

Installation of Flags and Banners

Public Works
Operations

Core Service Review



Flag and Banner Installation



Flags, Banners and Community Events – Current Process

- Flags, seasonal and event banners, and Christmas decorations are installed by City staff to the downtown areas of Lindsay, Bobcaygeon, Fenelon Falls, Woodville, Coboconk, Norland, Burnt River, Omemee and Kinmount. Currently the cost of installing and removing these items is borne by the operating budget for Public Works.
- The flags, banners and decorations have been purchased by local BIA's or committees (with the exception of Woodville which is City owned).
- The City stores all of the Banners, flags, decorations, etc...

What is it costing us?

- In 2014, between Labour and Equipment, Public Works spent \$19, 140.16 on installation and removal of banners, flags, decorations and other community events.

What is it costing us?

- Installation and removal of these items is performed by the City's Utility Maintenance Operator. These activities detract from the regular duties of this position which include maintenance of the City's streetlights and traffic lights, and sign maintenance.
- This position also provides locate services for streetlight and traffic light wiring.

Options

1. Status Quo – The process continues as is
2. Full or partial Fee recovery – Fees recovered from BIA's and community groups
3. Contracted Service Option

Option 1 – Status Quo

- City Staff continue to provide this service in the current manner.

Option 1 - Benefits

- Continued beautification of the downtown areas of the City; highlighting community events and seasonal changes within the City.
- Continuity of service – City staff have been performing this service for years and know what the issues are and what the schedule is.

Option 1 - Risks

- Impact on other operations: Installation of these items is a two person job which takes those forces away from maintenance activities. The Utility Maintenance Operator is responsible for the maintenance of the City's approximately 5,000 streetlights and traffic lights.

Option 1 - Costs

- Projected costs of \$19,000 to \$20,000 annually
- Impact on maintaining standards of maintenance of infrastructure.

Option 2 – Full or Partial Fee Recovery

- Invoice the full or partial in-house costs to the local BIA's and Community Groups
- A cost sharing or fee structure can be developed to off-set or eliminate the in-house costs

Option 2 - Benefits

- Reduced or eliminated budget pressure

Option 2 - Risks

- Does not address pressure on staff and resources to perform maintenance activities.

Option 2 - Costs

- Full or partial recovery of projected \$19,000 to \$20,000 annual expenditure.
- Impact on maintenance activities.
- Additional administrative burden

Option 3 – Contracted Services

- Request competitive quotes for contracted services to perform the installation of flags, banners, decorations, etc...
- Costs for contracted services could be borne entirely by Public Works or as part of a cost sharing/cost recovery model as described in previous options

Option 3 - Benefits

- Potential for full or partial cost recovery
- Eliminates pressures on operating staff.
- Continues to provide the service.

Option 3 - Risks

- Unfamiliarity with existing infrastructure could result in damage to infrastructure, decorations or both
- Unfamiliarity with existing infrastructure could result in delay in service or error in the initial portion of the contract

Option 3 – Costs

- Unknown, costs could be less, the same, or more than current in-house process.