

Report from Financial Management Services, Director

Date of Report: November 1, 2019

Date of Meeting: November 13, 2019

Report Number: FMS-B048-2019

File: 10.57.33

Subject: 2020 Unaccommodated List (Non-Staffing Items)

Recommendation

That Report FMS-B048-2019, regarding 2020 Unaccommodated List (Non-Staffing Items), be received for information purposes.

Background

The Budget Standing Committee (BSC) requested to receive a summary of 2020 unaccommodated items.

Report

This report provides information on the initiatives and amounts that were identified and required by City departments during the budget process in order to enhance quality of services and yet have not been accommodated in the 2020 annual operating budget. See Appendix 1 for the 2020 unaccommodated list (non-staffing items).

Financial Implications

Not Applicable.

Relationship to Strategic Plan

Economic Prosperity would be enhanced in that the City is responsible for financial planning and prioritizing projects/initiatives to ensure the annual property tax increases are steady and reasonable.

Prepared and Submitted by:

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Manager, Budgets and Procurement

Approved by:

Kristine Douglas, CPA, CMA
Director of Financial Management Services / City Treasurer

Attachments:

Appendix 1 – 2020 Unaccommodated List

City of St. Catharines
2020 Operating Budget

Unaccommodated Items
Department: All Departments

Department	Division	Department Priority	Account Number	Item Description	\$ Budget Impact	Alternate Funding (ex. Region, Grants)	Comments
CSS	HR / Staff Development	2	702.245.117	Training	\$ 40,000	N/A	The City's current spending on employee training is about half the average spent by Canadian employers. Training needs identified by the organization include: Principles of Public Participation; Communication with Diplomacy, Tact and Credibility; Influencing Skills; Working with Difficult Clients; Behavioural Interviewing Skills; Performance Turnaround Interview; Frontline Labour Relations; Controlling Absenteeism & Disability Management & Human Rights; Leadership Communications; and Project Management. In addition, Team STC Leadership Plan which sets out five objectives for staff, which support the City's Strategic Plan: Build – Dynamic & Innovative Workforce; Drive – Continuous Improvement & Innovation; Prioritize – Necessities & Wants; Understand – Our Community's Needs & Challenges; Plan – For Future Service & Program Delivery.
CSS	HR	1	702.240.417	Corporate Salary review	\$ 25,000	N/A	To acquire 3rd party surveys that will equip management with the insight needed to understand if salaries are exceeding or lagging the 'market.' It will allow for the design of a compensation plan that will support attraction and retention of the top talent, without exceeding current market demands.
LCS	Clerks	1	702.200.417	Record Management System - Consulting Phase II	To be decided once Phase I is complete	N/A	On-going consulting services for the record management system (phase II).

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PBS	PBS	1	760.130.000	Heritage Conservation District Study - Downtown	\$ 60,000	N/A	<p>Downtown St. Paul Street and the surrounding areas are rich in heritage building assets and enjoys a largely intact heritage landscape that has been celebrated by the BIA and most recently, a period piece film for Netflix showcasing the downtown. Multiple development proposals have come to light that could negatively impact this goal of the strategic plan and the heritage character of the downtown. The downtown BIA and Heritage Advisory Committee are in support of a Heritage Conservation District study for the downtown to guide development in a manner than respects and enhances the heritage character, while permitting appropriate development to occur.</p> <p>Work will include research and inventory of all buildings in the downtown, creation of evaluation criteria for development proposals, and the creation of defensible and guiding policy documents, including but not limited to a Heritage Conservation District and/or Designation By-laws.</p>
PBS	PBS	2	760.100.417	Comprehensive Fee Review	\$ 50,000	N/A	<p>To retain a consultant to review Building and Planning processes, evaluate functional tasks, and recommend fees in line with Bill 124 cost recover “pay for service” model. This is to ensure that revenues are in line with a "growth pays for growth" model to support the department's attraction, retention, and development of staff, IT infrastructure, training, and overhead. Planning application fees are currently not sustainable and substantially lower than that of other similar sized municipalities.</p> <p>Approximately ½ of the anticipated cost of the fee study can be recovered from the Building Reserve Fund to cover the Building Services portion of the fee review exercise.</p>

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PBS	Heritage Grant Program	3	760.140.000	Heritage Grant Program 2020	\$ 40,000	N/A	The Heritage Grant Program was previously budgeted from the Civic Project Fund but has since been removed. The program consisted of a Matching Grant (to a maximum of \$5,000/yr) for conservation works in an effort to preserve heritage assets. Due to an interruption in staff support and new members on both Heritage Committees, there is a renewed desire to ramp up the program, in line with the heritage objectives of Council's Strategic Plan. The program can start at \$25,000 for year one, if more palatable by Council.
PBS	Heritage Committee	4	760.130.417	Heritage Consultant – Heritage Impact Assessment	\$ 10,000	N/A	To increase the Heritage Planning Budget by \$10,000 to retain a Heritage Consultant to conduct defensible Heritage Impact Assessments on time sensitive requests for demolition and for designation reports. When an applicant submits notice of intent to demolish a structure on the inventory, Council needs to make a decision within 60 days. On some properties, significant research will have to be undertaken to provide a recommendation whether or not to designate the property. For controversial projects, it would be helpful if an external consultant undertook the work in an effort to defend the recommendation at any Conservation Review Board hearings. \$10,000/yr would result in approximately 3-4 assessments a year.
PBS	Planning	5	760.100.417	GO zoning By-Law Consultant	\$ 75,000	N/A	To retain a land use planning consultant to author the implementing Zoning By-law for the GO Secondary Plan lands. Should Council approve the Senior Project Manager permanent FTE position, this unaccomodated item will not be required and work may begin Q4 2020. PBS staff are currently exploring a collaboration with Niagara Region Planning staff to complete this work.

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MW			Various	Parks Patrols - Cantec Security	\$ 99,750	N/A	Health & Safety. Scenario #1 – Parks patrols from April 15 – October 31, 2020: 29 weeks x \$3,439.65 = \$99,749.85 total. Scenario #2 – Parks patrols from May long weekend – October 31, 2020: 24 weeks x \$4,156.25 = \$99,750.00 total
MW	Garden City Golf Course		750.700.000	Safety Netting	\$ 10,000	N/A	The safety netting at the golf course has become a Health & Safety concern as many areas are in need of repair and/or require replacement. The Golf Course Supervisor and Greenskeeper are currently developing an official safety netting plan to be submitted to the Manager of PCFH.
MW			750.240.177	Parks Minor Amenity Renewal Program	\$ 25,000	N/A	Increased Service Delivery - Yearly Service Level Concern. This funding program would allow for the preventative maintenance and renewal of existing small park assets prior to emergency repairs being required, such as fences, benches and operational efficiencies such as lighting timers, etc. This program would also provide an expected reduction in calls to Citizen's First and a reduction to staff remediation time.
MW			750.230.000	Centennial Gardens Equipment	\$ 27,000	N/A	Respecting the \$1.3 Million investment that has been made by including equipment for staffing - ensure sustainability - would assist with daily maintenance of new park assets. New equipment = \$27,000 (Kubota Tractor = \$25,000 / String Trimmer = \$375 / Hand Blower = \$350 / Push Mower = \$300 / Misc. Tools = \$975). Please note: existing .003 funds will be used to staff Centennial Gardens for 2019.
CRCS	BPSS	1	750.1	New Parks Policy Plan	\$ 100,000	N/A	Plan was developed in 2005 to provide strategic guidance for the next 5-10 years.

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CRCS	BPSS	2	750.1	Update Recreation Master Plan	\$ 75,000	N/A	Plan was developed in 2015 to provide strategic guidance for the next 5-10 years.
CRCS	BPSS	3	750.240.417	Park Master Plan program - 1 per year to priority program	\$ 50,000	N/A	A formal master plan is recommended for Major Parks that are considering major changes/upgrades to the park to ensure investment is maximized, supports existing guiding plans and does not limit future redevelopment potential. Council's motion on 11/13/17, Item 4.2. Parks, Recreation and Culture Services, Business Planning and Strategic Services - Park Master Plan Development.
CRCS	CRCS	4	752.105.000	Museum Strategic Plan	\$ 50,000	N/A	Renew and update plans as they expire in 2020.
CRCS	CRCS	5	750.512.054	Surface clean the Merritton Cenotaph	\$ 10,000	Exploring grant opportunities	Surface clean monument (granite and marble) using pressurized water (low PSI), ionic detergent, water and brushes. (Conservator-outdoor art, \$5000.00), Re-point monument using suitable mortar. (Stone mason with historic masonry experience \$2000.00), and if desired, lightly clean lead letters, followed by cold waxing to increase visibility. (Conservators-outdoor art \$3000.00).
CRCS	CRCS	6	750.512.054	Clean St. Catharines Cenotaph	\$ 10,000	Exploring grant opportunities	St. Catharines Cenotaph - bronze Waxing incl: boom lift rental & 2 conservators
CRCS	CRCS	7	750.512.100	Cleaning treatment and framing rewiring project	\$ 12,045	Exploring grant opportunities	Perform cleaning treatment, framing and rewiring at George Roach St. Paul Street, George Roach Inauguration Parade, and Keirstead.
CRCS	CRCS	8	750.512.135	Culture Plan Renewal	\$ 100,000	N/A	For consultant to renew the Culture Plan.

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CRCS	CRCS	9	750.512.135	Community Development Workshops & Presentations	\$ 4,500	N/A	To provide capacity building workshops, including SCCIP recipients - as per the recommendation in the 2020 Culture Plan.
CRCS	CRCS	10	750.512.439	Professional Assessment of Various Culture Assets	\$ 6,700	Exploring grant opportunities	William Hamilton Merritt Statue requires assessment (\$2,500) Professional Assessment of the Grantham Memorial requires assessment (\$1,400) Professional Assessment of the Anglican Church Marker requires assessment (\$1,400) Professional Assessment of the Enku Sculptures requires assessment (\$1,400)
CRCS	CRCS	11	752.105.104	History InSite permanent installation	\$ 5,000	N/A	To install a permanent version of History InSite in downtown St. Catharines to outreach into the community.
CRCS	CRCS	12	752.105.351	Microfilm USB upgrade	\$ 2,500	N/A	To upgrade the connector for the microfilm reader which does not have a USB connector, and will not be compatible with newer computers.
CRCS	Various (EFES/CRCS)	13	Various	Bike Repair Stands	\$ 12,400	N/A	Installation of bike repair stands at the following locations: Morningstar Mill, Market Square, Museum & Welland Canals Centre and Charles Ansell Park. The cost is approximately \$3,100 per bike repair stand (\$2,600 per unit + \$500 per concrete base). There are less expensive options, however, CRCS is recommending using a higher quality bike repair stand that will provide an enhanced user experience and last longer (Brock University is currently using the bike repair stand model that is estimated above).

TOTAL \$ 899,895