



Finance, Administration and Operations Committee

Tuesday, May 16, 2017, 4:15 pm
City Hall, Council Chambers

Committee Members

Councillor L. Bursey,
Chair
Councillor T. Blanchard
Councillor P. Deery
Councillor J. Fullarton
Mayor D. Henderson,
Ex-Officio

Areas of Responsibility:

Clerk's Office	CRCA
Environmental Services	Cemetery
Finance Department	Health Unit
Fire Department	Joint Services
Human Resources Dept.	Committee
Operations Department	PLMG
Airport Commission	Police Services Board
Arena Advisory Board	Safe Communities
Brockville	Coalition
Municipal Accessibility	St. Lawrence
Advisory Committee	Lodge Management
(BMAAC)	Board
	Volunteer Awards
	All legal matters
	[excepting the purchase
	and sale of land]

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AGENDA

Disclosure of Interest

Delegations and Presentations

- | | |
|--------|--|
| 5 | 1. Downtown Brockville DBIA
Ms. Meg Plooy, Executive Director, DBIA

<i>Ms. Plooy will discuss the Vacant Unit Rebate Program.</i> |
| 6 - 14 | 2. Financial Statements
David Dick, Director of Corporate Services

<i>Mr. Dick will present the Financial Statements to the Committee.</i> |

Correspondence & Communications

Nil.

Reports from Boards and Committees

1. Youth Advisory Committee

Melissa Boulton and Jenn Hodgson will address the committee to provide an update on the Committee.

Staff Reports

- 15 - 18 1. 2017-052-05
Concrete Sidewalk Construction
St. Lawrence Park

THAT the quotation from Robert Regnerus Construction in the amount of twenty-three thousand eight hundred ninety-nine dollars and ninety-five cents (\$23,899.95) after HST rebate for Quotation 3-2017 Concrete Sidewalk Construction, St. Lawrence Park, be accepted; and

THAT the project be funded from Account 9701106-9970170-3010 Concrete Sidewalk Replacement, St. Lawrence Park.

- 19 - 21 2. 2017-053-05
Static Display Aircraft Painting

THAT the tender from Skelly General Contracting in the amount of sixty-six thousand one hundred forty-four dollars (\$66,144) after HST rebate for Contract 2017-07 Static Display Aircraft Painting, Blockhouse Island, be accepted; and

THAT the project be funded from Account 9701105-9970112-3010 Static Display Aircraft Painting (Sabre Jet), Blockhouse Island; and

THAT additional funds in the amount of twenty-eight thousand nine hundred eighty-six dollars (\$28,986) be re-allocated from the Parkland Equipment Reserve Fund identified in the 2017 Proposed Projects for "Dock Section "C" Replacement in Tunnel Bay.

Finance, Administration and Operations Committee
May 16, 2017

- 22 - 25 3. 2017-054-05
Two Half-Ton Pick-up Trucks

THAT Council authorize the purchase of two one-half ton, heavy duty, pick-up trucks from Beattie Dodge Chrysler Jeep Limited, Brockville, Ontario, in the amount of seventy thousand nine hundred eighteen dollars and eighty cents (\$70,918.80); and

THAT the necessary funds be expensed from the Fleet Capital Accounts 9101010-9902031-9361 and 9101010-9904006-9361.

- 26 - 28 4. 2017-055-05
Three Quarter Ton Truck

THAT Council authorize the purchase of a four wheel drive, three-quarter ton, pick-up truck with plow from Beattie Dodge Chrysler Jeep Limited, Brockville, Ontario, in the amount of forty-eight thousand seven hundred thirty-five dollars and seventy-seven cents (\$48,735.77); and

THAT the necessary funds be expensed from Fleet Capital Account 9101010-9902071-9361.

- 29 - 31 5. 2017-056-05
Cargo Van

THAT Council authorize the purchase of a cargo van from Gananoque Chevrolet Cadillac Buick GMC Limited, Gananoque, Ontario, in the amount of thirty-nine thousand five hundred ninety-eight dollars and fifty-nine cents (\$39,598.59); and

THAT the necessary funds be expensed from Fleet Capital Account 9101010-9902072-9361.

- 32 - 33 6. 2017-058-05
Public Transit
Infrastructure Fund Program

THAT Council authorize the Mayor and City Clerk to enter into a Transfer Payment Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Transportation for infrastructure funding in accordance with the Public Transit Infrastructure Fund, for a contribution of \$242,808 towards expenditures in 2017 and 2018; and

THAT C. Cosgrove, Director of Operations be named as authorized representative of the Recipient for the Agreement; and

THAT the necessary by-law be enacted.

- 34 - 39 7. 2017-057-05
Debt Capacity Limit

THAT the Annual Repayment Limit for 2017, as calculated by the Ministry of Municipal Affairs and Housing and updated by the Treasurer, be received.

New Business - Reports from Members of Council

Nil.

FAO - Consent Agenda

Adjournment

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for June 20, 2017.



City of Brockville
Finance and Administration Committee
Re: Vacant Unit Rebate
1 King Street West
Brockville, Ontario
K6V 7A5

May 9th, 2017

Dear Finance and Administration Committee,

On behalf of the DBIA Board, I would like to request to present as a delegate at your next Finance and Administration Meeting on Tuesday May 16th, 2017 regarding the recent provincial changes to the Vacant Unit Rebate Program.

The DBIA Board feel that these new changes warrant further discussion by the Finance and Administration Committee as the DBIA believes this program currently promotes the longevity of vacancies particularly in the downtown core. Increased vacant units lead to negative tourist impressions for the community and devalues neighbouring downtown properties.

The DBIA will provide a presentation to the Finance and Administration Committee including; historical context of the existing program, action taken by other municipalities and recommended changes to the existing rebate.

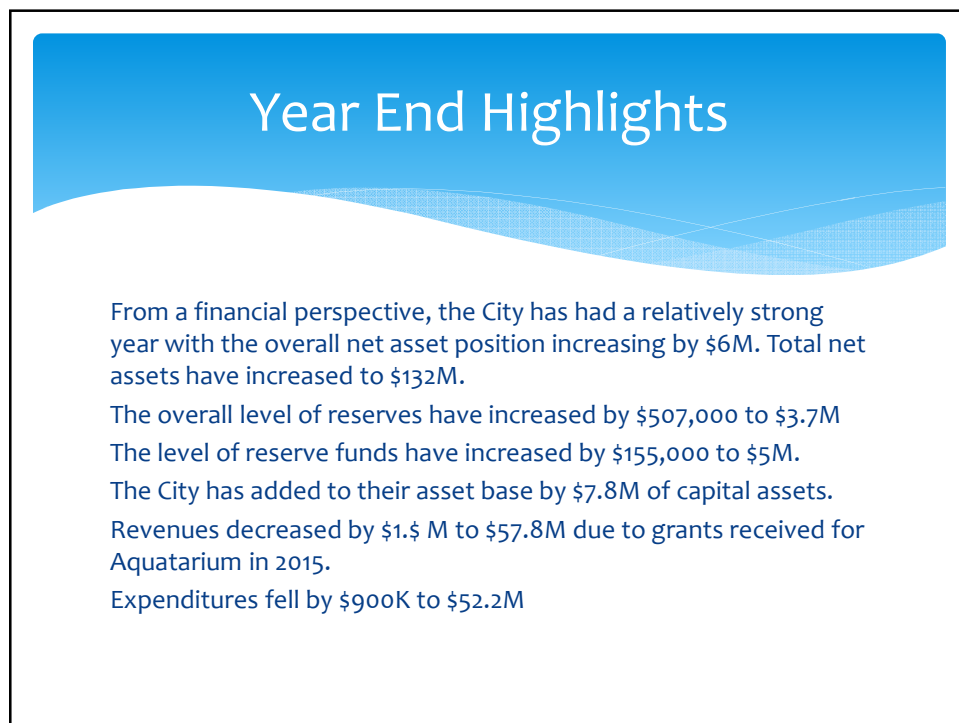
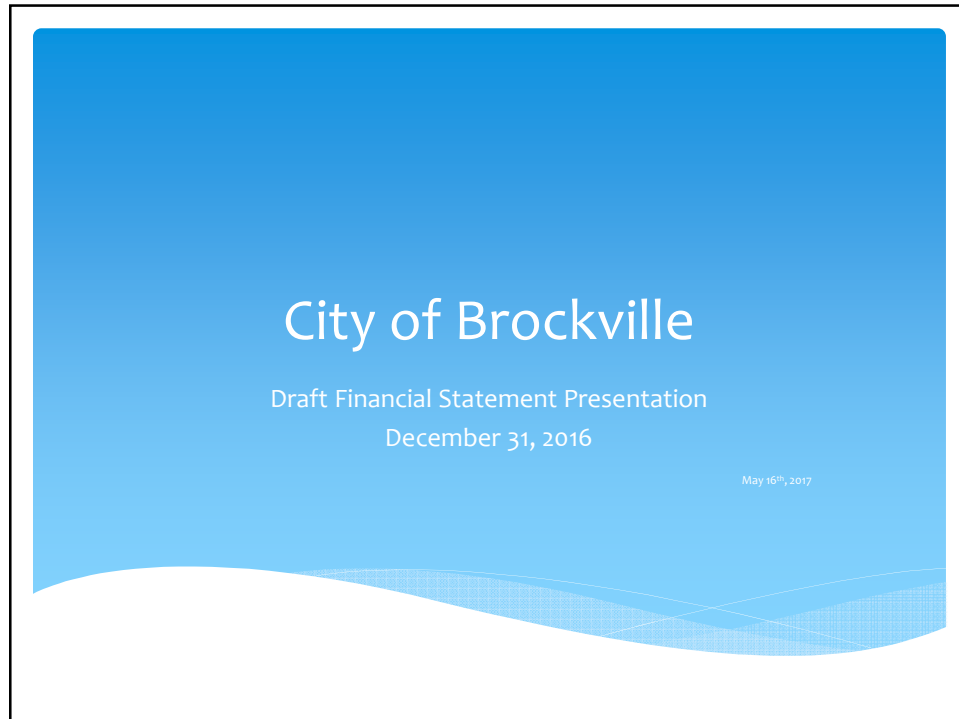
We appreciate having the opportunity to provide feedback on these critical matters.

Sincerely,

A handwritten signature in black ink, appearing to read "Meg Plooy", written over a horizontal line.

Meg Plooy

Executive Director, Downtown Brockville DBIA



Year End Highlights

The Aquatarium opened in spring 2016 to resounding success. Visitations exceeded projections

The Aquatarium was formerly reported as “asset under construction” has been reclassified as an investment.

The arbitration process regarding disputed construction costs among other issues is expected to begin in June.

The City has begun the land assembly for future employment lands. Railway tunnel construction is underway and the grand opening is expected as part of Brockville’s Canada birthday celebration in August 2017.



Year End Highlights

City staff continue to monitor assessment at risk. Recent minutes of settlement suggest that recent downward trend for commercial and industrial assessment will continue resulting in additional pressure on the existing tax base.

Discussions on settlement with Elizabethtown ongoing. Expect resolution early in 2017.

Continued discussions about replacing Youth Arena. Council has continued to invest in eventual replacement through contributions to arena reserve and review of potential sites

Year End Highlights

The OPP costing was provided in early 2017. Based on the projected costing provided, council voted to retain the BPS.

Negotiations with BPFF failed to result in a settlement and as a result the two parties will be heading to arbitration in 2017.

Wall Street Village senior apartment construction commences with 85 available units.

Regional Economic Development Commission gets support from Council(s)

Operations surplus - \$49,853

Major Negative variances

Assessment at risk	(\$ 773,000)
Wages, benefits, OT	(494,000)
Hydro	(223,000)
Aq - legal fees	(148,000)
Supplementary taxes	(196,000)
Total over/under budget	<u>(\$1,834,000)</u>

Major Positive Variances

Savings from capital projects	\$ 315,000
Debt charges	274,000
Criminal Checks	232,000
Interest and penalties	100,000
Planning	100,000
CIP program	580,000
Solid Waste	<u>100,000</u>
Total over/under budget	<u>\$1,792,000</u>

Major Variances in water and Wastewater

Water surplus - \$77,016

Hydro costs	(\$ 100,000)
Additional revenues	132,000
R&M savings	110,000
Debt charges	26,000
Wages and benefits	45,000
Savings on capital	175,000
Transfer to reserve fund	(400,000)

Wastewater surplus - \$41,071

Reduction in revenues	(\$198,000)
Hydro costs	(113,000)
Legal Fees	(66,000)
Savings on capital projects	224,000
Wages and benefits	34,000
Debt charges	75,000


Capital Additions



Land	Tunnel North end land purchase	\$ 208,000
	Employment Lands	1,980,000
Land Improvements	Cemetery re drainage	202,000
	Airport re runway extension	250,000
Buildings	Fueling station	511,000



Capital Additions

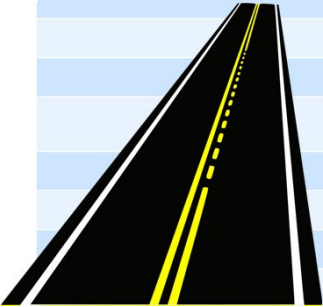
	Machinery and Equipment	Projection screen BAC
		\$ 100,000
		Chiller Mem. Centre
		117,000
		Holder Tractor
		134,000
		Play Structure
		88,000
		Boiler at WPCC
		73,000
		PLC WPCC
		72,000
		VOIP
		148,000
		Other
		228,000

Capital Additions

Vehicles	Fire Chevy Tahoe	\$ 45,000
	Transit Bus	96,000
	Street Sweeper	321, 000
	Sander/ Dump Truck	259,000
	Misc.	66,000



Capital Additions

	Roads Infrastructure	
	Sidewalks	\$ 266,000
	Vanier, Peden, Tupper	
	Queensland, Alwington, Bowie	
	Meighen, Carley, Walsh, Briarwood	
	Road Overlay	318,000
	Vanier, Tupper, Peden, King, Queensland	
	Road reconstruction	
	Centre	860,000
	James	195,000
	Victoria	531,000
	Misc.	139,000

Capital Additions

Water and Sewer	Centre Street	\$ 535,000
	James	135,000
	Victoria	251,000
	Misc.	43,000



LTD

	Principle	Interest	Total	SLL Principle	SLL Interest	Total
Total	25,656,516	5,637,646	31,294,152	7,188,793	1,738,195	32,845,307
2017	2,372,059	897,086	3,269,145	674,054	343,733	3,046,113
2018	2,219,894	807,679	3,027,574	707,872	310,215	2,927,466
2019	2,246,719	722,703	2,969,422	742,766	275,021	2,989,485
2020	2,183,557	637,778	2,821,335	779,721	238,065	2,963,278
2021	2,267,891	553,444	2,821,335	818,526	199,260	3,086,417
2022 and thereafter	14,366,396	2,018,956	16,385,351	3,465,854	371,901	17,832,549

Reserves

	Fiscal Policy	Arena	Future Capital	Working Capital	Water/Wastewater Operations	Water/Wastewater Capital
Opening	\$ 1,291,340	\$ 300,000	\$ 100,000	\$ 430,373	\$ 938,153	160,000
Budget	400,000	300,000				
2016 Surplus	49,853				118,087	
Donations			105,886			
Tall Ships Loan	(35,000)					
Repayment of loan	27,234					
Embedded energy	(19,000)					
YMCA capital	(60,000)					
CCRA	(12,500)					
Waterfront Committee	(30,000)					
Marina	(15,000)					
Aquarium	(100,000)					
Library Children's Wing	(16,504)					
Contribution to capital			(200,000)			
Closing	\$ 1,480,423	\$ 600,000	\$ 5,886	\$ 430,373	\$1,056,240	160,000

Reserve Funds and carryforwards

	2015	2016
Landfill Site	\$ 21,030	\$ 21,252
Capital Assets	712,642	664,865
Operating Expenditures	714,999	637,980
Parking	507,398	549,622
Hydro One	49,064	69,501
Water/wastewater long term assets	3,604,687	3,697,151
	\$ 5,609,820	\$ 5,640,371

Deferred Revenues

Development Charges	\$ 482,554
FGT	1,094,861
	\$1,577,415

Donations

* Aquarium	\$1,890,000
* Railway Tunnel	659,000
* Hub Program	116,000
* Brock Trail	82,000
* Rotary Park	79,000
* Rails to Trails	97,000
* Arts Centre	105,000
* Tall Ships	67,000
* Misc.	<u>183,000</u>
	<u>\$3,278,000</u>

* Questions

MAY 3, 2017

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – MAY 16, 2017

2017-052-05

QUOTATION 3-2017

CONCRETE SIDEWALK CONSTRUCTION

ST. LAWRENCE PARK

R. FRASER

SUPERVISOR, PUBLIC WORKS/PARKS

C.J. COSGROVE, P.ENG

DIRECTOR OF OPERATIONS

RECOMMENDED

THAT the quotation from Robert Regnerus Construction in the amount of twenty-three thousand eight hundred ninety-nine dollars and ninety-five cents (\$23,899.95) after HST rebate for Quotation 3-2017 Concrete Sidewalk Construction, St. Lawrence Park, be accepted; and

THAT the project be funded from Account 9701106-9970170-3010 Concrete Sidewalk Replacement, St. Lawrence Park.

PURPOSE

To install a concrete pedestrian sidewalk adjacent to the retaining wall situated at the river's edge between the east and west pavilions at St. Lawrence Park.

BACKGROUND

The existing retaining wall is backed by a grassy area with a pedestrian railing installed utilizing concrete footings. Erosion behind the retaining wall has been a concern due to water runoff from the surrounding area. To address the erosion concern behind the retaining wall, the proposed concrete sidewalk will be constructed to direct runoff over the wall. The sidewalk will also provide a level walking surface for pedestrians and a solid base for attachment of a new pedestrian handrail along the length of the retaining wall.

ANALYSIS

Quotations were opened at 2 p.m. on May 2, 2017 with the following results:

	<u>Price Excl. HST</u>	<u>Price After HST Rebate</u>
Robert Regnerus Construction Mallorytown, ON	\$23,486.59	\$23,899.95

Operations Dept. Estimate: \$25,000

2017-052-05

Quotation 3-2017 Concrete Sidewalk Construction., St. Lawrence Park

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POLICY

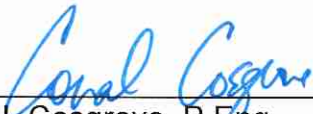
As per Purchasing By-law 090-2005, Council approval for this contract is required as only one bid was received.

FINANCIAL ANALYSIS

Funds for the \$23,899.95 required to award this contract are contained in the Parkland Equipment Reserve Account 9701106-9970170-3010 Concrete Sidewalk Construction, St. Lawrence Park.

CONCLUSION

That the City award Quotation 3-2017 Concrete Sidewalk Construction, St. Lawrence Park, to Robert Regnerus Construction.



C.J. Cosgrove, P.Eng.
Director of Operations

R. Fraser
Supervisor of Public Works/Parks

D. Dick, CPA, CA
Director of Corporate Services

B. Casselman
City Manager



JUN 24 2013

ST LAWRENCE RIVER (LAWRENCE)



MAY 5, 2017

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – MAY 16, 2017

**2017-053-05
CONTRACT 2017-07
STATIC DISPLAY AIRCRAFT
PAINTING, BLOCKHOUSE ISL.**

**R. FRASER
SUPERVISOR, PUBLIC WORKS/PARKS
C.J. COSGROVE, P.ENG
DIRECTOR OF OPERATIONS**

RECOMMENDED

THAT the tender from Skelly General Contracting in the amount of sixty-six thousand one hundred forty-four dollars (\$66,144) after HST rebate for Contract 2017-07 Static Display Aircraft Painting, Blockhouse Island, be accepted; and

THAT the project be funded from Account 9701105-9970112-3010 Static Display Aircraft Painting (Sabre Jet), Blockhouse Island; and

THAT additional funds in the amount of twenty-eight thousand nine hundred eighty-six dollars (\$28,986) be re-allocated from the Parkland Equipment Reserve Fund identified in the 2017 Proposed Projects for "Dock Section "C" Replacement in Tunnel Bay.

PURPOSE

To provide corrosion control and repainting of the former RCAF F-86 Golden Hawks Sabre Jet on static display on the federal pier on Blockhouse Island with historically accurate markings, insignia and paint scheme.

BACKGROUND

The RCAF Golden Hawks Sabre Jet was donated to the City of Brockville in or around 1968 and has been on static display on the federal pier at Blockhouse Island since that time. It has received one repainting since that time in 1998.

In 2016 it was confirmed that the existing paint on the aircraft contained unacceptable lead levels which would require additional measures during the pre-paint preparation stage to mitigate airborne lead dust.

Military bases in the area were contacted to determine if they could take on this project, however all declined due to prior in-house commitments. Numerous aircraft painting companies throughout Canada were contacted to gauge the feasibility of them taking on the project however none were interested. As a last resort, two companies that specialize

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Contract 2017-07 Static Display Aircraft Painting, Blockhouse Island

Page 2

in static aircraft painting were contacted in the United States. After initial interest, both companies declined due to the requirements of obtaining Canadian work permits.

In the hope of locating a contractor to take on the project, Tender for Contract 2017-07, Static Display Aircraft Painting, Blockhouse Island, was issued in April of this year.

The plane in its present condition requires surface cosmetic repairs, bird proofing and repainting if it is to be a continued and valued part of the City's waterfront.

ANALYSIS

Tenders were opened at 2 p.m. on May 2, 2017 with the following results:

	Price <u>Excl. HST</u>	Price <u>After HST Rebate</u>
Skelly General Contracting Perth, ON	\$65,000	\$66,144

Operations Dept. Estimate: \$40,000

Total funds of \$68,986 (\$66,144 + \$2,842 in engineering/material testing fees) is required to award this contract to the sole bidder. The amount of \$40,000 was budgeted in the Parkland Equipment Reserve Account. It is recommended that the additional \$28,986 be funded from the \$145,000 identified in the 2017 Parkland Equipment Budget for Replacement of Dock Section "C", Tunnel Bay. The replacement of the docks will be a multi-year and funds re-allocated to Contract 2017-07 can be earmarked for replacement in the 2018 Parkland Equipment Budget.

POLICY

As per Purchasing By-law 090-2005, Council approval for this contract is required as only one bid was received and the sole bid was in excess of the approved budgeted amount.

FINANCIAL ANALYSIS

Funds for the \$40,000 budgeted amount are contained in the Parkland Equipment Reserve Account 9701105-9970112-3010 Static Display Aircraft Painting (Sabre Jet), Blockhouse Island.

2017-053-05


Contract 2017-07 Static Display Aircraft Painting, Blockhouse Island

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The additional funding of \$28,986 required to award the contract as per the above recommendation is budgeted in the Parkland Equipment Reserve Account 9701106-9970171-3010, Dock Replacement Section "C", Tunnel Bay.


CONCLUSION

That the City award Contract 2017-07 Static Display Aircraft Painting, Blockhouse Island to Skelly General Contracting.



C.J. Cosgrove, P.Eng.
Director of Operations

R. Fraser
Supervisor of Public Works/Parks

D. Dick, CPA, CA
Director of Corporate Services

B. Casselman
City Manager

May 5, 2017

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – May 16, 2017

2017-054-05

TENDER E2017-01

**TWO 2994 KG/6600 LBS, TWO
WHEEL DRIVE, HEAVY DUTY,
ONE-HALF TON PICK-UP TRUCKS**

M.D. CARRIÈRE

FLEET MAINTENANCE FOREMAN

A.J. ROSSETTI

SUPERVISOR, FLEET & SUPPORT

R.T. FRASER

SUPERVISOR, PUBLIC WORKS/PARKS

P. RAABE, P.ENG

DIRECTOR OF ENVIRONMENTAL SERVICES

C.J. COSGROVE, P.ENG.

DIRECTOR OF OPERATIONS

RECOMMENDED

THAT Council authorize the purchase of two one-half ton, heavy duty, pick-up trucks from Beattie Dodge Chrysler Jeep Limited, Brockville, Ontario, in the amount of seventy thousand nine hundred eighteen dollars eighty cents (\$70,918.80); and

THAT the necessary funds be expensed from the Fleet Capital Accounts 9101010-9902031-9361 and 9101010-9904006-9361.

BACKGROUND

The replacement of the two units for the Operations Department, Public Works/Parks Division – Road - Storm Sewer Section and Environmental Services Department, Engineering Division are approved items in the Fleet Management Program, Item 6.1 in the 2017 Capital Budget.

ANALYSIS/OPTIONS

In April 2017 Tender E2017-01 for the above-mentioned units was issued with the following results:

1. Beattie Dodge Chrysler Jeep Limited, Brockville, ON\$70,918.80
2. Riverside Ford Sales Limited, Brockville, ON.....Rejected
3. Riverside Chevrolet Buick GMC Limited, Brockville, ON.....Rejected
4. Brockville Nissan, Brockville, ON.....No Bid
5. 1000 Islands Toyota, Brockville, ON.....No Bid

The amounts quoted include taxes; licence and registration costs are extra. Tenders have been verified.

2017-054-05
Tender E2017-01, Two One-Half Ton Pick-up Trucks

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Riverside Ford Sales Limited and Riverside Chevrolet Buick GMC Limited bids were rejected as they did not meet the specification of the tender.

POLICY IMPLICATIONS

As per Purchasing By-law 090-2005, Council approval is required when three bids have not been received.

FINANCIAL CONSIDERATIONS

The approved Capital Budget was \$75,235 for the replacement units. The tender submitted by Beattie Dodge Chrysler Jeep Limited for \$63,864.58 (after manufacturer's fleet pricing incentive and the estimated tax rebate on the gross cost of \$70,918.80) meets the specifications and requirements of the Operations Department, Public Works/Parks Division and the Environmental Services Department, Engineering Division. An estimated surplus of \$11,370.42 may be realized. Licensing and registration costs are extra. The total savings for vehicle and equipment purchases to date is \$51,962.74 (Schedule A), which includes these units.

CONCLUSION

The Operations Department, Fleet & Support Services, Public Works/Parks Division and Environmental Services, Engineering Division recommend the purchase of two one-half ton, heavy duty, pick-up trucks from Beattie Dodge Chrysler Jeep Limited, Brockville, Ontario.



M.D. Carrière
Fleet Maintenance Foreman



A.J. Rossetti
Supervisor, Fleet & Support Services




R. T. Fraser
Supervisor, Public Works/Parks

P. Raabe
Director of Environmental Services

2017-054-05
Tender E2017-01, Two One-Half Ton Pick-up Trucks

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C.J. Cosgrove P.Eng.
Director of Operations



D. Dick, CPA, CA
Director of Corporate Services



B. Casselman
City Manager



FLEET & SUPPORT SERVICES DIVISION
SUMMARY OF 2017 FLEET TENDER/QUOTATION PURCHASES
FOR FLEET, WATER & SEWER RESERVE
AS OF MAY 3, 2017

Schedule A

TENDER/ QUOTATION NUMBER	DESCRIPTION	2017 BUDGET	ACTUAL COST AFTER FULL TAX REBATE	VARIANCE (+/-)
RFP-2016-02	AERIAL PLATFORM (LADDER)	\$1,373,133	\$1,373,133.00	\$0.00
E2017-01	2 - 1/2 TON PICK-UP TRUCK	75,235	\$63,864.58	\$11,370.42
E2017-02	3/4 TON PICK-UP TRUCK WITH PLOW	50,000	\$43,888.07	\$6,111.93
E2017-03	3/4 - 3/4 TON , 4 X 4 PICK-UP TRUCK	40,000	32,968.20	\$7,031.80
Q2017-01	SNOW BLOWER	\$136,619	\$110,097.20	\$26,521.80
Q2017-02	FIRE ADMINISTRATION EMERGENCY RESPONSE VEHICLE	44,001	43,982.71	\$18.29
Q2017-03	PASSENGER BUS	92,000	92,426.62	-\$426.62
Q2017-04	PATROL VEHICLE	40,000	40,033.40	-33.40
Q2017-05	TRACTOR/WITH PLOW/SANDER/SWEEPER/SNOW BLOWER	140,000	156,595.41	-16,595.41
Q2017-06	1 - CARGO VAN	45,000	37,567.76	\$7,432.24
Q2017-07	GWMC FUEL SYSTEM PROJECT - PHASE 2	80,000	0.00	0.00
Q2017-08	HOIST FOR SMALL EQUIPMENT	3,500	2,308.55	1,191.45
Q2017-10	1 - CARGO VAN	45,000	35,659.76	9,340.24
SUB-TOTAL PURCHASES TO DATE		2,164,488	2,032,525	51,963
	MOWER	452		
	TARGET CONCRETE SAW	3,000		
	TRACTOR/LOADER/BACKHOE	57,163		
	HARD SIDED CAB/HEATER/INSTALLED	8,697		
	RIDING MOWER	21,574		
SUB-TOTAL		2,255,374	2,032,525	51,963
	SMALL EQUIPMENT	48,869		
	EQUIPMENT TO OUTFIT NEW TRUCKS AND SECOND LIFE UNITS	56,500		
	POLICE - SPECIALIZED EQUIPMENT	21,467		
	SUBTOTAL OF EQUIPMENT	126,836	0.00	0.00
TOTAL PURCHASES TO DATE		2,382,210	2,032,525	51,963
Adjustment – Due to Rounding.				
TOTAL SURPLUS/DEFICIT OF 2017 FLEET PURCHASES		\$2,382,210	\$2,032,525.26	\$51,962.74

May 5, 2017

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – May 16, 2017

2017-055-05

TENDER E2017-02

ONE 4264 KG/9400 LBS

FOUR WHEEL DRIVE, THREE-QUARTER

TON PICK-UP TRUCK WITH PLOW

M.D. CARRIÈRE

FLEET MAINTENANCE FOREMAN

A.J. ROSSETTI

SUPERVISOR, FLEET & SUPPORT

R.T. FRASER

SUPERVISOR, PUBLIC WORKS/PARKS

C.J. COSGROVE, P.ENG.

DIRECTOR OF OPERATIONS

RECOMMENDED

THAT Council authorize the purchase of a four wheel drive, three-quarter ton, pick-up truck with plow from Beattie Dodge Chrysler Jeep Limited, Brockville, Ontario, in the amount of forty-eight thousand seven hundred thirty-five dollars seventy-seven cents (\$48,735.77); and

THAT the necessary funds be expensed from Fleet Capital Account 9101010-9902071-9361.

BACKGROUND

The replacement of the unit for the Operations Department, Public Works/Parks Division – Park Section is an approved item in the Fleet Management Program, Item 6.1 in the 2017 Capital Budget.

ANALYSIS/OPTIONS

In April 2017, Tender E2017-02 for the above-noted unit was issued with the following results:

1. Beattie Dodge Chrysler Jeep Limited, Brockville, ON.....\$48,735.77
2. Riverside Chevrolet Buick GMC Limited, Brockville, ON.....Rejected
3. Riverside Ford Sales Limited, Brockville, ON.....Rejected
4. Brockville Nissan, Brockville, ON.....No Bid
5. 1000 Islands Toyota, Brockville, ON.....No Bid

The amounts quoted include taxes; licence and registration costs are extra. Tenders have been verified.

Riverside Ford Sales Limited and Riverside Chevrolet Buick GMC Limited bids were rejected as they did not meet the specification of the tender.

2017-055-05

Tender E2017-02, Four Wheel Drive, Three-Quarter Ton Pick-up Truck with Plow

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POLICY IMPLICATIONS

As per Purchasing By-law 090-2005, Council approval is required when three bids have not been received.

FINANCIAL CONSIDERATIONS

The approved Capital Budget was \$50,000 for the replacement unit. The tender submitted by Beattie Dodge Chrysler Jeep Limited for \$43,888.07 (after manufacturer's fleet pricing incentive and the estimated tax rebate on the gross cost of \$48,735.77) meets the specifications and requirements of the Operations Department, Public Works/Parks Division. An estimated surplus of \$6,111.93 maybe realized. Licensing and registration costs are extra. The total savings for vehicle and equipment purchases to date is \$51,962.74 (Schedule A), which includes this unit.

CONCLUSION

The Operations Department, Fleet & Support Services and Public Works/Parks Division recommend the purchase of the four wheel drive, three-quarter ton, pick-up truck with plow from Beattie Dodge Chrysler Jeep Limited, Brockville, Ontario.



M.D. Carrière
Fleet Maintenance Foreman



A.J. Rossetti
Supervisor, Fleet & Support Services



R. T. Fraser
Supervisor, Public Works/Parks



C.J. Cosgrove P.Eng.
Director of Operations



D. Dick, CPA, CA
Director of Corporate Services



B. Casselman
City Manager



FLEET & SUPPORT SERVICES DIVISION
SUMMARY OF 2017 FLEET TENDER/QUOTATION PURCHASES
FOR FLEET, WATER & SEWER RESERVE
AS OF MAY 3, 2017

Schedule A

TENDER/ QUOTATION NUMBER	DESCRIPTION	2017 BUDGET	ACTUAL COST AFTER FULL TAX REBATE	VARIANCE (+/-)
RFP-2016-02	AERIAL PLATFORM (LADDER)	\$1,373,133	\$1,373,133.00	\$0.00
E2017-01	2 - 1/2 TON PICK-UP TRUCK	75,235	\$63,864.58	\$11,370.42
E2017-02	3/4 TON PICK-UP TRUCK WITH PLOW	50,000	\$43,888.07	\$6,111.93
E2017-03	3/4 - 3/4 TON , 4 X 4 PICK-UP TRUCK	40,000	32,968.20	\$7,031.80
Q2017-01	SNOW BLOWER	\$136,619	\$110,097.20	\$26,521.80
Q2017-02	FIRE ADMINISTRATION EMERGENCY RESPONSE VEHICLE	44,001	43,982.71	\$18.29
Q2017-03	PASSENGER BUS	92,000	92,426.62	-\$426.62
Q2017-04	PATROL VEHICLE	40,000	40,033.40	-33.40
Q2017-05	TRACTOR/WITHPLOW/SANDER/SWEEPER/SNOW BLOWER	140,000	156,595.41	-16,595.41
Q2017-06	1 - CARGO VAN	45,000	37,567.76	\$7,432.24
Q2017-07	GWMC FUEL SYSTEM PROJECT - PHASE 2	80,000	0.00	0.00
Q2017-08	HOIST FOR SMALL EQUIPMENT	3,500	2,308.55	1,191.45
Q2017-10	1 - CARGO VAN	45,000	35,659.76	9,340.24
SUB-TOTAL PURCHASES TO DATE		2,164,488	2,032,525	51,963
	MOWER	452		
	TARGET CONCRETE SAW	3,000		
	TRACTOR/LOADER/BACKHOE	57,163		
	HARD SIDED CAB/HEATER/INSTALLED	8,697		
	RIDING MOWER	21,574		
SUB-TOTAL		2,255,374	2,032,525	51,963
	SMALL EQUIPMENT	48,869		
	EQUIPMENT TO OUTFIT NEW TRUCKS AND SECOND LIFE UNITS	56,500		
	POLICE - SPECIALIZED EQUIPMENT	21,467		
	SUBTOTAL OF EQUIPMENT	126,836	0.00	0.00
TOTAL PURCHASES TO DATE		2,382,210	2,032,525	51,963
Adjustment – Due to Rounding.				
TOTAL SURPLUS/DEFICIT OF 2017 FLEET PURCHASES		\$2,382,210	\$2,032,525.26	\$51,962.74

May 5, 2017

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – May 16, 2017

**2017-056-05
QUOTATION Q2017-10
CARGO VAN**

**M.D. CARRIÈRE
FLEET MAINTENANCE FOREMAN
A.J. ROSSETTI
SUPERVISOR, FLEET & SUPPORT
C.E. MOORE
SUPERVISOR, ARENAS & FACILITIES
C.J. COSGROVE, P.ENG.
DIRECTOR OF OPERATIONS**

RECOMMENDED

THAT Council authorize the purchase of a cargo van from Gananoque Chevrolet Cadillac Buick GMC Limited, Gananoque, Ontario, in the amount of thirty-nine thousand five hundred ninety-eight dollars fifty-nine cents (\$39,598.59); and

THAT the necessary funds be expensed from Fleet Capital Account 9101010-9902072-9361.

BACKGROUND

The replacement of the unit for the Operations Department, Facilities Division is an approved item in the Fleet Management Program, Item 6.1 in the 2017 Capital Budget.

ANALYSIS/OPTIONS

The current second life 2006, one half ton pick-up truck is being replaced with a one ton cargo van to be utilized by the Facilities Division.

In May 2017 Quotation Q2017-10, for the above-mentioned unit, was issued with the following results:

1. Gananoque Chevrolet Cadillac Buick GMC Limited, Gananoque, ON..\$39,598.59
2. Riverside Buick GMC Limited, Prescott, ON.....Rejected
3. Riverside Chevrolet Buick GMC Limited, Brockville, ON.....Rejected

The amounts quoted include taxes; licence and registration costs are extra. Quotations have been verified.

Riverside Buick GMC Limited and Riverside Chevrolet Buick GMC Limited bids were rejected as they did not meet the specification of the quotation.

POLICY IMPLICATIONS

As per Purchasing By-law 090-2005, Council approval is required when three bids have not been received.

FINANCIAL CONSIDERATIONS

The approved Capital Budget was \$45,000 for the replacement unit. The quotation submitted by Gananoque Chevrolet Cadillac Buick GMC Limited for \$35,659.76 (after manufacturer's fleet pricing incentive and the estimated tax rebate on the gross cost of \$39,598.59) meets the specifications and requirements of the Operations Department, Facilities Division. An estimated surplus of \$9,340.24 may be realized. Licensing and registration costs are extra.

The total savings for vehicle and equipment purchases to date is \$51,962.74 (Schedule A), which includes this unit.

CONCLUSION

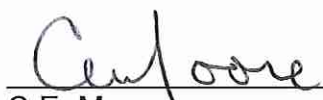
The Operations Department, Fleet & Support Services and Facilities Division recommend the purchase of the cargo van from Gananoque Chevrolet Cadillac Buick GMC Limited, Gananoque, Ontario.



M.D. Carrière
Fleet Maintenance Foreman



A.J. Rossetti
Supervisor, Fleet & Support Services



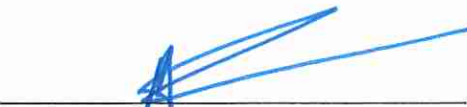
C.E. Moore
Supervisor, Arenas & Facilities



C.J. Cosgrove P.Eng.
Director of Operations



D. Dick, CPA, CA
Director of Corporate Services



B. Casselman
City Manager



FLEET & SUPPORT SERVICES DIVISION
SUMMARY OF 2017 FLEET TENDER/QUOTATION PURCHASES
FOR FLEET, WATER & SEWER RESERVE
AS OF MAY 3, 2017

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Q2017-07	GWMC FUEL SYSTEM PROJECT - PHASE 2	80,000	0.00	0.00
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SUB-TOTAL PURCHASES TO DATE		2,164,488	2,032,525	51,963
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May 9, 2017

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – MAY 16, 2017

**2017-058-05
PUBLIC TRANSIT INFRASTRUCTURE
FUND PROGRAM**

**MATTHEW LOCKE
TRANSPORTATION SERVICES
C.J. COSGROVE, P.ENG.
DIRECTOR OF OPERATIONS**

RECOMMENDED

THAT Council authorize the Mayor and City Clerk to enter into a Transfer Payment Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Transportation for infrastructure funding in accordance with the Public Transit Infrastructure Fund, for a contribution of \$242,808 towards expenditures in 2017 and 2018.

PURPOSE

The Ministry of Transportation requires a resolution of Council authorizing the execution of the Transfer Payment Agreement for funding through the Public Transit Infrastructure Fund.

BACKGROUND

Through the Public Transit Infrastructure Fund, the federal government is providing \$242,808 towards an overall project cost of \$635,800 for the replacement of a transit bus, replacement and addition of two transit shelters, as well as a contribution to the Central – Ormond – Parkedale section of the Brock Trail.

The projects are to be completed by March 31, 2018. Work will commence on the Central – Ormond – Parkedale section of the Brock Trail this month. The new transit bus is expected to be delivered in January 2018.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL CONSIDERATIONS

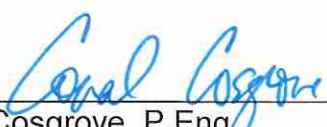
The Public Transit Infrastructure Fund contributions have been included in the City's 2017 and 2018 Capital Budgets.

CONCLUSION


It is recommended that City Council enter into the agreement to receive the funds.

2017-000-05
Public Transit Infrastructure Fund


Page 2




C.J. Cosgrove, P.Eng
Director of Operations



D. Dick, CA, CPA
Director of Corporate Services



Matthew Locke
Supervisor of Transportation
Services



B. Casselman
City Manager

MAY 5, 2017

REPORT TO FINANCE ADMINISTRATION & OPERATIONS COMMITTEE - May 16, 2017

**2017-057-05
2017 DEBT CAPACITY LIMIT**

**D.DICK, CPA, CA
DIRECTOR OF CORPORATE SERVICES
L.FERGUSON, CPA, CGA
MANAGER OF FINANCE
M. WING, FINANCIAL ANALYST - GENERAL**

RECOMMENDATION

That the Annual Repayment Limit for 2017, as calculated by the Ministry of Municipal Affairs and Housing and updated by the Treasurer be received.

PURPOSE

To inform Council of the debt repayment limit calculated by the Ministry of Municipal Affairs and Housing, which has subsequently been updated by the Treasurer, as required under Ontario Regulation 403.02.

BACKGROUND

Each year, the Ministry of Municipal Affairs and Housing (MMAH) determines the Municipality's Annual Debt Repayment Limit [Attachment 1 to Report # 2017-057-05] based on information obtained from a previous years Financial Information Return (FIR). For 2017, the calculation is based upon information from the 2015 FIR.

Regulation 403/02 requires that the Treasurer update this calculation [Attachment 2 to Report # 2017-057-05] with more recent information before the issuance of any new long term debt instrument (i.e. debentures).

At December 31, 2016, the City's outstanding debenture principal was \$25,656,516.

ANALYSIS

Unadjusted Annual Repayment Limit for 2017 (calculated by MMAH)	
2015 Net Revenue fund revenues	\$ 51,295,014
25% of Net Revenue fund revenues	12,823,754
Less: 2015 net debt charges	(2,754,380)
Unadjusted Annual Repayment Limit for 2017 (calculated by MMAH)	\$ 10,069,374

Treasurer's Adjustments	
1. Debt payments expiring in 2016	25,493
2. Annual debt payments from issuance of 2016 Debenture – WPCC Upgrade, Misc. Vehicles, Misc. Projects	(760,883)
3. Debt approved in 2017 and prior years but not yet financed (10 yr. amortization @ 2.75%)	(565,155)
4. Solid Waste contract	(928,000)
5. Tourism contract	(188,771)
6. Aquatarium	(150,000)
7. Management of the Para-Transit system contract	(372,127)
8. Bell Canada Telephone System Contract	(28,000)
9. Utilities Kingston	(31,000)
10. Jani-King Custodial Services Contract	(64,000)
11. Management of the Brockville Airport	(116,664)
12. Multi-function units lease agreement	(32,783)
Adjusted Annual Repayment Limit for 2016	\$ 6,815,484

The adjusted Annual Repayment limit for 2016 of \$6,815,484 equates to:

<u>Term</u>	<u>Interest Rate</u>	<u>Amount</u>
10 year	5.00%	\$ 52,627,361


This reflects the maximum amount of new debentures that the City of Brockville may issue according to provincial regulations. This does not indicate the City of Brockville's intentions to assume this debt and the resulting annual debt charges.

FINANCIAL CONSIDERATIONS


There are no financial considerations at this time.


CONCLUSION

The annual repayment limit calculated by the Ministry of Municipal Affairs and Housing and as adjusted by the Treasurer is effective January 1, 2017.


M. Wing
Financial Analyst - General


D. Dick, CPA, CA,
Director of Corporate Services


L. Ferguson, CPA, CGA
Manager of Finance


B. Casselman
City Manager



Ministry of Municipal Affairs
777 Bay Street,
Toronto, Ontario M5G 2E5

Attachment 1 to Report 2017-057-05

Ministère des affaires municipales
777 rue Bay,
Toronto (Ontario) M5G 2E5

2017 ANNUAL REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403 / 02)

MMAH CODE:	56101	FIR CLEAN FLAG:	Accepted Clean
MUNID:	07015		
MUNICIPALITY:	Brockville C		
UPPER TIER:			
REPAYMENT LIMIT:		\$	10,069,374

The repayment limit has been calculated based on data contained in the 2015 Financial Information Return, as submitted to the Ministry. This limit represents the maximum amount which the municipality had available as of December 31, 2015 to commit to payments relating to debt and financial obligation. Prior to the authorization by Council of a long term debt or financial obligation, this limit must be adjusted by the Treasurer in the prescribed manner. The limit is effective January 01, 2017

FOR ILLUSTRATION PURPOSES ONLY,

The additional long-term borrowing which a municipality could undertake over a 5-year, a 10-year, a 15-year and a 20-year period is shown.

If the municipalities could borrow at 5% or 7% annually, the annual repayment limits shown above would allow it to undertake additional long-term borrowing as follows:

5% Interest Rate			
(a)	20 years @ 5% p.a.	\$	125,486,651
(a)	15 years @ 5% p.a.	\$	104,516,654
(a)	10 years @ 5% p.a.	\$	77,753,033
(a)	5 years @ 5% p.a.	\$	43,595,118
7% Interest Rate			
(a)	20 years @ 7% p.a.	\$	106,675,086
(a)	15 years @ 7% p.a.	\$	106,675,086
(a)	10 years @ 7% p.a.	\$	70,723,066
(a)	5 years @ 7% p.a.	\$	41,286,419

DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403/02)

MUNICIPALITY:**Brockville C****MMAH CODE:****56101****Debt Charges for the Current Year**

			1
			\$
0210	Principal (SLC 74 3099 01)		1,923,802
0220	Interest (SLC 74 3099 02)		830,578
0299		Subtotal	2,754,380
0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01)		0
9910		Total Debt Charges	2,754,380

Amounts Recovered from Unconsolidated Entities

			1
			\$
1010	Electricity - Principal (SLC 74 3030 01)		0
1020	Electricity - Interest (SLC 74 3030 02)		0
1030	Gas - Principal (SLC 74 3040 01)		0
1040	Gas - Interest (SLC 74 3040 02)		0
1050	Telephone - Principal (SLC 74 3050 01)		0
1060	Telephone - Interest (SLC 74 3050 02)		0
1099		Subtotal	0
1410	Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02)		0
1411	Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02)		0
1412	Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02)		0
1420		Total Debt Charges to be Excluded	0
9920		Net Debt Charges	2,754,380

			1
			\$
1610	Total Revenues (Sale of Hydro Utilities Removed) (SLC 10 9910 01)		58,823,985
Excluded Revenue Amounts			
2010	Fees for Tile Drainage / Shoreline Assistance (SLC 12 1850 04)		0
2210	Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01)		2,800,263
2220	Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01)		3,367,446
2225	Deferred revenue earned (Provincial Gas Tax) (SLC 10 830 01)		57,728
2226	Deferred revenue earned (Canada Gas Tax) (SLC 10 831 01)		32,797
2230	Revenue from other municipalities including revenue for Tangible Capital Assets (SLC 10 1098 01 + SLC 10 1099 01)		871,458
2240	Gain/Loss on sale of land & capital assets (SLC 10 1811 01)		399,279
2250	Deferred revenue earned (Development Charges) (SLC 10 1812 01)		0
2251	Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01)		0
2252	Donated Tangible Capital Assets (SLC 53 0610 01)		0
2253	Other Deferred revenue earned (SLC 10 1814 01)		0
2254	Increase / Decrease in Government Business Enterprise equity (SLC 10 1905 01)		0
2299		Subtotal	7,528,971
2410	Fees and Revenue for Joint Local Boards for Homes for the Aged		0
2610		Net Revenues	51,295,014
2620		25% of Net Revenues	12,823,754
9930		ESTIMATED ANNUAL REPAYMENT LIMIT	10,069,374
		(25% of Net Revenues less Net Debt Charges)	

* SLC denotes Schedule, Line Column.

Attachment 2 to Report 2017-057-05

TREASURERS CALCULATION OF THE CITY'S ANNUAL DEBT CAPACITY BASED ON THE PROVINCIAL CALCULATION METHODS AND INFORMATION PROVIDED BY THE PROVINCE

Determination of Annual Debt Repayment LimitUPDATED May 2, 2017

As per Provincial Regulation 403/02

Calculation of Annual Repayment Limit for 2017:

Total Revenue Fund revenues	per 2015 FIR	58,823,985
Add:		
Fees and revenues for Social Housing		0
Less:		
Grants from Government of Ontario, Government of Canada and other Municipalities		
Ontario Grants		-2,800,263
Canada Grants		-3,367,446
Deferred revenue earned (Canada Gas Tax)		-32,797
Deferred revenue earned (Provincial Gas Tax)		-57,728
Other Municipalities		-871,458
Gain/Loss on the sale of land and capital assets		-399,279
	Subtotal	-7,528,971

Net Revenue Fund Revenues	51,295,014
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<u>25% of net Revenue Fund revenues</u>	<u>12,823,754</u>
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Annual Repayment Limit

(a) 25% of net Revenue Fund expenditures: City Debt Capacity	12,823,754
(b) Less: 2015 net debt charges	-2,754,380

Annual Repayment amount available per MMAH for 2017	10,069,374
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Treasurer's Adjustments**Debt:****Add:**

Debt payments expiring in 2016	25,493
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Less:

Debt Charges for 2016 Issue - WPCC Upgrade, Misc. Vehicles, Misc. Projects	-760,883
Estimated annual debt repayment for debt approved in 2016 and prior years (10 yrs. @ 2.75%)	-565,155

Subtotal	-1,300,545
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Financial Commitments**Less:**

Solid Waste contract	-970,000
Tourism contract	-188,771
Aquarium	-150,000
Management of the Para-Transit system agreement	-372,127
Bell Canada Telephone System Contract	-28,000
Utilities Kingston	-31,000
Jani-King Custodial Services	-64,000
Management of Brockville Airport	-116,664
Multifunctional units lease agreement	-32,783

Subtotal	-1,953,345
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Adjusted Annual Repayment Amount available for 2017:	6,815,484
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TREASURERS CALCULATION OF THE CITY'S ANNUAL DEBT CAPACITY BASED ON THE PROVINCIAL CALCULATION METHODS AND INFORMATION PROVIDED BY THE PROVINCE

Additional debentures in the following amounts could be issued at the indicated interest rate and amortization:

Rate of Interest	Years to Amortize	Additional Debentures
2.75%	10	58,886,301
5.00%	10	52,627,361
7.00%	10	47,869,108

Certificate of the Treasurer

I, David Dick, Treasurer of the City of Brockville in the County of Leeds do hereby certify that annual payments relating to the net capital cost of the works plus the annual debt payments relating to all other capital projects proposed by the municipality are within the annual debt repayment limit established by the Ministry of Municipal Affairs and Housing under Ontario Regulation 403/02 and therefore OMB approval is not required.

Dated and signed in the City of Brockville this ____ day of _____, 2017.

David Dick, CPA, CA
Treasurer