6,000</u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$14,000	\$18,000	\$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
	<u>\$14,000</u>	<u>\$18,000</u>	<u>\$4,000</u>
	<u>-\$7,000</u>	<u>-\$9,000</u>	<u>-\$2,000</u>

**Service Level / Budget impact notes:** We have transitioned away from contractors and have introduced a new rate plan for the program.

### Notable for 2025:

- Fees and Charges – Increase (-\$6,000) Program Revenues to reflect new program structure.
- Contractual – Increase (\$4,000) payments to the School Divisions as per the new program structure.

## 5430 – Leisure Services Fleet

**Overview:** This cost centre is for the tracking of total expenses of the 23 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.

	2024 Budget	2025 Budget	Changes
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	\$14,330	\$15,530	\$1,200
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	-\$156,340	-\$183,650	-\$27,310
	<u>-\$78,350</u>	<u>-\$104,460</u>	<u>-\$26,110</u>
	<u>-\$78,350</u>	<u>-\$104,460</u>	<u>-\$26,110</u>

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

### **Notable for 2025:**

- Contractual Services – Increase (\$1,200) Vehicle and Equipment Insurance to reflect 2024 historic actuals.
- Fleet – Increase (-\$27,310) Fleet Bill Outs to increase reserve contributions required to maintain future fleet replacements.

**The -\$104,460 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$2,000	-\$2,000	\$0
Conditional Grants	-\$1,580	-\$1,580	\$0
Other Revenue	\$0	\$0	\$0
	<b>-\$3,580</b>	<b>-\$3,580</b>	<b>\$0</b>
Wages and Benefits	\$23,170	\$23,740	\$570
Contractual Services	\$20,710	\$20,660	-\$50
Maintenance	\$3,700	\$3,700	\$0
Utilities	\$14,920	\$15,720	\$800
Supplies	\$4,900	\$4,900	\$0
Advertising	\$400	\$400	\$0
Other	\$138,760	\$139,760	\$1,000
Fleet	\$0	\$0	\$0
	<b>\$206,560</b>	<b>\$208,880</b>	<b>\$2,320</b>
	<b>\$202,980</b>	<b>\$205,300</b>	<b>\$2,320</b>

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

**Notable for 2025:**

- Other – Increase (\$1,000) Grant expense to anticipate an increase to Wapiti Regional Library. We have not heard back on what the 2025 funding request is anticipated to be.

## 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 no longer been budgeted fully to this Cost Centre; Cultural Services employs the Director, Museum Supervisor, Museum Gallery Clerk, two Cultural Programmers, and four summer students.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$16,100	-\$25,500	-\$9,400
Conditional Grants	-\$55,980	-\$21,980	\$34,000
Other Revenue	\$0	\$0	\$0
	<u>-\$72,080</u>	<u>-\$47,480</u>	<u>\$24,600</u>
Wages and Benefits	\$406,770	\$123,480	-\$283,290
Contractual Services	\$7,930	\$10,430	\$2,500
Maintenance	\$3,000	\$500	-\$2,500
Utilities	\$570	\$1,640	\$1,070
Supplies	\$9,700	\$9,700	\$0
Advertising	\$4,000	\$6,000	\$2,000
Other	\$400	\$900	\$500
Fleet	\$0	\$0	\$0
	<u>\$432,370</u>	<u>\$152,650</u>	<u>-\$279,720</u>
	<u><u>\$360,290</u></u>	<u><u>\$105,170</u></u>	<u><u>-\$255,120</u></u>

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

### **Notable for 2025:**

- Fees and Charges – Increase (-\$500) Program Revenues to reflect 2024 historic actuals. Increase (-\$10,000) Friends and Foundation Donations to recognize donations and travelling exhibit revenues. Transfer (\$1,100) Rental Fees to be recognized in the Museum Operations and Gallery Operations cost centres.
- Grants – Transfer (\$34,000) to be more appropriately recognized in the Museum Operations cost centre.
- Wages and Benefits – Increase (\$26,490) for negotiated cost-of-living and step increases. Transfer (-\$309,770) to recognize employee’s wages in the more appropriate cost centres within Cultural Services.
- Contracted Services – Transfer (\$2,500) from Maintenance for consignment fees as this isn’t a maintenance item.
- Utilities – Increase (\$1,070) Telephone due to rental rates of new phone contract.
- Advertising – Increase (\$2,000) to enhance advertising efforts in 2025.

## 5600 – Museum Operations

**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 now portions of employee costs budgeted to this area.

	2024 Budget	2025 Budget	Changes
Fees and Charges	\$0	-\$500	-\$500
Conditional Grants	\$0	-\$41,000	-\$41,000
Other Revenue	-\$1,500	-\$1,500	\$0
	<b>-\$1,500</b>	<b>-\$43,000</b>	<b>-\$41,500</b>
Wages and Benefits	\$0	\$166,570	\$166,570
Contractual Services	\$4,080	\$4,040	-\$40
Maintenance	\$10,630	\$10,630	\$0
Utilities	\$26,030	\$23,160	-\$2,870
Supplies	\$13,000	\$22,500	\$9,500
Advertising	\$0	\$0	\$0
Other	\$4,000	\$4,000	\$0
Fleet	\$0	\$0	\$0
	<b>\$57,740</b>	<b>\$230,900</b>	<b>\$173,160</b>
	<b>\$56,240</b>	<b>\$187,900</b>	<b>\$131,660</b>

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

**Notable for 2025:**

- Grants – Increase (-\$5,000) Federal Grants for the Exhibition Circulation Fund. Increase (-\$2,000) Provincial Grants for the Museum Association of Saskatchewan grant. Transfer (-\$34,000) from Cultural Services Administration to be more appropriately recognized in Museum Operations.
- Wages and Benefits – Transfer (\$166,570) from Cultural Services Administration to represent Museum employee’s wages.
- Utilities – Decrease (-\$2,870) to reflect 2024 actuals.
- Supplies – Increase (\$9,500) to bring in exhibits funded by 2025 new grants.

## 5650 – Gallery Operations

**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 now portions of employee costs budgeted to this area.

	2024 Budget	2025 Budget	Changes
Fees and Charges	\$0	-\$1,000	-\$1,000
Conditional Grants	\$0	-\$11,000	-\$11,000
Other Revenue	-\$1,000	-\$1,000	\$0
	<u><b>-\$1,000</b></u>	<u><b>-\$13,000</b></u>	<u><b>-\$12,000</b></u>
Wages and Benefits	\$0	\$126,970	\$126,970
Contractual Services	\$9,360	\$9,270	-\$90
Maintenance	\$11,500	\$11,500	\$0
Utilities	\$12,740	\$12,460	-\$280
Supplies	\$13,000	\$18,000	\$5,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u><b>\$46,600</b></u>	<u><b>\$178,200</b></u>	<u><b>\$131,600</b></u>
	<u><u><b>\$45,600</b></u></u>	<u><u><b>\$165,200</b></u></u>	<u><u><b>\$119,600</b></u></u>

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

### **Notable for 2025:**

- Fees and Charges – Transfer (-\$1,000) Rental Fees from Cultural Services Administration.
- Grants – Increase (-\$11,000) grant funding from Sask Arts.
- Wages and Benefits - Transfer (\$126,970) from Cultural Services Administration to represent Gallery employee’s wages.
- Supplies – Increase (\$5,000) for additional spending related to the Sask Arts grant.

## 5700 – Original Humboldt

**Overview:** Original Humboldt consists of an 80-acre parcel of land that is being developed for its historical significance to both the City and Country. The site is host to historical art pieces and trails for visitors to view and learn about either themselves or on guided tours.

**Personnel:** There are now portions of employee costs budgeted to this area.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$1,000	-\$1,230	-\$230
Conditional Grants	\$0	\$0	\$0
Other Revenue	-\$5,000	-\$6,000	-\$1,000
	<b>-\$6,000</b>	<b>-\$7,230</b>	<b>-\$1,230</b>
Wages and Benefits	\$0	\$8,930	\$8,930
Contractual Services	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$6,000	\$7,230	\$1,230
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<b>\$6,000</b>	<b>\$16,160</b>	<b>\$10,160</b>
	<b>\$0</b>	<b>\$8,930</b>	<b>\$8,930</b>

### **Service Level / Budget impact notes:**

- No changes to service levels.

### **Notable for 2025:**

- Other Revenue – Increase (-\$1,000) to reflect historic actuals.
- Wages and Benefits – Transfer (\$8,930) from Cultural Services Administration to represent Original Humboldt employee’s wages.
- Supplies – Increase (\$1,230) for Original Humboldt art piece.

## 5800 – Public Art

**Overview:** The city owns a collection of public art significant to the City and general area and is responsible for its maintenance.

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

	2024 Budget	2025 Budget	Changes
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	-\$2,000	-\$2,000	\$0
	<b>-\$2,000</b>	<b>-\$2,000</b>	<b>\$0</b>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Maintenance	\$4,000	\$4,000	\$0
Utilities	\$0	\$0	\$0
Supplies	\$6,000	\$31,000	\$25,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<b>\$10,000</b>	<b>\$35,000</b>	<b>\$25,000</b>
	<b>\$8,000</b>	<b>\$33,000</b>	<b>\$25,000</b>

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

### **Notable for 2025:**

- Supplies – Increase (\$25,000) for the 2025 Public Art project Manufacturing and Agriculture Sculpture. This expenditure will be offset by a draw from reserves and does not impact Taxation.

## 5900 – Water Tower

**Overview:** The city owns the water tower structure and the capital assets in the building. Revenues primarily come from donations and the fees garnered from tours. Costs include power and the security system, as well as miscellaneous maintenance supplies.

**Personnel:** There are now portions of employee costs budgeted to this area.

	2024 Budget	2025 Budget	Changes
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	-\$5,540	-\$5,540	\$0
	<b>-\$5,540</b>	<b>-\$5,540</b>	<b>\$0</b>
Wages and Benefits	\$0	\$7,280	\$7,280
Contractual Services	\$1,170	\$1,160	-\$10
Maintenance	\$1,600	\$1,600	\$0
Utilities	\$710	\$920	\$210
Supplies	\$2,200	\$2,200	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<b>\$5,680</b>	<b>\$13,160</b>	<b>\$7,480</b>
	<b>\$140</b>	<b>\$7,620</b>	<b>\$7,480</b>

### 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 2025:

- Wages and Benefits – Transfer (\$7,280) from Cultural Services Administration to represent Water Tower employee’s wages.

## 6050 – Waste Management

**Overview:** This cost centre represents the City’s expenses related to the services provided by REACT for the collection and disposal of solid waste and recyclables, along with the monthly fees charged to residential properties for the service.

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

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$543,230	-\$543,230	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$543,230</u>	<u>-\$543,230</u>	<u>\$0</u>
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
	<u>\$593,230</u>	<u>\$593,230</u>	<u>\$0</u>
	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$0</u>

**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 2025:**

- No significant changes anticipated. We have not heard from REACT as to what their anticipated 2025 rate increases will be. Any increase in rates charges by REACT will result in increased fees charged to users through utility billing.



## 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$57,000	-\$62,000	-\$5,000
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$57,000</u>	<u>-\$62,000</u>	<u>-\$5,000</u>
Wages and Benefits	\$11,400	\$6,150	-\$5,250
Contractual Services	\$0	\$0	\$0
Maintenance	\$23,000	\$21,000	-\$2,000
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$7,120	\$7,660	\$540
	<u>\$41,520</u>	<u>\$34,810</u>	<u>-\$6,710</u>
	<u>-\$15,480</u>	<u>-\$27,190</u>	<u>-\$11,710</u>

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

### **Notable for 2025:**

- Fees and Charges – Increase (-\$5,000) sales from the addition of the Columbariums and plot sales.
- Wages and Benefits – Decrease (-\$5,250) to reflect 2024 historic actuals.
- Maintenance – Decrease (-\$2,000) Contracted Maintenance Services expense to 2024 actuals.

**The net surplus (-\$27,190) from this Cost Centre is transferred to a reserve for ongoing maintenance that will be required.**

## 6250 – Transit Services

**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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$7,500	-\$10,000	-\$2,500
Conditional Grants	-\$4,800	-\$11,500	-\$6,700
Other Revenue	\$0	\$0	\$0
	<u><b>-\$12,300</b></u>	<u><b>-\$21,500</b></u>	<u><b>-\$9,200</b></u>
Wages and Benefits	\$0	\$0	\$0
Contractual Services	\$54,360	\$57,840	\$3,480
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$610	\$610
Supplies	\$500	\$500	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$23,150	\$37,050	\$13,900
	<u><b>\$78,010</b></u>	<u><b>\$96,000</b></u>	<u><b>\$17,990</b></u>
	<u><u><b>\$65,710</b></u></u>	<u><u><b>\$74,500</b></u></u>	<u><u><b>\$8,790</b></u></u>

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

### Notable for 2025:

- Fees and Charges – Increase (-\$2,500) to reflect 2024 historic actuals.
- Grants – Increase (-\$6,700) funds from the Transit Assistance for People with Disabilities grant.
- Contractual Services – Increase (\$1,500) in Rent to store the Mobility Van. Increase (\$1,980) as per the operations contract.
- Fleet – Increase (\$13,900) Fleet Expense to represent an increase in annual contribution costs of the Mobility Van.

**Any operational budgetary impacts resulting from the proposed expansion of this service are subject to further review and approval by City Council at a later date.**

## 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.

	2024 Budget	2025 Budget	Changes
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	\$1,730	\$1,730	\$0
Maintenance	\$8,420	\$8,420	\$0
Utilities	\$0	\$0	\$0
Supplies	\$8,000	\$8,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	-\$23,150	-\$37,050	-\$13,900
	<u>-\$5,000</u>	<u>-\$18,900</u>	<u>-\$13,900</u>
	<u>-\$5,000</u>	<u>-\$18,900</u>	<u>-\$13,900</u>

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

### **Notable for 2025:**

- Fleet – Increase (\$13,900) shown here is expensed to the Mobility Van Cost Centre.

**The resulting -\$18,900 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. The budgeted amount attributed to this Cost Centre captures the estimate of the City's share (5%) of Humboldt Housing annual operating loss.

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

	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>Changes</b>
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></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	\$9,500	\$9,500	\$0
Fleet	\$0	\$0	\$0
	<u><b>\$9,500</b></u>	<u><b>\$9,500</b></u>	<u><b>\$0</b></u>
	<u><u><b>\$9,500</b></u></u>	<u><u><b>\$9,500</b></u></u>	<u><u><b>\$0</b></u></u>

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

**Notable for 2025:**

- No significant changes anticipated.

## 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.

	2024 Budget	2025 Budget	Changes
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	\$352,320	\$404,600	\$52,280
Contractual Services	\$25,020	\$25,500	\$480
Maintenance	\$6,500	\$7,000	\$500
Utilities	\$3,060	\$4,510	\$1,450
Supplies	\$6,790	\$6,790	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$12,640	\$14,750	\$2,110
	<u>\$406,330</u>	<u>\$463,150</u>	<u>\$56,820</u>
	<u>\$406,330</u>	<u>\$463,150</u>	<u>\$56,820</u>

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

**Notable for 2025:**

- Wages and Benefits - Increase (\$52,280) for negotiated cost-of-living and step increases.
- Utilities - Increase (\$1,450) Telephone due to rental rates of new phone contract.
- Fleet – Increase (\$2,110) Fleet Expense to better reflect the cost of maintaining the equipment used within Transportation Admin.

## 7075 – Street Lighting

**Overview:** This cost centre reflects the expenses paid to SaskPower for the power and maintenance of streetlights within the City.

**Personnel:** No staff time is budgeted to this area.

	2024 Budget	2025 Budget	Changes
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	\$154,420	-\$3,720
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$158,140</u>	<u>\$154,420</u>	<u>-\$3,720</u>
	<u>\$158,140</u>	<u>\$154,420</u>	<u>-\$3,720</u>

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

### **Notable for 2025:**

- Utilities - Decrease (-\$3,720) Power to reflect 2024 actuals.

## 7100 – Street Systems

**Overview:** Street Systems is the cost centre which reflects the City’s efforts involving street infrastructure repair, maintenance, and improvements. Revenues include 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	\$0	\$0	\$0
Conditional Grants	-\$56,110	-\$56,110	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$56,110</u>	<u>-\$56,110</u>	<u>\$0</u>
Wages and Benefits	\$113,150	\$116,900	\$3,750
Contractual Services	\$0	\$0	\$0
Maintenance	\$306,700	\$414,000	\$107,300
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$84,100	\$114,270	\$30,170
	<u>\$503,950</u>	<u>\$645,170</u>	<u>\$141,220</u>
	<u>\$447,840</u>	<u>\$589,060</u>	<u>\$141,220</u>

**Service Level / Budget impact notes:** Contracted Maintenance Costs will see an allocation to this Costs Centre but those expenses may be incurred in other Cost Centres depending on the work that proceed in 2025.

**Notable for 2025:**

- Wages and Benefits – Increase (\$3,750) for negotiated cost-of-living and step increases.
- Maintenance – Increase (\$106,000) Contracted Maintenance to be distributed to other Transportation cost centres for projects such as Dust Control and Durable Markings. Increase (\$1,300) Maintenance Supplies to reflect 2024 historic actuals.
- Fleet – Increase (\$30,170) Fleet Expense to better reflect the cost of maintaining the equipment used within Street Systems.

Increased service levels are anticipated in this area in 2025 when compared to 2024.

## 7120 – Street Sweeping

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

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

	2024 Budget	2025 Budget	Changes
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	\$18,980	\$19,860	\$880
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	\$34,120	\$59,720	\$25,600
	<u>\$53,100</u>	<u>\$79,580</u>	<u>\$26,480</u>
	<u>\$53,100</u>	<u>\$79,580</u>	<u>\$26,480</u>

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

### **Notable for 2025:**

- Fleet – Increase (\$25,600) Fleet Expense to better reflect the cost of maintaining the equipment used within Street Sweeping.



## 7150 – Storm Water Infrastructure

**Overview:** This cost centre reflects the City’s efforts associated with the repair, maintenance, and improvement of Storm Water Infrastructure. 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.

	2024 Budget	2025 Budget	Changes
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	\$45,760	\$42,380	-\$3,380
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	\$66,030	\$60,250	-\$5,780
Fleet	\$35,340	\$50,510	\$15,170
	<u>\$230,130</u>	<u>\$236,140</u>	<u>\$6,010</u>
	<u>\$230,130</u>	<u>\$236,140</u>	<u>\$6,010</u>

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

### **Notable for 2025:**

- Wages and Benefits – Decrease (-\$3,380) to reflect 2024 historic actuals.
- Other – Decrease (-\$3,280) for interest on loan for Superpipe. Decrease (-\$2,500) Grant Expense to reflect 2024 historic actuals.
- Fleet – Increase (\$15,174) Fleet Expense to better reflect the cost of maintaining the equipment used within the Storm Water.

## 7170 – Street and Curb Painting

**Overview:** Reflected in this cost centre is the contracted work associated with the painting of streets and curbs within the city.

**Personnel:** There are no City staff associated with this cost centre.

	2024 Budget	2025 Budget	Changes
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 2025:**

- No significant changes anticipated.

Increased service levels are anticipated in this area in 2025 when compared to 2024. Costs budgeted for in the Street Systems cost centre (7100).

## 7200 – Public Works Shop

**Overview:** This cost centre depicts the overhead costs associated with the public works shop and yard such utilities, office equipment, and mechanic’s tools.

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

	2024 Budget	2025 Budget	Changes
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	\$35,630	\$29,230	-\$6,400
Contractual Services	\$3,380	\$3,290	-\$90
Maintenance	\$17,930	\$28,730	\$10,800
Utilities	\$40,070	\$39,480	-\$590
Supplies	\$14,500	\$17,500	\$3,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$3,320	\$5,720	\$2,400
	<u>\$114,830</u>	<u>\$123,950</u>	<u>\$9,120</u>
	<u>\$114,830</u>	<u>\$123,950</u>	<u>\$9,120</u>

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

### **Notable for 2025:**

- Wages and Benefits – Decrease (-\$6,400) to reflect 2024 historic actuals.
- Contractual Services – Transfer (\$1,700) from maintenance and (\$500) from Supplies for radio license fees, printer contract, and decrease (-\$90) Property and Liability Insurance.
- Maintenance – Increase (\$10,000) for a motorized gate, a one-time cost, and Increase (\$300) for radio license fees. Transfer (-\$1,700) to Contractual Services.
- Supplies – Increase (\$1,500) for postage expense and increase (\$2,000) Tools and Equipment to reflect 2024 historic actuals. Transfer (-\$500) to Contractual Services.
- Fleet – Increase (\$2,400) Fleet Expense to better reflect the cost of maintaining the equipment used at the Public Works Shop.

## 7300 – Snow and Ice Control

**Overview:** Represented in this cost centre are the expenses the City is subject to relating to snow plowing and removal as well as storage related expenses as per City policy #6340.

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

	2024 Budget	2025 Budget	Changes
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Wages and Benefits	\$144,750	\$149,850	\$5,100
Contractual Services	\$122,500	\$117,500	-\$5,000
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$13,400	\$18,400	\$5,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$138,880	\$177,020	\$38,140
	<b>\$419,530</b>	<b>\$462,770</b>	<b>\$43,240</b>
	<b>\$419,530</b>	<b>\$462,770</b>	<b>\$43,240</b>

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

**Notable for 2025:**

- Wages and Benefits – Increase (\$5,100) to reflect 2024 historic actuals.
- Contractual – Decrease (-\$5,000) to reflect 2024 historic actuals.
- Fleet – Increase (\$38,140) Fleet Expense to better reflect the cost of maintaining the equipment used within Snow and Ice Control.

### 7310 – Emulsion Treated Roads

**Overview:** Of the two gravel road dust control approaches, one employs the use of a product called DL10 Special which is applied to certain roadways within the City to mimic an asphalt top layer. DL10 Special is applied biennially. This cost centre captures the expenses specifically associated with DL10 Special Road Emulsion application and maintenance.

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

	2024 Budget	2025 Budget	Changes
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	\$5,370	\$1,630	-\$3,740
Contractual Services	\$0	\$0	\$0
Maintenance	\$16,000	\$16,000	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$21,370</u>	<u>\$17,630</u>	<u>-\$3,740</u>
	<u>\$21,370</u>	<u>\$17,630</u>	<u>-\$3,740</u>

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

**Notable for 2024:**

- Wages and Benefits – Decrease (-\$3,740) to reflect 2024 historic actuals.

Increased service levels are anticipated in this area in 2025 when compared to 2024. Costs budgeted for in the Street Systems cost centre (7100).

## 7320 – Gravel Road Maintenance

**Overview:** The cost centre Gravel Road Maintenance mainly concentrates on the staffing and supply of gravel costs required for the maintenance of the top layer of unpaved roads within the city. Also within this cost centre is the maintenance of Peck Road which is contracted out to the RM of Humboldt.

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

	2024 Budget	2025 Budget	Changes
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	\$15,210	\$15,860	\$650
Contractual Services	\$0	\$0	\$0
Maintenance	\$26,000	\$31,000	\$5,000
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$36,250	\$41,880	\$5,630
	<u>\$77,460</u>	<u>\$88,740</u>	<u>\$11,280</u>
	<u>\$77,460</u>	<u>\$88,740</u>	<u>\$11,280</u>

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

**Notable for 2024:**

- Maintenance – Increase (\$5,000) to reflect 2024 historic actuals.
- Fleet – Increase (\$5,630) Fleet Expense to better reflect the cost of maintaining the equipment used within Gravel Roads.

Increased service levels are anticipated in this area in 2025 when compared to 2024. Costs budgeted for in the Street Systems cost centre (7100).

## 7330 – Back Lane Maintenance

**Overview:** The maintenance of back lanes conducted with the City’s “Road Boss” box grader – twice per year as well as basic re-grading on select lanes is captured within this cost centre. Expenses related to the purchase of gravel also exist.

**Personnel:** Staff wages charged to this account as needed.

	2024 Budget	2025 Budget	Changes
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Wages and Benefits	\$4,180	\$5,700	\$1,520
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	\$11,380	\$11,840	\$460
	<b>\$25,560</b>	<b>\$27,540</b>	<b>\$1,980</b>
	<b>\$25,560</b>	<b>\$27,540</b>	<b>\$1,980</b>

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

### **Notable for 2024:**

- Wages and Benefits – Increase (\$1,915) for negotiated cost-of-living and step increases. Decrease (-\$400) Hourly Part Time as the result of converting a position to full time.
- Capital Request – Public works has submitted a request for a Skid Steer Box Grader valued at approximately \$7,000 which would be used for back lane maintenance.

## 7340 – Dust Control

**Overview:** While similar to the Emulsion Treated Road cost centre, the Dust Control cost centre is focused on the purchase and application of Calcium Chloride to 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.

	2024 Budget	2025 Budget	Changes
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	\$1,320	\$1,400	\$80
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
	<u>\$29,320</u>	<u>\$29,400</u>	<u>\$80</u>
	<u>\$29,320</u>	<u>\$29,400</u>	<u>\$80</u>

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

### **Notable for 2024:**

- No significant changes anticipated.

Increased service levels are anticipated in this area in 2025 when compared to 2024. Costs budgeted for in the Street Systems cost centre (7100).



## 7350 – Transportation Equipment

**Overview:** Costs associated with the operations as well as the maintenance, repair, and replacement of all Public works and Utilities vehicles and equipment are depicted in this cost centre.

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

	2024 Budget	2025 Budget	Changes
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	\$92,500	\$86,120	-\$6,380
Contractual Services	\$33,540	\$44,250	\$10,710
Maintenance	\$142,800	\$142,800	\$0
Utilities	\$0	\$0	\$0
Supplies	\$107,500	\$107,500	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	-\$640,510	-\$661,750	-\$21,240
	<u>-\$264,170</u>	<u>-\$281,080</u>	<u>-\$16,910</u>
	<u><u>-\$264,170</u></u>	<u><u>-\$281,080</u></u>	<u><u>-\$16,910</u></u>

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

### **Notable for 2024:**

- Wages and Benefits – Decrease (-\$6,380) to reflect 2024 historic actuals.
- Contractual Services – Increase (\$10,710) Vehicle and Equipment Insurance as the result of purchasing new items in 2024.
- Fleet – Decrease (-\$21,240) shown here is expensed to various Public Works Cost Centres.

**The resulting -\$281,080 reflects the contribution to reserves to plan for replacement of fleet vehicles and equipment.**

## 7370 – Traffic Signals

**Overview:** Costs associated with traffic signal maintenance contract, miscellaneous repairs due to damage, pedestrian countdown replacements, and signal head replacements are captured in this cost centre.

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

	2024 Budget	2025 Budget	Changes
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	\$430	\$80
Maintenance	\$31,200	\$31,200	\$0
Utilities	\$16,680	\$16,210	-\$470
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$48,230</u>	<u>\$47,840</u>	<u>-\$390</u>
	<u>\$48,230</u>	<u>\$47,840</u>	<u>-\$390</u>

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

**Notable for 2024:**

- No significant changes anticipated.

## 7380 – Traffic Signs

**Overview:** The replacement of traffic signs such as speed signs, street name blades, and other general signage due to damage or wear as well as the purchase of temporary traffic control, barricades, and overhead pedestrian signs are represented here.

**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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Wages and Benefits	\$7,750	\$10,740	\$2,990
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
	<b>\$23,450</b>	<b>\$26,440</b>	<b>\$2,990</b>
	<b>\$23,450</b>	<b>\$26,440</b>	<b>\$2,990</b>

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

**Notable for 2024:**

- Wages and Benefits – Increase (\$2,990) for cost of living and step increases.

## 7510 – Sidewalk Maintenance

**Overview:** City expenses associated with the removal and/or contracted replacement of sidewalks, typically as the result of service line replacement, are represented in this cost centre. These replacements usually are not significant enough to be considered capital purchases or betterments.

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

	2024 Budget	2025 Budget	Changes
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Wages and Benefits	\$5,270	\$4,180	-\$1,090
Contractual Services	\$0	\$0	\$0
Maintenance	\$75,000	\$75,000	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<b>\$80,270</b>	<b>\$79,180</b>	<b>-\$1,090</b>
	<b>\$80,270</b>	<b>\$79,180</b>	<b>-\$1,090</b>

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

### **Notable for 2024:**

- Wages and Benefits – Decrease (-\$1,090) to reflect 2024 historic actuals.

## 7530 – Ditch Mowing

**Overview:** The salary expenses related to the mowing of city ditches with the large tractor and pull behind mower. The City also mows the ditches South to Humboldt Lake.

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

	2024 Budget	2025 Budget	Changes
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Wages and Benefits	\$8,990	\$12,070	\$3,080
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	\$27,510	\$29,200	\$1,690
	<b>\$36,500</b>	<b>\$41,270</b>	<b>\$4,770</b>
	<b>\$36,500</b>	<b>\$41,270</b>	<b>\$4,770</b>

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

### **Notable for 2024:**

- Wages and Benefits – Increase (\$3,080) for negotiated cost-of-living and step increases.
- Fleet – Increase (\$1,690) Fleet Expense to reflect the cost of maintaining the Fleet equipment used for Ditch Mowing.

## 7550 – Winter Sidewalks

**Overview:** Sidewalk snow plowing, blowing, or the sweeping expenses of select sidewalks during the winter season as per City policy #6320 are captured here.

**Personnel:** Staff time after snowfall events, as necessary.

	2024 Budget	2025 Budget	Changes
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	\$19,480	\$15,060	-\$4,420
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	\$4,160	\$1,600	-\$2,560
	<u>\$23,640</u>	<u>\$16,660</u>	<u>-\$6,980</u>
	<u>\$23,640</u>	<u>\$16,660</u>	<u>-\$6,980</u>

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

**Notable for 2024:**

- Wages and Benefits – Decrease (-\$4,420) to reflect 2024 historic actuals.
- Fleet – Decrease (-\$2,560) to better reflect the cost of maintaining the equipment used for Winter Sidewalks.

## 7610 – Airport

**Overview:** This cost centre records the revenues from fuel sales and fees as well as the expenses related to maintenance, operations, and general overhead of the City Airport.

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

	2024 Budget	2025 Budget	Changes
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	\$1,650	\$1,730	\$80
Contractual Services	\$3,010	\$2,820	-\$190
Maintenance	\$11,000	\$11,000	\$0
Utilities	\$6,100	\$7,660	\$1,560
Supplies	\$18,750	\$18,750	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$540	\$1,230	\$690
	<u>\$41,050</u>	<u>\$43,190</u>	<u>\$2,140</u>
	<u>\$2,550</u>	<u>\$4,690</u>	<u>\$2,140</u>

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

**Notable for 2024:**

- Utilities – Increase (\$1,560) to reflect 2024 historic actuals.

## 7810 – Christmas Decorations

**Overview:** The salary and wage, contractual, and maintenance expenses related to the decoration of light poles, City Hall and the Campground are recognized here.

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

	2024 Budget	2025 Budget	Changes
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	\$7,900	\$6,930	-\$970
Contractual Services	\$7,000	\$7,000	\$0
Maintenance	\$5,000	\$5,000	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$19,900</u>	<u>\$18,930</u>	<u>-\$970</u>
	<u>\$19,900</u>	<u>\$18,930</u>	<u>-\$970</u>

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

**Notable for 2024:**

- No significant changes anticipated.



## 8000 – Utility Administration

**Overview:** This cost centre represents the administration of City Utilities. 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$4,516,680	-\$4,808,300	-\$291,620
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	-\$17,000	-\$17,000
	<u><b>-\$4,516,680</b></u>	<u><b>-\$4,825,300</b></u>	<u><b>-\$308,620</b></u>
Wages and Benefits	\$345,500	\$346,200	\$700
Contractual Services	\$14,630	\$13,000	-\$1,630
Maintenance	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Supplies	\$2,124,860	\$2,084,550	-\$40,310
Advertising	\$0	\$0	\$0
Other	\$1,000	\$1,000	\$0
Fleet	\$28,900	\$18,110	-\$10,790
	<u><b>\$2,514,890</b></u>	<u><b>\$2,462,860</b></u>	<u><b>-\$52,030</b></u>
	<u><u><b>-\$2,001,790</b></u></u>	<u><u><b>-\$2,362,440</b></u></u>	<u><u><b>-\$360,650</b></u></u>

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

### **Notable for 2024:**

- Fees and Charges: Increase (-\$241,160) for a Water rate increase of 5.3% for 2024. Increase (-\$50,471) to reflect 2024 historic actuals.
- Other Revenue – Increase (-\$17,000) to account for Utility Penalty Revenue.
- Contractual – Decrease (-\$2,000) Professional Services and Increase (\$370) Memberships to reflect 2024 historic actuals.
- Supplies – Decrease (-\$40,310) Purchase of Water to account for water loss reductions achieved in 2024.
- Fleet – Decrease (-\$10,790) to better reflect the cost of maintaining the equipment used for Utility Administration.

## 8050 – Water Main Maintenance

**Overview:** Expenses related to water sampling, leak detection, break repairs, flushing and hydrant and valve replacements are recorded in this cost centre.

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

	2024 Budget	2025 Budget	Changes
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	\$112,150	\$114,440	\$2,290
Contractual Services	\$750	\$750	\$0
Maintenance	\$125,400	\$125,400	\$0
Utilities	\$900	\$1,640	\$740
Supplies	\$9,000	\$9,000	\$0
Advertising	\$0	\$0	\$0
Other	\$17,870	\$16,660	-\$1,210
Fleet	\$61,940	\$35,130	-\$26,810
	<u>\$328,010</u>	<u>\$303,020</u>	<u>-\$24,990</u>
	<u>\$328,010</u>	<u>\$303,020</u>	<u>-\$24,990</u>

**Service Level / Budget impact notes:** No significant changes anticipates.

### Notable for 2024:

- Wages and Benefits – Increase (\$2,290) for negotiated cost-of-living and step increases.
- Other – Decrease (-\$1,210) for interest on Water & Sewer Loan.
- Fleet – Decrease (-\$26,810) to better reflect the cost of maintain the equipment used for Watermain Maintenance.

## 8100 – Water Distribution Facility

**Overview:** The City of Humboldt purchases its water from SaskWater and distributes it throughout the city after treatment. Expenditures related to the water distribution facility’s overhead costs as well as costs related to the addition of chlorine to the water once received from SaskWater.

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

	2024 Budget	2025 Budget	Changes
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	\$112,440	\$105,040	-\$7,400
Contractual Services	\$13,200	\$12,790	-\$410
Maintenance	\$11,700	\$21,700	\$10,000
Utilities	\$52,410	\$51,840	-\$570
Supplies	\$8,000	\$8,000	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
	<u>\$197,750</u>	<u>\$199,370</u>	<u>\$1,620</u>
	<u>\$197,750</u>	<u>\$199,370</u>	<u>\$1,620</u>

**Service Level / Budget impact notes:** No significant changes anticipates.

### **Notable for 2024:**

- Wages and Benefits – Decrease (-\$7,400) to reflect a reallocation of anticipated staffing time.
- Maintenance – Increase (\$10,000) to reflect 2024 historic actuals.

## 8150 – Water Meter Reading and Billing

**Overview:** Salary, maintenance, and supply expenditures related to reading and replacing water meters are tracked within this cost centre.

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

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$4,600	-\$14,600	-\$10,000
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u>-\$4,600</u>	<u>-\$14,600</u>	<u>-\$10,000</u>
Wages and Benefits	\$115,470	\$103,020	-\$12,450
Contractual Services	\$0	\$0	\$0
Maintenance	\$11,300	\$7,300	-\$4,000
Utilities	\$0	\$0	\$0
Supplies	\$110,000	\$105,000	-\$5,000
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$20,380	\$11,200	-\$9,180
	<u>\$257,150</u>	<u>\$226,520</u>	<u>-\$30,630</u>
	<u><u>\$252,550</u></u>	<u><u>\$211,920</u></u>	<u><u>-\$40,630</u></u>

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

### Notable for 2024:

- Fees and Charges – Increase (-\$10,000) Water Meter Sales to reflect the water meter replacement effort present in 2024.
- Wages and Benefits – Decrease (-\$12,450) to reflect a reallocation of anticipated staffing time..
- Maintenance – Decrease (-\$4,000) for the costs in ongoing maintenance costs. This City purchased a large supply of Water Meters recently. There will be year-end inventory adjustments that recognize an expense to this area. \$80,000 worth of expense is recognized here for the replacement of water meters.
- Supplies – Decrease (-\$5,000) Postage as more residents are emailed Utility bills.
- Fleet – Decrease (-\$9,180) Fleet Expense to better reflect the cost of maintaining the equipment used for Water Meter Reading.

## 8200 – Sewer Mains

**Overview:** City expenditures related to flushing, video inspecting, repairs, and maintenance of sewer mains as well as service line replacements are represented in this cost centre.

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

	2024 Budget	2025 Budget	Changes
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Wages and Benefits	\$36,300	\$41,600	\$5,300
Contractual Services	\$80	\$420	\$340
Maintenance	\$89,000	\$89,000	\$0
Utilities	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$5,920	\$5,520	-\$400
Fleet	\$81,890	\$59,230	-\$22,660
	<b>\$213,190</b>	<b>\$195,770</b>	<b>-\$17,420</b>
	<b>\$213,190</b>	<b>\$195,770</b>	<b>-\$17,420</b>

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

### **Notable for 2024:**

- Wages and Benefits – Increase (\$5,300) for negotiated cost-of-living and step increases.
- Fleet – Decrease (-\$22,660) to better reflect the cost of maintaining the equipment used within Sewermain Maintenance.

## 8250 – Lagoon

**Overview:** The Lagoon is a piece the wastewater treatment process. The operations and maintenance of the Lagoon includes the purchase of chemicals for treatment, general overhead/utility expenses, and the salaries of those trained employees who operate it.

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

	2024 Budget	2025 Budget	Changes
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	\$19,450	\$85,590	\$66,140
Contractual Services	\$920	\$910	-\$10
Maintenance	\$22,000	\$40,000	\$18,000
Utilities	\$39,380	\$131,510	\$92,130
Supplies	\$201,000	\$206,000	\$5,000
Advertising	\$0	\$0	\$0
Other	\$0	\$480,000	\$480,000
Fleet	\$46,100	\$22,880	-\$23,220
	<u>\$328,850</u>	<u>\$966,890</u>	<u>\$638,040</u>
	<u>\$328,850</u>	<u>\$966,890</u>	<u>\$638,040</u>

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

### **Notable for 2024:**

- Wages and Benefits – Increase (\$66,140) to account for the increased time Utility employees will be spending at the new Wastewater Treatment Facility for training, start-up, and maintenance. This expense is recognized as a re-allocation from the other Cost Centres throughout Utilities.
- Maintenance – Increase (\$18,000) to account for an increase in maintenance as the City transfers to the new system.
- Utilities – Increase (\$92,130) to account for the additional Power requirement of start-up and running the new Wastewater Treatment Facility.
- Supplies – Increase (\$5,000) for the chemicals required for the new Wastewater Treatment Facility.
- Other – Increase (\$480,000) for the Interest Expense associated with the construction loan to fund the City’s portion the new Wastewater Treatment Facility.
- Fleet – Decrease (-\$23,220) to better reflect the cost of maintaining the equipment used at the Lagoon.

## 8300 – Lift Stations

**Overview:** As the City’s sewer mains are gravity fed, to avoid large excavation costs of ever deeper mains as they approach the lagoon, the City makes use of lift stations. These stations lift the sewage to a higher elevation, at which point it travels, again via gravity towards the lagoon. This cost centre represents the salary and wage, contractual, maintenance, and utilities costs associated with the lagoon.

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

	2024 Budget	2025 Budget	Changes
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	\$50,470	\$38,600	-\$11,870
Contractual Services	\$11,940	\$21,840	\$9,900
Maintenance	\$67,500	\$57,500	-\$10,000
Utilities	\$49,530	\$48,010	-\$1,520
Supplies	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Other	\$0	\$0	\$0
Fleet	\$12,950	\$7,460	-\$5,490
	<u>\$192,390</u>	<u>\$173,410</u>	<u>-\$18,980</u>
	<u>\$192,390</u>	<u>\$173,410</u>	<u>-\$18,980</u>

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

### **Notable for 2024:**

- Wages and Benefits – Decrease (\$11,870) to reflect a reallocation of anticipated staffing time.
- Contractual Services – Transfer (\$10,000) from Maintenance Supplies for Planning expenses.
- Maintenance – Transfer (-\$10,000) to Contractual Services.
- Utilities – Decrease (-\$1,520) to reflect 2024 historic actuals.
- Fleet – Decrease (-\$5,490) to better reflect the cost of maintaining the equipment used for Lift Stations.

## 8500 – Land Development

**Overview:** As the City’s population grows, so too does its demand for land, be it residential or commercial. This cost centre is associated with the 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.

	2024 Budget	2025 Budget	Changes
Fees and Charges	-\$301,800	-\$301,800	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<b>-\$301,800</b>	<b>-\$301,800</b>	<b>\$0</b>
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
	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>
	<b>-\$291,800</b>	<b>-\$291,800</b>	<b>\$0</b>

**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:**

- No significant changes anticipated.

**The net surplus (-\$291,800) from this Cost Centre is transferred to Reserves and does not affect Taxation.**



## **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 2024 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.

	<b>2043 Budget</b>	<b>2025 Budget</b>	<b>Changes</b>
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></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	\$10,000	\$13,100	\$3,100
	<u><b>\$10,000</b></u>	<u><b>\$13,100</b></u>	<u><b>\$3,100</b></u>
	<u><u><b>\$10,000</b></u></u>	<u><u><b>\$13,100</b></u></u>	<u><u><b>\$3,100</b></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 2024 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.

	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>Changes</b>
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></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	\$90,200	\$95,580	\$5,380
	<u><b>\$90,200</b></u>	<u><b>\$95,580</b></u>	<u><b>\$5,380</b></u>
	<u><u><b>\$90,200</b></u></u>	<u><u><b>\$95,580</b></u></u>	<u><u><b>\$5,380</b></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 2024 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.

	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>Changes</b>
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></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	\$1,810	-\$4,790
	<u><b>\$6,600</b></u>	<u><b>\$1,810</b></u>	<u><b>-\$4,790</b></u>
	<u><u><b>\$6,600</b></u></u>	<u><u><b>\$1,810</b></u></u>	<u><u><b>-\$4,790</b></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 2024 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.

	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>Changes</b>
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></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	\$630,500	\$650,510	\$20,010
	<u><b>\$630,500</b></u>	<u><b>\$650,510</b></u>	<u><b>\$20,010</b></u>
	<u><u><b>\$630,500</b></u></u>	<u><u><b>\$650,510</b></u></u>	<u><u><b>\$20,010</b></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 2024 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.

	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Changes</b>
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></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	\$2,250	-\$7,450
	<u><b>\$9,700</b></u>	<u><b>\$2,250</b></u>	<u><b>-\$7,450</b></u>
	<u><u><b>\$9,700</b></u></u>	<u><u><b>\$2,250</b></u></u>	<u><u><b>-\$7,450</b></u></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 2024 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.

	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Changes</b>
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></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	\$1,372,800	\$1,419,390	\$46,590
	<u><b>\$1,372,800</b></u>	<u><b>\$1,419,390</b></u>	<u><b>\$46,590</b></u>
	<u><u><b>\$1,372,800</b></u></u>	<u><u><b>\$1,419,390</b></u></u>	<u><u><b>\$46,590</b></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 2024 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.

	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Changes</b>
Fees and Charges	\$0	\$0	\$0
Conditional Grants	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0
	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></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	\$506,300	\$533,000	\$26,700
	<u><b>\$506,300</b></u>	<u><b>\$533,000</b></u>	<u><b>\$26,700</b></u>
	<u><u><b>\$506,300</b></u></u>	<u><u><b>\$533,000</b></u></u>	<u><u><b>\$26,700</b></u></u>

### **Service Level / Budget impact notes:**

#### **Notable for 2024:**

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



## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Project Report – Outdoor Rink & Multi-Sport Court (2021)  
**PREPARED BY:** Michael Ulriksen, Director of Community and Leisure Services  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** 2025 Budget Meeting  
**DATE:** December 2<sup>nd</sup>, 2024

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### RECOMMENDATION

That this report be accepted for information and filed.

### BACKGROUND

The Outdoor Rink and Multi-Sport Court facility was first introduced to Council in February of 2021, utilizing a portion of the funding received by the City through the Municipal Economic Enhancement Program (MEEP). Council authorized Administration to proceed with planning and development of a multi-use outdoor rink and court facility that would be located at Centennial Park.

Planning for the facility took place through 2021 to determine the size, scope and layout for the proposed facility. In early 2022 the base work began for a 120' x 180' surface and a paving contract was awarded to complete the work. However, the pad failed to pass compaction testing. This resulted in additional compaction required in the spring of 2023 and the pad was finally paved in the fall of 2023. At the same time the tender and installation of perimeter fencing was completed. The lighting for the outdoor rink was tendered in late 2023 and completed in early 2024.

At the same time as the construction of the hard court surface, the construction of a service building alongside was being constructed. The washroom/concession facility is fully heated and will serve as a warm-up building for those using the outdoor rink and serve as a food area for use of the concession for ball tournaments and other events. The building also has a room constructed to store the outdoor ice resurface and be used for off-season storage and equipment.

### CURRENT SITUATION

The outdoor rink and courts facility will be utilized for the 2024/25 winter season as an outdoor rink, utilizing a portable rink package that was purchased previously. However, the project is still





a work in progress, as in the spring of 2025, the installation of the sport court surfacing will be installed. The target was to have this completed by the fall of 2024, however Administration was not able to complete the tendering process in a timely manner in order to guarantee installation this fall.

The City has already paid the deposit for the work, so the balance owing on the project is all that is needed to complete the project.

**OPTIONS**

- Approve the capital project
- Reject the capital project

**ATTACHMENTS**

(Include a map of the location of infrastructure projects, or any concept plans, etc., if available)

**FINANCIAL IMPLICATION**

FUNDING SOURCES	\$ AMOUNT
Grant: ( <i>Prov/Fed Grant, etc.</i> )	\$0
Reserves: ( <i>Parks Reserve</i> )	\$30,000
Loans: ( <i>Loan Source</i> )	\$0
Other: ( <i>Specify</i> )	\$0
<b>TOTAL PROJECT COST:</b>	<b>\$30,000</b>

ANNUAL CITY COST	\$ AMOUNT
2025	\$30,000
2026	\$0
2027	\$0
2028	\$0
<b>TOTAL CITY COST:</b>	<b>\$30,000</b>

**CONCLUSION**

The contractor installing the court surfacing has guaranteed us that we will be at the top of their list for spring installation so as soon as weather permits, we will be able to get that product installed. The City has already procured the portable equipment needed for the space and any further amenities or enhancements to the site will come through the department’s normal operation budgets.



## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Project – Wastewater Treatment Facility  
**PREPARED BY:** Peter Bergquist, A.Sc.T. – Director of Public Works & Utilities  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** 2025 Budget Meeting  
**DATE:** December 2<sup>nd</sup>, 2024

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### RECOMMENDATION

To receive for information and to be filed.

### BACKGROUND

Approved in the 2024 budget process as a \$40,000,000 project, this project included the construction of a new Wastewater Treatment Facility east of the existing lagoon system along with 2 lift station upgrades.

Tendering and award of the WWTF project concluded in December 2023. This included the treatment cell construction, piping, buildings and force mains. Construction started in May of 2024 and anticipated to reach substantial completion in late 2025.

Lift Stations 1 & 4 which require upgrades as part of the wastewater project were tendered in early 2024 and awarded in late May.

The Investing in Canada Infrastructure Program (ICIP) awarded the city \$24,971,065 in grant funds in towards the project.

### CURRENT SITUATION

The new Wastewater Treatment Facility represents \$34,346,000 of the total value. Lift stations 1 & 4 make up the remaining \$5,754,600. After the city receives the full ICIP grant funds, the city will have a net cost of approximately \$15,129,535. The estimated annual expenditures are dependent on the progress of the project. When the project is complete, the city will be in a very good position with new significant infrastructure ready for growth in an environmentally responsible manner.



#### OPTIONS

- Approve the recommendation as presented.
- Postpone the Project.

#### FINANCIAL IMPLICATION

2023 Total: \$1,722,380

2024 Anticipated Total: \$17,164,370 (Includes PST); Grant Revenue: \$12,533,020

- WWTF Construction - \$16,341,720
- WWTF Engineering - \$569,220
- Lift Stations 1 & 4 Engineering - \$253,430

**2025 Anticipated Total: \$19,283,080; Grant Revenue: \$12,438,045 (ICIP Grant Maximum)**

- **WWTF Construction - \$13,863,400**
- **WWTF Engineering - \$1,230,780**
- **Lift Station 1 & 4 Construction - \$4,088,900**
- **Lift Stations 1 & 4 Engineering - \$100,000**

2026 Anticipated Total: \$1,930,770; Grant Revenue: \$0

- WWTF Construction - \$544,500
- WWTF Engineering - \$74,000
- Lift Station 1 & 4 Construction - \$1,275,800
- Lift Stations 1 & 4 Engineering - \$36,470

**TOTAL PROJECT: \$40,100,600; Grant Revenue: \$24,971,065**

**Direct Cost to City = \$15,129,535**

Delays in any of the projects would translate to expenditures being pushed into 2025 or possibly 2026.

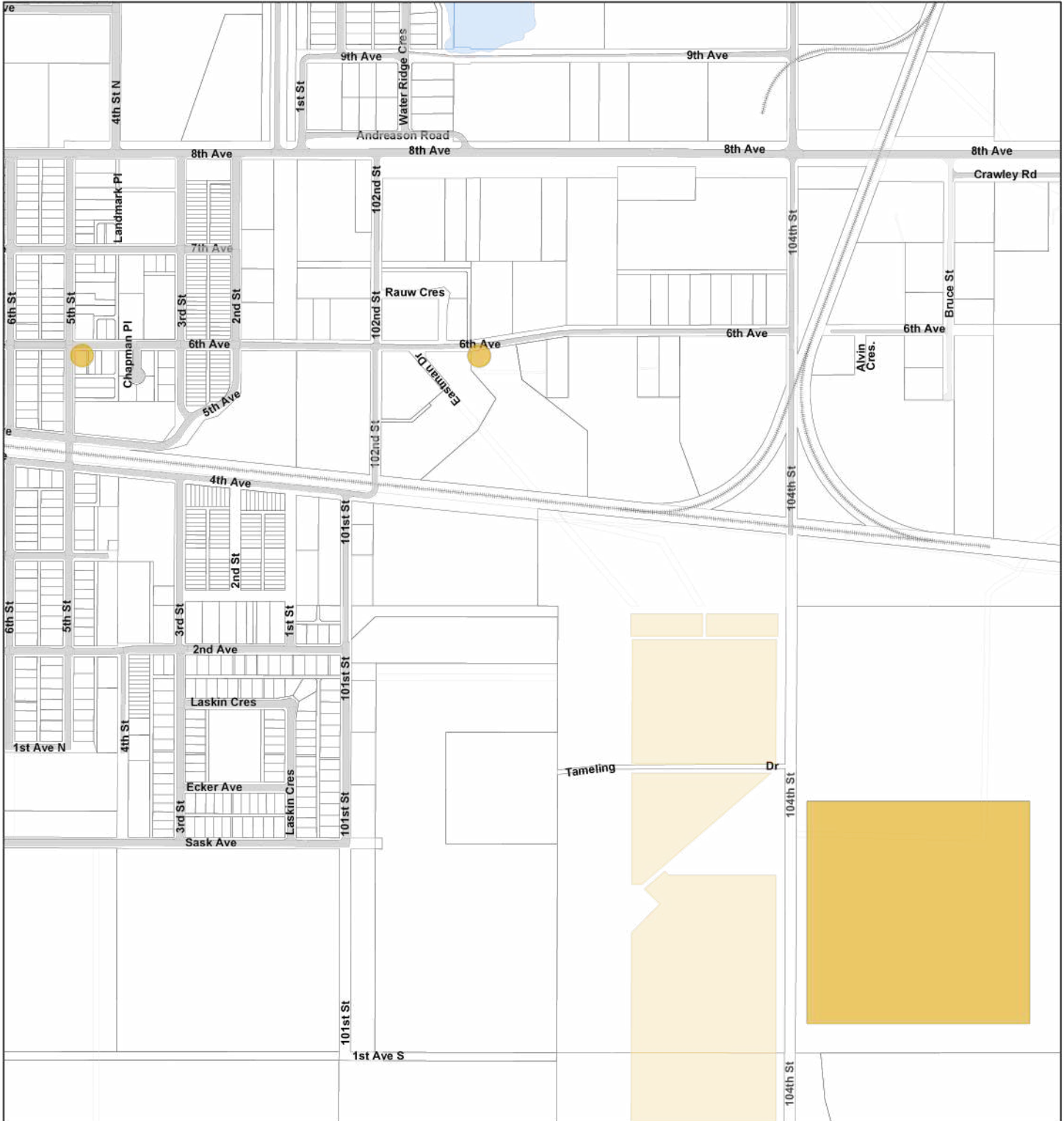
## ATTACHMENTS



## CONCLUSION

This project will allow the city to accommodate a 10,000-person population with the ability to expand while meeting all environmental requirements.

# Sewer Upgrades



- **WWTF**  
New Wastewater Treatment Facility Including a Headworks Building, 4 Process Cells, 6 SAGR Cells, Operations Building, New Forcemain to Humboldt Lake.
- **Lift 1 - 416 6th Ave**  
Upsize Pumping Capacity, New Generator, Replace Majority of Internal Components.
- **Lift 4 - 10350 6th Ave**  
Expand Building Footprint Including Wet Well Expansion, Upsize Pumping Capacity, New Generator, All new Internal Components.

## LEGEND

-  ROAD RECONSTRUCTION AND PAVING
-  ROAD RECONSTRUCTION
-  WATERMAIN REPLACEMENT AND BASEWORK
-  SEWER

SCALE: 1:10000  
DATE: 2024/11/25







## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Project – 6<sup>th</sup> Avenue – 5<sup>th</sup> Street to 6<sup>th</sup> Street  
**PREPARED BY:** Peter Bergquist, A.Sc.T. – Director of Public Works & Utilities  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** 2025 Budget Meeting  
**DATE:** December 2<sup>nd</sup>, 2024

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### RECOMMENDATION

That the City of Humboldt proceed with the 6<sup>th</sup> Avenue Roadway Reconstruction project from 5<sup>th</sup> Street to 6<sup>th</sup> Street in the value of \$135,900 in 2025.

### BACKGROUND

6<sup>th</sup> Avenue from 5<sup>th</sup> Street to 6<sup>th</sup> Street has a failed road surface and road structure. No underground utility replacements anticipated in the foreseeable future.

### CURRENT SITUATION

Plans are to reconstruct the base structure and pave with asphalt all in 2025. There are no deep excavations planned in this section of roadway, so settlement is not a concern when completing all the work in one year.

### OPTIONS

- Approve the recommendation as presented.
- Postpone the Project.
- Select a different location to repair.

### FINANCIAL IMPLICATION

#### 2025 Total: \$135,900

- Road Reconstruction - \$71,700
- Asphalt Paving (60mm) - \$44,700
- Concrete Work - \$7,100
- Engineering - \$12,400

## ATTACHMENTS



## CONCLUSION

This project would significantly improve the drive quality of this roadway and eliminate pothole filling maintenance for the foreseeable future.

# 6th Avenue from 5th Street to 6th Street



6th Avenue from 5th Street to 6th Street  
Rebuild Road Structure & Pave Roadway (60mm), Concrete Patching

### LEGEND

-  ROAD RECONSTRUCTION AND PAVING
-  ROAD RECONSTRUCTION
-  WATERMAIN REPLACEMENT AND BASEWORK
-  SEWER

SCALE: 1:4000  
DATE: 2024/11/25







## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Project – 7<sup>th</sup> Avenue – 2nd Street to 3rd Street  
**PREPARED BY:** Peter Bergquist, A.Sc.T. – Director of Public Works & Utilities  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** 2025 Budget Meeting  
**DATE:** December 2<sup>nd</sup>, 2024

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### RECOMMENDATION

That the City of Humboldt proceed with the 7<sup>th</sup> Avenue Roadway Reconstruction project from 2<sup>nd</sup> Street to 3<sup>rd</sup> Street in the value of \$128,700 in 2025.

### BACKGROUND

7<sup>th</sup> Avenue from 2<sup>nd</sup> Street to 3<sup>rd</sup> Street has a failed road surface and road structure. No underground utility replacements anticipated in the foreseeable future.

### CURRENT SITUATION

Plans are to reconstruct the base structure and pave with asphalt all in 2025. There are no deep excavations planned in this section of roadway, so settlement is not a concern when completing all the work in one year.

### OPTIONS

- Approve the recommendation as presented.
- Postpone the Project.
- Select a different location to repair.

### FINANCIAL IMPLICATION

**2025 Total: \$128,700** (10% Contingency Included)

- Road Reconstruction - \$61,500
- Asphalt Paving (80mm) - \$50,900
- Concrete Work - \$4,600
- Engineering - \$11,700

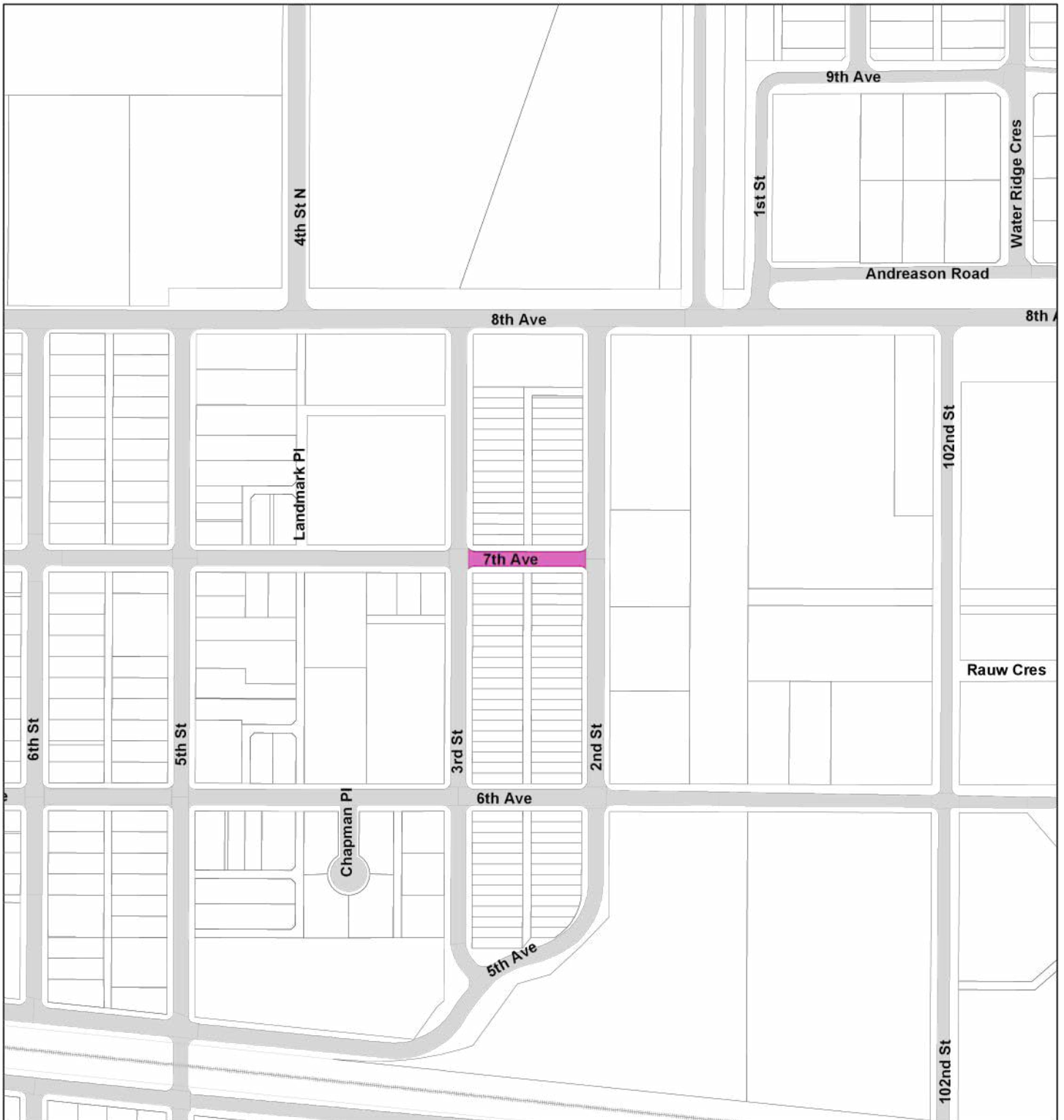
## ATTACHMENTS



## CONCLUSION

This project would significantly improve the drive quality of this roadway and eliminate pothole filling maintenance for the foreseeable future.

# 7th Avenue from 2nd Street to 3rd Street



7th Avenue from 2nd Street to 3rd Street  
Rebuild Road Structure & Pave Roadway (80mm), Concrete Patching

### LEGEND

-  ROAD RECONSTRUCTION AND PAVING
-  ROAD RECONSTRUCTION
-  WATERMAIN REPLACEMENT AND BASEWORK
-  SEWER

SCALE: 1:4000  
DATE: 2024/11/25





## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Project – 10<sup>th</sup> St – 9<sup>th</sup> Ave to 12<sup>th</sup> Ave  
**PREPARED BY:** Peter Bergquist, A.Sc.T. – Director of Public Works & Utilities  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** 2025 Budget Meeting  
**DATE:** December 2<sup>nd</sup>, 2024

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### RECOMMENDATION

That the City of Humboldt proceed with the 10<sup>th</sup> Street Water Main and Roadway Reconstruction project from 9<sup>th</sup> Avenue to 12<sup>th</sup> Avenue in the value of \$1,435,700 in 2025 and further,

That the City of Humboldt proceed with the design work for the 2026 portion of the project in the value of \$36,600.

### BACKGROUND

10<sup>th</sup> Street from 9<sup>th</sup> Avenue to 12<sup>th</sup> Avenue has trended in water main breaks in recent years. This street has 1957 150mm Cast Iron pipe that serves the residential homes along this roadway. Beside it is a 300mm Ductile Iron pipe that was installed in 1975 as a feeder supply line to other parts of the city. This line is important when high flow demands for fire suppression are needed from the water distribution facility.

### CURRENT SITUATION

The 150mm pipe has experienced 23 breaks and the 300mm pipe 4. The larger pipe is ductile iron which other locations have exhibited issues so staff do not think this water line will last as long as it was designed as these pipes are sensitive to corrosion. The road is also in poor condition and in need of rehabilitation. The combination of factors ranks this location as high priority to replace.

The two pipes will be replaced with a single 300mm PVC pipe. The services will be connected to the new pipe and the two older pipes will either be abandoned in place and/or removed in the process.



#### OPTIONS

- Approve the recommendation as presented.
- Postpone the Project.
- Select a different location to repair.

#### FINANCIAL IMPLICATION

##### **2025 Total: \$1,435,700** (10% Contingency Included)

- Water Main Replacement - \$626,900
- Service replacements - \$276,500
- Sanitary and Storm Repairs - \$36,500
- Road Reconstruction - \$365,300
- Engineering - \$130,500

##### **2026 Total: \$402,500** (10% Contingency Included)

- Concrete Work - \$113,700
- Asphalt (60mm) - \$252,200
- Engineering – \$36,600

#### **TOTAL PROJECT: \$1,838,200**



## ATTACHMENTS



## CONCLUSION

This project would remove concerns of water main breaks in the area while also improving the roadway. The project would also remove 1,010m of iron pipe from the city's asset registry and replace it with 505m of new reliable PVC pipe. PVC has an anticipated lifespan of 80-100years.

# 10th Street from 9th Avenue to 12th Avenue



10th Street from 9th Avenue to 12th Avenue  
 Replace Watermain, Water & Sewer Services to Property Line, and Rebuild roadway.  
 Concrete & Pavement to follow in 2025

### LEGEND

- ROAD RECONSTRUCTION AND PAVING
- ROAD RECONSTRUCTION
- WATERMAIN REPLACEMENT AND BASEWORK
- SEWER

SCALE: 1:4000  
 DATE: 2024/11/25





## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Project – 9<sup>th</sup> Avenue – 17<sup>th</sup> St to Lane E of Barnes Cres.  
**PREPARED BY:** Peter Bergquist, A.Sc.T. – Director of Public Works & Utilities  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** 2025 Budget Meeting  
**DATE:** December 2<sup>nd</sup>, 2024

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### RECOMMENDATION

That the City of Humboldt proceed with the 9<sup>th</sup> Avenue Roadway Reconstruction project from 17<sup>th</sup> Street to the Lane E of Barnes in the value of \$423,300 in 2025.

### BACKGROUND

9<sup>th</sup> Avenue from 17<sup>th</sup> Street to Lane E of Barnes has a failed road surface and road structure. No underground utility replacements anticipated in the foreseeable future.

### CURRENT SITUATION

Plans are to reconstruct the base structure and pave with asphalt all in 2025. The proposed road structure is designed to handle heavy truck traffic deliveries to the mall. There are no deep excavations planned in this section of roadway, therefore settlement is not a concern when completing all the work in one year.

### OPTIONS

- Approve the recommendation as presented.
- Postpone the Project.
- Select a different location to repair.



### FINANCIAL IMPLICATION

10% Contingency Included.

### 2025 Total: \$423,300

- Road Reconstruction - \$162,300
- Asphalt Paving (100mm) - \$197,900
- Concrete Work - \$15,300
- Manhole/Catch Basin repairs - \$9,300
- Engineering - \$38,500

### ATTACHMENTS



### CONCLUSION

This project would significantly improve the drive quality of this roadway and eliminate pothole filling maintenance for the foreseeable future.

# 9th Ave from 17th St to Lane E of Barnes Cres



9th Avenue from 17th Street to Lane East of Barnes Crescent  
 Rebuild Road Structure & Pave Roadway (100mm),  
 Concrete Patching, Repair Manholes & Catchbasins

### LEGEND

- ROAD RECONSTRUCTION AND PAVING
- ROAD RECONSTRUCTION
- WATERMAIN REPLACEMENT AND BASEWORK
- SEWER

SCALE: 1:4000  
 DATE: 2024/11/25



## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Project – Main St – Sask Ave to 1<sup>st</sup> Ave South – Water Main  
**PREPARED BY:** Peter Bergquist, A.Sc.T. – Director of Public Works & Utilities  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** 2025 Budget Meeting  
**DATE:** December 2<sup>nd</sup>, 2024

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### RECOMMENDATION

That the City of Humboldt proceed with the Main Street Water Main Replacement from Sask Avenue to 1<sup>st</sup> Avenue South in the value of \$342,400 in 2025.

### BACKGROUND

Humboldt supplies the South Humboldt Water Users Corporation (SHWUC) and “middle users” between Humboldt and the lake with water. A 400m section of old water main from 1914 still exists from Sask Avenue to 1<sup>st</sup> Ave S. Staff have identified this pipe as a potential liability as it is on the shoulder of the newly rebuilt highway and serves a large population south of the city.

### CURRENT SITUATION

The 200mm pipe was the original raw water supply line from the Humboldt Lake wells. It has one recorded break however staff assume this area was not well documented and there are likely more breaks that weren't recorded. Staff have more recently been experiencing problems with the same age pipe north of this location and staff have abandoned the section between 2<sup>nd</sup> Ave and Sask Ave and have isolated the remaining section to the old water tower due to leaks. Staff intend to complete the abandonment process in 2025. Staff anticipate that the section from Sask Ave to 1<sup>st</sup> Ave South will exhibit the same issues. When breaks occur on this section it disrupts several hundred people south of the city. In addition, excavation may damage the newly paved road and excavating on an angle in the ditch can be challenging. The process for then flushing and quality testing takes more time due to the length of the pipe to Humboldt Lake.

The plan is to directional drill a new 200mm High Density Polyethylene Pipe and also install a meter pit at the south city limit so staff can accurately measure how much water is flowing south of city limits. Staff can then compare this to the SHWUC pit near the airport and meters



at each property to see if losses are occurring. Currently the city has no method to know if leaks are occurring outside the city.

The remaining pipe south of the proposed project was replaced by the South Humboldt Water Users Corporation (SHWUC) in early 2000's. The pipe noted in this report is within the city limits and the only remaining section of this very old pipe.

While this section of pipe may not appear to benefit the City of Humboldt residents, the replacement helps minimize the potential financial liabilities of costly water losses if the pipe has pinholes and is seeping out water.

#### **OPTIONS**

- Approve the recommendation as presented.
- Postpone the Project.
- Select a different location to repair.

#### **FINANCIAL IMPLICATION**

**2025 Total: \$342,400** (10% Contingency Included)

- Water Main Replacement - \$288,500 (includes a \$20,000 meter pit)
- Road Reconstruction - \$11,600
- Pavement - \$11,100
- Engineering - \$31,200



**ATTACHMENTS**



**CONCLUSION**

The city will likely never recoup the costs associated with this pipe to serve customers outside the city, however the pipe would allow for looping connections for growth on the south side of the city while mitigating the liabilities of potential water losses south of the city.

# Main St from 1st Ave South to Sask Ave



Main Street from 1st Avenue South to Sask Avenue  
 Replace Watermain by directional drilling, Install Meter Pit, Repair Access Holes

### LEGEND

- ROAD RECONSTRUCTION AND PAVING
- ROAD RECONSTRUCTION
- WATERMAIN REPLACEMENT AND BASEWORK
- SEWER

SCALE: 1:4000  
 DATE: 2024/11/25





## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Project – Peck Road – Westwood Dr to 12<sup>th</sup> Avenue - Gravel  
**PREPARED BY:** Peter Bergquist, A.Sc.T. – Director of Public Works & Utilities  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** 2025 Budget Meeting  
**DATE:** December 2<sup>nd</sup>, 2024

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### RECOMMENDATION

That the City of Humboldt proceed with the Peck Road Gravel Road Project from Westwood Drive to 12<sup>th</sup> Avenue in the value of \$159,300 in 2025.

### BACKGROUND

Peck Road between Westwood Dr and 12<sup>th</sup> Avenue is currently in an undeveloped clay surface state. With 12<sup>th</sup> Avenue being opened between 21<sup>st</sup> Street and Peck Road, additional traffic is anticipated. By shaping and gravelling Peck Road, this will give traffic a direct access to the signalized intersection at Highway 5 as well as provide an alternative route instead of Aspen Street and the Westwood Area especially while the area develops/builds-out.

### CURRENT SITUATION

Plans are to shape and place gravel on a 430m section of Peck Road right-of-way so it can be opened to traffic. This road would not have curbing, sidewalks or streetlights at this time. The road is proposed as gravel so it can be opened sooner at a low upfront cost while leaving it accessible to dig in sanitary, storm or water pipes if future development occurs to the north and east.

### OPTIONS

- Approve the recommendation as presented.
- Postpone the Project and leave closed.
- Cancel the project and leave closed.

## ATTACHMENTS



## FINANCIAL IMPLICATION

### 2025 Total: \$159,300

- Road Reconstruction - \$144,800
- Engineering - \$14,500

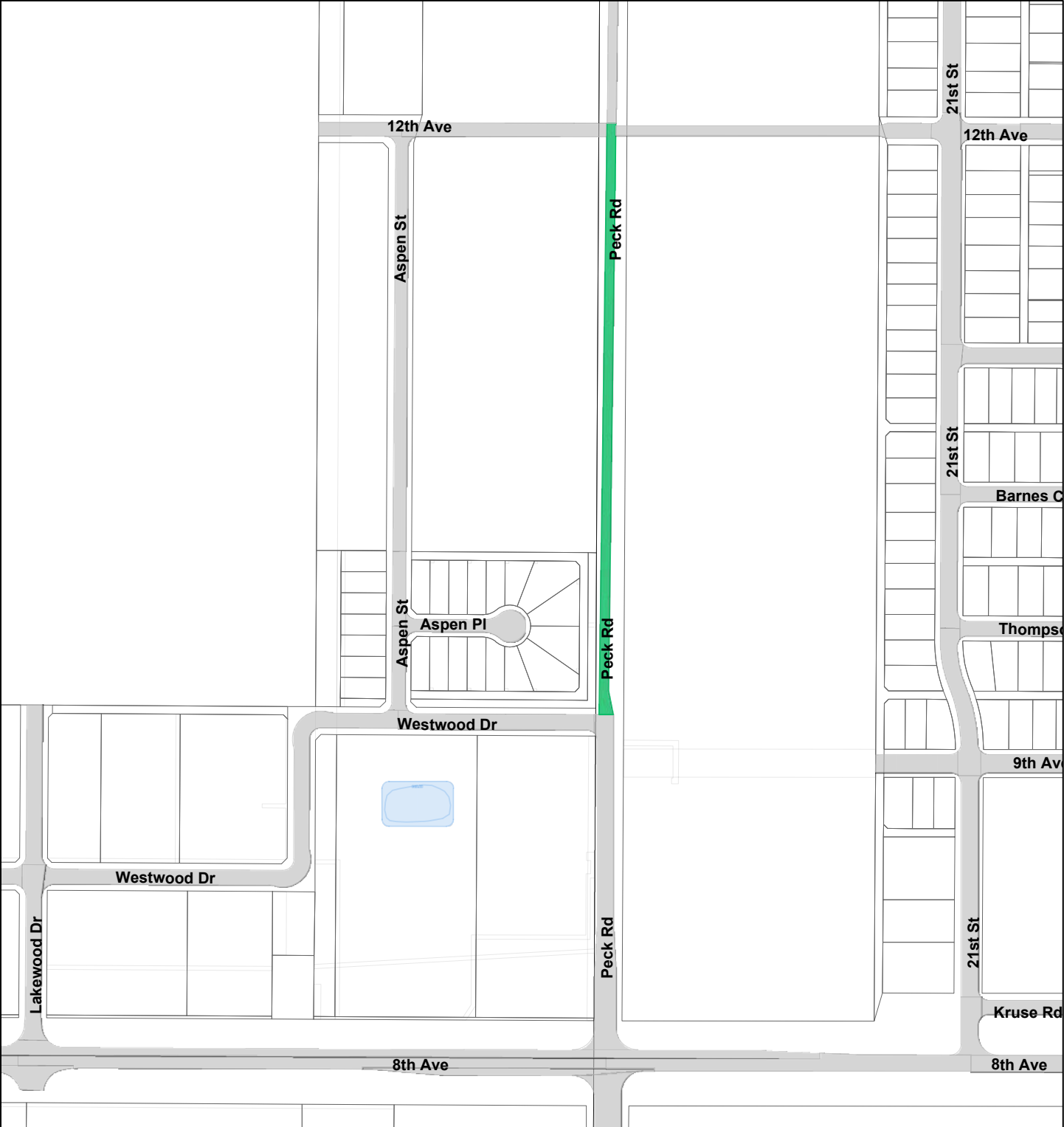
Annual Dust Control - \$4,235 – Cost estimate for DL10 Emulsion included within the Service Level Request for Dust Control on Gravel Roads. This road would be added to the grading and snow clearing lists.

## CONCLUSION

This project would open an alternative roadway option for vehicles and construction equipment accessing the highway and commercial businesses in the area.







# Peck Road from Westwood Drive to 12th Avenue



Peck Road from Westwood Drive to 12th Avenue  
Build up undeveloped roadway to a gravel roadway

### LEGEND

-  ROAD RECONSTRUCTION AND PAVING
-  ROAD RECONSTRUCTION
-  WATERMAIN REPLACEMENT AND BASEWORK
-  SEWER



SCALE: 1:4000  
DATE: 2024/11/25



## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Purchase Request –Skid Steer Box Grader  
**PREPARED BY:** Peter Bergquist, A.Sc.T. – Director of Public Works & Utilities  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** 2025 Budget Meeting  
**DATE:** December 2<sup>nd</sup>, 2024

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### RECOMMENDATION

That the City of Humboldt proceed with purchasing a skid steer box grader for the value of \$7,000 in 2025.

### BACKGROUND

The department attempts to conduct back lane maintenance in the city alleys throughout the years.

### CURRENT SITUATION

Large trees planted, overhanging or planter boxes made in the alleys has limited the ability for large equipment to fit in the alleys to properly maintain them. While an effort to be made for education, enforcement and compliance is likely needed, the department would like to purchase a small box grader that can be mounted on the front of a skid steer to fix and level imperfections in tight spaces.

### OPTIONS

- Approve the recommendation.
- Postpone the Purchases.
- Decline the recommendation.

### ATTACHMENTS

N/A



**FINANCIAL IMPLICATION**

A total of \$7,000 for this expenditure is anticipated. While this is presented as a Capital Project for budgeting purposes, it does not meet the threshold within the Tangible Capital Asset Policy and will be expensed as a part of the year-end adjustments.

**CONCLUSION**

The small box grader would allow staff to fix localized rutting or crown utility installation issues in tight areas where larger equipment may not be able to access.

## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Purchase Request –Trench Shield Equipment  
**PREPARED BY:** Peter Bergquist, A.Sc.T. – Director of Public Works & Utilities  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** 2025 Budget Meeting  
**DATE:** December 2<sup>nd</sup>, 2024

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### RECOMMENDATION

That the City of Humboldt proceed with purchasing trench shield equipment for the value of \$75,000 in 2025.

### BACKGROUND

The department conducts excavations to repair water, sewer or services to various properties throughout the year. The excavations can vary from excavating in firm clay to excavating in wet saturated material that is unstable. In addition, there can be obstacles, curbs, digging on private property as well as conflicts with other utilities in the ground.

Due to the cold winters in Saskatchewan, pipes must be installed deep enough to avoid frost. The depths are commonly buried between 2.74m (9ft) to 3.35m (11ft) deep. This is different than warmer climates where the pipes don't need to be as deep. The department has one trench shield which is used for excavations but limits the department's flexibility.

### CURRENT SITUATION

In 2024, staff brought concerns to management about the limitations that the current shield has in comparison to the various obstacles faced in the field. Management rented 2 trench shields to determine benefits and desired features if purchasing new shields for the department. Further, the Director contacted the majority of Cities in Saskatchewan as well as a few in Alberta to determine what they do for best practices. Staff appear to be pursuing the correct approach to be on par with our peers.

The purchase of new trench shield equipment would not only provide city staff with safe and reliable protection for excavations but would also demonstrate best practices to local private contractors.

Current options include:

1. Using the existing shield Only:
  - a. Doesn't have openings at the bottom so the shield is limited for burial depth if there are pipes in different directions in the ground.
  - b. The shield is open on both ends, we only have one end plate, but it is a bit long, doesn't have access doors and can't be used in all situations. Staff are considering buying appropriate ends with access holes for the existing shield so its use can be maximized.
  - c. The current shield is not as conducive for small excavations to repair curb stops or replace valve bolts. A fully enclosed shield would offer the protection needed while minimizing the surface disruption.
  - d. In unstable soils, the road must have large excavations for entry as staff can't get close to shield. Municipalities are moving towards using "catwalks" which are a railed platform that spans from the shield to the stable ground. This is preferred in the worst situations which are typically repeat water main break locations.
  - e. The existing shield is steel so it is heavy and only the large excavator can lift it. Staff don't want to sell the existing steel shield as it is very durable and a nice size for some excavations. Staff are seeking additional shields likely made of aluminum so they can be lifted with our backhoe and to add flexibility to the many complicated excavations that can be encountered.
2. Large Open Excavations – This method is commonly used but in urban environments damage to existing roads, curbs and sidewalks can be costly. When pipes are in awkward locations or staff are "chasing" leak sources this can further add cost to the overall project. Sometimes staff have to open up the road and private property to meet OH&S regulations for cutbacks. The cost to excavate (time and equipment), to haul back good clay, tamp it, place new base gravel, pave and concrete adds up very fast. This is further complicated when wet material/unstable soils are encountered requiring an unpractical cutback for urban areas, therefore shields are needed for safe excavations.
3. Borrowing of Shields – The city sometimes borrows/rents private contractor shields however they must meet maintenance requirements and periodically certified as per OH&S. In some cases, these shields are questionable in condition as they have been damaged, missing safety documentation and may be rejected by staff asked to use it as their protection.
4. Rental of Shields – Shields can be rented from reputable rental companies, but it is quite costly. For two shields rented for a month, the recent cost was \$8,000 for one month or \$6,000 for a week. These shields are basic and while safe and certified, they lack the features like cutouts at the bottom to accommodate pipes going in different directions.



## OPTIONS

- Approve the recommendation.
- Postpone the Purchases.
- Decline the recommendation.

## ATTACHMENTS



Figure 1: Crews working with Rented Aluminum Trench Shield





Figure 2: City's Existing Steel Trench Shield

## **FINANCIAL IMPLICATION**

### **2025 Total: \$75,000**

- 1 x Aluminum 4-sided trench shields with 10 to 12 feet deep capability
- Access doors, catwalk, legs and lift rigging
- Additional modular panels to replace damaged panels
- New end panels for the existing steel shield with access doors

## **CONCLUSION**

Trench shields are evolving in a positive way for the industry making excavations safer. The industry is at a point where old pipes, valves and hydrants need replacement and to do them safely and efficiently, the right shields are needed for the work.





## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Purchase – Community Event Trailer  
**PREPARED BY:** Michael Ulriksen – Director of Community and Leisure Services  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** 2025 Budget Meeting  
**DATE:** December 2<sup>nd</sup>, 2024

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### RECOMMENDATION

That the City of Humboldt proceed with the purchase of an enclosed trailer for community events for the value of \$15,000.

### BACKGROUND

The City has always supported events and attractions throughout the community. This support has come in the form of financial contributions, marketing support, staffing resources and the supply of event-related equipment and materials. The City currently has a wide range of event related equipment like folding chairs, tables, garbage/recycling containers and small event tents. These items, and others have often been transported by truck or flat deck trailer to various parks and spaces throughout the community.

### CURRENT SITUATION

The department has been discussing for a few years the need to purchase an enclosed trailer that can be dedicated to transporting event-related equipment. Currently these items are all stored within the Uniplex facility or storage buildings on the property. For each event, items are loaded from the building and taken to site and then returned and unloaded back into storage. The timing of these events are not always ideal and often require staff to be redirected from other tasks.

The idea to purchase an enclosed event trailer, would allow for more permanent storage or the more commonly requested items and would also provide the ability for staff to load and unload the trailer at a time that is convenience for staff among other responsibilities. Logistically, the enclosed trailer would also make coordinated set up and take down with volunteers much easier. The trailer could be delivered at the convenience of the City, and volunteers could unload and load the trailer before and after their event, properly secured with a lock and then picked up at a later date.

Administration believes that there would be several groups willing to participate in the use of such a trailer with share equipment and we may also be able to find sponsors to assist with costs.



**OPTIONS**

- Approve the capital project
- Reject the capital project

**ATTACHMENTS**

NA

**FINANCIAL IMPLICATION**

FUNDING SOURCES	\$ AMOUNT
Grant: ( <i>Prov/Fed Grant, etc.</i> )	\$0
Reserves: (Parks Reserve)	\$15,000
Loans: ( <i>Loan Source</i> )	\$0
Other: (Sale Proceeds)	\$0
<b>TOTAL PROJECT COST:</b>	\$15,000

ANNUAL CITY COST	\$ AMOUNT
2025	\$15,000
2026	\$0
2027	\$0
2028	\$0
<b>TOTAL CITY COST:</b>	\$15,000

**CONCLUSION**

As the population grows and the demand for events grows with it, the demand for this type of equipment support will also grow. A self-enclosed trailer will provide the perfect set-up for storing and transporting these items and will be an easy way for the City to support such initiatives.



## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Project – Hwy 20 Boulevards

**PREPARED BY:** Michael Ulriksen – Director of Community and Leisure Services

**REVIEWED BY:** Joe Day, City Manager

**PREPARED FOR:** 2025 Budget Meeting

**DATE:** December 2<sup>nd</sup>, 2024

### RECOMMENDATION

That the City of Humboldt proceed with the renovation of the remaining section of Hwy 20 Boulevard from 2<sup>nd</sup> Avenue to 5<sup>th</sup> Avenue for a total value of \$50,000.

### BACKGROUND

In 2023 the Community and Leisure Services Department began exploring renovation options for the boulevards located between 2<sup>nd</sup> Avenue and 5<sup>th</sup> Avenue along Hwy 20. This section runs from just north of CN train tracks south and ends just before St. Dominic School. The concern raised was with the overgrowth of the boulevards causing issues with water and snow removal. At the same time, department staff raised concerns with the safety of maintaining the grass boulevard, due to the close proximity to businesses and alongside a major roadway.

It was decided that the parks department would hire a contractor to develop a zero-scape test section on the west side of Hwy 20 between 3<sup>rd</sup> avenue and 4<sup>th</sup> Avenue. The work included removing all organic materials below ground level, installing weed barrier and topping off with crusher dust. Additional zero scape materials including bricks and crushed rock were added to improve the esthetics.

In discussions with the Business Improvement District that they would like to participate in further developing the sections within this portion of the downtown. The department proceeded with a second test section in early September, testing additional features including artificial turf and recycled rubber.

### CURRENT SITUATION

In 2025, the parks department would like to proceed with completing the removal of the organic materials in the remaining sections of the boulevards and install esthetic features as we have on the remaining sections. We will monitor and review how each of the initial sections stood up through the winter and finalize the materials to be used in the remaining sections and any adjustments that are required on the initial two test sections.



We have based remaining cost projects based on the invoicing received from the second test section that included additional esthetic features.

**OPTIONS**

- Approve the capital project
- Reject the capital project

**ATTACHMENTS**

NA

**FINANCIAL IMPLICATION**

FUNDING SOURCES	\$ AMOUNT
Grant: ( <i>Prov/Fed Grant, etc.</i> )	\$0
Reserves: ( <i>Parks Reserve</i> )	\$35,000
Loans: ( <i>Loan Source</i> )	\$0
Other: ( <i>BID Contribution</i> )	\$15,000
<b>TOTAL PROJECT COST:</b>	<b>\$50,000</b>

ANNUAL CITY COST	\$ AMOUNT
2025	\$50,000
2026	\$0
2027	\$0
2028	\$0
<b>TOTAL CITY COST:</b>	<b>\$50,000</b>

There is roughly 5700 square feet of remaining boulevard to be completed. The estimated cost for removal of all organic materials, weed barrier and refilling to just below finished grade is estimated to be \$20,000.

It is estimated that the finishing materials will cost roughly \$30,000 with the City matching the remaining contribution from the BID of \$15,000.

**CONCLUSION**

Once this section is completed in its entirety and evaluated, Administration will shift its focus to the boulevards located on Hwy 5 running east/west through the community to address similar issues of water and snow removal, as well as issues caused by tree roots. Administration will seek to have a report compiled for Council at some point in 2025 to discuss a multi-year strategy for improving these boulevards.



## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Purchase – Parks Cold Storage

**PREPARED BY:** Michael Ulriksen – Director of Community and Leisure Services

**REVIEWED BY:** Joe Day, City Manager

**PREPARED FOR:** 2025 Budget Meeting

**DATE:** December 2<sup>nd</sup>, 2024

### RECOMMENDATION

That the City of Humboldt proceed with the construction of a cold storage space for the Parks department for a total value of \$25,000.

### BACKGROUND

The Uniplex has been home to the Grasslands Sheep Exhibition since 2016, utilizing the Elgar Petersen Arena for an weekend show and sale. The event, which originated in Drake, has cemented itself within our community and has become an annual event. As part of the event, the organizers transport in animal penning, gates and other materials in order to set up the arena for the event.

The organizers have asked the City to entertain placing a storage container on the property to house these materials to save them from having to transport them to and from site annually. If approved, the organization has funding set aside to purchase a second unit to donate to the City for its own use. The City currently has one container located close to the Parks Shop and is desperately in need of additional cold storage space, making this offer of a free container extremely enticing.

The Centennial Park property has already been through a discretionary use process that permitted the use of storage containers on the property. The Humboldt Collegiate Institute has one on their property and both Girls Softball and Humboldt Minor Baseball have ones located by the diamonds.

### CURRENT SITUATION

In order to capitalize on the offer from the Grasslands Sheep Exhibition, the Community and Leisure Services Department has investigate the enclosure systems that can be attached to the top of storage containers, essentially turning the two stand alone containers into a large covered cold storage area. The Administration has identified two preliminary locations where the system



could be erected, including the west end of the Uniplex and the east end of the current parks shop. Both options are highlighted on the attached picture.

The covered space and additional storage container would greatly increase the department’s ability to store equipment and supplies out of the elements, while freeing up valuable space within the Uniplex for more regular used materials and equipment.

**OPTIONS**

- Approve the capital project
- Reject the capital project

**ATTACHMENTS**

1. Parks Cold Storage – Location Options

**FINANCIAL IMPLICATION**

FUNDING SOURCES	\$ AMOUNT
Grant: ( <i>Prov/Fed Grant, etc.</i> )	\$0
Reserves: (Parks Reserve)	\$25,000
Loans: ( <i>Loan Source</i> )	\$0
Other: (Sale Proceeds)	\$0
<b>TOTAL PROJECT COST:</b>	\$25,000

ANNUAL CITY COST	\$ AMOUNT
2025	\$25,000
2026	\$0
2027	\$0
2028	\$0
<b>TOTAL CITY COST:</b>	\$25,000

**CONCLUSION**

Administration recognizes the sensitivity around the use of containers for storage throughout the community and would ensure that they complied with neutral color requirements and were esthetically pleasing.

## Attachment: Cold Storage Options







## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Purchase – Robotic Lawn Mower  
**PREPARED BY:** Michael Ulriksen – Director of Community and Leisure Services  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** 2025 Budget Meeting  
**DATE:** December 2<sup>nd</sup>, 2024

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### RECOMMENDATION

That the City of Humboldt proceed with purchase of a Robotic Lawn Mower for a total value of \$10,000.

### BACKGROUND

The Community and Leisure Services department is always seeking out ways to improve service delivery and reduce net expenses to the City, including the use of new technology. The City was part of a demonstration on commercial robotic lawn mowers, that are becoming more popular across North America and starting to find inroads into municipal and parks operations.

### CURRENT SITUATION

Administration is seeking Council's support to purchase a single robotic lawn mower for trial within the department. The unit that was the basis for the cost estimate is capable of mowing upwards of 10,000 sq. m (2.47 acres) over a 24-hour period. The mower is able to be programmed with virtual boundaries and is capable of cutting through the night. The units claim to be extremely safe, with built-in safety features and anti-theft features, which are two of our primary concerns.

If approved, we would tender the purchase in order to ensure that we are able to see the various options available in the industry and compare them to determine which unit is the best for us to trial. If the trial is successful and we are able to realize cost savings and an acceptable level of service, we would be able to ramp up the program with additional units over time.

We would like to begin trialing the unit at the Centennial Park ball diamonds and greenspace. We estimate that the unit would be capable of managing the grass cutting for all six ball diamonds on Centennial Park on a weekly basis based on the claims of the manufacturer. This is where we would begin our trials, however we would look to see how it would perform in other areas of the community as well.





**OPTIONS**

- Approve the capital project
- Reject the capital project

**ATTACHMENTS**

NA

**FINANCIAL IMPLICATION**

<b>FUNDING SOURCES</b>	<b>\$ AMOUNT</b>
Grant: ( <i>Prov/Fed Grant, etc.</i> )	\$0
Reserves: (Parks Reserve)	\$10,000
Loans: ( <i>Loan Source</i> )	\$0
Other: (Sale Proceeds)	\$0
<b>TOTAL PROJECT COST:</b>	<b>\$10,000</b>

<b>ANNUAL CITY COST</b>	<b>\$ AMOUNT</b>
2025	\$10,000
2026	\$0
2027	\$0
2028	\$0
<b>TOTAL CITY COST:</b>	<b>\$10,000</b>

**CONCLUSION**

It is important that City investigate opportunities that could result in long-term cost savings for the residents, while providing quality recreation and park services. The potential for technology like robotics and AI will become more prevalent in our day-to-day operations as the industry grows and we are excited to see how this technology can assist us in our operations.

### CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Project Report – SPCA Off-Leash Dog Park (2024)  
**PREPARED BY:** Michael Ulriksen – Director of Community and Leisure Services  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** 2025 Budget Meeting  
**DATE:** December 2<sup>nd</sup>, 2024

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#### RECOMMENDATION

That the City of Humboldt proceed with financial and in-kind support of the construction of an off-leash dog park at the SPCA property as per direction from Executive Committee March 11<sup>th</sup>, 2024, for a total value of \$60,000.

#### BACKGROUND

Over the past few years the discussions around the development of the North Hospital greenspace have shifted multiple times and have now been paused while Administration and Council take a closer look at the plans for that space. Within that park was planned to be an off-leash dog park, which was identified as a need desperately missing from the community.

On March 11<sup>th</sup>, 2024, Executive Committee passed the following:

Moved By : Michael Behiel

*That Administration be authorized to negotiate with the SPCA on the following basis:*

- *The City providing financial support for the off-leash dog park to be located on SPCA property at an amount of approximately \$30,000.*
- *The City to work with SPCA to determine the most appropriate road access to the proposed off-leash dog park, based on an estimated cost of \$6,500 in external hard costs and \$15,900 in internal staff and equipment costs.*
- *The City discuss with the SPCA other water supply options that would not require the need for 450 m of new water line being brought to the property.*

CARRIED

Locating the off-leash dog park at the SPCA site provides the opportunity for the City to offer its residents a much larger space than what was originally planned, while still being in close proximity to the City.



**CURRENT SITUATION**

A formal agreement has not been developed as of the time of this report. The discussions were delayed at the request of SPCA as they were busy working to get the buildings at their new property renovated. They reached out to the City in mid-September to return to negotiating an agreement for support in establishing the off-leash dog park on their property.

We hope to have an agreement in place by the end of 2024 and that construction of the off-leash dog park at the SPCA property can begin at some point in 2025. A formal agreement will be brought to Council for approval once the details have been worked out.

**OPTIONS**

- Approve the capital project
- Reject the capital project

**ATTACHMENTS**

NA

**FINANCIAL IMPLICATION**

While this is presented as a capital project for budgeting purposes, it will be a grant/donation expense and be expensed to operations.

FUNDING SOURCES	\$ AMOUNT
Grant: <i>(Prov/Fed Grant, etc.)</i>	\$0
Reserves: <i>(Parks Reserve)</i>	\$60,000
Loans: <i>(Loan Source)</i>	\$0
Other: <i>(Specify)</i>	\$0
<b>TOTAL PROJECT COST:</b>	<b>\$60,000</b>

ANNUAL CITY COST	\$ AMOUNT
2025	\$60,000
2026	\$0
2027	\$0
2028	\$0
<b>TOTAL CITY COST:</b>	<b>\$60,000</b>

**CONCLUSION**

The community currently has no off-leash dog park. This park, situated at the SPCA’s new site will provide a significantly larger space than was originally envisioned for the north end of the community and eliminates a number of concerns related to noise and proximity to residential. This partnership between the City and the SPCA will not only benefit the residents of Humboldt but also the animals cared for by the SPCA.

## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Project – Aquatic Centre Flooring Replacement.

**PREPARED BY:** Michael Ulriksen – Director of Community and Leisure Services

**REVIEWED BY:** Joe Day, City Manager

**PREPARED FOR:** 2025 Budget Meeting

**DATE:** December 2<sup>nd</sup>, 2024

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### RECOMMENDATION

That the City of Humboldt proceed with the Aquatic Centre Flooring Replacement for a total value of \$155,000.

### BACKGROUND

In 2019, a polyaspartic (resin-based) flooring system was installed on the aquatic center’s pool deck and in the change rooms. It was chosen at the time as a cost-effective alternative that promised to be durable and low maintenance. Unfortunately, the product has not lived up to its expectations, with the City having to address issues with the texture, water penetration and discoloration of the material. While other pools, primarily outdoor, are using similar products (and we are using in our arena showers without issue) we have not been as fortunate within our pool. The issues date back to the initial installation, and irrespective of our attempts to remedy over the past five years, we continue to have issues.

### CURRENT SITUATION

In seeking to find an alternative solution, Administration has been very clear that any acceptable solution should to meet the following criteria:

- Slip-Resistant: the product must rank high among available options for reducing the potential for falls and injuries.
- Shock Absorption: the ideal product should have some type of shock absorption that makes walking and standing on the product more comfortable.
- Chemical Resistant: the product must be resistant to temperatures and chemicals found in the pool environment.
- Durability and Longevity: the product must be durable and have a long lifecycle, with the installation backed by a quality warranty.
- Maintenance Friendly: the product must be easy to clean and maintain, including the

ability to repair any damage to the flooring caused by concrete shifting or other incidents.

- Ensure Proper Drainage: specific to our pool, any product would need to be able to work with the existing drainage system and contours of the pool layout and elevations.

After investigating a number of options, we have determined that the best product for our facility would be a rubber-based surface. There are a growing number of applications for “rubber-paving” products both indoor and outdoor. A growing number of pools have already made the switch to these types of products because they meet a number of the criteria previously noted.

The rubber surface is softer than concrete, providing greater traction, and therefore more slip-resistant than traditional concrete or tile surfaces. The rubber’s durability and longevity properties allow it to resist the affects of harsh temperatures, wet environments, chemicals and cleaning practices, as well as its ability to resist cracking and other forms of damage. The product also provides more cushion and will further help to reduce risks of injuries.

The installation process for the rubber paving is also a primary reason that the product has been selected. The pour-in-place surfacing combines the rubber with a binder that is mixed and immediately trowelled on site. As such, the product can be contoured around any surface and be feathered to existing drains, pool edges and around corners and other obstructions. This process also makes future maintenance easy, as sections of the rubber can be cut out and new products mixed and poured to fit in the void and seamlessly match the existing surface. This is a huge benefit over other hard surface materials.

There are several reputable companies installing this product and its track record in both aquatic and non-aquatic applications has led Administration to determine that this product is a viable replacement option for our current flooring.

## **OPTIONS**

- Approve the capital project
- Reject the capital project

## **ATTACHMENTS**

NA

## **FINANCIAL IMPLICATION**

FUNDING SOURCES	\$ AMOUNT
Grant: ( <i>Prov/Fed Grant, etc.</i> )	\$0
Reserves: ( <i>Leisure Serv</i> )	\$155,000
Loans: ( <i>Loan Source</i> )	\$0
Other: ( <i>Specify</i> )	\$0
<b>TOTAL PROJECT COST:</b>	<b>\$155,000</b>

ANNUAL CITY COST	\$ AMOUNT
2025	\$155,000
2026	\$0
2027	\$0
2028	\$0
<b>TOTAL CITY COST:</b>	<b>\$155,000</b>

While this is presented as a capital project for budgeting purposes, depending on how the project proceeds, it may meet the threshold of a major maintenance item and be re-classified to operations if not determined to be a betterment.

**CONCLUSION**

The current polyaspartic product is no longer a viable option for the aquatic centre, despite attempts by staff to address issues and find solutions to ongoing problems. Replacement with a product that will be more maintenance friendly and quickly resolve a number of our ongoing issues is a decision that cannot be delayed any longer. If approved, Administration will immediately seek to tender the project and seek to award a contract that will align with the pool’s annual shutdown schedule.



## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Purchase – Transit Fleet Vehicle  
**PREPARED BY:** Jace Porten – City Controller  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** 2025 Budget Meeting  
**DATE:** December 2<sup>nd</sup>, 2024

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### RECOMMENDATION

That the City of Humboldt proceed with the expansion of the Public Transit services as per the Rural Transit Solution grant agreement for a total value of \$265,450.

### BACKGROUND

The City was successful in receiving the Rural Transit Solution Fund grant which will fund 80% of total eligible costs for the purchase of 2 accessible vans and the development of an on-demand streaming platform. The total estimated costs associated with the project is \$453,448, of which the Rural Transit Solution will fund up to a maximum of \$362,758. The City also received funding through the Transit Assistance for People with Disabilities program for \$55,000 for the replacement of its aging mobility van.

### CURRENT SITUATION

The City proceeded with the purchase of the first van in 2024, with the plan to review and purchase the second van in 2025, along with the development of the on demand streaming platform. The scope of the project is to address rural transit concerns.

### OPTIONS

- Approve the recommendation.
- Decline the recommendation.

### ATTACHMENTS

N/A

### FINANCIAL IMPLICATION

The total anticipated capital costs of the project for 2025 will be approximately \$265,448. The RTSF contributions of the 2024 and 2025 expenditures will be \$362,758. The City has incurred costs in 2024 of approximately \$133,000. The net cost to the City is anticipated to be \$35,690.



**CONCLUSION**

Administration is reviewing the service that will be provided but want to ensure that the City maximizes the granting opportunities available to expand these services to the community.



## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Project – 6<sup>th</sup> Avenue Storm Sewer Outfall  
Storm Sewer Piping and Drainage Channel Upgrades

**PREPARED BY:** Peter Bergquist, A.Sc.T. – Director of Public Works & Utilities

**REVIEWED BY:** Joe Day, City Manager

**PREPARED FOR:** 2025 Budget Meeting

**DATE:** December 9<sup>th</sup>, 2024

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### RECOMMENDATION

To receive for information and to file.

### BACKGROUND

This location is identified as the second highest priority location in the city-wide storm water study for upgrading to reduce surcharging in the 6<sup>th</sup> Avenue trunk main during a heavy rainfall event. Originally approved as a part of the 2024 budget, this project was delayed as grant funding was not successful.

### CURRENT SITUATION

This project is for Phase 1 of the improvements which includes the installation of large storm piping, culvert upsizing, and outfall upsizing east of 2<sup>nd</sup> Street to the existing drainage channel on the south side of the St. Augustine Cemetery.

Scope Includes:

- Extending the stormwater channel along the south side of the Saint Augustine Cemetery south along the east side of 1st Street, to the 1st Street & 6th Avenue intersection,
- Cleanup, widening and minor regrading of the existing Saint Augustine Cemetery Channel from the old rail bed to the East Flood Control Ditch,
- Installation of dual 1500mm CSP culverts for the Saint Augustine Cemetery Channel through 102nd Street,
- Installation of a 90m section of 1,350mm dia. stormwater trunk from the 6th Avenue & 2nd Street intersection to the extended south end of the Saint Augustine Cemetery Channel,



- Stormwater trunk tie-ins, trunk stub and catch basin replacements within the 6th Avenue and 2nd Street Intersection.
- Full asphalt roadway removal and replacement within the 6th Avenue & 2nd Street intersection,
- Full roadway width gravel surfaced roadway reconstruction for 6th Avenue (from 2nd Street to 1st Street) and at the 102nd Street channel culverts installation.

#### **OPTIONS**

- Approve the recommendation as presented.
- Postpone the Project.
- Select a different location to repair.

#### **FINANCIAL IMPLICATION**

##### **2025 Total**

- Engineering - \$93,900

##### **2026 Total: \$1,014,500**

- Storm Channel Upgrades - \$184,000
- General Requirements - \$70,000
- Storm Piping - \$434,500
- Roadworks & Paving - \$92,600
- Contingency (20%) - \$176,000
- PST (6) – 57,400

## ATTACHMENTS



## CONCLUSION

Phase 1 of this project would help relieve the 6<sup>th</sup> Avenue and 7<sup>th</sup> Avenue storm sewer systems during heavy rainfall events. Phase 2 could be considered at a later date which would include replacement of the existing storm pipe with large diameter pipe from 2<sup>nd</sup> Street to 5<sup>th</sup> Street to further relieve the storm sewer mains during the most extreme heavy rainfall events.

# 6th Avenue Drainage Improvements



6th Avenue Drainage Improvements  
Includes Storm Piping, Outfall, and Drainage Improvements

### LEGEND

 STORM IMPROVEMENTS

SCALE: 1:4000  
DATE: 2024/11/25





## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Project – 9<sup>th</sup> St – 12<sup>th</sup> Ave to North end of Road Water Main and Road Reconstruction.

**PREPARED BY:** Peter Bergquist, A.Sc.T. – Director of Public Works & Utilities

**REVIEWED BY:** Joe Day, City Manager

**PREPARED FOR:** 2025 Budget Meeting

**DATE:** December 2<sup>nd</sup>, 2024

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### RECOMMENDATION

That the City of Humboldt proceed with design work of the 9<sup>th</sup> Street Water Main and Roadway Reconstruction project from 12<sup>th</sup> Avenue to the north end of the road in the value of \$23,800.

### BACKGROUND

135m of 1914 150mm cast iron pipe exists in this section of road. As this pipe will service 4 new condominiums as well as 2 more to the north, this pipe is planned for replacement. The roadway is then planned to be rebuilt once the land is purchased, and remaining buildings constructed.

### CURRENT SITUATION

The Municipal Engineer has identified 9<sup>th</sup> Street as the best location to install a water main trunk for the future NW Subdivision Development. As the pipe is old and the area is being revitalized, the tentative plan is to install a 300mm High Density Polyethylene (HDPE) pipe by directional drilling to minimize disturbances. All buildings will then be connected to the pipe accordingly. This will provide a reliable pipe to the new condominiums and provide an upsized pipe adequate for fire-flows for the future NW Subdivision Development.





**OPTIONS**

- Approve the recommendation as presented.
- Postpone the Project.
- Select a different location to repair.

**FINANCIAL IMPLICATION**

**2025 Total**

- Engineering - \$23,800

**2026 Total: \$237,700** (10% Contingency Included)

- Water Main Replacement - \$123,500
- Service replacements - \$10,000
- Sanitary and Storm Repairs - \$15,400
- Road Reconstruction - \$88,800

**2027 Total: \$157,200** (10% Contingency Included)

- Concrete Work - \$77,300
- Asphalt (60mm) - \$65,600
- Engineering – \$14,300

**TOTAL PROJECT: \$418,700**

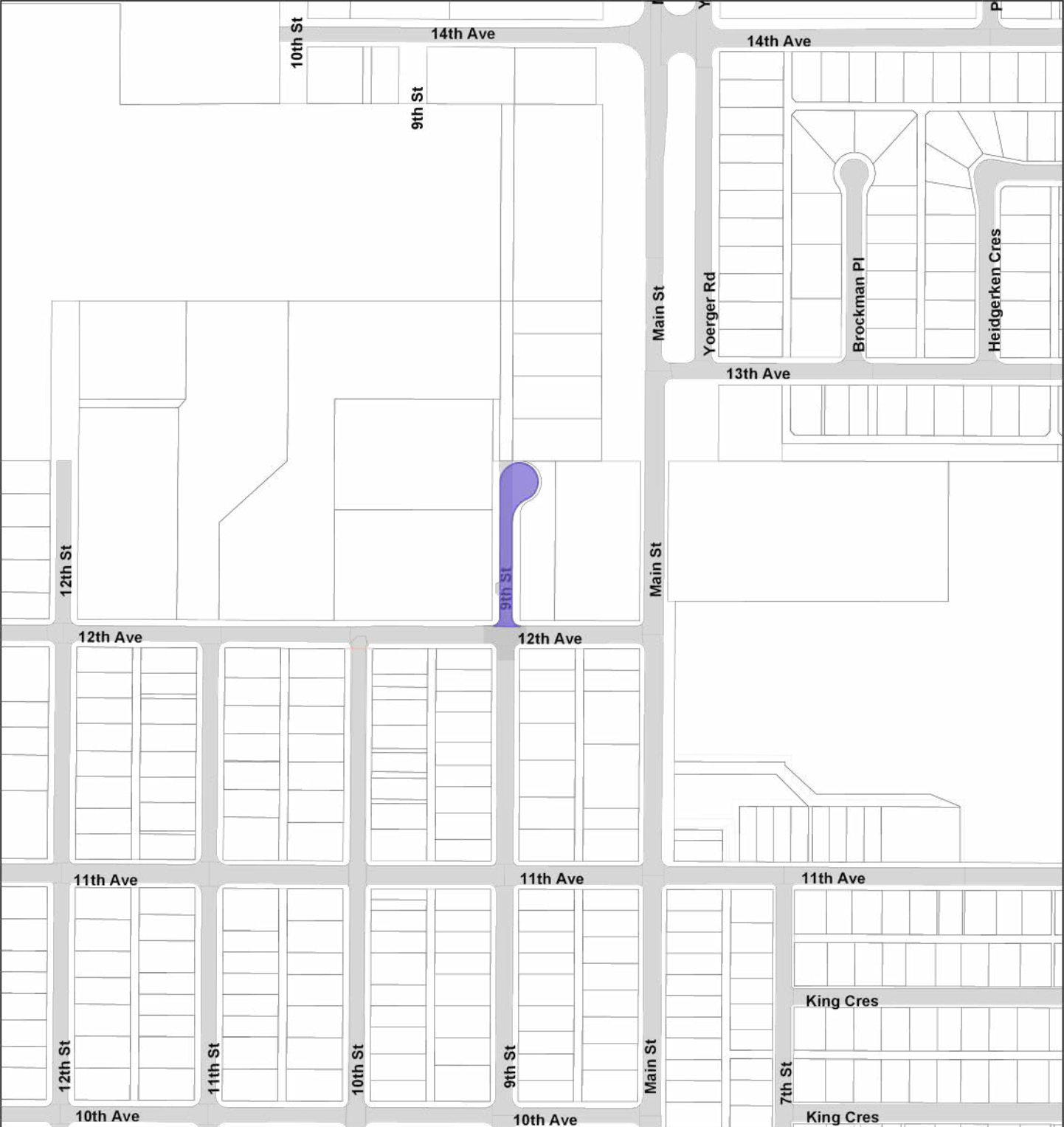
## ATTACHMENTS



## CONCLUSION

This project would remove concerns of water main breaks in the area while also improving the roadway. The new pipe has an anticipated lifespan of 80-100years.

# 9th St from 12th Avenue to End of Road



9th Street from 12th Avenue to End of Roadway  
 2025 - Design Work  
 2026 - Upsize Existing Old Watermain, Rebuild Roadway.  
 2027 - Concrete Patching and Pavement (60mm).

**LEGEND**  
 2026 CAPITAL PROJECT - DESIGN WORK

SCALE: 1:4000  
 DATE: 2024/11/27







## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Project – 17<sup>th</sup> Street – 5<sup>th</sup> Avenue to 8<sup>th</sup> Avenue  
Road Reconstruction

**PREPARED BY:** Peter Bergquist, A.Sc.T. – Director of Public Works & Utilities

**REVIEWED BY:** Joe Day, City Manager

**PREPARED FOR:** 2025 Budget Meeting

**DATE:** December 2<sup>nd</sup>, 2024

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### RECOMMENDATION

That the City of Humboldt proceed with design work for the 17th Street Roadway Reconstruction project from 5<sup>th</sup> Avenue to 8<sup>th</sup> Avenue in the value of \$60,100.

### BACKGROUND

17<sup>th</sup> Street from 5<sup>th</sup> Avenue to 8<sup>th</sup> Avenue has a failed road surface and road structure. No underground utility replacements are planned in the foreseeable future.

### CURRENT SITUATION

Plans are to reconstruct the base structure and pave with asphalt all in 2026. The proposed road structure is designed to handle some heavy truck traffic deliveries to the Uniplex and local businesses. There are no deep utility excavations planned in this section of roadway, therefore settlement is not a concern when completing all the work in one year.

The project includes the replacement of some sidewalk sections which are primarily crumbling in the 700 block.

### OPTIONS

- Approve the recommendation as presented.
- Postpone the Project.
- Select a different location to repair.

### FINANCIAL IMPLICATION

10% Contingency Included.

#### 2025 Total: 60,100

- Engineering - \$60,100

#### 2026 Total: \$600,100

- Road Reconstruction - \$241,800
- Asphalt Paving (100mm) - \$267,800
- Concrete Work - \$49,400
- Manhole/Catch Basin repairs - \$41,100

### ATTACHMENTS



### CONCLUSION

This project would significantly improve the pedestrian satisfaction, drive quality of this roadway and eliminate pothole filling maintenance for the foreseeable future.

# 17th St from 5th Avenue to 8th Avenue



17th Street from 5th Avenue to 8th Avenue  
 2025 - Design Work  
 2026 - Rebuild Road Structure & Pave Roadway (100mm),  
 Concrete Patching, Repair Manholes & Catchbasins

### LEGEND

 2026 CAPITAL PROJECT - DESIGN WORK

SCALE: 1:4000  
 DATE: 2024/11/27





## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Capital Project – 13<sup>th</sup> St – 5<sup>th</sup> Ave to 8<sup>th</sup> Ave  
Water Main and Road Reconstruction.

**PREPARED BY:** Peter Bergquist, A.Sc.T. – Director of Public Works & Utilities

**REVIEWED BY:** Joe Day, City Manager

**PREPARED FOR:** 2025 Budget Meeting

**DATE:** December 2<sup>nd</sup>, 2024

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### RECOMMENDATION

That the City of Humboldt proceed with the design work of the 13<sup>th</sup> Street Water Main and Roadway Reconstruction project from 5<sup>th</sup> Avenue to 8<sup>th</sup> Avenue in the value \$103,300.

### BACKGROUND

450m of 1957 150mm cast iron pipe exists in this section of road.

### CURRENT SITUATION

The 150mm pipe has 10 recorded breaks. This generation of pipe is known as “Universal Joint” pipe which is known to be unreliable due to the unprotected steel bolt mechanical connections at each joint which are subject to complete deterioration in soils. Leaks start at these joints when the bolts have fully corroded, and the clamp loosens.

The project would include replacing the 150mm Cast Iron pipe with a new 200mm PVC pipe which would improve fire flows in the area and allow for densification in the future.

The concerns noted above along with the aging condition of the roadway rank this roadway higher in the planned replacement list. The roadway would be rebuilt and repaved similar to past projects.



#### OPTIONS

- Approve the recommendation as presented.
- Postpone the Project.
- Select a different location to repair.

#### FINANCIAL IMPLICATION

##### **2025 Total: \$103,300**

- Engineering - \$103,300

##### **2026 Total: \$1,032,700 (10% Contingency Included)**

- Water Main Replacement - \$426,200
- Service replacements - \$186,700
- Sanitary and Storm Repairs - \$68,200
- Road Reconstruction - \$351,600

##### **2027 Total: \$438,500 (10% Contingency Included)**

- Concrete Work - \$198,100
- Asphalt (60mm) - \$200,500
- Engineering – \$39,900

##### **TOTAL PROJECT: \$1,574,500**



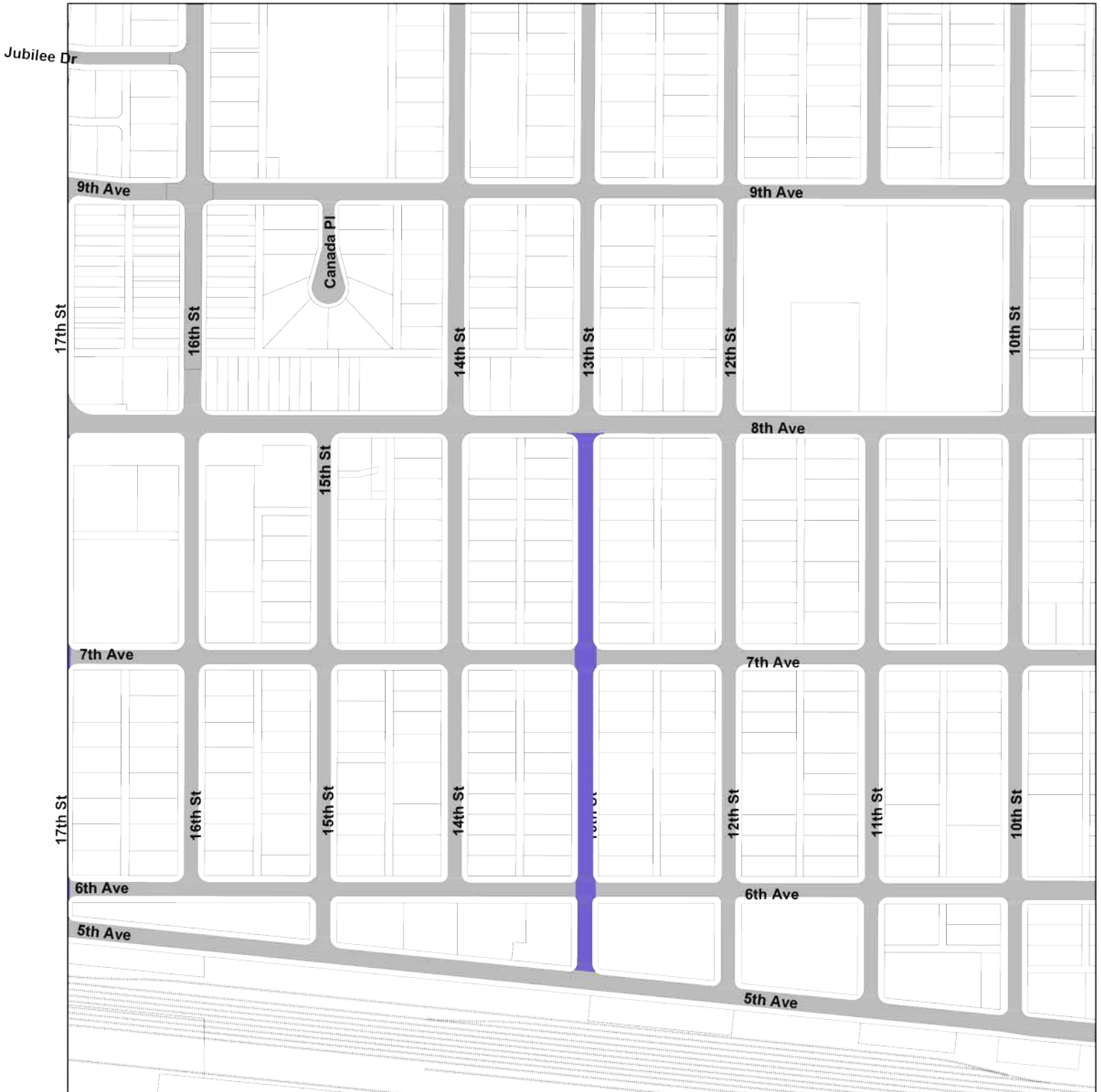
## ATTACHMENTS



## CONCLUSION

This project would remove concerns of water main breaks in the area while also improving the roadway. The new pipe has an anticipated lifespan of 80-100years.

# 13th Street from 5th Avenue to 8th Avenue



13th Street from 5th Avenue to 8th Avenue

- 2025 - Design Work
- 2026 - Replace Watermain, Water & Sewer Services to Property Line, and Rebuild Roadway.
- 2027 - Concrete Patching and Pavement (60mm).

### LEGEND

2026 CAPITAL PROJECT - DESIGN WORK

SCALE: 1:4000  
DATE: 2024/11/27





CITY OF HUMBOLDT BUDGET REPORT

TITLE: Capital Project – Arena Refrigeration System Replacement
PREPARED BY: Michael Ulriksen – Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: 2025 Budget Meeting
DATE: December 2nd, 2024

RECOMMENDATION

That the City of Humboldt proceed with the design work of the Arena Refrigeration System Replacement for a total value of \$75,000.

BACKGROUND

The existing arena refrigeration system is currently driven by outdated and inefficient equipment, much of which dates back to the conversion from freon to ammonia, back in the early 1990’s. In October of 2018, CIMCO provided the City of Humboldt with an “Equipment Lifecycle Report” for the Elgar Petersen Arena. The report summarized the components of the system as follows:

Table with 6 columns: COMPONENT, Equipment Age (2018), Expected Lifecycle, Condition (2018), Updated Age (2024), Remaining Life (2024). Rows include Compressor #1, Compressor #2, Arena Chiller, Arena Surge Drum, Condenser, Electrical Starter Panel, and Refrigeration Controls.

The report further recommended replacement of these components as follows:

- IMMEDIATE: Arena Electrical Panel, Arena Surge Drum
- LESS THAN 2 YEARS: Arena Condenser
- LESS THAN 5 YEARS: Compressor #1, Compressor #2
- MORE THAN 5 YEARS: Arena Chiller, Control Panel



Since 2020, the arena refrigeration project has been included in the City’s five-year capital plan:

Budget Document	Proposed Project Completion	Proposed Funding Allocation
2020 Budget Document	2023	\$250,000
2021 Budget Document	2024	\$500,000
2022 Budget Document	2025	\$500,000
2023 Budget Document	2025	\$500,000
2024 Budget Document	2026	\$500,000

The project was initially proposed for completion in 2023 and has since been deferred annually, largely due to the uncertainty and optimism around the construction of a second ice surface. It was expected that a new refrigeration system for both surfaces, would be included in the construction of a second ice surface. At present there are no concrete timelines or funding in place for the construction of a second ice surface.

**CURRENT SITUATION**

While Administration has succeeded in extending the use of the system well beyond its life expectancy, we are beginning to experience major issues with the system. While annual maintenance and servicing have occurred, we are experiencing increased maintenance issues and the risk of a system failure continues to increase with each season. Any down time of the system would have major impacts on the user groups and community.

Administration has already begun to investigate potential replacement solutions and are recommending that the City source a self-contained building that would sit alongside the arena and house the new ammonia plant, with a condenser mounted on top of the building. These systems are becoming more popular as they can be manufactured off-site and delivered to the Uniplex ready to be placed and connected. The construction also enables the unit to be relocated on the property if necessary to facilitate future construction.

In addition to eliminating our risk of a major breakdown, this upgrade will immediately improve our energy efficiency and dramatically reduce our greenhouse gas emissions. Administration has already begun investigating systems that are capable of capturing heat from the refrigeration process for use in heating the Uniplex and supplementing heat for the aquatic centre pool.

If approved, Administration would seek to move quickly on engineering and procuring a new refrigeration system. The Elgar Petersen Arena has a very small window of downtime, with the refrigeration plant only turned off for roughly twelve (12) weeks between May and July each year.

**OPTIONS**

- Approve the capital project
- Reject the capital project

**ATTACHMENTS**

1. Location of Existing Refrigeration Plant System (Elgar Petersen Arena)

**FINANCIAL IMPLICATION**

FUNDING SOURCES	\$ AMOUNT
Grant: ( <i>Prov/Fed Grant, etc.</i> )	\$0
Reserves: ( <i>Leis Serv</i> )	\$1,750,000
Loans: ( <i>Loan Source</i> )	\$0
Other: ( <i>Specify</i> )	\$0
<b>TOTAL PROJECT COST:</b>	<b>\$1,750,000</b>

ANNUAL CITY COST	\$ AMOUNT
2025	\$75,000
2026	\$1,675,000
2027	\$0
2028	\$0
<b>TOTAL CITY COST:</b>	<b>\$1,750,000</b>

Initial quotes from one supplier provided a range of options costing between \$1,350,000 to \$1,680,000 plus applicable taxes. This does not include the cost to remove the existing equipment or for any other alterations found to be needed within the facility to accommodate the new refrigeration system.

Administration will be submitting applications for grant funding for this project, but it must be noted that this project cannot be dependent upon external funding, but that it is a necessary investment in order to continue to operate the facility.

**CONCLUSION**

The arena is a significant social and recreational hub for the community, year-round. The facility serves a broad range of user groups and residents of all ages, while attracting visitors to the community. There are significant repercussions if the facility was rendered unusable for a prolonged period of time and given that we have already extended the use of the existing refrigeration plant well beyond its estimated lifecycle we cannot continue to push this project down the road.

## APPENDIX 1: Location of Existing Refrigeration Plant System Elgar Petersen Arena



## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Fleet Purchase – L185 General Use – Dump Truck  
**PREPARED BY:** Michael Ulriksen – Director of Community and Leisure Services  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** 2025 Budget Meeting  
**DATE:** December 2<sup>nd</sup>, 2024

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### RECOMMENDATION

That the City of Humboldt proceed with the replacement of fleet unit #L185 with a new General Use – Dump Truck, as per the fleet plan, for a total value of \$80,000.

### BACKGROUND

The City introduced a fleet plan in 2018, tracking and budgeting for the annual maintenance of each individual unit, along with contributions to reserves for equipment replacement. The fleet plan provides a replacement schedule for each department with estimated lifespans, disposal values and replacement costs, structured to spread out the replacement of fleet vehicles in a way that maximizes their useful lives and is financially manageable for the City.

### CURRENT SITUATION

The fleet plan has identified unit L185, a general use dump truck, primarily used by the CLS Department for parks and cemetery usage. The existing unit is a 2006 Chevrolet, 3500, currently the oldest unit within the department’s fleet. This unit is the only dump truck within the department and operations require that we have one available for a wide range of tasks. We will be seeking to replace with a similar sized unit.

### OPTIONS

- Approve the capital project
- Reject the capital project

### ATTACHMENTS

NA



**FINANCIAL IMPLICATION**

<b>FUNDING SOURCES</b>	<b>\$ AMOUNT</b>
Grant: ( <i>Prov/Fed Grant, etc.</i> )	\$0
Reserves: (Fleet Reserve)	\$75,000
Loans: ( <i>Loan Source</i> )	\$0
Other: (Sale Proceeds)	\$5,000
<b>TOTAL PROJECT COST:</b>	<b>\$80,000</b>

<b>ANNUAL CITY COST</b>	<b>\$ AMOUNT</b>
2025	\$80,000
2026	\$0
2027	\$0
2028	\$0
<b>TOTAL CITY COST:</b>	<b>\$80,000</b>

**CONCLUSION**

The fleet plan is reviewed annually to ensure that it continues to meet the needs of the department and to ensure that allocations to the fleet reserve are adequate to ensure its long-term sustainability.



## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Fleet Purchase – L281 Ice Resurfacer Replacement  
**PREPARED BY:** Michael Ulriksen – Director of Community and Leisure Services  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** 2025 Budget Meeting  
**DATE:** December 2<sup>nd</sup>, 2024

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### RECOMMENDATION

That the City of Humboldt proceed with the replacement of fleet unit #L281 Olympia Ice Resurfacer, for a total value of \$170,000.

### BACKGROUND

The City introduced a fleet plan in 2018, tracking and budgeting for the annual maintenance of each individual unit, along with contributions to reserves for equipment replacement. The fleet plan provides a replacement schedule for each department with estimated lifespans, disposal values and replacement costs, structured to spread out the replacement of fleet vehicles in a way that maximizes their useful lives and is financially manageable for the City.

### CURRENT SITUATION

The City currently has two ice resurfacer, one that serves as the primary unit within Elgar Petersen Arena and the second that serves as a back-up and for flooding outdoor rinks. The lifespan of each ice resurfacer has been set at 10 years, however only five years are spent inside the EPA, before becoming the back-up/outdoor unit.

Administration will explore all options available in current ice resurfacer machines, including the potential for electric-driven units. In addition we will be looking at the cost for alterations to the existing EPA that may allow us to purchase a “front-dump” snow tank rather than a “side-dump”. This refers to which side of the machine the ice resurfacer dumps out the snow it has collected. Front-dump units are more common and typically have lower initial purchase prices and have greater resale value.

### OPTIONS

- Approve the capital project
- Reject the capital project



**ATTACHMENTS**

NA

**FINANCIAL IMPLICATION**

<b>FUNDING SOURCES</b>	<b>\$ AMOUNT</b>
Grant: ( <i>Prov/Fed Grant, etc.</i> )	\$0
Reserves: (Fleet Reserve)	\$120,000
Loans: ( <i>Loan Source</i> )	\$0
Other: (Sale Proceeds)	\$50,000
<b>TOTAL PROJECT COST:</b>	<b>\$170,000</b>

<b>ANNUAL CITY COST</b>	<b>\$ AMOUNT</b>
2025	\$170,000
2026	\$0
2027	\$0
2028	\$0
<b>TOTAL CITY COST:</b>	<b>\$170,000</b>

**CONCLUSION**

The fleet plan is reviewed annually to ensure that it continues to meet the needs of the department and to ensure that allocations to the fleet reserve are adequate to ensure its long-term sustainability.





## CITY OF HUMBOLDT BUDGET REPORT

**TITLE:** Fleet Purchase – Municipal Skid Steer Program  
**PREPARED BY:** Michael Ulriksen – Director of Community and Leisure Services  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** 2025 Budget Meeting  
**DATE:** December 2<sup>nd</sup>, 2024

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### RECOMMENDATION

That the City of Humboldt proceed with the replacement of the Parks Skid Steer Unit through the Brandt Municipal Skid Steer Program, for a total value of \$110,000.

### BACKGROUND

In 2023, the City went through a procurement process for the purchase of a new skid steer for the parks department. This unit replaced a unit that was purchase in 2009 and was at the end of its useful life cycle. The purchase was awarded to Brandt Tractor Ltd. The unit was delivered in the summer of 2023. Following the awarded purchase, Brandt informed the City that were eligible to enter their Municipal Skid Steer Program. The program allows the City to upgrade the unit annually for a fee of 5-8% of a new unit. The City opted to join the program and in 2024 upgraded the unit at a cost of \$9,600.

### CURRENT SITUATION

While the trade-in costs are seen as an operational expense, because we are receiving a new unit, financially this needs to be tracked as a new capital purchase and a disposal of the previous unit. As such Administration is seeking authorization from Council to approve the continued use of the program to continue annually upgrading our skid steer.

Based on data from our Fleet Master Plan, we were able to evaluate the costs and benefits of the Municipal Skid Steer Program. The plan documents the fuel, maintenance and repairs costs for all units, with data dating back to 2019. The plan also determines, based on the anticipate useful life of each unit, its replacement cost and value at disposal, the appropriate amount that must be placed into reserves in order to fully fund the purchase of a new unit at the appropriate time.

When we analyzed the project repair and maintenance costs, as well as the reserve contributions annually for its future replacement, it was clear that the annual cost far exceeded the annual cost to be part of the trade-in program. Furthermore, with the trade-in annually comes a renewed





warranty which means that we will never be faced with an unexpected major repair like we would if we opted to keep the original unit and take it through its full lifespan.

**OPTIONS**

- Approve the capital project
- Reject the capital project

**ATTACHMENTS**

NA

**FINANCIAL IMPLICATION**

FUNDING SOURCES	\$ AMOUNT
Grant: ( <i>Prov/Fed Grant, etc.</i> )	\$0
Reserves: (Fleet Reserve)	\$10,000
Loans: ( <i>Loan Source</i> )	\$0
Other: (Sale Proceeds)	\$100,000
<b>TOTAL PROJECT COST:</b>	<b>\$110,000</b>

ANNUAL CITY COST	\$ AMOUNT
2025	\$110,000
2026	\$0
2027	\$0
2028	\$0
<b>TOTAL CITY COST:</b>	<b>\$110,000</b>

**CONCLUSION**

The fleet plan is reviewed annually to ensure that it continues to meet the needs of the department and to ensure that allocations to the fleet reserve are adequate to ensure its long-term sustainability. Administration will also ensure an annual review of the trade-in program to ensure that it continues to be competitive and be in the best interest of the City.

## 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)
2025	Outdoor Rink & Multi Sport Court	Parks	30
2025	Wastewater Treatment Facility and Lifts 1+4 (Year 2 of 3)	Wastewater	19,283
2025	6th Ave - 5th St to 6th St	Roads (B,C&A)	136
2025	7th Ave - 2nd Street to 3rd Street	Roads (B,C&A)	129
2025	10th Street - 9th Avenue to 12th Avenue	Roads (B)	402
2025	10th Street - 9th Avenue to 12th Avenue	Watermains	1,034
2025	9th Ave - 17th St to lane E of Barnes Crescent	Roads (B,C&A)	423
2025	Hwy 20 - 1st Ave S to Sask Ave - SHWUC SL w/Mtr Pit	Watermains	342
2025	Peck Road from Westwod Dr to 12th Ave	Roads (B)	159
2025	Skid Steer Box Grader	Public Works Equipment	7
2025	Trench Shield Equipment	Public Works Equipment	75
2025	Community Event Trailer	Leisure Services	15
2025	Highway 20 Boulevards	Leisure Services	50
2025	Parks Cold Storage Unit	Parks	25
2025	Robotic Lawn Mower	Parks	10
2025	Off-Leash Dog Park	Parks	60
2025	Aquatic Centre Flooring Replacement	Aquatic Centre	155
2025	Transit Service Expansion	Corporate Services	265
2025	General Use Dump Truck - L185	Fleet Replacement	80
2025	Ice Resurfacers Replacement - L281	Fleet Replacement	170
2025	Parks Skidsteer - Municipal Replacement Program - L244	Fleet Replacement	110
<b>Total</b>			<b>22,960</b>

Year	Description	Description	Value ('000)
2026	6th Avenue Storm Sewer Outfall Twinning Upgrades	Storm	1,108
2026	Wastewater Treatment Facility and Lifts 1+4 (Year 3 of 3)	Wastewater	1,931
2026	10th Street - 9th Avenue to 12th Avenue	Roads (C&A)	403
2026	9th Street - 12th Ave to N End of Road	Roads (B)	98
2026	17th St - 5th Ave to 8th Ave	Roads (B&A)	660
2026	13th Street - 5th Ave to 8th Ave	Roads (B)	387
2026	9th Street - 12th Ave to N End of Road	Watermains	164
2026	13th Street - 5th Ave to 8th Ave	Watermains	749
2026	Arena Ice Plant	Arena	1,750
2026	Parks Mower 6' - L247	Fleet Replacement	26
2026	Parks Mower 6' - L250	Fleet Replacement	26
2026	PW Admin Vehicle - P110	Fleet Replacement	35
2026	Sewer Jet System - P204	Fleet Replacement	320
2026	Boiler/Pressure System - P213	Fleet Replacement	20
2026	New Holland Tractor - P270	Fleet Replacement	225
2026	Hino - P330	Fleet Replacement	165
2026	John Deere Loader 524 - P410	Fleet Replacement	325
2026	Volvo Grader - P430	Fleet Replacement	650
2026	Parks Skidsteer - Municipal Replacement Program - L244	Fleet Replacement	110
<b>Total</b>			<b>9,150</b>

Year	Description	Description	Value ('000)
2027	13th Street - 8th Ave to 10th Ave	Roads (B)	258
2027	Watermain Railway Crossings - Main St, 7th St & 5th St	Roads (B&A)	87
2027	13th Street - 5th Ave to 8th Ave	Roads (C&A)	439
2027	9th Street - 12th Ave to N End of Road	Roads (C&A)	157
2027	King Crescent Road	Roads (B,C&A)	814
2027	King Crescent Storm	Storm	110
2027	13th Street - 8th Ave to 10th Ave	Watermains	496
2027	Watermain Railway Crossings - Main St, 7th St & 5th St	Watermains	328
2027	Public Works Old Shop Insulation and Retrofits	PW Shop	400
2027	Convention Centre Air Handling Unit	Jubilee Hall	225
2027	Glenn Hall Park Upgrades	Parks	650
2027	Safety Vehicle - C100	Fleet Replacement	35
2027	Community Safety Officer - C106	Fleet Replacement	43
2027	Custodial Vehicle - L100	Fleet Replacement	48
2027	11' Mower - L241	Fleet Replacement	90
2027	PW Crew Half Ton - P120	Fleet Replacement	55
2027	PW Crew Half Ton - P125	Fleet Replacement	55
2027	PW Crew Half Ton - P130	Fleet Replacement	55
2027	PW Crew Half Ton - P135	Fleet Replacement	55
2027	PW Crew Half Ton - P140	Fleet Replacement	55
2027	Ditch Mowers - P201	Fleet Replacement	95
2027	Case Excavator - P410	Fleet Replacement	325
2027	Parks Skidsteer - Municipal Replacement Program - L244	Fleet Replacement	110
<b>Total</b>			<b>4,985</b>

Year	Description	Description	Value ('000)
2028	13th Street - 8th Ave to 10th Ave	Roads (C&A)	381
2028	16th Street - 5th Ave to 8th Ave	Roads (B,C&A)	656
2028	7th Street - 2nd Ave to 4th Ave	Roads (B)	276
2028	Sewer Lining - Main St - 2nd Ave to 8th Ave	Sewer mains	286
2028	7th Street - 2nd Ave to 4th Ave	Watermains	530
2028	Storm Water Mitigation (Phase 3)	Storm	1,300
2028	Parks Utility Tractor - L255	Fleet Replacement	41
2028	Boiler/Pressure System - P216	Fleet Replacement	20
2028	Trash Pump - P225	Fleet Replacement	25
2028	Kubota Mower - P240	Fleet Replacement	8
2028	Case Skidsteer - P245	Fleet Replacement	98
2028	Parks Skidsteer - Municipal Replacement Program - L244	Fleet Replacement	110
<b>Total</b>			<b>3,730</b>

Year	Description	Description	Value ('000)
2029	7th Street - 2nd Ave to 4th Ave	Roads (C&A)	277
2029	1st Ave N - Main St to 11th St	Roads (B&A)	479
2029	6th Street - 2nd Ave to 4th Ave	Roads (B)	279
2029	12th Street - 6th Ave to 8th Ave	Roads (B)	277
2029	Sewage Lift Station #5 Upgrade - NW Development	Wastewater	2,428
2029	6th Street - 2nd Ave to 4th Ave	Watermains	489
2029	12th Street - 6th Ave to 8th Ave	Watermains	634
2029	Parks - Utility Task Vehicle - L258	Fleet Replacement	38
2029	Parks Skidsteer - Municipal Replacement Program - L244	Fleet Replacement	110
<b>Total</b>			<b>5,011</b>

## 3000 – Taxation and Grants

**Overview:** Taxation and Grants is a unique portion of the budget which represents all of the revenue that the city takes in from any levies applied to the city as well as certain grants, either provincial or federal, and utility surcharges.

	2024 Budget	2025 Budget	Changes
Municipal Tax Levy	-\$7,515,950	-\$7,920,880	-\$404,930
Trailer License Fees	-\$24,000	-\$35,580	-\$11,580
Penalties on Tax Arrears	-\$50,000	-\$50,000	\$0
Infrastructure Levy	-\$530,690	-\$635,840	-\$105,150
Roadway Levy	-\$275,170	-\$317,920	-\$42,750
BID Levy	-\$25,030	-\$25,430	-\$400
Storm Water Levy	-\$669,450	-\$681,390	-\$11,940
	<b>-\$9,090,290</b>	<b>-\$9,667,040</b>	<b>-\$576,750</b>
Unconditional Grants	-\$2,452,020	-\$2,605,540	-\$153,520
Conditional Grants	-\$388,530	-\$13,763,870	-\$13,375,340
Grants in Lieu of Taxes	-\$87,860	-\$84,330	\$3,530
TOTAL TAXES AND REVENUE	<b>-\$12,018,700</b>	<b>-\$26,120,780</b>	<b>-\$14,102,080</b>

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

### **Notable for 2025:**

- Municipal Tax Levy – Increase (-\$404,930) for mill rate increase of 5.5% to maintain future capital expenditures.
- Trailer License Fees – Increase (-\$11,580) to 2024 anticipated actuals.
- Infrastructure Levy – Increase (-\$105,150) to 2024 actuals.
- Roadway Levy – Increase (-\$42,750) to 2024 actuals.
- Storm Water Levy – Increase (-\$11,940) to 2024 actuals.
- Unconditional Grants – Revenue Sharing Grant projected to increase (-\$89,900), SaskEnergy and SaskPower Surcharges projected to increase (-\$63,620).
- Conditional Grants – Increase (-\$12,438,083) for Investing in Canada Infrastructure Grant, increase (-\$574,000) for Housing Accelerator Fund Grant, and increase (-\$362,760) for Rural Transit Solutions Fund Grant.
- Grants in Lieu of Taxes – Decrease (\$3,530) to 2024 actuals.

## City of Humboldt 2025 Consolidated Budget

CC Code	Cost Centre	Revenues	Expenses	Net Cost
	Taxation and Grant Revenue	-\$26,120,780	\$0	-\$26,120,780
<b>Subtotal</b>	<b>Taxation and Grant Revenue</b>	<b>-\$26,120,780</b>	<b>\$0</b>	<b>-\$26,120,780</b>
3000	General Administration (Less Tax and Grants)	-\$335,200	\$935,930	\$600,730
3020	Information Technology	\$0	\$136,640	\$136,640
3025	City Manager	\$0	\$225,520	\$225,520
3050	City Council	\$0	\$188,300	\$188,300
3100	Other General Administration	-\$3,100	\$37,430	\$34,330
3550	Communications	\$0	\$240,790	\$240,790
<b>Subtotal</b>	<b>General Government</b>	<b>-\$338,300</b>	<b>\$1,764,610</b>	<b>\$1,426,310</b>
4050	Fire Protection Administration	-\$55,750	\$544,510	\$488,760
4090	Fire Fleet and Equipment	-\$11,500	-\$105,540	-\$117,040
4100	Fire Hall Building	\$0	\$26,720	\$26,720
4150	Building Inspection Services	-\$90,500	\$96,910	\$6,410
4200	Community Safety and Bylaw	-\$11,380	\$138,380	\$127,000
4220	Animal Licensing and Control	-\$8,500	\$550	-\$7,950
4230	Business Licensing	-\$85,000	\$0	-\$85,000
4250	RCMP Policing	-\$51,000	\$944,110	\$893,110
4300	Other Protective Services	\$0	\$44,490	\$44,490
4400	Health and Safety	\$0	\$88,670	\$88,670
4500	Economic Development	\$0	\$36,000	\$36,000
4600	Planning and Development	-\$13,000	\$153,360	\$140,360
<b>Subtotal</b>	<b>Protective Services</b>	<b>-\$326,630</b>	<b>\$1,968,160</b>	<b>\$1,641,530</b>
5050	Recreation Administration	-\$2,500	\$475,230	\$472,730
5060	Lottery Grant	-\$54,300	\$54,300	\$0
5065	Leisure Pass Program	-\$75,700	\$0	-\$75,700
5072	LED Sign	-\$4,000	\$0	-\$4,000
5075	Facility Maintenance	\$0	\$405,720	\$405,720
5100	Arena	-\$274,050	\$665,240	\$391,190
5125	Fitness Room	-\$4,500	\$23,170	\$18,670
5150	Community Centre	-\$115,800	\$268,680	\$152,880
5200	Curling Rink	-\$58,350	\$113,500	\$55,150
5250	Aquatic Centre	-\$226,360	\$562,520	\$336,160
5260	Concessions	-\$345,130	\$345,130	\$0
5270	Centennial Park Service Building	\$0	\$3,960	\$3,960
5300	Parks and Playgrounds	-\$29,000	\$475,660	\$446,660
5310	Spray Park	\$0	\$21,790	\$21,790
5320	Community Gardens	-\$1,200	\$1,970	\$770
5330	Weed and Insect Control	\$0	\$17,500	\$17,500
5360	Urban Beautification	\$0	\$8,000	\$8,000
5370	Urban Forest	\$0	\$38,650	\$38,650
5380	Trail System	\$0	\$12,380	\$12,380
5390	Historic Campground	-\$38,600	\$50,790	\$12,190
5400	Recreation Special Events	-\$7,500	\$166,080	\$158,580
5410	Summer Sizzler	-\$29,000	\$29,000	\$0
5420	Joint Use Administration	-\$27,000	\$18,000	-\$9,000
5430	Leisure Services Fleet	\$0	-\$104,460	-\$104,460
<b>Subtotal</b>	<b>Recreation and Leisure Services</b>	<b>-\$1,292,990</b>	<b>\$3,652,810</b>	<b>\$2,359,820</b>
5450	Library	-\$3,580	\$208,880	\$205,300
5500	Cultural Services Admin	-\$47,480	\$152,650	\$105,170
5600	Museum Operations	-\$43,000	\$230,900	\$187,900
5650	Gallery Operations	-\$13,000	\$178,200	\$165,200
5700	Original Humboldt	-\$7,230	\$16,160	\$8,930
5800	Public Art	-\$2,000	\$35,000	\$33,000
5900	Water Tower	-\$5,540	\$13,160	\$7,620
<b>Subtotal</b>	<b>Cultural Services</b>	<b>-\$121,830</b>	<b>\$834,950</b>	<b>\$713,120</b>

## City of Humboldt 2025 Consolidated Budget

6050 Waste Management	-\$543,230	\$593,230	\$50,000
6150 Cemetery Administration	-\$62,000	\$34,810	-\$27,190
6250 Transit Services	-\$21,500	\$96,000	\$74,500
6350 Transit Fleet	\$0	-\$18,900	-\$18,900
6400 Other Public Health	\$0	\$9,500	\$9,500
<b>Subtotal</b>	<b>Public Health</b>	<b>-\$626,730</b>	<b>\$714,640</b>
7050 Transportation Administration	\$0	\$463,150	\$463,150
7075 Street Lighting	\$0	\$154,420	\$154,420
7100 Street Systems	-\$56,110	\$645,170	\$589,060
7120 Street Sweeping	\$0	\$79,580	\$79,580
7150 Storm Water Infrastructure	\$0	\$236,140	\$236,140
7170 Street and Curb Painting	\$0	\$20,000	\$20,000
7200 Public Works Shop	\$0	\$123,950	\$123,950
7300 Snow and Ice Control	\$0	\$462,770	\$462,770
7310 Emulsion Treated Roads	\$0	\$17,630	\$17,630
7320 Gravel Road Maintenance	\$0	\$88,740	\$88,740
7330 Back Lane Maintenance	\$0	\$27,540	\$27,540
7340 Dust Control	\$0	\$29,400	\$29,400
7350 Public Works Fleet	\$0	-\$281,080	-\$281,080
7370 Traffic Signals	\$0	\$47,840	\$47,840
7380 Traffic Signs	\$0	\$26,440	\$26,440
7510 Sidewalk Maintenance	\$0	\$79,180	\$79,180
7530 Ditch Mowing	\$0	\$41,270	\$41,270
7550 Winter Sidewalks	\$0	\$16,660	\$16,660
7610 Airport	-\$38,500	\$43,190	\$4,690
7810 Christmas Decorations	\$0	\$18,930	\$18,930
<b>Subtotal</b>	<b>Transportation Services</b>	<b>-\$94,610</b>	<b>\$2,340,920</b>
8000 Utility Administration	-\$4,825,300	\$2,462,860	-\$2,362,440
8050 Water Main Maintenance	\$0	\$303,020	\$303,020
8100 Water Distribution Facility	\$0	\$199,370	\$199,370
8150 Water Meter Readings and Billing	-\$14,600	\$226,520	\$211,920
8200 Sewer Mains	\$0	\$195,770	\$195,770
8250 Lagoon	\$0	\$966,890	\$966,890
8300 Lift Stations	\$0	\$173,410	\$173,410
<b>Subtotal</b>	<b>Water and Wastewater Services</b>	<b>-\$4,839,900</b>	<b>\$4,527,840</b>
8500 Land Development	-\$301,800	\$10,000	-\$291,800
<b>Subtotal</b>	<b>Land Development</b>	<b>-\$301,800</b>	<b>\$10,000</b>
<b>Total</b>	<b>All Tax Supported and Utility Operations</b>	<b>-\$34,063,570</b>	<b>\$15,813,930</b>
<b>Amortization Not Affecting Cash</b>			
3000 General Government Amortization	\$0	\$13,100	\$13,100
4050 Planning and Development Amortization	\$0	\$95,580	\$95,580
4600 Protective Services Amortization	\$0	\$1,810	\$1,810
5050 Leisure Services Amortization	\$0	\$650,510	\$650,510
6150 Public Health Amortization	\$0	\$2,250	\$2,250
7050 Transportation Amortization	\$0	\$1,419,390	\$1,419,390
8000 Water and Sewer Amortization	\$0	\$533,000	\$533,000
<b>Subtotal</b>	<b>Amortization Not Affecting Cash</b>		<b>\$2,715,640</b>
	<b>Principal Payments on Utility Based Loans</b>		<b>\$45,160</b>
	<b>Principal Payments on Taxation Based Loans</b>		<b>\$190,290</b>
<b>Subtotal</b>	<b>Balance Available for Reserves / Capital</b>		<b>-\$18,014,190</b>

## City of Humboldt 2025 Consolidated Budget

### Contributions to Reserves

Fleet Reserve (Contribution)	\$521,470
Library Reserve (Contribution)	\$10,000
Corporate, Cultural, Protective (Contribution)	\$467,040
Storm Water Reserve (Contribution)	\$339,210
Land Developments Reserve (Contribution)	\$731,440
Transportation Reserve (Contribution)	\$1,467,920
Parks Reserve (Contribution)	\$250,000
Leisure Services Reserve (Contribution)	\$155,000
Building Replacement Reserve (Contribution)	\$500,000
Utility Reserve (Contribution)	\$13,572,110
<b>Subtotal Reserve Transactions affecting Operations</b>	<b>\$18,014,190</b>

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<b>Subtotal</b>	<b>Net Balanced Budget</b>	<b>\$0</b>
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### Public Works Infrastructure Capital Projects funded from Transportation Reserve:

6th Ave (5th St to 6th St) Roadway Reconstruction	\$135,900
7th Ave (2nd St to 3rd St) Roadway Reconstruction	\$128,700
10th St (9th Ave to 12th Ave) Water Main Roadway Reconstruction	\$401,820
9th Ave (17th St to Lane E of Barnes Cres.) Roadway Reconstruction	\$423,300
Main St (Sask Ave to 1st Ave S) Water Main Roadway Construction	\$24,980
Peck Road (Westwood Dr to 12th Ave) Gravel	\$159,300
Skid Steer Box Grader	\$7,000
<b>Subtotal Transportation Capital Projects:</b>	<b>\$1,281,000</b>

### Public Works Infrastructure Capital Projects funded from Utilities Reserve:

10th St (9th Ave to 12th Ave) Water Main Replacement	\$1,033,880
Main St (Sask Ave to 1st Ave S) Water Main Replacement	\$317,420
Trench Shield Equipment	\$75,000
Wastewater Treatment Facility and Lift Station 1+4	\$12,283,080
<b>Subtotal Utility Capital Projects:</b>	<b>\$13,709,380</b>

### Leisure Services Capital Projects funded from Parks Reserve:

Community Event Trailer	\$15,000
Highway 20 Boulevards	\$35,000
Parks Cold Storage Unit	\$25,000
Robotic Lawn Mower	\$10,000
Off-Leash Dog Park	\$60,000
Outdoor Rink & Multi-Sport Court	\$30,000
<b>Subtotal Parks Capital Projects:</b>	<b>\$175,000</b>

### Leisure Capital Projects Funded from Leisure Services Reserve

Aquatic Centre Flooring Replacement	\$155,000
<b>Subtotal Leisure Services Capital Projects:</b>	<b>\$155,000</b>

### Corporate Services Capital Projects Funded from Contingency Reserve

Transit Service Expansion	\$265,450
<b>Subtotal Transit Capital Projects:</b>	<b>\$265,450</b>

### Capital Projects Funded from Fleet Reserve

General Use Dump Truck - L185	\$75,000
Ice Resurfacer Replacement - L281	\$120,000
Parks Skidsteer - Municipal Replacement Program - L244	\$10,000
<b>Subtotal Fleet Purchases funded from Fleet Reserves</b>	<b>\$205,000</b>

## City of Humboldt 2025 Consolidated Budget

**2026 Pre-approved Capital Projects, 2025 implications**

10th St (9th Ave to 12th Ave) Roadway Reconstruction (Year 2)	\$36,600
9th St (12th Ave to North End) Water Main Roadway Reconstruction	\$8,890
17th St (5th Ave to 8th Ave) Roadway Reconstruction	\$60,100
13th St (5th Ave to 8th Ave) Water Main Road Reconstruction	\$35,170
9th St (12th Ave to North End) Water Main Replacement	\$14,910
13th St (5th Ave to 8th Ave) Water Main Replacement	\$68,130
6th Ave Storm Sewer Outfall, Piping, & Drainage	\$93,900
Arena Refrigeration System Replacement	\$75,000
<b>Subtotal</b>	<b>\$392,700</b>

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<b>Subtotal</b>	<b>Net Capital Purchases and Projects Funded from Reserve</b>	<b>\$16,183,530</b>
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<b>Subtotal</b>	<b>Net Contribution to Reserves</b>	<b>-\$1,830,660</b>
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Mayor - Rob Muench

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City Manager - Joe Day