

**City of Port Colborne
Special Committee of the Whole Meeting 02-19
Minutes**

Date: January 21, 2019

Time: 5:30 p.m.

Place: Council Chambers, Municipal Offices, 66 Charlotte Street, Port Colborne

Members Present: M. Bagu, Councillor
E. Beauregard, Councillor
G. Bruno, Councillor
F. Danch, Councillor
A. Desmarais, Councillor
D. Kalailieff, Councillor
W.C. Steele, Mayor (presiding officer)
H. Wells, Councillor

Absent: R. Bodner, Councillor (due to a prior commitment)

Staff Present: T. Cartwright, Fire Chief
S. Corr, Manager of Revenue & Taxation
A. Grigg, Director of Community & Economic Development
N. Halasz, Manager of Parks & Recreation
S. Hanson, Manager of By-Law Services
A. LaPointe, Manager of Legislative Services/City Clerk
C. Lee, Director of Engineering & Operations
S. Luey, Chief Administrative Officer
L. Nelson, Recording Clerk
T. Rogers, Chief Building Official
P. Senese, Director of Corporate Services
S. Therrien, Director of Library Services

Also in attendance were interested citizens, members of the news media and WeeStream.

1. Call to Order:

Mayor Steele called the meeting to order.

2. Introduction of Addendum Items:

Nil.

3. Confirmation of Agenda:

Moved by Councillor H. Wells
Seconded by Councillor G. Bruno

That the agenda dated January 21, 2019 be confirmed, as circulated.
CARRIED.

4. Disclosures of Interest:

Nil.

5. Delegations:

- (a) **Peter Van Caulart, Co-Chair 2019 ARC Terminus Committee Re: 2019 Air Race Classic Terminus Event on June 19-21 at the Niagara Central Dorothy Rungeling Airport, regarding request for funding**

Peter Van Caulart was in attendance to request funding for the 2019 Air Race Classic Terminus event at the Niagara Central Dorothy Rungeling Airport. The funding request is for \$2000. Mr. Van Caulart provided a presentation as attached. Council referred them to the Granting Committee to apply for funding this event.

- (b) **Mario Madia, Vice President of Finance, Cathyann White, Vice President of Health, Fitness and Aquatics, on behalf of the YMCA of Niagara, Port Colborne YMCA regarding a request for funding**

Mario Madia and Cathyann White were in attendance to request funding for the Port Colborne YMCA. Their presentation as attached.

The funding request is due to a budgeted deficit of approximately \$55,756 with the main contributing factor being Bill 148 in 2018. The YMCA requested the City help offset the deficit with funding of \$24,692 which represents 50% of the projected deficit for 2018/19.

6. Items for Consideration:

1. **Memorandum from Peter Senese, Director of Corporate Services, Re: Storm Sewer Management Fees Considerations in 2019 Draft Budget**

The Director of Corporate Services stated that a Storm Sewer Management System and funding strategy was introduced in 2014 with an Infrastructure Needs Study within the Storm Sewer Drainage Area Boundary. The Director noted that recommendations for funding the storm sewer systems were developed and introduced to Council during a Strategic Planning Session in February 2015 and noted that this is

separate and distinct from the City's ditching program and Rural Drains Maintenance Program in rural areas.

The Director stated that staff are recommending that a separate Storm Sewer budget be implemented in 2019 by removing the operating maintenance budget (\$185,425) from the tax levy and that a new revenue source be implemented through a Storm Sewer flat fee for the Storm Sewer Drainage Area Boundary. This fee would generate annual revenue in the amount of \$740,000 and will sustain funding for the operations, current debenture of \$300,000 for the Nickel Area Storm Sewer project and future capital Storm Sewer projects. The Director noted that the annual residential fee is \$100, with multi-residential and commercial fees from \$175 to \$275 and industrial properties from \$375 to \$475 as a tiered fee structure. The Director added that the difference between raising the funding through a tax levy of \$740,000 and the flat fee proposal is \$16 to the average residential property.

The Director concluded that many municipalities are now funding their Storm Sewer budgets for both operating and capital with this method of funding as it provides a dedicated and stable source of funding for long-range planning, preventative maintenance and capital improvements and is a fair and equitable way to distribute the cost.

Moved by Councillor A. Desmarais
Seconded by Councillor H. Wells

The memorandum from Peter Senese, Director of Corporate Services regarding Storm Sewer Management Fee Considerations be received for information.

CARRIED.

2. Presentation:

Peter Senese, Director of Corporate Services, providing an overview of the 2019 draft budget.

The following additional materials were provided to Council: Budget presentation, supplemental and revised schedules as attached, ARC presentation and YMCA presentation.

The Director of Corporate Services provided a PowerPoint presentation (a copy of the presentation is attached) regarding the draft 2019 operating and capital budget. A copy of the draft 2019 budget is available on the City's website.

The Director provided a summary of the memorandum dated January 8, 2019 titled “2019 Budget” (the covering page of the 2019 budget package) and advised that it was anticipated that an overall budget increase of 4% to 5% would be projected for operations, capital levy and Operations Centre debt increases. Departments were requested to bring forth a base level of service budget with inflationary increase at approximately 2.5% for base operations.

The Director stated that the 2019 budget is presented with a 2.59% operating levy increase for the base level of service, which excludes any Storm Sewer operating budget (\$185,425) and is net of salary and wage increases as per the collective agreements of 2% and a cost of living of 2.5% for operating expenditures and a net increase in revenues. Therefore, the budget proposes a 2.59% overall operating levy increase amounting to \$443,607, plus a capital levy increase of \$257,000 or 1.50%, and the final increase of three years increase for the Operations Centre debenture amounting \$114,094 or 0.67% for a total tax levy increase of 4.76% including operations, capital and debenture increases.

The Director is recommending that a Storm Sewer Utility Budget be implemented in 2019 with the removal of the storm sewer operating budget from the tax levy. In addition, it was recommended that the Operations Centre final debt amount of \$114,094 be removed from the tax levy to be funded from the Fire Hall matured debt. This would reduce the tax levy increase from 4.76% to 4.09% and the effect to the average residential property tax increase from 4.03% or \$63 to 3.37% or \$53.

The Director noted that this does not necessarily translate into a tax increase to the ratepayer. The overall tax is dependent on a properties assessment and the Region/Education tax rates, which the City has no control over such agencies tax policies. Without knowing the Region and Education tax rates, staff cannot calculate the blended property tax increase of all three agencies being the City, Region and Education.

The Director informed that the only potential change may be a proposed change in Regional Tax Policy regarding tax ratios which provides for tax distribution among the tax classes.

The Director noted that the Provincial funding from the Ontario Municipal Partnership Fund has not been announced by the Provincial Government and any reductions in funding may affect the 2019 budget and be revisited.

The CAO provided a presentation regarding the 2017 Organizational Review and Wages and Benefits Analysis.

The Director recommended to review the budget in detail at the next budget meeting of January 23, 2019.

Moved by Councillor A. Desmarais
Seconded by Councillor E. Beauregard

That the Director of Corporate Services' 2019 Draft Budget presentation be received for information.

CARRIED.

7. **Adjournment:**

Moved by Councillor F. Danch
Seconded by Councillor E. Beauregard

That the Council meeting be adjourned at approximately 9:15 p.m.

CARRIED.

PS/me



PORT COLBORNE

AGENDA

General Operating Budget

- 1/ Base Budget review (pages 9 to 35)
 - 2/ Levy Summary review (page 2)
 - 3/ **Council approval**-establish Storm Sewer Utility Budget and remove storm operations from general tax levy-\$185,425
 - 4/ **Council approval**-capital levy increase-\$257,000
 - 5/ Estimated Ave residential property tax (page 6)
 - 6/ **Council approval**-fund OPS Centre debt from Fire Hall matured debt-\$114,094-reducing tax levy (page 6A)
 - 7/ **Council approval**-funding allocations of OMPF and OCIF (OMPF funds subject to Provincial allocation to the City) (pages 7 & 8)
 - 8/ Grant Programs/Groups/Services review (page 36)
 - 9/ Unfinanced Staff requests – **Council Decisions** (pages 3 & 4)
 - 10/ Review of Operating tax levy increase and average residential property tax
- Council Approval** of Operating Budget (subject to OMPF funding and any tax room created from the Region and Education tax rates)

Capital Budget

- 1/ Capital Budget requests – **Council Decisions** (pages 37 to 39)
- 2/ Fire Dept Equipment replacement-**Council approval** (page 39A)
- 3/ Review of Reserves transfers-**Council approval** (page 41)
- 4/ Repurpose Main St CIP matured debt to fund the Vale Health & Wellness Centre debt in 2020 to 2023 – **Council approval** (subject to extension agreement with Vale)

Council Approval of Capital Budget

Storm Sewer Budget

- 1/ Review of Storm Sewer Fees-**Council approval** (page 49)
- 2/ Review Storm Sewer Capital funding-**Council approval** (page 50)
(subject to annual approval of Storm Sewer budget)

Business Improvement Areas Budgets

- 1/ Main St. BIA (page 303)
- 2/ Downtown BIA (page 303A)

Council Approval of BIA Budgets

CITY OF PORT COLBORNE



OPERATING AND CAPITAL BUDGET

January 21, 2019

1

CITY OF PORT COLBORNE

Agenda

- Sources of revenue
- Operating Levy Summary
- Estimated Ave Residential Property Tax
- Blended Tax Summary
- Unfinanced Requests and Funding
- Storm Sewer Funding and Budget
- Capital Funds Available
- Capital Levy Projects and Funding
- Maturing Debt and Debt Reserves
- Funding Projects from Matured Debt
- Current Debt Update
- Potential Future Debenture Projects

2

CITY OF PORT COLBORNE Current Sources of Revenue

- Tax Levy –Operating & Capital
- User Fees
- Ontario Municipal Partnership Funds
- Ontario Community Infrastructure Fund
- Federal and Provincial Grants
- Debentures for capital projects
- Federal Gas Tax Revenues
- Reserves & Reserve Funds
- Storm Sewer Flat Fees
- Grant Program (Hydro Funds Invested)

3

CITY OF PORT COLBORNE Additional Revenue Sources

- New assessment growth – very limited
- Increase in user fees – 2% to 2.5%
- Capital charge on user fees - % or \$
- Net proceeds from NRBN sale to be leveraged with other government funding
- Area surcharge for new projects financed by debentures – Storm Sewers
- Increase in capital tax levy – 1.50% annually
- Tax room – Region & Education
- Matured debentures for capital projects

4

CITY OF PORT COLBORNE Ontario Municipal Partnership Fund

- 2018 Funding \$2,786,200
- 2019 Funding (TBD) \$2,786,200

Funding Applied to:

- Operating levy \$2,345,900
- One time requests \$ 340,300
- Downtown CIP Phase 1 \$ 100,000

(Page 7 of budget package)

5

CITY OF PORT COLBORNE Ontario Community Infrastructure Fund

- 2018 Funding \$259,755
- 2019 Funding \$404,300

Funding Applied to:

- Downtown CIP Phase 1 \$324,300
- Capital Asset/Budget Supervisor \$ 80,000

(Page 8 of budget package)

6

CITY OF PORT COLBORNE New Operations Centre Funding

Goal	Debenture Levy for \$739,094	Lessen impact on ratepayers
	Spread increase over 2016, 2017, 2018 and 2019	\$365,000 levied in 2016 \$130,000 levied in 2017 \$130,000 levied in 2018 \$114,094 to be levied in 2019
Option Available	Repurpose a portion of Fire Hall matured debenture of \$307,000	Future debenture when required
Funding	Spread levy increase over 2018 and 2019	\$130,000-2018 \$114,094 - 2019
	Use of Tax Room Available -overall tax increase at 2%-4%	Dependant on other tax levy additions and any decrease to Education and Region tax rate

7

CITY OF PORT COLBORNE Operating Levy Summary

- Base budget increase – 3.34% (2.84%-2018)
- Loss of revenues – 0.33% (0.43%-2018)
- Storm Sewer Budget – (1.08%) removed
- 2019 Base Tax Levy Increase – 2.59%
- 2018 Base Tax Levy Increase – 3.27% (2.89%-2017)

Note: Above Levy Increases prior to any additions for capital levy, debentures or new requests/initiatives

(Page 1 and 2 of budget package)

8

CITY OF PORT COLBORNE Operating Levy Summary

- 2019 Base Tax Levy Increase – 2.59%
(3.27%-2018)
- Capital budget increase – 1.50% (1.25%-2018)
- Ops Centre (debenture) – 0.67% (0.81%-2018)
- Proposed 2019 Tax Levy Increase – 4.76%
(5.33%-2018)

Additional staff requests – \$306,596 or 1.79% increase

(Page 1 and 2 of budget package)

9

CITY OF PORT COLBORNE Operating Levy Summary

Levy Increase per Admin Budget	629,032	3.68%
Storm Sewer Budget	<u>(185,425)</u>	-1.08%
Proposed 2019 Base Tax Levy Increase	443,607	2.59%
Operations Centre Debt-final amount	114,094	0.67%
Capital Levy	<u>257,000</u>	1.50%
Tax Levy with Capital Levy increase and final Operations Centre Debt amount	<u>814,701</u>	4.76%

10

CITY OF PORT COLBORNE

Estimated Average Residential Property Tax Comparison

	City Tax Rate		City Property Tax	
	\$	%	\$	%
	Change	Change	Change	Change
Revenue Neutral				
-no property assessment change / 0% levy increase	(2.98)	-3.53%	(55.30)	-3.53%
Phased property assessment change				
- Increased property assessment - 0% levy increase (Average assessment from \$185,605 to \$191,070 - 2.94%)	0		44.45	
	(2.98)	-3.53%	(10.85)	-0.69%
- Proposed Operating Budget - 2.59% levy increase	2.11		40.27	
	(0.87)	-1.03%	29.42	1.88%
- With Capital levy & Operations Centre Debt - 2.17% levy increase	1.76		33.69	
	0.89	1.06%	63.11	4.03%
- With new services & staffing - 1.79% levy increase	1.46		27.83	
Potential Tax Levy Increase - 6.55%	2.35	2.79%	90.94	5.81%

11

CITY OF PORT COLBORNE

Estimated Average Residential Property Tax Comparison

	City Tax Rate		City Property Tax	
	\$	%	\$	%
	Change	Change	Change	Change
Funding Operations Centre Debt from matured Fire Hall debt				
Revenue Neutral				
-no property assessment change / 0% levy increase	(2.98)	-3.53%	(55.30)	-3.53%
Phased property assessment change				
- Increased property assessment - 0% levy increase (Average assessment from \$185,605 to \$191,070 - 2.94%)	0		44.45	
	(2.98)	-3.53%	(10.85)	-0.69%
- Proposed Operating Budget - 2.59% levy increase	2.11		40.27	
	(0.87)	-1.03%	29.42	1.88%
- With Capital levy - 1.50% levy increase	1.22		23.33	
	0.35	0.41%	52.75	3.37%
- With new services & staffing - 1.79% levy increase	1.46		27.84	
Potential Tax Levy Increase - 5.88%	1.81	2.14%	80.59	5.15%

12

CITY OF PORT COLBORNE Blended Tax Summary

% LEVY INCREASE	AVE RESIDENTIAL BLENDED TAX INCREASE	WITH POTENTIAL CHANGE TO TAX RATIOS
2019 – 4.76%	Waiting for Region & Education rates	Region Policy TBD
2019 – 6.55%	Waiting for Region & Education rates	Region Policy TBD
2018 – 6.72%	2.69% OR \$81	
2017 – 4.72%	2.99% OR \$87	
2016 – 7.08%	1.79% OR \$51	

13

CITY OF PORT COLBORNE Unfinanced Requests & Funding

➤ Total Requests	\$ 2,057,797
• OMPF funding (TBD)	\$ 340,300
• Reserve funds	\$ 652,476
• Other/Grants	\$ 247,267
• Deferred funding	\$ 140,064
• Annual Capital Levy	\$ 257,000
• Operations Centre Debt	\$ 114,094
• Potential levy increase	\$ 306,596

(Page 3 and 4 of budget package)

14

CITY OF PORT COLBORNE

Potential Levy Increase

- Total Amount \$ 306,596
- Community Safety \$ 85,000
- Stone Road Repairs \$ 5,000
- Staffing Part Time \$ 93,921
- Records Mgmt Licence Fee \$ 10,000
- New Fishing Tournaments \$ 25,000
- Canal Days Festival \$ 53,500
- Physician Recruitment \$ 16,175
- Economic Development Initiatives \$ 18,000
- Potential levy increase – from 4.76% to 6.55%

(Page 3 and 4 of budget package)

15

CITY OF PORT COLBORNE

Storm Sewer Flat Fee Schedule

DESCRIPTION	# OF PROPERTIES	FLAT FEE PER YEAR	TOTAL FUNDING
Single Family Properties	5104	100	510,400
Multi-Residential 2 to 5 Units	481	175	84,175
Multi-Residential 6 to 9 Units	44	225	9,900
Institutional/Multi Res > 10 units	54	275	14,850
Small Commercial	286	175	50,050
Medium Commercial	10	225	2,250
Large Commercial	2	275	550
Light Industrial	50	375	18,750
Heavy Industrial	5	475	2,375
City Owned	133	225	29,925
CNPI Owned	5	225	1,125
Hydro One Owned	1	225	225
Niagara Peninsula Housing	3	275	825
Niagara Region	21	225	4,725
Niagara Regional Housing	2	275	550
Transport Canada Owned	43	225	9,675
MTO Owned	2	225	450
TOTAL	6246		740,800

16

CITY OF PORT COLBORNE Storm Sewer Capital Funding

YEAR	FEES COLLECTED	LESS OPERATING BUDGET	LESS CITY STORM FEES	CAPITAL FUNDING AVAILABLE	LESS DEBENTURE COSTS	ACCUMULATED CAPITAL FUNDING
1	740,000	185,000	30,000	525,000	300,000	225,000
2	754,800	188,700	30,600	535,500	300,000	460,500
3	769,896	192,474	31,212	546,210	300,000	706,710
4	785,294	196,323	31,836	557,134	300,000	963,844
5	801,000	200,250	32,473	568,277	600,000	932,121
6	817,020	204,255	33,122	579,642	600,000	911,764
7	833,360	208,340	33,785	591,235	600,000	902,999
8	850,027	212,507	34,461	603,060	600,000	906,059
9	867,028	216,757	35,150	615,121	600,000	921,180
10	884,369	221,092	35,853	627,424	600,000	948,604

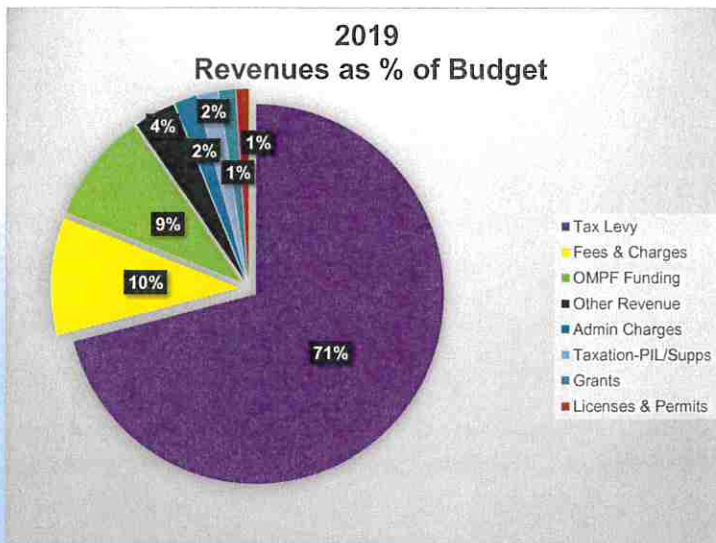
NOTE: 2% COST OF LIVING INCREASE ANNUALLY

NOTE: \$5,500,000 Debenture for Nickel Area Storm Sewer project-annual cost \$300,000 over 30 years-1.75% levy increase
Assume a second debenture in year 5

CITY OF PORT COLBORNE Storm Sewer Fee & Property Tax Comparison

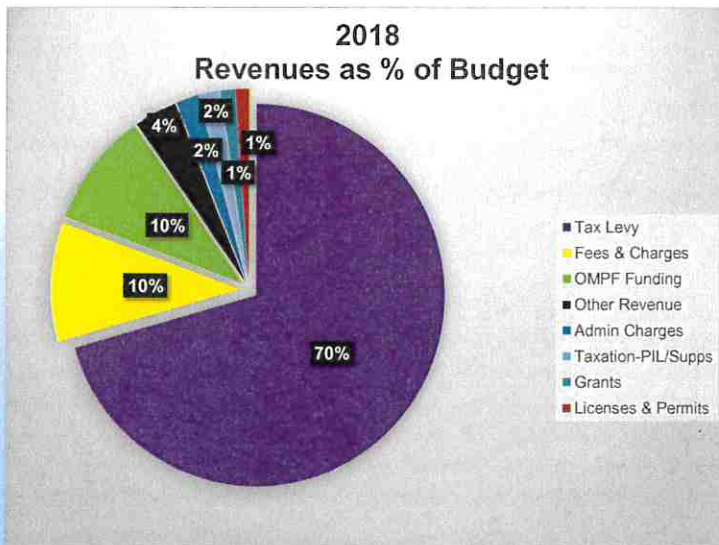
	Reduced Budget Storm Sewer	Tax Levy \$300,000	Tax Levy \$740,000		
Residential Average Assessment				Property Taxes	
Taxes	(16.83)	(44.06)	(84.01)	status quo	1,644.79
Storm Sewer Fee	100.00	100.00	100.00	\$300,000 levy	1,672.02
				\$740,000 levy	1,711.97
	83.17	55.94	15.99		67.18
				Storm Sewer Fee	100.00
					(32.82)
Commercial Average Assessment					
Taxes	(29.20)	(76.45)	(145.75)	Remove Storm Sewer Budget	16.83
Storm Sewer Fee	225.00	225.00	225.00		
	195.80	148.55	79.25		(15.99)
Industrial Average Assessment					
Taxes	(44.27)	(115.90)	(220.95)		
Storm Sewer Fee	375.00	375.00	375.00		
	330.73	259.10	154.05		

CITY OF PORT COLBORNE



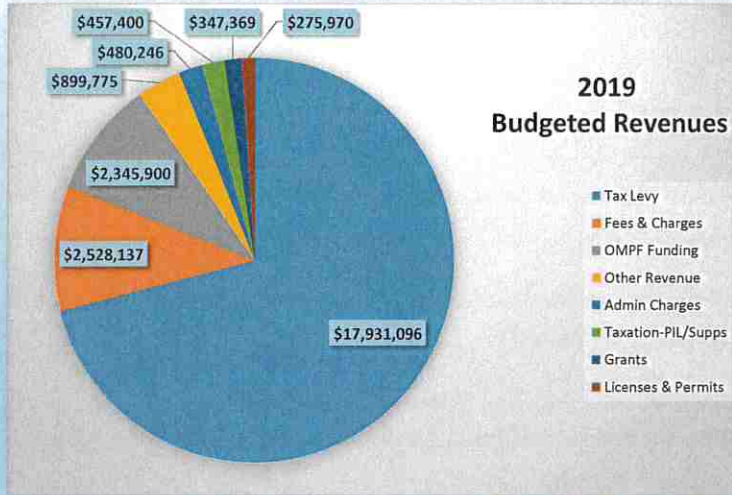
19

CITY OF PORT COLBORNE



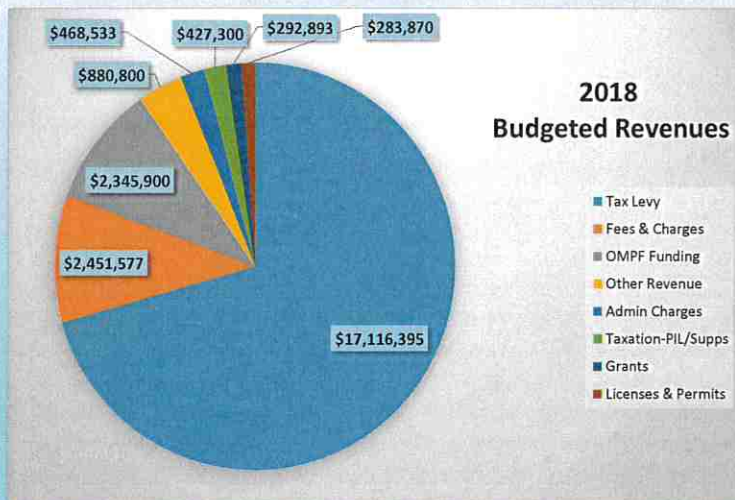
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CITY OF PORT COLBORNE



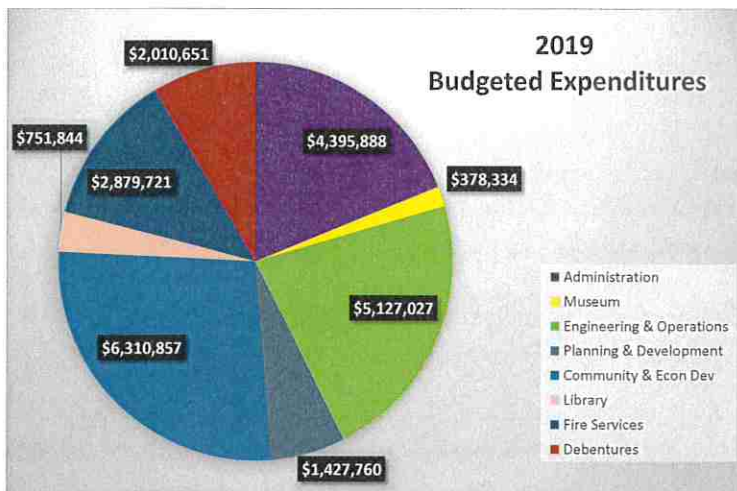
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CITY OF PORT COLBORNE



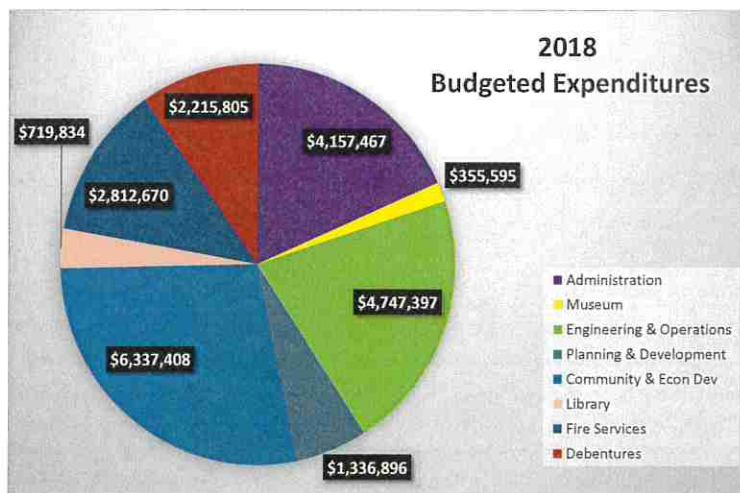
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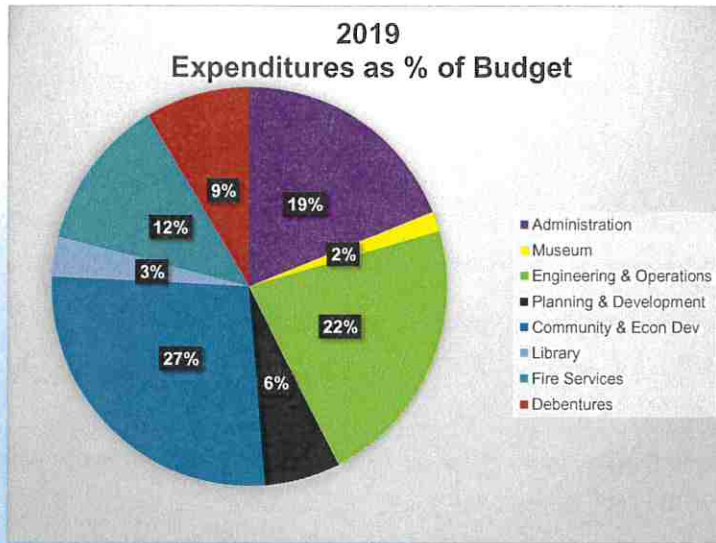
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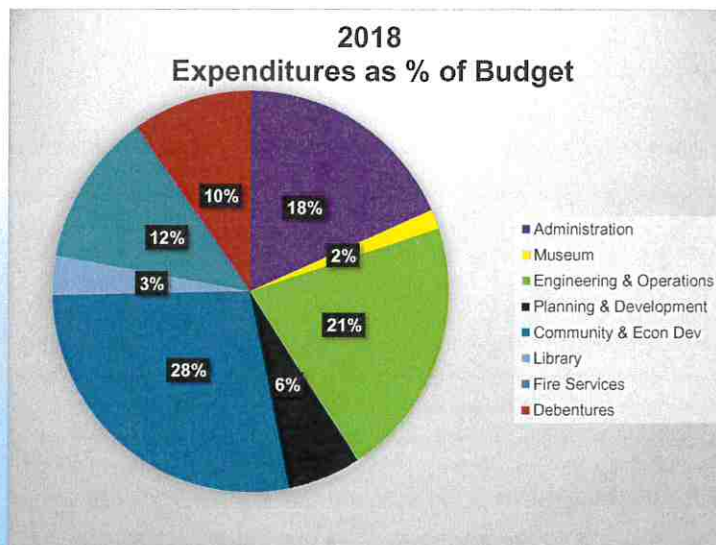
24

CITY OF PORT COLBORNE



25

CITY OF PORT COLBORNE



26

CITY OF PORT COLBORNE Capital Projects Ranking-Dec 2015

Project Name/Description	Ranking	Status
New Operations Centre	1	Complete
Nickel and Omer Area Sewersheds CSO Program	2	Complete
Roselawn Heritage Building	3	In Progress
Elm Street Watermain Replacement	4	Complete
Site Servicing of East Side Employment Lands	5	Designed
Downtown CIP	6	In Progress
Marina Dock Assessment and Repairs	7	Report done
Completion of East Waterfront CIP	8	Outstanding
Master Plan Study for Urban Area Storm Water System	9	Complete
Master Plan Study for Water Distribution System	10	Complete
Ward 4 Fire Protection	11	Reviewed
Remediation of Transport Canada Lands under SSRA	12	Outstanding
Culture Block Enhancements	13	In Progress
Rail-on-Apron completion	14	Outstanding

27

Depreciation Deficit based on Historical Cost and Time Lifecycle

Total Depreciation (tax levy supported), 2017	<u>\$4,281,049</u>
Capital levy for depreciation	\$2,162,260
Library levy for depreciation	\$35,000
OCIF Funding	\$324,300
Federal Gas Tax	<u>\$555,335</u>
2019 Depreciation Funding	<u>\$3,076,895</u>
2019 Net Depreciation Deficit (28%)	<u>\$1,204,154</u>
2018 Net Depreciation Deficit (35%)	<u>\$1,459,455</u>

CITY OF PORT COLBORNE Capital Funds Available

➤	Federal Gas Tax - Roads	\$ 405,495
➤	Federal Gas Tax – Downtown CIP Roads	\$ 170,000
➤	Federal Gas Tax – Facility LED Lights	\$ 50,000
➤	OCIF – Downtown CIP	\$ 324,300
➤	OMPF – Downtown CIP	\$ 100,000
➤	Capital Levy	\$1,940,260
➤	Capital Levy Increase – 1.50%	\$ 257,000
➤	Development Charges	\$ 220,000
➤	Parkland	\$ 150,000
➤	Matured Debentures - Available	\$ 379,698
➤	Matured Debentures – Committed	\$ 257,155
➤	General Capital Reserve	\$ 453,000
➤	Net Proceeds sale of NRBN	\$6,200,000
➤	Future Matured Debentures	
➤	Provincial/Federal Grants	

29

CITY OF PORT COLBORNE Capital Levy Projects & Funding

➤	Total Project Estimated Cost	\$8,506,417
•	Capital Levy	\$2,197,260
•	Reserve funds	\$ 963,600
•	Federal Gas Tax	\$ 575,495
•	OCIF Grant	\$ 324,300
•	OCIF Grant Application	\$1,176,940
•	OMPF Grant	\$ 100,000
•	Other	\$ 45,000
•	Public Transit Grant Program	\$ 96,500
•	Downtown CIP - 2020 Funding	\$2,028,760
•	Fire Apparatus/Engine–2020/2021	\$ 985,000
•	Deferred funding	\$ 13,562

(Pages 37 to 39)

30

CITY OF PORT COLBORNE Maturing Debentures

	Annual Payment	Year Available	Principal Amount to Borrow		
			10 YEARS 2.98%	20 YEARS 3.76%	30 YEARS 4.09%
Pavillion/Restaurant	70,000	2019	600,000	990,000	1,200,000
Fire Hall	307,000	2019	2,640,000	4,250,000	5,250,000
Water Capital	88,000	2019	750,000	1,250,000	1,500,000
Vehicles/Main St CIP	69,000	2020	600,000	990,000	1,200,000
Main St CIP	141,000	2021	1,200,000	2,000,000	2,400,000
City Hall	38,000	2021	330,000	525,000	650,000
Fire Vehicle	68,000	2022	580,000	970,000	1,150,000
			<u>6,700,000</u>	<u>10,975,000</u>	<u>13,350,000</u>

Note: The City can borrow between \$6.7 million and \$13.4 million with no affect on the tax levy by repurposing existing debt payments from debentures as they mature. Annual funds can be used for one time expenditures until a debenture is required. This assumes the noted interest rates do not change dramatically.

31

CITY OF PORT COLBORNE Debt Reserves Available

- General Debt Reserve @ Dec 31, 2018 \$565,142
 - East Side Employ Lands (2037)
 - Vale Health & Wellness Centre (2023)
 - Marina Mobile Lift (2028)
- Matured Debt Committed
 - Main St CIP/Vehicle (2019/2020) \$210,869
 - Marina Mobile Lift \$ 40,548
 - General Debt Reserve \$ 5,738
 - East Side Employ Lands \$ 30,692
 - General Debt Reserve \$ 7,308
- Matured Debt Available
 - Marina \$ 73,268
 - Fire Hall \$306,430

32

CITY OF PORT COLBORNE

Funding Required for Vale Centre Debt In 2021

YEAR	MAIN ST CIP MATURED DEBT REPURPOSED	AMOUNT REQUIRED	BALANCE REMAINING
2020	\$ 69,263	\$657,034	\$587,771
2021	\$210,869		\$376,902
2022	\$210,869		\$166,033
2023	\$166,033		\$0

33

CITY OF PORT COLBORNE

Fire Department Equipment Replacement

Self Contained Breathing Apparatus (S.C.B.A) - 2020 Expenditure 450,000

Recommended Option

Option 1 - Repurpose Fire Hall and Marina Debt Payments

Fire Hall Debt Payment	306,430
OPS Centre Debt to 2047	<u>(114,094)</u>
Balance to Reserve-2019	192,336
Fire Hall Debt Payment-2020	192,336
Marina Debt Payment-2019	<u>73,268</u>
	<u>457,940</u>
Marina Debt Payment Available-2020	73,268
Fire Hall Debt Payment Available-2021	192,336

34

CITY OF PORT COLBORNE Fire Department Equipment Replacement

Self Contained Breathing Apparatus (S.C.B.A) - 2020 Expenditure 450,000

Recommended Option
Option 1a - Repurpose Debt Payments for One Time Expenditures

(replace OMPF funding if cut by Province)

Fire Hall Debt Payment-2019	192,336
Marina Debt Payment-2019	<u>73,268</u>
	<u>265,604</u>
Fire Hall Debt Payment-2020	192,336
Marina Debt Payment-2020	73,268
Capital Levy-2020	<u>187,396</u>
	<u>453,000</u>
Marina Debt Payment Available-2021	73,268
Fire Hall Debt Payment Available-2021	192,336

35

CITY OF PORT COLBORNE Fire Department Equipment Replacement

Fire Engine No. 2 - 2021/2022 Expenditure 550,000

Recommended Option - New Debenture Using Other Matured Debentures

City Hall - 2021	38,000
Fire Vehicle - 2022	68,000

36

City of Port Colborne

Debenture Guidelines Annual Repayment Limit

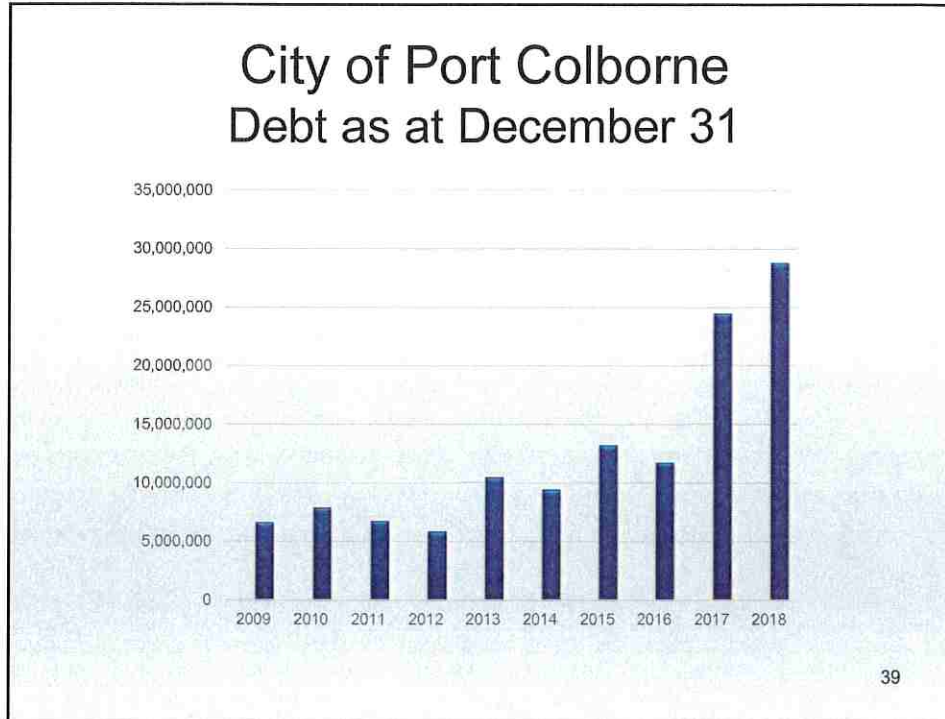
- Provincial Repayment Limit \$5,926,209
(25% of Revenues)
- City Repayment Limit \$4,740,967
(20% of Revenues)
- Current Debt Charges \$2,461,878
- City Available Debt Payt Limit \$2,279,089
- Prov Available Debt Payt Limit \$3,464,331

37

City of Port Colborne New Long Term Borrowing

- City Available Debt Payt Limit \$2,279,089
- The maximum long term borrowing available at current rates is:
 - \$19,550,000 on 10 Year debenture
 - \$29,100,000 on 20 Year debenture
 - \$39,600,000 on 30 Year debenture
- Emergency Debt Room (Provincial to City)
\$1,185,242 Limit or \$9,240,000 debt

38



CITY OF PORT COLBORNE Potential Future Debentures

Project	Amount	Annual Debt	Potential Levy	Note
Employment Lands Servicing (30 yrs)	\$8,000,000	\$445,000	2020 to 2023 - \$129,000 each year	Potential funding from matured debentures available in 2021 to 2023
Downtown CIP- Phases 2 to 6 (30 yrs)	\$5,500,000	\$306,000		Potential funding from future matured debentures or tax levy
	\$8,000,000	\$445,000		
- capital reserve of \$6,200,000 and potential gov't grants	\$5,500,000	\$306,000		

40

CITY OF PORT COLBORNE 2017 Organizational Review

- Conducted in 2017 by STRATEGYCORP
- Approved in September 2017
- Scope:
 - Confirm the City's key business areas;
 - Determine if operational activities are efficient, effective, and make appropriate use of resources;
 - Determine if staff levels are appropriate for the current and future level of service demand; and;
 - Determine if the current organizational structure provides efficient effective service delivery

41

CITY OF PORT COLBORNE ORG Review - Findings

- STRATEGYCORP offered these findings in their report to Council:
 - Port Colborne is in a similar financial position to comparable municipalities of its size
 - While there is room for improvement, the City's current approach with respect to property taxes, debt and operating expenses do not, in and of themselves, demand organizational changes to the City's administrative structure
 - Given that the state of Port Colborne's financial picture, the organizational review will aim to improve the efficiency and effectiveness of the City's administrative structure in delivering services

42

CITY OF PORT COLBORNE ORG Review Recommendations

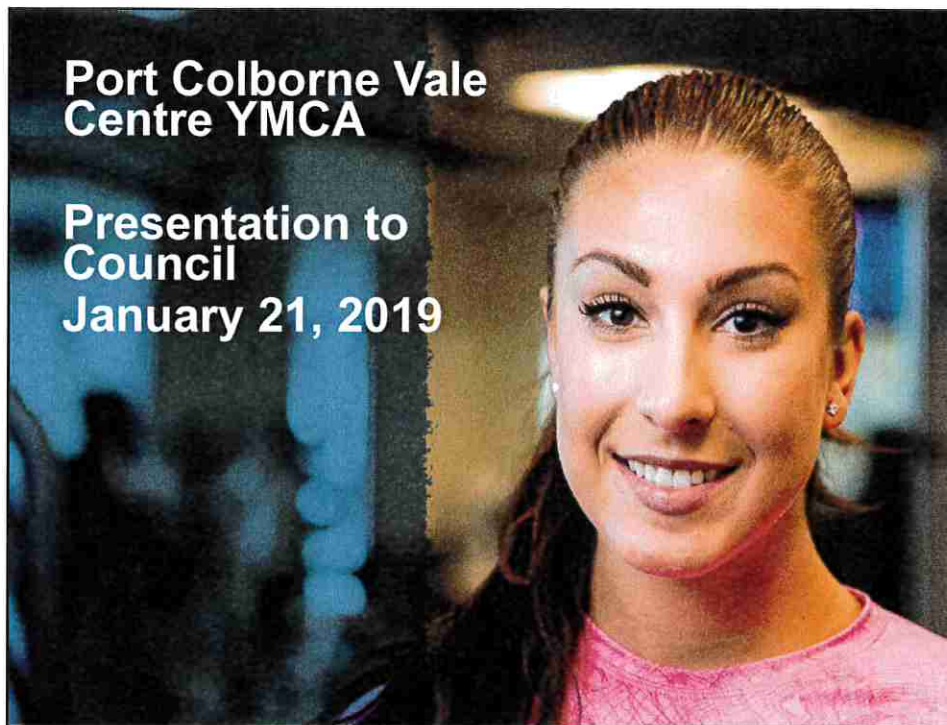
- Reduce Full-time positions from 114 to 112
- Eliminate certain positions
- Create a new department: Community and Economic Development
- Create positions of:
 - Deputy Clerk
 - Facilities Supervisor
 - Communications Officer
 - Director of Community and Economic Development
 - Manager of Parks and Recreation

43

CITY OF PORT COLBORNE Wages & Benefits – 2014 – 2019 Analysis

	2019	2018	2017	2016	2015	2014
FT wages	8,216,416	7,836,153	7,492,435	7,338,305	7,097,555	6,945,900
PT wages	1,072,636	1,087,066	865,043	814,042	767,402	803,989
Benefits	3,131,419	2,816,570	2,667,599	2,622,299	2,521,612	2,459,853
	12,420,471	11,739,789	11,025,077	10,774,646	10,386,569	10,209,742
year over year increase	5.80%	6.48%	2.32%	3.74%	1.73%	
Net operating expenditures per budget	25,199,318	24,271,368	23,084,860	22,411,769	21,229,674	20,497,162
% wages & benefits of net expend	49.29%	48.37%	47.76%	48.08%	48.92%	49.81%

44



Topics

- Highlights from the 2017/ 2018 year Port Colborne YMCA
- What is new 2018/19
- Review of the 2013-2017 financial results (the first 5 years)
- Impact of Bill 148 in fiscal year 2017/18
- Projection of 2018-2023 (next 5 years + 1)



Port Colborne YMCA Year 6 Highlights

- Leadership and development of more than 75 staff
- 1,256 volunteer hours provided by more than 50 volunteers
- Served an average of 2327 members on roll throughout the year
- Supported 400 children, individuals and families through YMCA Financial Assistance.
- Engaged 460 children and youth continuously in swim lessons strengthening their skills.
- Partnered with 22 Community Organizations.
- Engaged children and youth participants with 1640 camper days.



Port Colborne YMCA and Community Involvement

- YMCA continues to provide leadership for a number of community events.
- YMCA has been actively involved in many City of Port Colborne events including:
 - Canal Days
 - Canada Day Event
 - Community Awareness Day
 - Sports Fest
 - Vale Day
 - New Year's Eve Family Celebration
 - Family Day



More program investments and improvements

- Launch of new adult programs Barre and expanded offerings in Yoga, Zumba, Pickleball
- Relaunch of Personal Training and Small Group Training
- Revised and refreshed approach to marketing, communication, lead generation and new member incentives
- Introduction of more skill based sports program for children



Geras Dance

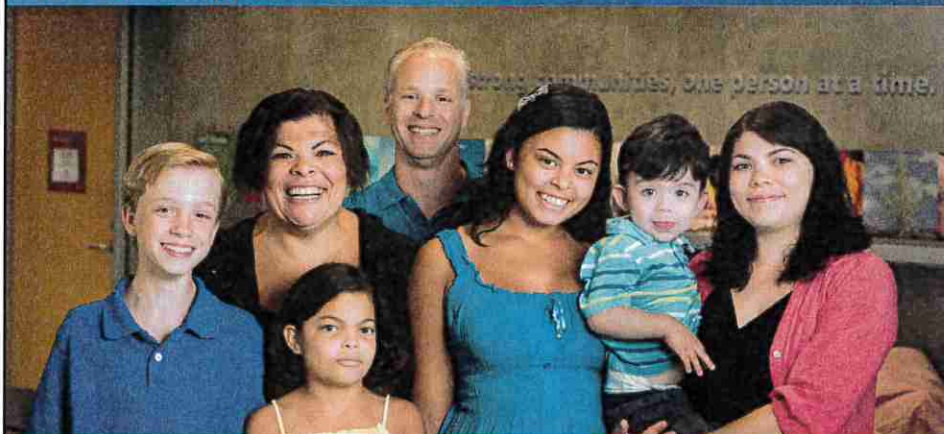


The YMCA has partnered with GERAS Centre for Aging Research at Hamilton Health Sciences. This fun 12 week dance program is designed for older adults who may have early cognitive or mobility impairments.

Included in YMCA membership or for a program fee.



Supporting Participation for All
A revised approach to YMCA Financial Assistance



YMCA Financial Assistance

The YMCA Financial Assistance program serves individuals and families who have the greatest need in our community. 17% of Port Colborne YMCA Members (400 individuals) benefited from YMCA Financial Assistance.



January Promo



Where extra energy is extra welcome.

Pay no join fee at the YMCA in January

Save up to \$150 by joining the YMCA in January!

Visit your local YMCA branch to join today!

www.ymcaofniagara.org



Move For Kids

Y M C A **move** FOR KIDS Presented By RBC

SAVE THE DATE!

Sat Feb. 23

Registration opens Jan. 15
Register or donate at
MoveForKids.ca
ONE DAY. HUGE IMPACT.

How we did in the first 5 years?

Actual Revenue and Expenses:
(based on Fiscal period Sept to Aug- except 2013) CAD\$

	2016-17 Actuals	2015-16 Actuals	2014-15 Actuals	2013-14 Actuals	Feb to Aug 2013 Actuals
Total Revenue	1,217,405	1,158,957	1,167,996	1,196,997	584,559
Total Expenses (Operating)	952,503	893,684	896,138	960,518	537,446
Operating Net	264,902	265,273	271,858	236,479	47,113
Deferred Capital Depreciation:	164,298	180,131	167,618	135,357	2,500
Administrative Overhead (10% of total expenses)	95,250	89,368	89,614	96,052	53,745
Prior year deficit to recover					
Total Net	5,354	(4,226)	14,626	5,070	(9,132)

IMPACT OF BILL 148 – Minimum Wage

IMPACT OF BILL 148 ON PORT COLBORNE YMCA

January 1, 2018 to August 31, 2018

	Actual		Regular		Difference
	# of Jobs	Wages Paid	Wages if No Bill 148	% Increase	
At Minimum	48	\$139,365	\$115,324	20.8%	\$24,041
Other Bands Impacted	33	\$220,440	\$198,018	11.3%	\$22,422
Total Wage Impact					\$46,463
OT, Stat, Vac pay & Other benefits					\$9,293
TOTAL IMPACT					\$55,756



Port Colborne YMCA Year 6-10 Annual Budget Forecast: FY 2017/18 - 2021/22

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
MOR ASSUMPTIONS						
Members On-roll, Year-to-date Average	2327	2398	2425	2450	2480	2510
Budgeted Revenue and Expenses						
	Annual Actuals	Annual Budget	Annual Forecast	Annual Forecast	Annual Forecast	Annual Forecast
Total Revenue	1,225,726	1,277,231	1,310,914	1,339,668	1,370,133	1,400,773
Expenses						
Wages & Benefits	888,356	936,705	950,755	965,016	979,492	994,184
Supplies - Program, Cleaning and Maintenance	81,723	83,993	88,223	89,987	91,787	93,623
Other Direct Expenses (repairs, training, etc.)	42,415	52,330	55,927	57,045	58,186	59,350
Total Expenses	1,012,494	1,073,028	1,094,905	1,112,049	1,129,465	1,147,157
Operating Net	213,232	204,203	216,009	227,619	240,668	253,616
Deferred Capital Depreciation	157,644	146,286	162,671	159,057	155,443	135,737
Administrative Overhead (10% of total expenses)	101,249	107,303	109,490	111,205	112,946	114,716
Total Net	(45,661)	(49,385)	(56,153)	(42,643)	(27,722)	3,164
Additional Funding from City of Port Colborne	22,118					
Net Surplus (Deficit)	(23,543)	(49,385)	(56,153)	(42,643)	(27,722)	3,164

Summary and Next Steps

- Continued focus on improving HFA programs
- Focus on membership retention and growth
- First 5 years successful in service delivery and financially
- Bill 148 resulted in dramatic cost increase for YMCA in total and Port Colborne specifically
- YMCA of Niagara is grateful for the partnership with the City of Port Colborne and the opportunity to serve its' citizens and the additional funding provided in 2017/18
- YMCA of Niagara respectfully requests that the City of Port Colborne set aside 50% of the projected deficit for 2018/19 in the amount of \$24,692

A photograph of a young woman with dark hair, smiling warmly at the camera. She is lying on her stomach with her chin resting on her clasped hands. She is wearing a light-colored tank top. The background is a plain, light-colored wall.

**Thank you and
Questions**

**CITY OF FORT COLBORNE
2019 BUDGET
DEPARTMENT SUMMARY**

DEPARTMENT	2018 BUDGET EXPEND \$	2019 BUDGET EXPEND \$	CHANGE IN BUDGET \$	CHANGE IN BUDGET %	2019 Budget Percent of Gross Expend %	
ADMINISTRATION						
Council and Administration	320,964	295,522	(25,442)	-7.93%		
Physician Recruit.	112,515	113,088	573	0.51%		
CAO	242,499	286,069	43,570	17.97%		
Human Resources	145,058	246,890	101,832	70.20%		
Health & Safety	151,992	159,301	7,309	4.81%		
IT	278,292	289,472	11,180	4.02%		
Communications & Marketing	110,836	125,414	14,578	13.15%		
Strategic Projects	77,600	77,005	(595)	-0.77%		
Corporate Services	1,793,192	1,877,985	84,793	4.73%		
Other Admin	259,189	266,974	7,785	3.00%		
Other Financial	665,330	658,168	(7,162)	-1.08%		
18.33%	<u>4,157,467</u>	<u>4,395,888</u>	<u>238,421</u>	<u>5.73%</u>	18.88%	
FIRE SERVICES	12.40%	<u>2,812,670</u>	<u>2,879,721</u>	<u>67,051</u>	<u>2.38%</u>	12.37%
ENGINEERING & OPERATIONS						
Operations	2,156,849	2,211,354	54,505	2.53%		
Storm Sewers	189,112	0	(189,112)	-100.00%		
Market Square	30,482	29,082	(1,400)	-4.59%		
Transit	337,977	403,113	65,136	19.27%		
Administration	1,916,905	2,364,726	447,821	23.36%		
Drains	116,072	118,752	2,680	2.31%		
20.93%	<u>4,747,397</u>	<u>5,127,027</u>	<u>379,630</u>	<u>8.00%</u>	22.02%	
PLANNING & DEVELOPMENT						
Planning	473,020	477,559	4,539	0.96%		
Animal Control	184,083	188,609	4,526	2.46%		
Bylaw Enforcement	289,841	337,454	47,613	16.43%		
Crossing Guards	187,489	195,679	8,190	4.37%		
Building	202,463	228,459	25,996	12.84%		
5.89%	<u>1,336,896</u>	<u>1,427,760</u>	<u>90,864</u>	<u>6.80%</u>	6.13%	
COMMUNITY & ECONOMIC DEVELOPMENT						
Administration	471,672	474,363	2,691	0.57%		
Economic Development/Tourism	213,449	234,077	20,628	9.66%		
Cemeteries	62,489	63,431	942	1.51%		
Vale Health & Wellness Centre	1,918,850	1,965,145	46,295	2.41%		
Parks	1,453,893	1,250,615	(203,278)	-13.98%		
Canal Days	651,245	665,526	14,281	2.19%		
Special Events	279,656	283,867	4,211	1.51%		
Roselawn	232,307	238,279	5,972	2.57%		
Marina Operations	968,265	1,037,813	69,548	7.18%		
West Street Docks	6,046	8,085	2,039	33.72%		
Nickel Beach	79,536	89,656	10,120	12.72%		
27.94%	<u>6,337,408</u>	<u>6,310,857</u>	<u>(26,551)</u>	<u>-0.42%</u>	27.11%	

**CITY OF FORT COLBORNE
2019 BUDGET
DEPARTMENT SUMMARY**

DEPARTMENT	2018 BUDGET EXPEND \$	2019 BUDGET EXPEND \$	CHANGE IN BUDGET \$	CHANGE IN BUDGET %	2019 Budget Percent of Gross Expend %	
MUSEUM	1.57%	355,595	378,334	22,739	6.39%	1.63%
LIBRARY						
Operations (Net)		684,834	716,844	32,010	4.67%	
Capital		35,000	35,000	-	0.00%	
	3.17%	719,834	751,844	32,010	4.45%	3.23%
DEBENTURES						
Fire		436,306	130,689	(305,617)		
Street Lights		107,566	107,772	206		
Public Works		57,270	57,270	-		
Operations centre		739,094	739,094	-		
East Side Employment Lands		30,692	30,692	-		
Nickel Area Storm Sewer		149,909	299,819	149,910		
Skatepark		47,754	47,754	-		
Marina		174,141	125,195	(48,946)		
Marina Boat Ramp		0	0	-		
City Hall		37,707	37,392	(315)		
Vehicles		56,984	56,592	(392)		
Roads		34,566	34,566	-		
Vale Health & Wellness Centre		343,816	343,816	-		
	9.77%	2,215,805	2,010,651	(205,154)	-9.26%	8.64%
Gross Expenditures		22,683,072	23,282,082	599,010	2.64%	
One Time Expenditures		0	0	-		
Allocations to/from Capital and Reserves						
Allocation to Reserves		551,550	911,584	360,034		
Allocation from Capital		(91,550)	(91,158)	392		
Allocation to Capital		1,937,127	2,194,127	257,000		
Allocation from Reserves		(812,931)	(1,030,742)	(217,811)		
Net Expenditures		24,267,268	25,265,893	998,625	4.12%	
REVENUES						
Taxation-PILS, SUPPs		(427,300)	(457,400)	(30,100)	107.04%	
Ontario/Canada Grants		(292,893)	(347,369)	(54,476)	18.60%	
Fees, Service Charges & Donations		(2,451,577)	(2,528,137)	(76,560)	3.12%	
Other Revenue		(880,800)	(899,775)	(18,975)	2.15%	
License/Permits/Fines		(283,870)	(275,970)	7,900	-2.78%	
OMPF funding		(2,345,900)	(2,345,900)	-	0.00%	
Administration Charges		(468,533)	(480,246)	(11,713)	2.50%	
Total Revenues		(7,150,873)	(7,334,797)	(183,924)	2.57%	
Net Levy Budget		17,116,395	17,931,096	814,701	4.76%	

**CITY OF PORT COLBORNE
2019 BUDGET WORKSHEET SUMMARY**

01-Jan-

2018 Levy 17,116,395
 Staff PROPOSED LEVY \$ 17,931,096 4.76%
 CURRENT PROPOSED LEVY \$ 18,271,692 6.75%
 Note-\$171,000 = 1% levy increase

levy increase

Available Funds for one time expenditures

UNFINANCED REQUESTS

Council	Description	Cost	OMPF Funds	LEVY FUNDING	Reserve Funds	Other/ Grants	Defer Funding
	Remuneration-loss of 1/3 tax exemption	\$11,431		\$11,431			
Human Resources	Coop Student	\$6,300			\$6,300		
IT	New Software and lincensing	\$36,100	\$36,100				
CAO	Community Safety	\$85,000		\$85,000			
CAO	Corporate Accessibility Compliance	\$5,000			\$5,000		
CAO	CUPE Job Evaluation	\$30,000			\$30,000		
Health & Safety	Bill 168 Workplace Risk Assessments	\$10,000	\$10,000				
Health & Safety	WHMIS Program Enhancement	\$13,600			\$13,600		
Health & Safety	Advanced Training for Equip Operators	\$12,990			\$12,990		
Corp Services-Clerks Divisi	Records Mgmt & Retention System	\$80,000			\$80,000		
Corp Services-Clerks Divisi	Records Mgmt Annual Licence Fee	\$20,000		\$10,000		\$10,000	
Corp Services	Summer Student	\$9,500		\$9,500			
Corp Services	Customer Service Part Time staffing	\$68,000		\$34,000		\$34,000	
Corp Services-Finance Divi	Capital Asset Supervisor-wages & ben	\$80,000				\$80,000	
Fire Dept	Fire Safety Initiative	\$20,000			\$20,000		
Engineering	Facility Maintenance Study	\$75,500			\$75,500		
Engineering	Renewable Passive Energy Generation	\$15,000			\$15,000		
Operations	Environmental Compliance	\$7,500	\$7,500				
Operations	Tree Trimming Equip Rental	\$10,000			\$10,000		
Operations	Stone Repairs on roads and shoulders	\$5,000		\$5,000			
Operations	Snow Ploughing Equipment Rental	\$54,000			\$54,000		
Operations	Drainage Works-City portion of costs	\$110,586			\$100,586	\$10,000	
Operations	Drainage Works-City portion of costs	\$90,093	\$10,000	\$75,200			
Facility Maintenance	Roselawn	\$15,000	\$15,000				
Parks and Recreation	Tools	\$10,000			\$10,000		
Parks and Recreation	Ballfield Maintenance	\$15,000			\$15,000		
Parks and Recreation	Downtown Fixtures	\$49,090			\$49,090		
Parks and Recreation	Overholt Cemetery-expansion	\$30,000	\$14,000		\$16,000		
Parks and Recreation	Parks grass cutting - in house/no contract	\$147,267				\$147,267	
Parks and Recreation	VHWC - Summer Camp Program	\$20,000			\$20,000		
Parks and Recreation	VHWC - Walkway Memorial	\$5,000	\$5,000				

REVISED

3

**CITY OF PORT COLBORNE
2019 BUDGET WORKSHEET SUMMARY**

01-Jan-17
 17,116,395
 6.72%
 \$ 17,931,096 4.76%
 \$ 18,271,692 6.75%
 2018 Levy
 Staff PROPOSED LEVY
 CURRENT PROPOSED LEVY
 Note-\$171,000 = 1% levy increase

	Cost	OMPF Funds	LEVY FUNDING	Reserve Funds	Other/ Grants	Defer Funding	Description
Parks and Recreation	\$5,000	\$5,000					annual amount to reserve for implementing the Arts&Culture Master Plan
Parks and Recreation	\$15,000	\$15,000					Parks&Recreation Master Plan
Parks and Recreation	\$50,000	\$50,000					Safer roads and trails for cyclists and walkers-Committee recommended
Parks and Recreation	\$3,500		\$3,500				Minor Sports Teams donations for working bar at Canal Days
Parks and Recreation	\$50,000		\$50,000				potentially 3 tournaments operated by outside groups
Parks and Recreation	\$25,000		\$25,000				Application to be done by consultant
Parks and Recreation	\$10,000	\$10,000		\$33,000			Coat with concrete sealer-both ceilings are stained
Vale Health & Wellness Cei	\$33,000			\$5,000			addition of 2 cameras as identified in Risk Assessment Study
Vale Health & Wellness Cei	\$5,000			\$7,000			
Vale Health & Wellness Cei	\$7,000						
Vale Health&Wellness cent	\$3,000	\$3,000					matching funds to Prov/Fed grants for initiatives
Economic Development	\$25,000	\$25,000					increase in membership fees from \$5,000
Economic Development	\$2,500		\$2,500				Business Development Consultants-2 days/mth consultations/expenses
Economic Development	\$15,500		\$15,500				branding and design work
Economic Development	\$10,000			\$10,000			Invertose Drive 23 acres cleared over 3 years-\$20,000/year (3rd of 3 years)
Museum	\$60,000			\$60,000			increased hrs to 980 for customer service-May 1 to Dec 20 5 days/week
Museum	\$3,101		\$3,101				Arabella's Tea Room-5 hrs/wk June to Sept & 20 hrs in Dec
Museum	\$1,636		\$1,636				current budget at 2100 part time hours
Library	\$2,172		\$2,172				
Library	\$2,000	\$2,000					Annual amount for 5 years
Library	\$15,000	\$15,000					see memo provided-1/2 year 2019
Planning	\$54,168		\$27,084		\$27,084		Study including SL,Patrick's school and Killay St W/Steele St corner
Building/By-law Division	\$77,995		\$38,998		\$38,997		MobiINSPECT provides handheld technology for field inspections/reporting
Building/By-law Division	\$20,000	\$20,000		\$46,500			Comm recommends additional \$16,175 for new physicians. Would like \$50,000
By-law Division	\$46,500		\$16,175	\$27,000			Presentation from the YMCA
Physician Recruitment	\$43,175						
YMCA	\$22,500	\$22,500					
New Operations Centre							\$114,094 levy in 2019
Annual Capital Levy							\$257,000 capital levy in 2019

Total Expenditures	\$1,754,703	\$340,300	\$340,596	\$652,476	\$247,267	\$174,064	
TOTAL LEVY			\$ 18,271,692	6.75%			levy increase

REVISED

CITY OF PORT COLBORNE
2019 BUDGET
ESTIMATED AVERAGE RESIDENTIAL
PROPERTY TAX COMPARISON

	City		City	
	Tax Rate	Property Tax	Change	Change
	\$	\$	%	%
	Change	Change	Change	Change
Funding Operations Centre Debt from matured Fire Hall debt				
Revenue Neutral				
-no property assessment change / 0% levy increase	(2.98)	(55.30)	-3.53%	-3.53%
Phased property assessment change				
- Increased property assessment - 0% levy increase (Average assessment from \$185,605 to \$191,070 - 2.94%)	0	44.45		
	(2.98)	(10.85)	-3.53%	-0.69%
- Proposed Operating Budget - 2.59% levy increase	2.11	40.27		
	(0.87)	29.42	-1.03%	1.88%
- With Capital levy - 1.50% levy increase	1.22	23.33		
	0.35	52.75	0.41%	3.37%
- With new services & staffing - 1.79% levy increase	1.46	27.84		
Potential Tax Levy Increase - 5.88%	1.81	80.59	2.14%	5.15%

City of Port Colborne
Fire Department Equipment Replacement

Self Contained Breathing Apparatus (S.C.B.A) - 2020 Expenditure 450,000

Recommended Option

Option 1 - Repurpose Fire Hall and Marina Debt Payments

Fire Hall Debt Payment	306,430	
OPS Centre Debt to 2047	(114,094)	
Balance to Reserve-2019		192,336
Fire Hall Debt Payment-2020		192,336
Marina Debt Payment-2019		<u>73,268</u>
		<u>457,940</u>
Marina Debt Payment Available-2020	73,268	
Fire Hall Debt Payment Available-2021	192,336	

Option 1a - Repurpose Debt Payments for One Time Expenditures
(replace OMPF funding if cut by Province)

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Capital Levy-2020		<u>187,396</u>
		<u>453,000</u>
Marina Debt Payment Available-2021	73,268	
Fire Hall Debt Payment Available-2021	192,336	

Fire Engine No. 2 - 2021/2022 Expenditure 550,000

Recommended Option - New Debenture Using Other Matured Debentures

City Hall - 2021		38,000
Fire Vehicle - 2022		68,000

City of Port Colborne
Fire Department Equipment Replacement

Self Contained Breathing Apparatus (S.C.B.A) - 2020 Expenditure 450,000

Option 2 - Repurpose Fire Hall and Marina Debt Payments

Fire Hall Debt Payment-2019		306,430
Marina Debt Payment-2019		73,268
Capital Levy-2020		<u>73,268</u>
		<u>452,966</u>
Marina Debt Payment Available-2020	73,268	
Fire Hall Debt Payment Available-2020	306,430	

Option 2a - Repurpose Debt Payments for One Time Expenditures
(replace OMPF funding if cut by Province)

Fire Hall Debt Payment-2019		306,430
Marina Debt Payment-2019		<u>73,268</u>
		<u>379,698</u>
Fire Hall Debt Payment-2020		306,430
Marina Debt Payment-2020		73,268
Capital Levy-2020		<u>73,268</u>
		<u>452,966</u>
Marina Debt Payment Available-2021	73,268	
Fire Hall Debt Payment Available-2021	306,430	

Fire Engine No. 2 - 2021/2022 Expenditure 550,000

Recommended Option - New Debenture Using Other Matured Debentures

City Hall - 2021		38,000
Fire Vehicle - 2022		68,000



PORT COLBORNE

Engineering Department

DATE: January 9, 2019

TO: Peter Senese

CC: Chris Lee

FROM: Jim Huppunen

Manager of Engineering Services & Facility Maintenance

RE: 2019 Budget Requests – Facility Capital and Operating Budget Requests

Animal Shelter – 1080 Elm Street

An inspection from the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) was conducted in April of 2018. Notes were made regarding the poor ventilation of the Animal Shelter and City Staff have reviewed options to satisfy this item. We propose the installation of an Air Exchanger unit that would hook into the existing heating and ventilation system which would bring fresh air into the building and exhaust the stale air from within. This can be installed by a local contractor for approximately \$2,500 excluding taxes. Facility Maintenance Contract Services 0-910-72440-3338 budget increase of **\$2,500**.

City Maintenance Staff completed an inspection of the Animal Shelter in early 2018 and identified the following items that need to be replaced in 2019:

-Hot Water Tank is currently not in compliance with the current applicable code. We propose to remove the existing gas fired unit and replace with a smaller electric hot water tank as proper exhaust ventilation can not be obtained in the current location. Facility Maintenance Building & Equipment Repair 0-910-72440-3302 budget increase of **\$700**.

-The ceiling has been experiencing the affects of gravity and has been interfering with the proper operation of the door between the office area and animal living quarters. Staff propose to replace the existing ceiling material with similar material previously used in the front lobby area. Facility Maintenance Building & Equipment Repair 0-910-72440-3302 budget increase of **\$500**.

-Replace the eleven (11) existing steel canine access doors with fluid resistant material. During the Maintenance Staff inspection, issues were raised by Animal Shelter Staff with the existing steel doors. The existing steel doors are very heavy and it is difficult for Staff to open them. They are also very dangerous as if the cable breaks while they are being opened, canines could be injured. Staff propose to replace the steel doors with a plastic type material that will be longer lasting and lighter for Staff to operate. The cost for materials to replace the existing units is approximately \$4,000. These doors can be replaced over a 2-year period with funding for \$2,000 for 2019 and \$2,000 in 2020. Facility Maintenance Building & Equipment Repair 0-910-72440-3302 budget increase of **\$2,000 for 2019 and \$2,000 for 2020**.

In summary we would like to request the following increases to the Animal Shelter budgets as follows:
0-910-72440-3302 – Increase existing amount by \$3,200 for 2019 and \$2,000 for 2020.
0-910-72440-3338 – Increase existing amount by \$2500 for 2019.

Bethel Community Centre – 2703 Chippawa Road

Previously in 2016, budget was allocated for roof repairs to the Front Upper metal roof at an amount of \$22,000. This budget allocation recommended removing the existing metal roofing and replacing it with shingles. With the recent 2017 reorganization of City Staff came a review of outstanding budget items. During the Maintenance Staff review of these budget items for the Bethel Community Centre roof repairs, it was determined that the allocated budget amount of \$22,000 for the Front Upper metal roof may not be enough as this section of the Bethel Community Centre has Heritage designation. This means that the products used to replace the existing metal roof need to resemble the existing roofing currently installed. Staff are proposing using a portion of the budgeted funds to hire an Architect or Engineer with Heritage building background to review the existing roofing and determine the best method to rehabilitate or replace the existing Front Upper metal roof in order to confirm the budget required. The remainder of the existing \$22,000 should be allocated to the other 2016 budget allocations for the Lower Asphalt Shingle (\$25,000) roof to replace the entirety as the 2016 budget request only addressed the south side of the Lower Asphalt Shingle Roof area. The other option is to increase the existing budget allocation by \$50,000 and prepare a tender to replace the existing metal roof with similar materials.

City Maintenance Staff also identified the presence of hazardous materials in the Community Centre that have been previously identified and are reported on annually. Staff propose to have the flooring removed at a cost of **\$1,100** which would require the Facility Maintenance Contract Services 0-600-81230-3338 budget to be increased. This would not remove all of the hazardous material, however, it would remove the material in the vicinity of the kitchen area. There is also hazardous material in the furnace area that has been identified and can be left until the furnace is replaced. We expect a budget request for the furnace replacement and hazardous material removal to be brought forward in 2020 or 2021 at an amount of **\$16,000**.

City Maintenance Staff has the Electrical Safety Authority (ESA) visit all City buildings several times a year to complete inspection on the electrical system on each building. There have been several deficiencies identified in the Bethel Community Centre and we are requesting an increase of **\$800** to the Facility Maintenance Building & Equipment Repair 0-600-81230-3302 budget for 2019 to address these deficiencies.

With the current Parks and Recreation Master Plan underway, Staff are aware that priorities and recommendations may come from this study that could impact the budget requirements for City Facilities and as such, additional information may be brought forward to Council after Budget Deliberations requesting modifications to budget allocations.

In summary, the Facility Maintenance Division would like to request the following increases to the Bethel Community Centre budgets as follows:

0-600-81230-3302 – Increase existing amount by \$800.

0-600-81230-3338 – Increase existing amount by **\$1,100**.

City Hall – 66 Charlotte Street

During annual maintenance of the Heating, Ventilation, & Air Conditioning (HVAC) system, the City's maintenance provider addressed items that would be beneficial to increasing the lifespan of the 6-year

old roof top HVAC units. The City's Maintenance Staff have reviewed the proposed work and we believe it is in the best interest of the City to complete these items. We would request an increase to the Facility Maintenance Contract Services 0-210-71221-3338 budget of **\$20,000** to complete this work in 2019.

Maintenance Staff have been reviewing all City Buildings and have been requested by City Hall Staff to begin a 3-year program to replace the double-hung wood framed windows at City Hall. It has been requested by Staff, that the 3rd floor windows be replaced in 2019 with 2nd floor in 2020 and 1st floor in 2021. The estimated cost for window replacements is approximately \$45,000 for the 16 windows on 3rd floor, \$40,000 for the 14 windows on 2nd floor and \$40,000 for the 13 windows on 1st floor. The one window on 1st floor will not be replaced as it is for the room with the vault. This will be blocked in as a window is not required. All of the windows in City Hall are experiencing various levels of rot depending on which side of the building they are on. 3rd floor windows seem to be decayed the worst and that is the reason to begin on that floor. This would be a Capital Budget request of **\$45,000** for 2019.

Concerns were recently raised regarding the lack of fall arrest protection on the roof of City Hall. The HVAC units are located on the roof and in order to access these units, Staff and Contractors must walk along the edge of the roof to get to units on the east side of the roof. Staff has been in discussions with providers of this equipment and a budget estimate was received in 2018. The budget amount to provide fall protection along the edge of the roof is estimated at **\$12,000**. Staff request a Capital Budget amount of **\$12,000** to have proper fall protection installed along the edge of the City Hall roof in order to provide proper Health & Safety for City Staff and Contractors.

At a recent Senior Staff meeting, Maintenance Staff were made aware of complaints about stale air and odours in the recently built vestibule/bus shelter at the front entrance of City Hall. Staff have discussed options to install an exhaust fan to clear the air in the vestibule which would help remove odours in the vestibule. Staff request an increase of **\$2,500** to the Facility Maintenance Building & Equipment Repair 0-210-71221-3302 budget for 2019 to address this concern.

In 2018, City Staff replaced the faucets in the 1st floor public washrooms. The existing faucets throughout the building have been failing and are a poor design. Staff sourced replacement faucets that are accessible compliant sensor units that are also water efficient. Staff would like to continue to replace the 2nd floor faucets in 2019 and 3rd floor faucets in 2020. The cost to replace these faucets including plumbing modifications is approximately **\$4,000**. Staff would request an increase to the Facility Maintenance Building & Equipment Repair 0-210-71221-3302 budget for 2019 to address this concern.

Over the past several years, there have been several reviews and studies completed to determine the cause of the water staining the ceiling tiles in the 3rd floor. Previously, the flat roof area has been replaced in 2011 and some minor caulking repairs to the peaked roof areas. Staff can confirm that there is condensation forming in the peaked roof areas which is then dripping down and making its way through the seams of the concrete roof deck which then drips onto the ceiling tiles. Based on the report completed in 2015 recommending that vents be installed in the peaked roof areas to reduce and possibly eliminate the condensation currently being experienced. Subsequently in 2017, another review of the flat roof area was completed which identified some concerns with the flat roof membrane. Staff would request an increase to the Facility Maintenance Contract Services 0-210-71221-3338 budget of **\$10,000** to have the flat roof area patched and vents installed in the peaked roof areas and then also replace any insulation that may be damp.

During a review of accessibility for City Hall it was determined that the building is only partially accessible. There is an accessible ramp that leads to doors that have automatic door openers and

then an elevator that will bring people to the different floors. However, when you arrive at each floor, not one of the doors accessing a washroom or the Staff area from each lobby have accessible features. Maintenance Staff were asked to provide costs to make each floor of City Hall accessible. Staff reviewed each floor and noted that at least one of the doors from the lobby on 1st and 2nd floor to the Staff area and one door from the hallway on 3rd floor to the Council Chambers and Committee Room 3 and both washrooms on all 3 floors would require an automatic door opener complete with push buttons. The cost is approximately \$5,000 per door required. The access doors designated on 1st and 2nd floors from the lobby to Staff area would need to be interconnected with the access control system. The approximate cost for all 3 floors of City Hall to be made accessible is **\$50,000**.

With the recent reorganization and the Maintenance Staff gaining access to all City Facilities, we have learned of a monitoring system being used at several of the Water/Wastewater Facilities that was unknown to the majority of City Staff. Upon further investigation into this type of system, Staff would like to install one of these units at City Hall to remotely monitor the operation of the Stand-by Generator and the sump pumps in the basement. This unit can also have other modules installed in the future if other equipment requires remote monitoring. This unit would replace the existing auto-dialer currently installed for the Stand-by Generator which would eliminate the need for the phone line. The approximate cost of this monitoring unit is **\$5,000** which would be able to notify City Staff after hours if equipment turns on or fails with the building unoccupied. The cost savings for the elimination of the phone line would be approximately \$300 per year as this monitoring system can be connected to the City's network. Staff is requesting an increase to the Facility Maintenance Building & Equipment Repair 0-210-71221-3302 budget for 2019 to install this equipment.

In summary, the Facility Maintenance Division would like to request the following increases to the City Hall budgets as follows:

0-210-71221-3302 – Increase existing amount by \$11,500

0-210-71221-3338 – Increase existing amount by \$30,000

Capital Budget Requests of **\$107,000**

Fire Station – 3 Killaly Street West

During annual maintenance of the Heating, Ventilation, & Air Conditioning (HVAC) system, the City's maintenance provider notified the City Maintenance Staff of a concern with the power supply for the sewage pumps for the Fire Station's sanitary service. Upon further investigation by Maintenance Staff, it was found that the pumps had failed and haven't worked for several years. Staff brought in contractors to empty the sewage tank and inspect the tank for defects. Luckily the tank is in good condition and the pumps just need to be replaced. Staff have contacted suppliers to obtain pricing and options for the replacement of the pumps as the existing pumps are discontinued. Staff has received pricing for the replacement pumps along with modifications to the piping to improve the pump system. The estimated costs are **\$5,000**. Staff is requesting an increase to the Facility Maintenance Building & Equipment Repair 0-400-72140-3302 budget for 2019 to fund the purchase of the replacement equipment in 2018.

During the Maintenance Staff review of the building, a number of improvements were identified which require increases to the Facility Maintenance Building & Equipment Repair budget. Staff require additional funds of \$500 to correct electrical deficiencies as identified by the ESA inspector, materials to improve the heating coil at a cost of \$2,500 and also materials for the improvement of the domestic hot water recirculation system at a cost of \$1,500. These requests total **\$4,500** which would increase the Facility Maintenance Building & Equipment Repair 0-400-72140-3302 budget.

Currently the Stand-by Generator and sewage pumps are not remotely monitored. As noted in the City Hall request above, Staff would like to install the same remote monitoring system at the Fire Hall as proposed at City Hall. This would enable the remote monitoring of the Stand-by Generator and sewage pumps to alert Staff after hours in equipment fails which could cause operational concerns. The estimated costs are **\$5,000**. Staff is requesting an increase to the Facility Maintenance Building & Equipment Repair 0-400-72140-3302 budget for 2019 to fund the purchase of the remote monitoring equipment.

In summary, the Facility Maintenance Division would like to request the following increases to the Fire Station budgets as follows:

0-400-72140-3302 – Increase existing amount by \$14,500

Sugarloaf Harbour Marina – 3 Marina Drive

Marina Staff raised concern of an on-going roof leak in the lower flat roof area over the Marina Staff offices. Maintenance Staff reviewed the inspection report commissioned by Marina Staff and spoke with the Contractor completing repairs to the Roselawn Centre. An estimated cost to repair the lower flat roof is approximately \$13,000 to replace the flat roof membrane including repairs to the abutting exterior wall area and ceiling area on the interior. Staff request a Capital Budget amount of **\$13,000** to replace the lower flat roof area.

During the ESA inspections it was determined that electrical repairs are required. Staff request an increase of **\$500** for these electrical repairs to meet the electrical code to the Facility Maintenance Building & Equipment Repair 0-670-81310-3302 budget.

There have been several instances of the floor drain in the upper level restaurant leaking into the ceiling near the service counter in the Marina store area. Staff propose to repair the floor drain and the flooring surrounding the floor drain to prevent further damage to the ceiling. The proposed repairs are estimated at \$2,500. Staff request an increase of **\$2,500** for these plumbing repairs to the Facility Maintenance Building & Equipment Repair 0-670-81310-3302 budget. Discussions will need to be held with the proprietor of the restaurant to reimburse the City or possibly cost share for this repair.

Sugarloaf Harbour Marine Supply Store – 1 Marina Drive

During the winterization of the Marina docks, Maintenance Staff identified a possible threat to the City's Drinking Water System. The former Marlon Marine building & property now known as the Sugarloaf Harbour Marine Supply Store which is run by the City has a water service with hose bib near the sewage pump out and fuel docks that the City now operates and maintains. Maintenance Staff identified that there is no back-flow prevention for the water supply to this hose bib which is used by boaters and Marina Staff. The estimated costs to install back-flow prevention is **\$2,500** which would increase the Facility Maintenance Building & Equipment Repair 0-670-81310-3302 budget. The alternative to this option is to permanently disconnect this water service which would eliminate the ability to wash off boat areas when pumping them out.

During the ESA inspections it was determined that electrical repairs are required. Staff request an increase of **\$500** for these electrical repairs to meet the electrical code to the Facility Maintenance Building & Equipment Repair 0-670-81310-3302 budget.

During Staff discussions with the Community Services & Economic Development Department, efficiencies were discussed with the occupancy of this building. In order to accommodate the winterizing of this building during the winter months, the hot water tank that serves the upstairs rental

space would need to be relocated at an estimated cost \$1,000. In addition, the hot water tank that serves the main floor would also need to be relocated at an estimated cost of \$1,000. By relocating both of these hot water tanks, the building could then be kept at a lower temperature without the risk of these tanks freezing which would save operational costs throughout the winter months. This would be an increase of **\$2,000** to the Facility Maintenance Building & Equipment Repair 0-670-81310-3302 budget.

With the current Parks and Recreation Master Plan underway, Staff are aware that priorities and recommendations may come from this study that could impact the budget requirements for City Facilities and as such, additional information may be brought forward to Council after Budget Deliberations requesting modifications to budget allocations.

In summary, the Facility Maintenance Division would like to request the following increases to the Sugarloaf Harbour Marina Complex budgets as follows:

0-670-81310-3302 – Increase existing amount by \$8,000
Capital Budget Requests of \$13,000

Market Square Parking Lot – 67 Charlotte Street

During Maintenance Staff inspections, the existing hydro enclosure situated on the east side of the Market Square Parking Lot has fallen into a state of disrepair. Staff have received budget quotes to replace the entire hydro enclosure and to provide protection to the users of the service. Currently when the enclosure door is opened, the wiring and breakers are all exposed to the user. By code, Licensed Electricians should only be able to access the breaker panels and not the average person. The proposed replacement enclosure would contain 2 compartments to provide access to the required outlets for the users and then a separate locked door to protect the user from any exposure to the wiring or breakers. The estimated cost to replace this hydro enclosure is \$6,000. Staff would request an increase to the Facility Maintenance Contract Services 0-530-74341-3338 budget of **\$6,000** to have hydro enclosure replaced.

King George Park – 64 Clarence Street

Maintenance Staff were contacted several times throughout 2018 by the Market Clerk. The Market Clerk experienced several weeks where the outlets in the hydro enclosure in King George Park would not work due to the breakers being tripped. Staff kept a close eye on the hydro enclosure throughout the summer and found that residents and visitors were using the exposed outlets without permission. Staff recommends that a separate locked enclosure be installed over the existing outlets so that the use can be controlled for City events or rentals in the Park. The estimated costs of \$1,500 would be required to fabricate and install the locked enclosure. This would be accessible by City Staff for Market Day and other events where hydro would be needed. This would also create the proper access restrictions so that the user is not exposed to the wiring and breakers. Staff would request an increase to the Facility Maintenance Building & Equipment Repair 0-650-80820-3302 budget of **\$1,500** to have a separate locked enclosure fabricated and installed.

Historical & Marine Museum – 280 King Street

In discussions with Museum Staff, there has been a request to update the exterior building lighting as the existing fixtures have been failing regularly. Maintenance Staff have been standardizing the exterior lighting fixtures on the majority of City Buildings as they need replacement. Based on this request, the material costs for the exterior lighting improvements are approximately **\$1,000**. ESA has completed recent inspections and have identified a number of deficiencies that need to be rectified. We request

an additional **\$500** for materials to correct these issues. Early in 2018, the Water Division identified issues with the Water Service to Arabella's Tea Room. Due to weather constraints and the opening date for the Tea Room, this repair was postponed. Water Staff are completing the repairs in December of 2018 and the Maintenance Staff will be updating the hot water tank along with some internal plumbing in conjunction with the repairs completed by the Water Division. The costs to update the internal plumbing is approximately **\$600**.

In 2018 funds were budgeted to replace one of the HVAC units in the Heritage Resource Centre and Maintenance Staff would like the additional annual amount of **\$10,000** to be added to replace both of the HVAC units in this building in 2019. This is a Capital expense.

In summary, the Facility Maintenance Division would like to request the following increases to the Historical & Marine Museum budget as follows:

0-800-81510-3302– Increase existing amount by \$2,100

Roselawn Centre – 296 Fielden Avenue

Maintenance Staff have completed inspections at the Roselawn Centre throughout 2018. The windows in the raised roof area above the kitchen have failed and are not sealed. During the recent renovations in early 2018, the roofing company completed an inspection of the roof area above the kitchen and found that there are areas that will need to be addressed to ensure this roof lasts well into the future. The approximate costs to complete the installation of new windows and roof repairs on the raised roof area above the kitchen area are **\$5,500**. This would be a Capital expense.

Staff at Roselawn have raised the concern regarding the roof leak above the Main Theatre Entrance where the skylights were installed during renovations in 1997. Staff have reviewed this area with the Engineer and Contractor used during the 2018 renovations and have determined that the best option is to remove this flat roof and skylights and install a newly designed peaked roof area to make the Main Theatre Entrance more attractive to attendees. The approximate cost for this replacement roof system is **\$20,000**. This would be a Capital expense.

During the 2018 renovations, discussion was had with Staff to determine what is to be done with the interior of the Mansion building area. Staff discussed options with the Engineer that was retained during the 2018 renovations and received a budget estimate to complete a condition assessment of the interior of the Mansion building area in regards to the mechanical, electrical, structure and interior finish. The estimated costs to complete this interior review is approximately **\$15,000**. This would be a Capital expense.

Recently, an event was held in the President's Dining Room and Staff have raised concern with the Public Announcement (PA) speaker system. This system appears to be "Period Correct" for the age of the Roselawn Centre. Staff have discussed options with a supplier to replace the PA speaker system throughout the Roselawn Centre which includes speakers in 3 rooms and on the exterior of the building on the east side. The approximate costs for the replacement of the PA speaker system is **\$8,500**. This would be a Capital expense.

Based on the above Staff recommendations, the amounts above could be funded from the Reserve account for the Roselawn with Council's approval and direction. The total amount for 2019 that could be funded from the Reserve account is **\$49,000**.

During the recent event, Maintenance Staff was also notified that there are concerns with the brightness of the "EXIT" signs throughout the building. These signs appear to be original to their install date and

can be replaced. Staff recently completed replacements of the "EXIT" signs at City Hall and based on the material costs for City Hall work, replacement of the Roselawn Centre "EXIT" signs are approximately \$3,000. Staff would like to increase the Facility Maintenance Building & Equipment Repair 0-645-75150-3302 budget by **\$3,000** to replace the "EXIT" signs throughout the Roselawn Centre.

With the current Parks and Recreation Master Plan underway, Staff are aware that priorities and recommendations may come from this study that could impact the budget requirements for City Facilities and as such, additional information may be brought forward to Council after Budget Deliberations requesting modifications to budget allocations.

Vimy Park/Melissa's & John Daly Playground – 670 Fielden Avenue

During the recent Municipal Election, a candidate who was out campaigning in the neighbour was made aware of the roof on the Washroom building at Vimy Park. Staff were then made aware of the concern and completed an inspection to verify the concern. It was determined that the asphalt shingle roof is in very poor condition and needs replacement. Staff proposed to replace the asphalt shingles with a metal roof that has been used at several other facilities with great success. The approximate cost to replace the roof is \$4,000. Staff would request an increase to the Facility Maintenance Contract Services 0-650-80810-3338 of **\$4,000** to complete the roof replacement in 2019. This would be a Capital expense.

Sherkston Community Centre – 4891 Sherkston Road

During Maintenance Staff's review of the Sherkston Community Centre to decipher the previous budget request from 2016, Staff noted that there are many other issues that need to be addressed in addition to the flashing previously noted. Currently the chimney only serves the existing hot water tank. The chimney appears to be in disrepair and it is recommended to be removed. If the chimney is removed, then the hot water tank needs to be replaced to allow for a direct vent model or electric. With the chimney removal, then the area that occupied this area would need to be replaced with similar roofing material. Based on our review, this will address a number of concerns of roof leaks that users of the building have previously raised. There have also be concerns of a sewer smell in the building which can be addressed at the same time as the above recommendations by replacing the sewer vent pipe. The proposed costs to complete the above work is expected to be **\$7,500**.

Staff's review also noted that the vinyl floor tile is in very poor condition and some sections have been completely disconnected with the concrete floor. The approximate costs to repairs these sections of flooring is expected to be **\$1,000**.

With the current Parks and Recreation Master Plan underway, Staff are aware that priorities and recommendations may come from this study that could impact the budget requirements for City Facilities and as such, additional information may be brought forward to Council after Budget Deliberations requesting modifications to budget allocations.

In summary, the Facility Maintenance Division would like to request the following increases to the Sherkston Community Centre budget as follows:

0-600-81240-3338 – Increase existing amount by \$8,500

Lion's Field – 140 Killaly Street West

Maintenance Staff have recently added the Lion's Field to our monthly and annual Fire Inspection Program. This initial inspection revealed that the exhaust hoods over the deep fryer's have not be

cleaned in some time or at all. Staff arranged for the specialized cleaning of these exhaust hoods along with the units located at Roselawn. During the cleaning, the contractor noted that the filters currently installed at Lion's Field are in correct and the grease trap is missing. Staff discussed internally and decided to request funds to replace the filters and grease trap to ensure compliance. The approximate cost for these materials is **\$2,500**.

Concerns were raised by Maintenance Staff of the operation of the baseball field lighting. Currently access is provided to the electrical room to turn the lights on during games and Staff have found that several times, the door has been left open or unlocked. In order to stop this behaviour, Staff is recommending the installation of a separate hydro panel located on the exterior of the building that could be access by users of the facility. This would also include a timer to turn the lights off at a designated time. This system is quite common in other municipalities throughout the Niagara Region. The approximate cost to complete this conversion is **\$5,000**.

In summary, the Facility Maintenance Division would like to request the following increases to the Lion's Field budget as follows:

0-650-80816-3302 – Increase existing amount by \$7,500

Lock 8 Park – 163 Mellanby Avenue

Staff recently completed a Risk Assessment of several facilities to determine the risks and how to best protect the environment, the public and City Staff. It was determined that the storage of the chemicals for the Lock 8 Fountain needs to be improved. Staff requests funds to purchase a proper containment barrel to hold the product for the fountain operation. The approximate cost for this system is \$1,000. Staff would request an increase to the Facility Maintenance Building & Equipment Repair 0-650-80817-3302 of **\$1,000** to purchase the proper containment system for the spring 2019 opening.

Vale Health & Wellness Centre – 550 Elizabeth Street

At an event earlier in 2018, concern was raised regarding the condition of the letters on the pylon sign at the main entrance to the Vale Health & Wellness Centre (VHWC). Maintenance Staff investigated and determined that the dirt and debris is actually between the raised letters and the face of the sign. Staff contacted a local sign contractor for a quote to refurbish the existing sign. Upon discussions with the local contractor, Staff found out that the sign had previously been repaired on the south side approximately 2 years ago. Based on receiving this knowledge, Staff requested a quote to rebuild the entire sign and correct the issue that has turned out to be a reoccurring issue since its inception. The estimated cost to rebuild the sign is **\$9,000**. If there were changes to the design of the sign that Council or City Staff would like to make, now would be a good time.

Over the past 5 years, there have been several instances where the ceramic tiles have been falling off of the walls in the various washrooms and dressing rooms throughout the facility. Staff have brought in a local supplier of tile to review the current tiles and the installation method used. They advised that the current tiles were installed on dry mortar and that is why we have been experiencing the tiles falling off. Staff propose an annual reoccurring amount of **\$7,500** be allocated for the replacement of 2 dressing rooms per year at an estimated cost of \$3,250 per room. At this rate, all dressing rooms and washrooms would have the tile replaced within a 10-year period.

Maintenance Staff were made aware that there have been several complaints since the opening of the facility regarding paint flaking off of the ductwork in several areas, but mainly in the Bocce Club area. Staff have reviewed this ductwork and have noted that there have been several attempts to touch up the paint even though it continues fail to adhere to the ductwork. It was determined that the ductwork