

**CITY OF PORT 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%	4,157,467	4,395,888	238,421	5.73%	18.88%
FIRE SERVICES						
	12.40%	2,812,670	2,879,721	67,051	2.38%	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%	4,747,397	5,127,027	379,630	8.00%	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%	1,336,896	1,427,760	90,864	6.80%	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%	6,337,408	6,310,857	(26,551)	-0.42%	27.11%

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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-19

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

	Cost	OMPF Funds	LEVY FUNDING	Reserve Funds	Other/ Grants	Defer Funding	Description
Available Funds for one time expenditures				\$ -		\$ -	
UNFINANCED REQUESTS							
Council	Remuneration-loss of 1/3 tax exemption	\$11,431		\$11,431			add'l cost for same net wages same gross wages-add'l cost \$5,463 included in levy work term of 400 hours in fall/winter months
Human Resources	Coop Student	\$6,300		\$6,300			Office 365/Adobe Pro/Citrix Server/Desktop Deploy Software responding to vandalism in the community-0.5% tax levy website audit/training/accessibility plan update-Accessibility reserve
IT	New Software and lincensing	\$36,100	\$36,100				review for internal/pay equity and market rates assessments of 2 locations annually
CAO	Community Safety	\$85,000		\$85,000			Online Enhanced Safety Program for all staff Funded from Health & Safety reserve
CAO	Corporate Accessibility Compliance	\$5,000		\$5,000			phased in over 2016/2017 for 2019 implementation
CAO	CUPE Job Evaluation	\$30,000		\$30,000			1/2 2019 and 1/2 2020
Health & Safety	Bill 168 Workplace Risk Assessments	\$10,000	\$10,000				Provide summer coverage for customer service -wages and benefits
Health & Safety	WHMIS Program Enhancement	\$13,600		\$13,600		\$10,000	2 part time @ 24 hrs each starting July - 1/2 2019 and 1/2 2020
Health & Safety	Advanced Training for Equip Operators	\$12,990		\$12,990			2018/2019 initiative to implement and manage AMP with capital budgeting Available funding from OCIF max \$80,000
Corp Services-Clerks Divisi	Records Mgmt & Retention System	\$80,000		\$80,000			Smoke and Carbon Monoxide Alarm Program OMPF 2015
Corp Services-Clerks Divisi	Records Mgmt Annual Licence Fee	\$20,000		\$10,000		\$10,000	consultant required to investigate feasibility of installing at Operations Centre Spill Response kits for facilities and vehicles
Corp Services	Summer Student	\$9,500		\$9,500			8 week rental-tractor with arm mower-cut on rural and clay roads increase for shouldering and stone road repairs in rural area
Corp Services	Customer Service Part Time staffing	\$68,000		\$34,000		\$34,000	rent 2 loaders for one snow route-city operator Zavitz Drain/Sherkston North and East & West Trail Branch Drains
Corp Services-Finance Divi	Capital Asset Supervisor-wages & ben	\$80,000			\$ 80,000	OCIF grant	Young and Hopf-Wagner Drains-2019 construction Condition assessment-interior finish/mechanical,electrical and structure
Fire Dept	Fire Safety Initiative	\$20,000		\$20,000			General Parks- fund from equipment reserve General Parks- fund from facility reserve
Engineering	Facility Maintenance Study	\$75,500		\$75,500			replace 40 garbage containers in downtown core@\$1,206 each plus HST
Engineering	Renewable Passive Energy Generation	\$15,000		\$15,000			contract services savings-rental of equipment/2 seasonal parks staff/materials costs covered through registration fees
Operations	Environmental Compliance	\$7,500	\$7,500				relocate memorials to inside the VHWC
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	\$10,000	\$100,586			
Operations	Drainage Works-City portion of costs	\$90,093	\$75,200			\$14,893	
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				

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

01-Jan-19

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

	Cost	OMPF Funds	LEVY FUNDING	Reserve Funds	Other/ Grants	Defer Funding	Description
Parks and Recreation	Public Art Reserve Fund	\$5,000	\$5,000				annual amount to reserve for implementing the Arts&Culture Master Plan
Parks and Recreation	Parks&Recreation Locator Map	\$15,000	\$15,000				Parks&Recreation Master Plan
Parks and Recreation	Active Transportation Masterplan	\$50,000	\$50,000				Safer roads and trails for cyclists and walkers-Committee recommended
Parks and Recreation	Canal Days-Volunteer Incentive Program	\$3,500		\$3,500			Minor Sports Teams donations for working bar at Canal Days
Parks and Recreation	Canal Days-High level entertainment	\$50,000		\$50,000			
Parks and Recreation	New Fishing Tournaments	\$25,000		\$25,000			potentially 3 tournaments operated by outside groups
Parks and Recreation	Celebrate Ontario 2019 Grant	\$10,000	\$10,000				Application to be done by consultant
Vale Health & Wellness Cent	Ceilings in Rink 1 and Rink 2	\$33,000		\$33,000			Coat with concrete sealer-both ceilings are stained
Vale Health & Wellness Cent	Video Security	\$5,000		\$5,000			addition of 2 cameras as identified in Risk Assessment Study
Vale Health & Wellness Cent	Community Room Acoustics	\$7,000		\$7,000			
Vale Health&Wellness cent	Second Sports Wall of fame	\$3,000	\$3,000				
Economic Development	Economic Development Strategy	\$25,000	\$25,000				matching funds to Prov/Fed grants for initiatives
Economic Development	Niag Development Corridor Partnership	\$2,500		\$2,500			increase in membership fees from \$5,000
Economic Development	BESS office at Roselawn	\$15,500		\$15,500			Business Development Consultants-2 days/mth consultations/expenses
Economic Development	New Corporate and Tourism Branding	\$10,000		\$10,000			branding and design work
Economic Development	Industrial Land clearing	\$60,000		\$60,000			Invertose Drive 23 acres cleared over 3 years-\$20,000/year (3rd of 3 years)
Museum	Receptionist increased hours-180 hours	\$3,101		\$3,101			increased hrs to 980 for customer service-May 1 to Dec 20 5 days/week
Museum	Administrative Assistant-95 hours	\$1,636		\$1,636			Arabella's Tea Room-5 hrs/wk June to Sept & 20 hrs in Dec
Library	additional 100 part time hours	\$2,172		\$2,172			current budget at 2100 part time hours
Library	Update website to AOD compliance	\$2,000	\$2,000				
Planning	Official Plan Review	\$15,000	\$15,000				Annual amount for 5 years
Building/By-law Division	Administrative Intake Clerk	\$54,168		\$27,084		\$27,084	see memo provided-1/2 year 2019
Building/By-law Division	Inspections Officer	\$77,995		\$38,998		\$38,997	see memo provided-1/2 year 2019
By-law Division	Review of Crossing Guards locations	\$20,000	\$20,000				Study including St.Patricks school and Killay St W/Steele St corner
Building Division	New Inspection Software and Hardware	\$46,500		\$46,500			MobilINSPECT provides handheld technology for field inspections/reporting
Physician Recruitment	future recruitment	\$43,175		\$16,175	\$27,000		Comm recommends additional \$16,175 for new physicians. Would like \$50,000
YMCA	Request additional funding	\$22,500	\$22,500				Presentation from the YMCA
New Operations Centre	Debenture						\$114,094 levy in 2019
Annual Capital Levy	Future Capital Amortization						\$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

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4

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

Funding Operations Centre Debt from matured Fire Hall debt	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%)	<u>0</u>		<u>44.45</u>	
	(2.98)	-3.53%	(10.85)	-0.69%
- Proposed Operating Budget - 2.59% levy increase	<u>2.11</u>		<u>40.27</u>	
	(0.87)	-1.03%	29.42	1.88%
- With Capital levy - 1.50% levy increase	<u>1.22</u>		<u>23.33</u>	
	0.35	0.41%	52.75	3.37%
- With new services & staffing - 1.79% levy increase	<u>1.46</u>		<u>27.84</u>	
Potential Tax Levy Increase - 5.88%	<u>1.81</u>	2.14%	<u>80.59</u>	5.15%

**CITY OF PORT COLBORNE
2019 BUDGET
FUNDING CAPITAL AMORTIZATION
FUNDS TRANSFERRED TO CAPITAL PROJECTS**

Traditional Allocation of Budgeted Capital Funds		2018 budget	2019 Est Cost	Capital Levy Funds	Reserve Funds	Grant Funds	Defer Funding	
Facility Maintenance	VHWC - Insulating drain pipes		2,200	2,200				underside of the central roof gutter system to prevent condensation
Facility Maintenance	VHWC - Upgrade heat trace system in Central Roof gutter-updated cost		20,000	20,000				prevention of snow and ice build up on the roof
Facility Maintenance	VHWC - Roof Access Ladders to upper roof-updated cost		24,000	24,000				manufacture and install proper roof access ladders
Facility Maintenance	VHWC - fall arrest cable system-updated cost		46,000	46,000				Fall arrest protection on the roof
Facility Maintenance	VHWC - Fitness & Gymnasium areas water drips		10,000	10,000				fabricate/install an interior gutter cover to capture drips along central roof
Facility Maintenance	VHWC		5,000	5,000				Remote monitoring system for the Stand-by generator and sewage pumps
Facility Maintenance	Sherkston Community Centre - Roof Repairs		12,000		12,000			new flashing-leaking into the attic
Facility Maintenance	Sherkston community Centre		7,500	7,500				remove chimney & fix roof/new hot water tank/replace sewer vent pipe
Facility Maintenance	Bethel Community Centre-roof		51,000		51,000			Heritage engineer inspection and roof replacement
Facility Maintenance	Bethel Community Centre-added		16,000				16,000	Furnace replacement & hazardous material removal in area-2020/2021
Facility Maintenance	Animal Shelter		2,500	2,500				Air Exchanger
Facility Maintenance	Animal Shelter		4,000	4,000				Replace steel canine access doors
Facility Maintenance	City Hall		20,000	20,000				upgrades to 6 year old HVAC units
Facility Maintenance	City Hall - Replacement of Windows over 3 years		45,000	45,000				2019 - 3rd floor/ 2020 - 2nd floor \$40,000/ 2021 - 1st floor \$40,000
Facility Maintenance	City Hall-updated cost		12,000	12,000				Fall arrest protection on the roof
Facility Maintenance	City Hall		10,000	10,000				Flat roof area patched & vents installed to prevent condensation leaking
Facility Maintenance	City Hall		50,000	50,000				Accessible doors for all floors including washrooms
Facility Maintenance	City Hall bus shelter vestibule		2,500		2,500			Install an exhaust fan to clear the air (transit reserve)
Facility Maintenance	City Hall		5,000	5,000				Remote monitoring system for the Stand-by generator and sump pumps
Facility Maintenance	Fire Hall		5,000	5,000				Remote monitoring system for the Stand-by generator and sewage pumps
Facility Maintenance	Fire Hall		5,000	5,000				Replace sewage pumps which have failed
Facility Maintenance	Marina Building		13,000	13,000				Replace lower flat roof and repair wall and ceiling areas
Facility Maintenance	Marina Retail Building		2,500	2,500				Back Flow preventor for water supply
Facility Maintenance	Market Square Parking Lot		6,000	6,000				Replace East side hydro box enclosure
Facility Maintenance	other facility costs-updated cost		25,700	16,188			9,512	
Engineering/Parks	Public Transit Infrastructure Fund Program-\$193,000		193,000		96,500	96,500		upgrade/refurbish existing network of trails as approved by Council
Community & Econ Dev	Canada Summer Games 2021	7,500	7,500	7,500				2nd year of 4 yr commitment to Sport Tourism Capital Reserve - \$30,000
Parks and Recreation	West St Electrical Infrastructure for Canal Days		15,000	5,000			10,000	fund over 3 years
Parks and Recreation	Overholt Cemetery		10,000	10,000				replacement of concrete headstone bases-\$1,000 x 10 per year
Parks and Recreation	new solar park lighting (funding Parks reserve)		45,000		45,000			9,000 each for 5 parks-2 in 2013-1 in 2014/2015/2016
Parks and Recreation	Replace Field Bleachers		28,550		28,550			Field Bleachers at Westside fields/Vimy Complex/Lannan complex
Parks and Recreation	Tennis Court Resurface and top coat - West side courts		60,000		60,000			Fund from Facility Reserve
Nickel beach	Water Supply and Washroom Upgrades	50,000	50,000		50,000			Future Washroom/Changeroom Upgrades to reserve
Nickel beach	Security Cameras		6,300	6,300				Currently no security cameras-placement for main entrance
Nickel beach	Park Furniture		14,000	14,000				Picnic Tables
Nickel beach	Park Furniture		15,000	15,000				Waste Receptacles
Nickel beach	Park Furniture		1,000	1,000				Accessible Beach Mat
Nickel beach	Capital Reserve Fund		25,000	25,000				annual allocation to capital reserve for Nickel Beach
Marina	Hydro Pedestals	15,000	15,000					replace old pedestals - 10 units @ \$1,500
Marina	Chains and Anchors on Docks 2	65,000	10,000					inspect and replace
Marina	Walkway Lights along West and East Main Run		12,000		12,000			replace walkway lights with LED energy efficient lighting
Marina	Boat Launch Ramp		15,000		15,000			Concrete required between the ramps existing concrete slabs
Marina	Dredging of marina area	100,000	300,000		300,000			includes \$50,000 in 2018 budget
Vale Health&Wellness centre	2 - 70" monitors for promotion and tournament stats		10,000			10,000		donation from Golden Puck Hockey over 2 years
Vale Health&Wellness centre	Rink 1 Removable Stairs	23,000	23,000			23,000		to accommodate rec programming in summer months
Vale Health&Wellness centre	VHWC & Ops Centre-Software for Monitors connectivity	5,150	12,000	6,850	5,150			SCALA Systems Software
Sherkston Community Centre	unfunded renovations	5,000	5,000	5,000				funding year 4 of 4 years
City Hall	Customer Service Renovations - \$125,000 to \$175,000-added		175,000		175,000			phone system/front counter upgrades/software/hardware/furniture (capital reserve)
City Hall	replace portions of carpeting/painting etc	10,000	10,000	10,000				
City Hall	Generator automatic transfer switch upgrade		44,000		44,000			see memo for explanation
Fire Dept	bunker gear replacement/helmets	19,000	13,600	13,600				
Fire Dept	Annual Fire Equipment	25,000	20,000	20,000				replace fire and safety equipment
Fire Dept	Emergency Vehicle Lighting		20,000	20,000				New MTO requirements to add blue lights
Fire Dept	Fire Fighter Memorial		30,000	30,000				Memorial site at Fire Station
Fire Dept	Fire Station Upgrades		6,400	6,400				Painting/carpets/security system upgrades
Fire Dept	Hydraulic Rescue Equipment		75,000	75,000				
Fire Dept	Self Contained Breathing Apparatus (S.C.B.A)		435,000				435,000	2020 expenditure-recommend set aside fire matured debenture \$307,000 in 2019
Fire Dept	Engine No. 2 Replacement		550,000				550,000	2021/2022 replacement by new debenture or possible matured fire debenture

38

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FUNDING CAPITAL AMORTIZATION
FUNDS TRANSFERRED TO CAPITAL PROJECTS**

Traditional Allocation of Budgeted Capital Funds		2018 budget	2019 Est Cost	Capital Levy Funds	Reserve Funds	Grant Funds	Defer Funding
Marina	Mitel Phone system addition		1,900	1,900			
Marina	Dock Float Replacements-16 floats per year		5,500	5,500			annual amount to replace 16 floats per year
Marina	Boat Ramp Pay & Display Machine		10,000	10,000			Replace one existing machine
Marina	High Speed Diesel Pump		20,000	20,000			replacement of existing old pump
Marina	Service Boat Replacement		5,000	5,000			current boat has reached its end of lifecycle
Marina	Security Cameras		9,450	9,450			3 additional cameras for boat storage and parking area
Marina	Waste Receptacles		15,000	15,000			replace 20 waste containers
Marina	Dock System-expand existing docks in lagoon		20,000	10,000		10,000	Funding from Conservation Club in 2018 \$10,000
Traffic Signals	Welland/Clarence-power supply cabinet	4,000					Main St Revitalization Fund \$6,000/\$10,000 cost
Museum	Timber Cabin	10,000					Year 3 - \$10,000/yr for 3 yrs plus Fundraising over 5 years
Corporate Services	New Financial Software	23,700					Virtual City Hall - Citizen Self-Service Suite
Facility Maintenance	Roselawn-Fire systems update to meet fire code	11,285					
Facility Maintenance	VHWC-Fire systems update to meet fire code	21,535					
Facility Maintenance	VHWC-Electrical Surge Protection	5,000					electrical surges damaged equipment
Facility Maintenance	Facilities-Fire systems update to meet fire code	25,000					City Hall/Marina/Bethel and Sherkston Comm Centres
Engineering	GIS Technician-computer and monitors	5,400					
Engineering	Facility Maint staff computer hardware	5,000					
Engineering	Pleasant Beach waste collection enclosure	7,000					
Parks	Emergency park signs	2,500					
Parks	Sunset Park	75,000					playground equipment
Parks	HH Knoll Park	15,000					replace retaining wall and stairs
Nickel beach	mobile beach wheelchairs	15,000					\$3,000 x 5 chairs
Marina	Fire extinguisher cabinets for docks	2,660					
Marina	Lighting to picnic dock on East Main Run	3,500					
Marina	Fencing-600 ft	11,600					storage area in parking lot
Vale Health&Wellness centre	Sports Wall of Fame	2,500					
IT	Network Monitoring/Patch Mgmt Software	5,000					
IT	Desktop Imaging/Appl Pkg Software	3,000					
Fire Dept	Fire Computer Program Software	12,000					includes annual maintenance fee
Fire Dept	Hose and Nozzle Replacements	20,000					Hose \$15,000 Nozzles \$5,000
Fire Dept	Fire Station Upgrades	14,000					carpets/painting/appliances/dorms/chairs/tables
Capital Reserve		166,408					
Total Budgeted Capital Funds		<u>1,940,260</u>	<u>8,703,367</u>	<u>2,197,260</u>	<u>1,138,600</u>	<u>2,318,235</u>	<u>3,049,272</u>
Future Capital Amortization				(257,000)			
Funds Available in Library capital levy				(35,000)		8,703,367	
Funds Available in capital levy				<u>(1,905,260)</u>			
(Unallocated capital funding)				<u>-</u>			

NOTE: Amortization for the City's operations capital assets amounts to \$4,281,049 of which the City levys \$2,197,260 plus OCIF Funds of \$324,300 and Federal Gas Tax funds of \$555,335. The total allocation for capital amounts to \$3,076,895 with a shortfall in covering capital amortization in the amount of \$1,204,154. Based on the above annual increases to capital levy of \$257,000 (or a 1.5% annual levy increase), the shortfall to amortization will take approximately 4.5 years to reach amortization costs.

39

REVISED

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)

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	

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 LeeFROM: 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 and 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

140

installed doesn't appear to be prepped properly for the paint to adhere. The other concern that Staff raised was that this section of ductwork is not insulated from the source in the Fitness Room on the 2nd floor to the Bocce Club in the southeast corner of the building. Staff contacted the insulation company that completed the work on the recently built Engineering & Operations Centre to provide a quote for insulating the ductwork in the Bocce Club which would then cover the flaking paint and allow for the HVAC system to run more efficiently. The estimated cost to insulate just the section of ductwork in the Bocce Club room is **\$4,600** which should be completed in 2019. The ductwork that serves the Bocce Club also travels within Rink 1 and is not insulated. Staff received an estimated cost to insulate this section of ductwork which was approximately \$16,500 as it travels the length of the ice rink. This section could be insulated in 2020 if funds allow.

Upon further review of previous correspondence, the drain pipes from the underside of the central roof gutter system were supposed to be insulated upon completion of the building. Staff have noted that this work was never completed under the contract and have obtained estimates to insulate these pipes to minimize any condensation that may be occurring on the pipe. The approximate cost to insulate these drain pipes is **\$2,200** which could be completed at the same time as the ductwork in the Bocce Club room.

During the past several winter seasons, Maintenance Staff has raised concern regarding the snow and ice build up on the roof at the central roof gutter. There was correspondence between previous Staff regarding the upgrade to the heat trace cables that are installed in the central roof gutter. Maintenance Staff have obtained quotes to install additional heat trace cable and update the control mechanisms in order to reduce the snow and ice build up within the central roof gutter. The estimated costs to upgrade the heat trace is **\$20,000** which should be completed in the spring of 2019. This would be an increase to the Facility Maintenance Contract Services 0-640-79710-3338.

Maintenance Staff have also advised Management that there are not proper roof access ladders to access the upper roof area in order to complete maintenance of the roof and gutter systems. This is a major health and safety concern. Staff have engaged an Engineer to complete the design of the roof access ladders and request funds of **\$24,000** to the manufacture and installation of proper roof access ladders to be completed in 2019. This would be an increase to the Facility Maintenance Contract Services 0-640-79710-3338.

In addition to the health and safety concern noted above, there was also no fall arrest system installed or included in the construction of the building. Staff have contacted companies that offer fall arrest systems and received estimates for a cable type system that would fasten to the existing roof system without having to drill through the roof material. The approximate cost for this system that will have the little to no impact on the visual appearance of the building is **\$46,000**. This would be a Capital expense.

Staff have been diligently reviewing the concerns raised regarding water drips in the Fitness and Gymnasium areas. Over the past several years, numerous testing and reports have been completed to confirm the water tightness of the roof system. It has been confirmed that the roof system is not leaking. The water drips are a result of condensation forming within the roof system cavity. The ceiling panel which forms the underside of the roof system cavity has several penetrations of piping, ductwork, structural columns, etc. which doesn't allow for a proper seal from the air within the room and the air within the roof system cavity. We have found that when the exterior temperature is below freezing for several days, the drips are reduced as the condensation within the roof system cavity freezes. The drips only start when the exterior temperature rises above the freezing mark and the condensation within the roof system cavity begins to thaw. There is no easy solution to seal the ceiling panel around all of the penetrations. The main area for the drips in the building is along the central roof gutter. There previously were interior panels that were removed to try to seal the penetrations to the roof system

cavity along the length of the central roof gutter. Staff has reviewed and would like to have an interior gutter cover fabricated and installed that would capture the majority of these drips along the central roof cutter and allow the water to drain into the roof drainage pipes that are located along the central roof gutter system. The approximate cost to manufacture and install this gutter cover is approximately **\$10,000**. This would be an increase to the Facility Maintenance Contract Services 0-640-79710-3338.

Currently the Stand-by Generator and sewage pumps are not remotely monitored. As noted in the City Hall and Fire Station request above, Staff would like to install the same remote monitoring system at the VHWC as proposed at City Hall and the Fire Station. 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 0-640-79710-3302 budget for 2019 to fund the purchase of the remote monitoring equipment.

Signed:

Jim Huppunen

Manager of Engineering Services & Facility Maintenance

Downtown Port Colborne Business Improvement Area

Approved BUDGET 2019

Revenues

Tax Levy	\$ 34,333	
Radio Co-op Advertising	4,400	
Map Advertising	1,500	
Event Sponsorship/Vendors	2,000	
TOTAL REVENUE		42,233

Expenditures

Advertising & Promotion		
Radio Spots	10,300	
Rack Cards/Maps	2,000	
Social Media/Website	-	
Digital/Print Advertising	1,000	
Signage	1,200	
Events		
Art Crawl	2,000	
HarvestFest	2,000	
Tug Boat Santa	750	
NEW - other	250	
Beautification		
Flower Baskets	2,450	
Banners	1,900	
Wreaths	1,000	
Administration	15,000	
Legal & Audit	1,483	
Office	2,400	
TOTAL EXPENDITURES		43,733
HST Rebate		<u>1,500</u>
Change in operating fund		<u><u>-</u></u>