

2011 Business Plan & Budget

Facilities Department

Service Overview

- The Facilities Department provides advice and maintenance services to all County Departments as well as the Northumberland Non-Profit Housing Corporation.
- The Facilities Department staff are responsible for the repairs and maintenance at all County owned buildings, infrastructure and grounds.
- The Facilities Department staff assists in the development of short-term and long-term maintenance and infrastructure for budgets for all County departments.
- The Facilities Department is responsible for the implementation of all Capital building projects and/or providing project management services to all County departments.

Mandatory & Discretionary Programs

PROGRAM	ANNUAL NET COST
Mandatory Programs O. Reg. 350/06: Social Housing Reform Act; Residential Tenancies Act – Bill #109	
Wages/Benefits	\$617,300
Admin./Overhead	\$82,160
Debt Repayments	\$1,126,000
Corporate Charges (IT, HR, Finance)	\$187,200
Utilities	\$273,400
Repairs & Maintenance	\$866,800
Discretionary Programs	
Capital Expenditures – Facilities	\$715,000
Capital Expenditures – Transfer From Reserve	(\$510,000)
Capital Expenditures – Other Departments	\$0
Reserve Contribution	\$200,000
TOTAL NET COST	\$3,557,860
<u>Note:</u> Change in Accounting Policy for 2011 to record Debt Repayments for Corporate Facilities within the Facilities Department. Previously recorded as Corporate Management.	

Prior Year Accomplishments

- Development of a ten year capital plan for 600 William St. and updates to the Housing, 860 William St. and 555 Courthouse Rd. capital plans.
- Continued to work with the Roads Department, developing ten year capital plans for Morganston, Cobourg, Plainville and Roseneath yards.
- Worked in conjunction with the Golden Plough Lodge to prepare their capital budget for facility needs.
- Upgraded the fire plans for 555 Courthouse Rd., 860 William St. and continued to work on developing a fire plan for 600 William St.
- Completion of SHRRP capital funding program for Social Housing which has seen 1.2 million additional capital dollars spent over two years.
- Continued to develop the preventative maintenance plan for Social Housing.
- Continued to work with Social Services staff to develop new Social Housing policies and procedures to address concerns for tenants and County staff.
- Worked in collaboration with the Purchasing Manager to enhance the quotation and tendering process.

2010 Completed Projects

Corporate

- 600 William Street Construction Management Team project completed, \$2,800,000.
- Design and build the Veronica St. Wash Bay and Mechanics Bay, \$320,000.
- 860 William St. – new exterior sign with LED display, \$24,000.

Housing

- New energy star rated washers and dryers were installed in the common rooms of all Housing properties, \$78,300.
- Energy efficient incandescent exterior lighting was installed at all Housing locations \$38,700.
- All Housing fire panels and smoke detectors were upgraded, \$86,000.

41 Wellington St. Port Hope

- Replaced windows and doors, \$9,900.

43 Wellington St. Port Hope

- Installed a new hot water tank \$11,500.

45 Wellington St. Port Hope

- Installed new hot water tank, \$18,600.
- Installed sewage clean outs, \$8,500.

7 Scriven Blvd. Port Hope

- Replaced the roofs, \$13,500.
- Replaced windows and doors, \$52,500.

24 Queen St. Port Hope

- Installed a handicap lift, \$125,000.
- Replaced windows and doors, \$37,000.
- Installed a new hot water tank, \$18,900.
- Installed a new make-up air unit, \$27,000.

330 King St. E. Cobourg

- Installed a new hot water tank, \$26,400.
- Replaced the roof, \$130,000.

265-327 Elgin St. E. Cobourg

- Replaced the roofs, \$12,800.
- Replaced windows and doors, \$119,600.

8 King St. W. Colborne

- Replaced windows, \$11,900.

12A Meade St. Brighton

- Installed a handicap lift, \$120,000.
- Replaced windows and doors, \$54,800.

2 Francis St. Brighton

- Installed a new make-up air unit, \$24,500.

111 Front St. Campbellford

- Installed a new make-up air unit, \$24,500.
- Replaced the hot water tank, \$8,700.

112 Front St. Campbellford

- Replaced windows, \$41,200.

- Replaced the roof, \$25,600.
- Made sewage repairs and installed new tile in common areas, \$7,800.

2011 Service Objectives and Related Work Initiatives

- Continue to develop a more efficient Housing maintenance scheduling program for staff.
- Continue to develop the preventative maintenance program for Housing.
- Complete Provincial and County Housing capital building projects on time and within budget.
- Manage the repairs and maintenance budget for the buildings in: Transportation & Waste, Golden Plough Lodge, Corporate Services and 6 EMS bases.
- Complete Transportation, Waste and Golden Plough Lodge capital building projects on time and within budget.
- Complete the 600 William St. fire plan and conduct a fire drill.

Building	HOUSING 10 YEAR CAPITAL										
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Totals
111 Front St. S. Campbellford	\$81,000	\$49,000	\$49,000	\$49,000	\$49,000	\$49,000	\$106,000	\$60,000	\$145,500	\$105,000	\$742,500
112 Front St. S. Campbellford	\$40,000	\$33,000	\$33,000	\$33,000	\$33,000	\$33,000	\$17,400	\$36,000	\$24,000	\$24,000	\$306,400
12 A Meade St. Brighton	\$29,200	\$29,200	\$34,200	\$29,200	\$29,200	\$29,200	\$37,000	\$8,000	\$84,600	\$10,000	\$319,800
12 Meade St. Brighton	\$20,000	\$27,000	\$20,000	\$65,000	\$21,000	\$42,000	\$51,000	\$15,000	\$6,000	\$45,000	\$312,000
2 Francis St. Brighton	\$36,500	\$36,500	\$43,500	\$36,500	\$43,500	\$56,500	\$45,600	\$71,000	\$15,000	\$47,000	\$431,600
6 Percy St. Colborne	\$53,950	\$83,950	\$53,950	\$62,950	\$53,950	\$73,950	\$133,000	\$80,000	\$92,000	\$85,500	\$773,200
8 King St. W. Colborne	\$28,200	\$28,200	\$53,200	\$58,200	\$28,200	\$74,200	\$24,000	\$54,000	\$41,000	\$115,000	\$504,200
330 King St. E. Cobourg	\$224,600	\$135,600	\$157,600	\$99,600	\$212,600	\$99,600	\$68,000	\$125,500	\$2,000	\$55,000	\$1,180,100
265-327 Elgin St. E. Cobourg	\$24,700	\$24,700	\$24,700	\$94,700	\$106,700	\$79,700	\$54,000	\$22,000	\$59,000	\$58,000	\$548,200
41 Wellington St. Port Hope	\$14,750	\$14,750	\$39,750	\$49,750	\$14,750	\$14,750	\$25,000	\$57,000	\$4,000	\$30,000	\$264,500
43 Wellington St. Port Hope	\$29,500	\$19,500	\$30,500	\$34,500	\$15,500	\$23,500	\$19,500	\$21,600	\$15,000	\$47,000	\$256,100
45 Wellington St. Port Hope	\$34,800	\$109,800	\$64,800	\$59,800	\$34,800	\$34,800	\$6,000	\$79,600	\$74,000	\$26,000	\$524,400
24 Queen St. Port Hope	\$28,500	\$59,500	\$79,500	\$56,500	\$28,500	\$28,500	\$28,000	\$24,000	\$19,000	\$29,000	\$381,000
7 Scriven Blvd. Port Hope	\$75,000	\$50,000	\$15,000	\$15,000	\$15,000	\$15,000	\$25,000	\$39,000	\$95,000	\$24,000	\$368,000
Total	\$720,700	\$700,700	\$698,700	\$743,700	\$685,700	\$653,700	\$639,500	\$692,700	\$676,100	\$700,500	\$6,912,000



Building	10 YEAR CAPITAL PLAN - 600 WILLIAM STREET										
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Total
Roofing				\$14,000					\$85,000		\$99,000
Exterior Siding		\$20,000					\$55,000				\$75,000
Windows								\$70,000			\$70,000
Doors (Lrg Receiving Door)					\$40,000					\$40,000	\$80,000
Landscaping			\$45,000			\$30,000					\$75,000
Lighting								\$25,000		\$10,000	\$35,000
Painting		\$10,000		\$10,000		\$10,000		\$10,000			\$40,000
Doors					\$25,000				\$25,000		\$50,000
HVAC Common Area								\$85,000			\$85,000
Furnaces											\$0
Hot Water Tanks			\$30,000				\$30,000				\$60,000
Plumbing Fixtures										\$45,000	\$45,000
Sewage Work						\$25,000				\$35,000	\$60,000
Lighting								\$45,000			\$45,000
Electrical Work		\$25,000				\$30,000					\$55,000
Electrical Service Work								\$10,000			\$10,000
Hallway Carpet							\$30,000				\$30,000
Woodwork						\$10,000					\$10,000
Kitchen Cabinets										\$20,000	\$20,000
Bathroom Cabinets					\$10,000						\$10,000
Furniture				\$15,000			\$15,000			\$15,000	\$45,000
Tile				\$35,000							\$35,000
Drywall work								\$15,000			\$15,000
Elevator Upgrades											\$0
Parking Lot Paving										\$60,000	\$60,000
Generator	\$50,000										
Total	\$50,000	\$55,000	\$75,000	\$74,000	\$75,000	\$105,000	\$130,000	\$205,000	\$165,000	\$225,000	\$1,109,000

Building	10 YEAR CAPITAL PLAN - 860 WILLIAM STREET										
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Total
Roofing (One Roof Left)			\$115,000				\$30,000				\$145,000
Exterior Siding											\$0
Windows	\$180,000										\$180,000
Doors		\$45,000									\$45,000
Landscaping					\$30,000				\$20,000		\$50,000
Lighting		\$45,000									\$45,000
Doors Interior					\$15,000					\$15,000	\$30,000
HVAC		\$55,000		\$90,000		\$60,000	\$50,000				\$255,000
Generator									\$40,000	\$70,000	\$110,000
Boilers								\$30,000		\$30,000	\$60,000
Bathrooms	\$70,000	\$60,000							\$30,000		\$160,000
Plumbing Work			\$20,000	\$25,000						\$20,000	\$65,000
Sewage Work				\$25,000		\$25,000					\$50,000
Lighting									\$30,000		\$30,000
Electrical Work							\$10,000				\$10,000
Electrical Service Work									\$10,000		\$10,000
Paint											\$0
Woodwork									\$15,000		\$15,000
Bathroom Cabinets		\$19,000									\$19,000
Drywall Work	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$100,000
Furniture					\$20,000				\$20,000		\$40,000
Tile								\$40,000			\$40,000
Accessibility Upgrades	\$45,000			\$20,000			\$20,000			\$40,000	\$125,000
Elevator Upgrades			\$50,000								\$50,000
Parking Lot Paving					\$90,000	\$90,000	\$80,000	\$95,000			\$355,000
Total	\$305,000	\$234,000	\$195,000	\$170,000	\$165,000	\$185,000	\$200,000	\$175,000	\$175,000	\$185,000	\$1,989,000



Building	10 YEAR CAPITAL PLAN - 555 COURTHOUSE ROAD										
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Total
Roofing									\$25,000		\$25,000
Exterior Siding (Wood)				\$20,000				\$45,000			\$65,000
Landscaping		\$20,000								\$20,000	\$40,000
Parking Lot										\$60,000	\$60,000
Doors								\$15,000			\$15,000
Common Area HVAC					\$40,000				\$40,000		\$80,000
Plumbing Auto Flush	\$25,000						\$25,000				\$50,000
Plumbing Work				\$20,000		\$10,000				\$20,000	\$50,000
Electrical Service Work							\$5,000				\$5,000
Hallway Carpet						\$30,000		\$30,000			\$60,000
Woodwork							\$15,000				\$15,000
Kitchen Cabinets									\$25,000		\$25,000
Furniture					\$15,000					\$20,000	\$35,000
Office Furniture			\$30,000					\$30,000			\$60,000
Tile									\$20,000		\$20,000
Total	\$25,000	\$20,000	\$30,000	\$40,000	\$55,000	\$40,000	\$45,000	\$120,000	\$110,000	\$120,000	\$605,000

Issue #1 – 860 William Washroom Upgrade

Purpose

The purpose is to upgrade the public washrooms at 860 William Street Cobourg (the courthouse) to current standards including accessibility upgrades.

Background

The first floor and the ground floor public washrooms are in need of refurbishment. The washrooms are at least 30 years old and could very well be original to the building. The washrooms were top of the Northumberland Accessibility Advisory Committee's list when they reviewed the building last year as they fall far behind today's accessibility standards. The courthouse is an extremely busy building and these washrooms are high traffic areas. The equipment is out dated and requires constant maintenance.

Financial Implications

The cost to renovate the ladies and men's public washrooms on both floors would be \$120,000.

Recommendation

We recommend that \$120,000 be allocated in the 2011 Facilities budget for the refurbishment of the first and ground floor public washrooms at 860 William Street Cobourg.

Issue #2 – 860 William Windows

Purpose

In 2010 County Council approved a two year project to replace the windows at 860 William St. Cobourg. Funding was provided in the budget for both years. As the planning proceeded in 2010 it was determined that it would be much more cost effective to delay the 2010 work and do all the work in one contract in 2011. The 2010 funds have been set aside in a reserve and this report is requesting approval of the previously committed funding for 2011.

Background

The front façade of 860 William is largely comprised of floor to ceiling windows across the entire front and the north end of the building. These windows are the original 55 years old single pane windows. They are well past their serviceable life. The windows can no longer be caulked or sealed effectively. There is excessive air leakage and drafts and it is necessary to run supplementary space heaters in all of the offices to allow staff to work somewhat comfortably in the winter months. Energy costs for this building are excessive. In 2010 staff prepared an issue paper for the replacement of the curtain wall and the windows at 860 William Street the Provincial Courthouse. The report detailed the benefits of the Energy Star Low E windows which would lead to reduced heating and cooling costs. As well as the fresh new look, the curtain walls would add to the building and the security would be enhanced by the modern locks on all the windows. County Council agreed with the recommendation and allotted \$380,000 to the 2010 budget and further funds in 2011. \$20,000 was spent on architectural, engineering, and planning fees in 2010.

While we were in the planning stages of the project the consultants came back to us with the recommendation that the front entrance be incorporated into the project and a 3ft privacy extension above the roof line to hide the mechanical units sitting on the roof. They are also recommending that all the work take place at the same time as opposed to staging the work because of the set up cost and disruption to the building occupants. The cost of the additional work would be \$240,000 we would like to combine the remaining funds \$360,000 from 2010 for a total of \$600,000. The project, if approved, would be started on the May long weekend 2011 and continue in the evenings and on weekends until completed in mid July. The design concepts and details have been reviewed with the Town of Cobourg and they are strongly in support of maintaining the integrity of the original architectural design as proposed.

Financial Implications

The total cost of the project will be \$620,000 with the \$380,000 approved in 2010 and the \$240,000 proposed for approval in 2011.

Recommendation

It is our recommendation that \$240,000 be placed in the 2011 Facilities budget in order to complete windows, front entrance, roof privacy panel and curtain wall in one project for 860 William Street.

Issue #3 – Truck for Painters

Purpose

The purpose of this report is to make a request to purchase a new truck for the painters.

Background

In 2009 the Facilities Department purchased a used ambulance from the EMS Department so the newly hired painters would not have to use their own vehicles to store paint and materials and travel to the job sites throughout the County. This year we would like to purchase a truck for the painters to allow them to work on separate jobs when necessary. It would also be beneficial to have a smaller vehicle to use when the larger ambulance is not necessary. Having two vehicles will also allow for no stoppage to work when a vehicle is in the shop for repairs or maintenance.

Financial Implications

The cost to purchase the new truck would be \$35,000.

Recommendation

It is our recommendation that \$35,000 be allocated in the 2011 Facilities budget for the purchase of a new truck for the painters.

Issue #4 – Generator for 600 William

Purpose

It is proposed that we install emergency backup power for 600 William Street.

Background

There are several reasons for installing an emergency generator at 600 William Street. The generator would service the boardroom which is the backup location for the County Emergency Operations Committee. It would also cover the EMS lights, garage doors, and computers which would allow them to continue to operate in a power outage. The Food 4 All fridge and freezer would also be included on the backup generator to ensure there is no loss of food in the event of an emergency.

Financial Implications

The cost to purchase and install an emergency generator to cover the EMS section, boardroom, and the Food 4 All refrigeration would be \$80,000.

Recommendation

It is our recommendation that \$80,000 be allocated in the 2011 Facilities budget for the purchase and installation of an emergency backup generator for 600 William Street.