

Staff Report to Council

Engineering & Operations

FILE: 01-0620-03/20

REPORT DATE: November 04, 2020

MEETING DATE: November 24, 2020

TO: Mayor and Council

FROM: Samantha Maki, Director of Engineering & Operations

SUBJECT: 2021 Business Plan - Facilities

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S): THAT Council:

- A. Receive for information the Facilities 2021 Draft Business Plan and Staff Report as presented at the November 24, 2020 meeting of Council; OR
- B. Other.

DIVISION OVERVIEW

The Facilities division oversees the maintenance and repairs of City's 20 buildings and long-term planning for facility and facility equipment replacement.

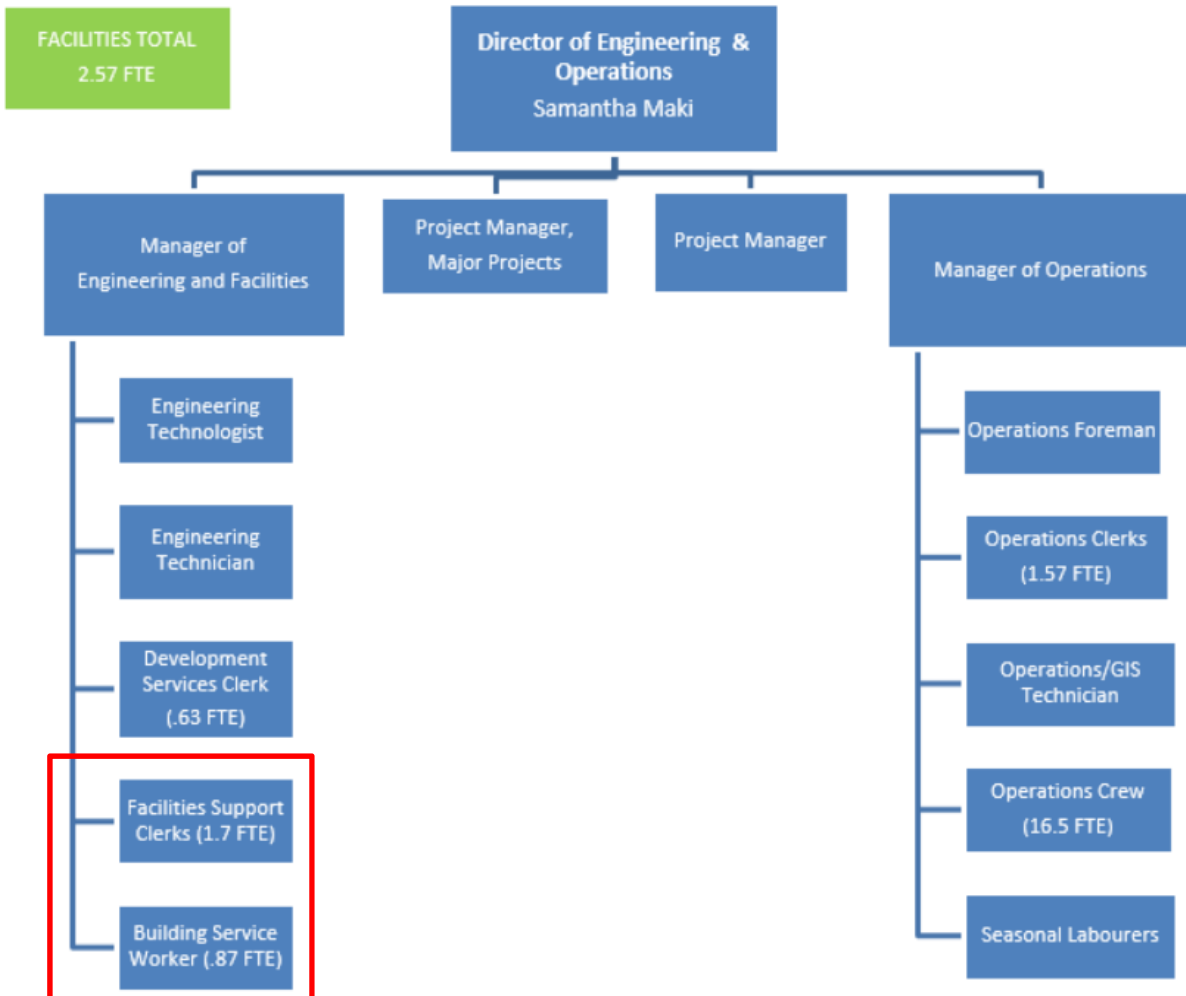
Operating Budget: \$1,088,900

Capital Budget: \$538,000

% Share of overall City Budget:



Staff Complement



Deferred Projects

As a result of priorities that emerged throughout the year, the following 2020 business plan initiatives were deferred or cancelled:

- **ARENA BUILDING AND EQUIPMENT MAINTENANCE.** Change room upgrades deferred to 2021 due to change in priorities and to assist with COVID-19 financials.
- **RECREATION FACILITY MAINTENANCE AND UPGRADES.** Annual shutdowns at recreation facilities cancelled due to limited use because of COVID-19 and scope of work significantly reduced to assist with COVID-19 financials.
- **CITY FACILITY LIFECYCLE MAINTENANCE.** Project scope reduced to address only essential related items due to available resources and to assist with COVID-19 financials.
- **FACILITIES EQUIPMENT REPLACEMENT.** Annual replacement of electrical and mechanical equipment partially cancelled to assist with COVID-19 financials.

2020 Achievements (Top 3)

- **FACILITY RE-OPENING PLANS (*identified mid-year*).** Implementation of barriers and increased janitorial to support re-opening plans for various City facilities. Community Spirit and Wellbeing – Health and Safety.
- **ARENA BUILDING AND EQUIPMENT MAINTENANCE.** Replacement of chiller and sand-base on Volkswagen rink and emergency replacement of ammonia suction line (*identified mid-year*). Transportation and Infrastructure – Investments.
- **CITY FACILITY LIFECYCLE MAINTENANCE.** Ongoing repairs and maintenance of City buildings, such as the mechanical equipment at the South Bonson Community Centre (*identified mid-year*). Transportation and Infrastructure – Investments.

Key Challenges for 2021

- **COVID-19 AFFECTS ON FACILITY OPERATIONS.** COVID-19 and associated procedures may impact the focus for Facilities in 2021.

Key Initiatives 2021

Strategic Priority	Initiative	Target Completion
Transportation and Infrastructure – Investments	FACILITIES EQUIPMENT REPLACEMENT. Annual replacement of electrical and mechanical equipment throughout 20 facility buildings that are reaching the end of their service life.	Q3
Transportation and Infrastructure – Investments	ARENA BUILDING AND EQUIPMENT MAINTENANCE. Ongoing repairs and maintenance of the arena, including modifications to the change rooms, painting, lighting, and puck board upgrades.	Q4
Transportation and Infrastructure – Investments	RECREATION FACILITIES MAINTENANCE & UPGRADES. Ongoing repairs and maintenance of the City art and recreation buildings and annual shutdown at Art Gallery, Heritage Hall, South Bonson Community Centre and the Pitt Meadows Family Recreation Centre.	Q3
Transportation and Infrastructure – Investments	CITY FACILITY LIFECYCLE MAINTENANCE. Ongoing repairs and maintenance of city buildings, including modifications to the kitchen areas of City Hall and the Annex building., replacement of the exterior stairs and accessibility/lift improvements at Heritage Hall. Available grants will continue to be researched for the accessibility improvements.	Q4
Community Spirit and Wellbeing – Health and Safety	HAZARDOUS MATERIAL TESTING. Ongoing testing of various components in City Buildings to build an inventory summary and as needed prior to disturbing any areas. This project is planned over the next three years.	Q4

1. PROPOSED OPERATING BUDGET

	2020 Adopted Budget	2021 Proposed Budget	Proposed Changes for 2021		2022 Proposed Budget	2023 Proposed Budget	2024 Proposed Budget	2025 Proposed Budget
Revenue								
Facilities	\$ (348,000)	\$ (355,200)	\$ (7,200)	-2.1%	\$ (374,300)	\$ (392,600)	\$ (395,400)	\$ (398,100)
	(348,000)	(355,200)	(7,200)	-2.1%	(374,300)	(392,600)	(395,400)	(398,100)
Expenses								
Salaries & Benefits	183,000	183,600	\$ 600	-0.3%	187,100	189,800	190,300	190,300
Office & Administration	13,000	12,100	\$ (900)	6.9%	12,100	12,200	12,200	12,300
Telephone & Internet Service	58,900	59,100	\$ 200	-0.3%	61,000	62,800	63,300	63,500
Pool Management	65,000	76,000	\$ 11,000	-16.9%	78,000	78,000	78,000	78,000
Library Lease	242,000	242,000	\$ -	0.0%	242,000	242,000	242,000	242,000
Property Insurance	72,300	79,000	\$ 6,700	-9.3%	84,800	86,300	87,700	89,100
Hydro & Natural Gas	228,700	223,200	\$ (5,500)	2.4%	228,300	237,600	241,900	244,200
Repairs & Maintenance	546,700	551,500	\$ 4,800	-0.9%	561,500	573,500	580,100	587,600
Supplies & Equipment	23,700	17,600	(6,100)	-25.7%	17,600	17,600	17,600	17,600
	1,433,300	1,444,100	10,800	0.8%	1,472,400	1,499,800	1,513,100	1,524,600
Net Operating Expenses	\$ 1,085,300	\$ 1,088,900	\$ 3,600	0.3%	\$ 1,098,100	\$ 1,107,200	\$ 1,117,700	\$ 1,126,500
Key Budget Changes for 2021:								
Property Lease Revenue			(7,200)					
Salary and benefits			600					
Harris Road Pool Service Provider			11,000					
Hydro & Natural Gas			(5,500)					
Property Insurance			6,700					
Net Other Changes			(2,000)					
Change in Net Operating Expenses			\$ 3,600					

2. PROPOSED CAPITAL BUDGET

GL Category Project	2021	2022	2023	2024	2025	Total
8160 - GEN GOVT FACILITIES CAPITAL						
150004 - CITY FAC-LIFECYCLE MNTCE #15-FA-083	\$ 120,000	\$ 125,000	\$ 130,000	\$ 135,000	\$ 140,000	\$ 650,000
160023 - AIR QUALITY SURVEY-CITY FACLT #16-FA-092	-	5,000	-	5,000	-	10,000
170013 - HAZARDOUS MAT SRVEY-FACILITY #17-FA-100	3,000	-	3,000	-	3,000	9,000
170031 - FIRE SAFETY PLANS-CITY FAC'S #17-FA-099N	-	10,000	-	-	-	10,000
190025 - CITY HALL WALL RESTORATION #19-FA-001	-	-	-	-	350,000	350,000
210047 - RISK ASSESSMENT - ASBESTOS	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
8160 - GEN GOVT FACILITIES CAPITAL Total	\$ 133,000	\$ 140,000	\$ 133,000	\$ 140,000	\$ 493,000	\$ 1,039,000
8640 - REC & CULT FACILITIES CAPITAL						
120005 - ARENA BLDG & EQUIPMENT #13-AR-100	\$ 215,000	\$ 220,000	\$ 225,000	\$ 230,000	\$ 235,000	\$ 1,125,000
190001 - HARRIS RD POOL MAINTENANCE #19-FA-009	10,000	10,000	10,000	10,000	-	40,000
190054 - HERITAGE HALL ROOF & WALL #19-FA-002	-	-	-	-	450,000	450,000
190055 - REC CENTRE HVAC REPL #19-FA-006	40,000	40,000	45,000	45,000	45,000	215,000
190056 - REC CENTRE ROOF REPL #19-FA-005	-	-	900,000	-	-	900,000
990028 - REC FACILITIES MNTC & UPGRDES #13-FA-069	140,000	145,000	150,000	155,000	160,000	750,000
8640 - REC & CULT FACILITIES CAPITAL Total	\$ 405,000	\$ 415,000	\$ 1,330,000	\$ 440,000	\$ 890,000	\$ 3,480,000

3. DECISION PACKAGE

None.

PUBLIC PARTICIPATION

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No

SIGN-OFFS

Written by:

Samantha Maki,
Director of Engineering & Operations

Reviewed by:

Mark Roberts,
Chief Administrative Officer

ATTACHMENTS:

None.