



## **FINANCIAL MANAGEMENT COMMITTEE**

### *NOTICE OF OPEN MEETING*

**DATE:** THURSDAY, 2015 JUNE 25

**TIME:** 5:30 PM

**PLACE:** Clerk's Committee Room, Burnaby City Hall

### **A G E N D A**

<b>1.</b>	<b><u>CALL TO ORDER</u></b>	<b><u>PAGE</u></b>
<b>2.</b>	<b><u>MINUTES</u></b>	
a)	Minutes of the Open meeting of the Financial Management Committee held on 2015 May 27	1
<b>3.</b>	<b><u>CORRESPONDENCE</u></b>	
a)	Memorandum from the Director Parks, Recreation & Cultural Services Re: Restoration of the Heritage Waterous Steam Engine at Burnaby Village Museum	6
<b>4.</b>	<b><u>REPORTS</u></b>	
a)	Report from the Director Engineering Re: Vehicle Replacement - Single Axle Sewer Flusher and Rear Load Refuse Truck	10
b)	Report from the Director Finance Re: Operating Gaming Fund Project Requests	12
c)	Report from the Director Finance Re: Information Update - Eagles Estate and Baldwin House	16
d)	Report from the Director Finance Re: Contract Award for Software and Implementation Services for the Licences, Inspections and Permits Program	19
<b>5.</b>	<b><u>NEW BUSINESS</u></b>	
<b>6.</b>	<b><u>INQUIRIES</u></b>	

**7. CLOSED**

Public excluded in accordance with Sections 90 & 92 of the Community Charter

**8. ADJOURNMENT**



## **FINANCIAL MANAGEMENT COMMITTEE MINUTES**

**Wednesday, 2015 May 27**

An 'Open' meeting of the Financial Management Committee was held in the Council Committee Room, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Wednesday, 2015 May 27 at 5:30 PM.

### **1. CALL TO ORDER**

PRESENT: Councillor Dan Johnston, Chair  
Councillor Colleen Jordan, Vice Chair  
Councillor Paul McDonell, Member

STAFF: Mr. Chad Turpin, Deputy City Manager  
Mr. Lambert Chu, Deputy City Manager  
Mr. Lou Pelletier, Director Planning and Building  
Ms. Denise Jorgenson, Director Finance  
Mr. Leon Gous, Director Engineering  
Ms. Shari Wallace, Chief Information Office  
Mr. John Cusano, Deputy Chief Building Inspector  
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 5:56 p.m.

### **2. MINUTES**

a) **Minutes of the Open meeting of the Financial Management Committee held on 2015 April 23**

MOVED BY COUNCILLOR MCDONELL:  
SECONDED BY COUNCILLOR JORDAN:

THAT the minutes of the 'Open' meeting of the Financial Management Committee held on 2015 April 23 be adopted.

CARRIED UNANIMOUSLY

**3. REPORTS**

MOVED BY COUNCILLOR MCDONELL:  
SECONDED BY COUNCILLOR JORDAN:

THAT the reports be received.

CARRIED UNANIMOUSLY

**a) Report from the Chief Information Officer**  
**Re: Licences, Inspections and Permits System (LIPS)**  
**Replacement (Phase 1)**

The Chief Information Officer submitted a report seeking approval for a funding bylaw to replace the City's legacy Permit\*Plan system. The existing Permit\*Plan system is over 18 years old and runs on hardware and software that is no longer supported by the original vendors. Beyond the immediate technical risks, the system also constrains the ability to incorporate new or changing business requirements and opportunities to City services in these areas.

The Chief Information Officer recommended:

1. THAT the Financial Management Committee recommend to Council the replacement of the existing legacy Permit\*Plan system with a new licences, inspections and permits system, as outlined in this report.
2. THAT the Financial Management Committee recommend to Council that an expenditure bylaw in the amount of \$8,900,000 (inclusive of GST) be brought down from Capital Reserves to finance the purchase and Phase 1 implementation of the new licences, inspections and permits system.

MOVED BY COUNCILLOR JORDAN:  
SECONDED BY COUNCILLOR MCDONELL:

THAT the recommendations of the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

**b) Report from the Director Engineering**  
**Re: 2015 Capital Bylaw Funding Request - City Hall**  
**4th Floor Reorg and Eco-Centre Driveways**

The Director Engineering submitted a report seeking funding approval for renovations to 4th floor City Hall and Eco-Centre driveways.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council approve the capital expenditure of \$370,000 for various capital improvements, as outlined in this report.
2. THAT the Financial Management Committee recommend Council to authorize staff to bring down a bylaw in the amount of \$387,000 (inclusive of GST) to finance the capital programs, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL:  
SECONDED BY COUNCILLOR JORDAN:

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

**c) Report from the Director Planning and Building**  
**Re: Burnaby Mountain Parkway Cycling Safety**  
**Improvements and Joe Sakic Way Urban Trail**

The Director Planning and Building submitted a report seeking expenditure approval for safety improvements on Burnaby Mountain Parkway and construction of a section of the Urban Trail on Joe Sakic Way.

The Director Planning and Building recommended:

1. THAT Council authorize an expenditure, not to exceed \$148,000 (exclusive of GST), from Gaming Funds for the construction of specific works on Burnaby Mountain Parkway and Joe Sakic Way, as outlined in this report.
2. THAT Council forward this report to the Transportation Committee for their information.

MOVED BY COUNCILLOR MCDONELL:  
SECONDED BY COUNCILLOR JORDAN:

THAT the recommendations of the Director Planning and Building be adopted.

CARRIED UNANIMOUSLY

**4. NEW BUSINESS****Councillor Jordan**

Councillor Jordan noted a memorandum received from the Director Finance regarding the 2015 Stabilization Funding Requests.

Arising from discussion, Councillor Jordan was granted leave by the Committee to introduce the following motion:

MOVED BY COUNCILLOR JORDAN:  
SECONDED BY COUNCILLOR MCDONELL:

THAT the Committee recommend to proceed with the 2015 Stabilization Funding Requests EXCEPT Burnaby Village Museum Historic Steam Engine Restoration (\$45,000) and Consulting Services – Review Railway Crossings Agreement (\$250,000).

CARRIED UNANIMOUSLY

Further arising from discussion, the Committee requested more information on the Steam Engine Restoration Project.

**5. INQUIRIES**

There were no inquiries brought before the Committee at this time.

**6. CLOSED**

Public excluded in accordance with Sections 90 and 92 of the Community Charter

MOVED BY COUNCILLOR JORDAN:  
SECONDED BY COUNCILLOR MCDONELL:

THAT this meeting do now recess.

CARRIED UNANIMOUSLY

The meeting recessed at 6:20 p.m.

MOVED BY COUNCILLOR JORDAN:  
SECONDED BY COUNCILLOR MCDONELL:

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The meeting reconvened at 6:40 p.m.

7. **ADJOURNMENT**

MOVED BY COUNCILLOR JORDAN:  
SECONDED BY COUNCILLOR MCDONELL:

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open meeting adjourned at 6:40 p.m.

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Blanka Zeinabova  
ADMINISTRATIVE OFFICER

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Councillor Dan Johnston  
CHAIR



City of  
**Burnaby**

Parks, Recreation & Cultural Services  
Administration Office

## INTER-OFFICE MEMORANDUM

TO: FINANCE MANAGEMENT COMMITTEE      DATE: 2015 June 17

FROM: DIRECTOR PARKS, RECREATION &  
CULTURAL SERVICES

SUBJECT: **RESTORATION OF THE HERITAGE WATEROUS STEAM ENGINE AT  
BURNABY VILLAGE MUSEUM**

The purpose of this memorandum is to provide the Committee with further information on the funding request to restore the rare Canadian made Waterous Steam Engine at Burnaby Village Museum. The engine exhibit is located adjacent to the blacksmith's shop on site at the Museum. For clarification, attached are photos of the exhibit which show the condition of the engine. Staff received the following cost breakdown from Mr. Shane Carr, a BC based restorer who is uniquely qualified to perform the work from a safety and authenticity perspective:

Sand blasting	\$2,500
Valve rod and lever	\$3,500
Piston rod and packing	\$1,200
Repair and or replace cross head shoes	\$3,000
Renew connecting rod, split bushings and pin	\$3,500
Set up and re-bore main cross head bore in the main casting	\$4,500
Refit crank shaft bushings and connecting rod bushings	\$3,500
Rebuild governor	\$3,000
Supply new governor belt	\$300
Rebuild cordless valve	\$3,000
Replace missing and or broken parts from the main casting	\$1,800
Reassemble	\$8,000
Materials such as paint, primer, nuts and bolts, babbitt, steel, patterns, gaskets	<u>\$7,200</u>

Total cost for job: \$45,000 plus tax.



## FINANCE MANAGEMENT COMMITTEE

Subject: RESTORATION OF THE HERITAGE

WATEROUS STEAM ENGINE AT BURNABY

VILLAGE MUSEUM

2015 June 17 ..... Page 2

Mr. Carr explained when providing the cost breakdown that when antique equipment and machinery is rebuilt, you have to make every single part yourself as there are usually no drawings or records of how the parts were made. He needs to create drawings, patterns and templates to make the new parts, which consumes many hours and incurs costs such as access fees for online museum records, etc. It should be noted that this work on the engine is a one-time major restoration and will last us for many years of regular operation. The work is a major restoration to ensure safe operation of the exhibit for the foreseeable future. Please let me know if there is any further information required by the Committee in order to approve this expenditure.



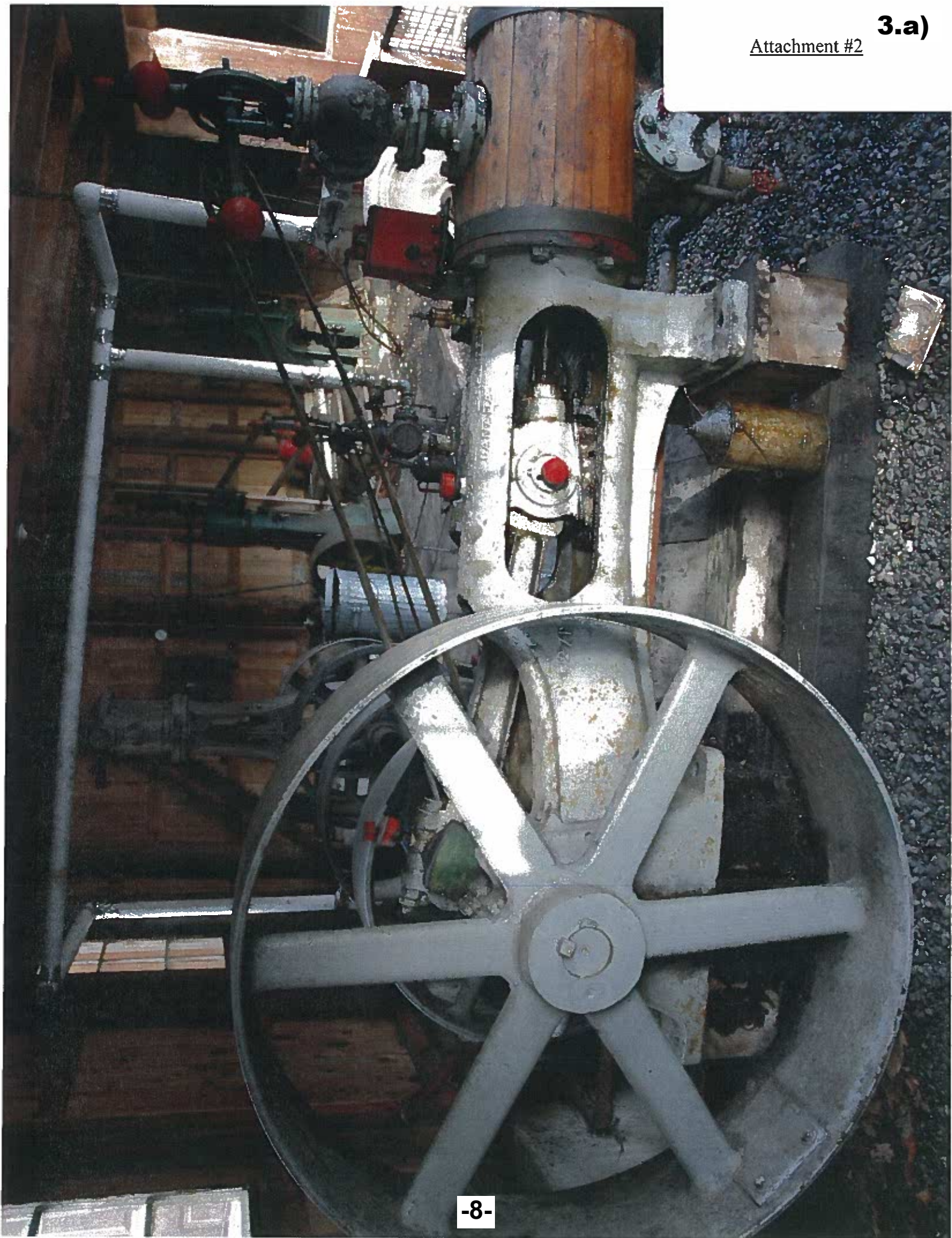
Dave Ellenwood

Director Parks, Recreation &amp; Cultural Services

DE:km

Attachments (2)

p:/de/memos/restorationofwateroussteamengine.docx









Meeting 2015 June 25

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2015 June 09

**FROM:** DIRECTOR ENGINEERING

**FILE:** 32000-05

**SUBJECT:** VEHICLE REPLACEMENT - SINGLE AXLE SEWER FLUSHER AND REAR LOAD REFUSE TRUCK.

**PURPOSE:** To request funding approval to replace two Engineering fleet vehicles with values over \$250K.

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**RECOMMENDATIONS:**

1. **THAT** The Financial Management Committee recommend Council approve the capital expenditure of \$630K for vehicle replacement of a single axle Sewer Flusher vehicle and a Rear Load Refuse Truck.

**REPORT**

The 2015 – 2019 Provisional Financial Plan provides funding for various multi-year capital improvements. In order to proceed in a timely manner with the replacement of these vehicles, capital expenditure approval is requested for the below listed vehicles.

**1.0 Single Axle Sewer Flusher (1031) (ENZ.0029) \$330,000**

The vehicle is being replaced due to high maintenance costs as a result of the vehicle being at the end of its useful life.


This vehicle is being funded from ENZ.0029 which has sufficient funding for this vehicle. Budgeted amount consist of \$220K in 2015 and the balance of \$110K in 2016.

**2.0 Rear Load Refuse Truck (3008) (ENZ.0031) \$300,000**

This vehicle was damaged in a motor vehicle accident and the estimated repair costs were almost as much as the current value of this vehicle. This Vehicle was also planned for replacement in the 2016 Capital Plan and therefore a decision was made to replace this vehicle in 2015. Council previously approved (2015 May 04) \$770K under ENZ.0031 from a total budget of \$1.152M. As such there is sufficient budget under this item in 2015 to replace this vehicle.

To: Chair and Members Financial Management Committee  
From: Director Engineering  
Re: Vehicle Replacement - Single Axle Sewer Flusher And Rear Load  
Refuse Truck  
2015 June 09..... Page 2

It is recommended that the Financial Management Committee request Council to approve the capital expenditures of \$630K for the vehicle replacements of a single axle Sewer Flusher vehicle and a Rear Load Refuse Truck.



Leon A. Gous, P. Eng. MBA  
DIRECTOR ENGINEERING

FV/ac

Copied to: City Manager  
Director Finance  
Director Parks, Recreation & Cultural Services  
City Solicitor



Meeting 2015 Jun 25

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2015 June 18

**FROM:** DIRECTOR FINANCE

**FILE:** 7600-20

**SUBJECT:** OPERATING GAMING FUND PROJECT REQUESTS

**PURPOSE:** To request approval for the use of the Operating Gaming Fund to fund fourteen community projects.

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**RECOMMENDATION:**

1. **THAT** the Financial Management Committee recommend Council approve \$867,500 from the Operating Gaming Fund to fund fourteen projects as outlined in this report.

**REPORT**

Fourteen projects to be funded from the Operating Gaming Fund totaling \$867,500 are being submitted for the consideration of the Financial Management Committee.

**1.0 OVERVIEW OF PROJECTS****1.1 Pedestrian Bridge Cleaning and Improvements - \$200,000**

This project is to provide cleaning and improvements for the following four pedestrian bridges:

- McMurray
- Sperling
- Griffiths
- Barnet Beach

A planned strategy of cost-effective treatments has been developed to preserve the bridges. The work will maintain or improve the condition and safety of the bridges. Improvements include the structural treatment of laminated wood beams for UV protection; application of anti-skid surface treatment; replacement of steel railings and glass barriers; and painting.

**1.2 Bob Prittie Metrotown Library Interior Painting - \$100,000**

This project is for interior painting of the 3<sup>rd</sup> Floor Bob Prittie Metrotown Library branch. The Bob Prittie Metrotown Library is the main branch of the City's library services. This civic building and community gathering space overlooks civic square in the heart of Metrotown. New paint will significantly update the third floor Administration, Home Library Services,



To: Chair and Members Financial Management Committee  
 From: Director Finance  
 Re: OPERATING GAMING FUND PROJECT REQUESTS  
 2015 June 18.....Page 2

Acquisitions and Cataloguing departments, and provide patrons and community groups with a more pleasurable user experience in the boardroom. The interior painting will provide visual linkage with the recently completed new entrance to the branch. The Metrotown Library attracts 687,000 visitors per year.

**1.3 City Vacant Lots and Laneway Clean-up - \$100,000**

This project is for the clean-up of City-owned vacant lots and laneways. Work activities include the removal of litter and dumped materials; increased vegetation control; and construction of berms and /or fencing to prevent illegal dumping. The clean-up of vacant lots adjacent to Parks will include removal of invasive species; improve accessibility where applicable; address safety concerns and enhance the aesthetics of the surrounding area.

**1.4 Bob Prittie Metrotown, McGill and Tommy Douglas Libraries – Holiday Lights - \$100,000**

This project encompasses adding festive and celebratory illumination to each library branch for the holidays. These branches attract over 100,000 visitors in the month of December.

**1.5 Roads & Drainage/Parks Boulevard & Median Improvements - \$75,000**

Funding is being requested for a pilot project on boulevard and median surface treatments to reduce operational costs while maintaining or improving aesthetics.

**1.6 Burnaby Golf Beautification - \$68,500**

This project is for the upgrade and beautification of 16,000 sq. ft. shrub beds; conversion to maintenance free surfaces to dramatically improve the landscape and decrease the operation time to maintain the grounds. There are nine areas around the golf course that are proposed for beautification. These planting areas would consist mainly of native shrubbery, but in specific areas, like the first and tenth tee, would have some accent flowerbeds added.

**1.7 Burnaby Village Museum Display - \$50,000**

A collection of ten frogs will be created to be used as eco-sculptures in the summer at various parks and decorated in the winter as part of the Burnaby Village Museum display.

**1.8 McGill Library Exterior Signage - \$50,000**

This project includes design, fabrication, and installation of new exterior signage for McGill Library. The McGill Library is an important civic building in the Heights area and part of the leisure and recreational services complex at Albert Street and Willingdon Avenue. New signage will enhance the appearance of the McGill Library branch and provide greater visibility from the adjacent streetscape. The McGill Library attracts 445,000 visitors per year.

To: Chair and Members Financial Management Committee  
 From: Director Finance  
 Re: OPERATING GAMING FUND PROJECT REQUESTS  
 2015 June 18.....Page 3

**1.9 Site Clean-up and Improvements for the Kushiro Visit - \$40,000**

This project will include extra power washing of benches, plaques and walkways in preparation for the Kushiro visit. In addition more intensive repairs will be undertaken at the City Hall Kushiro Garden and Burnaby Mountain Playground of the Gods. At the City Hall location the fountain will be drained, sludge removed, pump cleaned and made to work, and the waterfall will be reinstated. On Burnaby Mountain the new Kushiro Park sign and interpretive plaque on a granite plinth will be installed. The Playground of the Gods will have the base recovered with crush rock and the potholes in the grass area throughout the site will be filled and re-seeded.

**1.10 North Road Median Maintenance - \$25,000**

North Road center median work includes landscaping, weeding, pruning, litter collection, and irrigation. Funding was contributed by both Coquitlam and Burnaby for enhancement of the center median on North Road beneath the guideway. There was no annual operating funding budgeted for when the project is completed and transferred to the City for maintenance.

**1.11 Bob Prittie Metrotown Library - First Floor Interior Signage - \$20,000**

The recently completed renovation to the entrance of the branch has received extremely positive comments from the library patrons. Integrated into the design and construction of the entrance are attractive signage elements. Funding is requested to extend the look and feel of the new entranceway signage to the interior of the Library. This will provide an overall enhancement to the branch and provide attractive, informative, and consistent visual identity throughout the branch. The Metrotown Library attracts 687,000 visitors per year.

**1.12 Invasive Plant Removal Follow-up Replanting - \$15,000**

Through the invasive plant management program, Knotweed has been removed from parks and roadways in multiple locations throughout the City. These areas now need to have native plants replanted. High profile, high public use locations such as the edge of Deer Lake and the Burnaby Village Museum have been identified as a priority; twenty park sites have bare patches to be replanted.

**1.13 Bus Shelter Beautification - \$14,000**

This project would entail the removal of garbage and cleaning of concrete pads near bus shelters.

**1.14 Re-Installation and Lighting of Sculptures - \$10,000**

This project is for the installation of eagle frames at Marine Drive and Gaglardi Way and Lougheed Highway intersection. The frames originally built for the World Police and Fire Games are in storage and can be reinstalled with up-lighting to create focal points along these major roadways.



To: Chair and Members Financial Management Committee  
From: Director Finance  
Re: OPERATING GAMING FUND PROJECT REQUESTS  
2015 June 18.....Page 4

## **2.0 RECOMMENDATION**

The current Operating Gaming Fund balance is \$3,755,454. The 2015 Operating Budget has \$1,030,000 one-time expenditures from the Operating Gaming Fund, leaving a total of \$2,725,454 to fund special projects as approved by Council. It is recommended that the Financial Management Committee recommend Council approve \$867,500 from the Operating Gaming Fund to fund fourteen projects as outlined in this report.



Denise Jorgenson  
DIRECTOR FINANCE

DJ:NK/ab

cc: City Manager  
Members of the Management Committee



Meeting 2015 Jun 25

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2015 June 18

**FROM:** DIRECTOR FINANCE

**FILE:** 2410-20

**SUBJECT:** INFORMATION UPDATE – EAGLES ESTATE AND BALDWIN HOUSE

**PURPOSE:** To recommend continuation of the joint City-BCIT heritage project for the next school year.

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**RECOMMENDATIONS:**

1. **THAT** the Financial Management Committee recommend Council authorize staff to continue with the joint City-BCIT heritage project for the next school year as outlined in this report.
2. **THAT** this report be referred to the Community Heritage Committee for information.

**REPORT****1.0 BACKGROUND**

Staff provided a progress report to the Community Heritage Commission 2015 June 04 on a joint City-British Columbia Institute of Technology (BCIT) heritage project for the Eagles Estate and Baldwin House. At this meeting the students and staff of BCIT appeared as a delegation to provide an overview of their work and the experience that they had working with City. The Community Heritage Commission received the delegation warmly and requested that a report recommending continuation of this project be sent to the Financial Management Committee for review and direction.

The Land Conservancy of British Columbia vacated the Eagles Estate and Baldwin House in 2013, staff have been working to find opportunities to broaden community access to these two heritage buildings and their surrounding gardens in Deer Lake Park. Even without the benefit of advertising, both properties continue to generate interest from the public.

In 2014 May, Licence staff entered into discussions with faculty members from BCIT to examine possible partnering opportunities. Given the age of the facilities and the heritage designation, maintenance of both of these houses is very specialized. After viewing the two properties BCIT faculty responded enthusiastically offering to work with City staff to determine

To: Chair and Members Community Heritage Commission  
 From: Director Finance  
 Re: Information Update – Eagles Estate and Baldwin House  
 2015 June 18 ..... Page 2

if a program could be developed for these two buildings, using teaching programs and student engagement. The Finance Department was granted Council permission to work with BCIT on the development of a teaching curriculum.

The project with BCIT began 2014 October. The following outlines the details of the 2014 Fall/2015 Winter-Spring project:

### ***City-BCIT Initial Joint Heritage Project***

To complete Auto-CAD as-built drawings for the Eagles Estate and Baldwin House utilizing the BCIT Architectural and Structural CADD and Graphics Technician programs by incorporating this activity into the following courses:

- ASCT 1240 – Arch Graphics – As-Built Measurements & Field Sketches
- ASCT 1210 CAD – Computer Applications

Architectural Design students began site reviews of the two properties in 2014 October 22 with computer graphics work following into December. On 2015 January 22, City Management staff attended BCIT to review the work of students and answer questions about the operations of the City. Students were proud and pleased to share their work; each one participated in a team presentation.

City staff were greatly impressed by the caliber of work and the enthusiasm of BCIT facility and staff regarding the program. The ASCT program curriculum was built around the two Burnaby civic heritage facilities. The BCIT instructor had spent considerable time and effort in making the program interesting and appropriate for the work program of the course. The project delivered as-built drawing plans for both the Eagles Estate located at 5655 Sperling Avenue and Baldwin House located at 6572 Deer Lake Drive.

At the 2015 June 04 Community Heritage Commission meeting, members of the Community Heritage Commission were also impressed by the accomplishments of the students and expressed their appreciation for work well done.

### ***Next Steps***

In support of the City-BCIT initiative, BCIT is currently exploring 2015/2016 program considerations as follows:

- The SUST 7100 Course (Introduction to Sustainable Urban Development) will be led by instructor Donald Yen (who lead the ASCT Program). The curriculum will be designed to engage a cross-section of directed studies students from various program offerings to explore sustainable opportunities to provide operational and business plans in support of the retention of heritage buildings in the community.

To: Chair and Members Community Heritage Commission  
 From: Director Finance  
 Re: Information Update – Eagles Estate and Baldwin House  
 2015 June 18 ..... Page 3

- The Interior Design Diploma Program which could incorporate accessibility assessment activities and interior decorating design.
- The Architectural Science Degree Program will use the facilities as a design tool and explore the heritage significance of the structures while reviewing the building envelope and energy performance.
- The School of Construction and Environment and the School of Business can coordinate student directed studies course/workshop to explore potential uses of the houses. This program can build off of the data gathered from completed activities.

## 2.0 RECOMMENDATION

The first year of the joint City-BCIT program has been very successful. Staff request Financial Management Committee recommend Council to authorize staff to continue for the next school year (2015 September through 2016 June) with the joint City-BCIT heritage project.

It is also recommended that a copy of this report be referred to the Community Heritage Committee for information.



Denise Jorgenson  
 DIRECTOR FINANCE

DJ/ab

cc: City Manager  
 Chief Licence Inspector



Meeting 2015 June 25

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2015 June 24

**FROM:** DIRECTOR FINANCE

**FILE:** 5220-05

**SUBJECT: CONTRACT AWARD FOR SOFTWARE AND IMPLEMENTATION SERVICES FOR THE LICENCES, INSPECTIONS AND PERMITS PROGRAM**

**PURPOSE:** To obtain Council approval to award a contract to Tyler Technologies for implementation of a new licences, inspections and permits system.

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**RECOMMENDATION**

1. **THAT** Financial Management Committee recommend Council approve a contract award to Tyler Technologies Inc. for the purchase of EnerGov software and Phase 1 implementation services at an estimated cost of \$3,356,612, including GST in the amount of \$159,838.68, as outlined in this report.

**REPORT****1.0 BACKGROUND**

The issuance of permits and business licences at the City generated \$15.8M annual in revenue in 2014 (\$11M for Buildings services, \$2.1M for Planning services and \$2.7M for issuance of Licences). This represents the processing of approximately 33,000 cases, 40,000 referrals, and 50,000 inspections annually. Tracking, documentation and receipting of development cost charges, amenity funds, contributed infrastructure assets, external fees and future works funds contribute an additional \$48.6M to City revenues. The existing Permit\*Plan system is almost 20 years old and runs on hardware and software that is no longer supported by the original vendor. This is a significant technical and business risk for the City in terms of the Information Technology department's ability to continue to maintain this application. An operational failure of the existing software, which is at the end of its service life, would result in significant processing delays for these key City services.

The replacement system will allow the City to adapt to changing business requirements. Specific improved functionality will allow for the updating and addition of new cases, accommodation of automated workflow and approvals, mobile inspections or permit/report issuance in the field. In addition, the new system will allow for the tracking of development activities and contributions to City infrastructure. These business processes which are currently manually recorded will be incorporated into the new system to provide timely information and improved business functionality for the City across departments and approval processes. In summary, the proposed

To: Financial Management Committee  
 From: Director Finance  
 Re: Contract Award for Software and Implementation Services  
 for the Licences, Inspections and Permits Program  
 2015 June 24..... Page 2

solution provides the opportunity to include needed functionality to improve efficiencies and to provide better services for our citizens and clients.

## 2.0 PROPOSED SOLUTION

In response to a Request for Proposals (RFP) for a replacement system, three proposals were received by the closing time on 2014 May 21. The Request for Proposals followed an earlier extensive Request for Information process which included a shortlisting of qualified proponents who conducted product demonstrations comprising functional and technical briefings on their proposed solutions. Proponents to the RFP were evaluated on how well the functionality of their respective products met the City's business requirements, their ability to integrate with the City's existing technical infrastructure and business applications environments, their experience with implementations of similar size and scope, and the financial stability of their organizations. City staff selected Tyler Technologies as the lead proponent with its EnerGov software solution. Tyler Technologies then went through a proof of concept stage to highlight their product's functionality using City provided data and business scenarios, and finally a series of joint design workshops with staff from the City and Tyler Technologies to review additional technical components of the proposed solution.

This project will be divided into three phases. The work of Phase 1 is illustrated in the following diagram.



**Replacement of existing Permit\*Plan functionality**

To: Financial Management Committee  
 From: Director Finance  
 Re: Contract Award for Software and Implementation Services  
 for the Licences, Inspections and Permits Program  
 2015 June 24..... Page 3

#### Phase 1 Implementation Deliverables will:

- automate the current paper-based process in the legacy system
- ensure basic licence, inspection and permit processes are up and running
- integrate related engineering functions into the land development process
- display land parcels and property information through the City's mapping (GIS) system
- leverage the existing property and owner information in the City's financial (SAP) system
- use existing financials (SAP) and processes for cash handling and notifications

#### *Value-Added – Mobile Inspections:*

- includes investigation of Tyler Mobile Inspections functionality (delivered as part of core Tyler package), and if feasible within the timeframe and budget, these will be delivered in Phase 1. Benefits of mobile inspections include enhanced citizen service, increased internal efficiency and reduced carbon footprint.

### 3.0 FUNDING

The work of this contract includes software licences, professional services to implement the Phase 1 solution with respective training services, go-live support services, travel and disbursements. Estimated Phase 1 costs are \$3,356,612; annual operating licensing costs are estimated to be \$269,060. Additional reports will be submitted to Council prior to initiation of future phases.

Bylaw funding for this capital project was previously approved by Council and this project is included in the 2015 – 2019 Financial Plan. The Chief Information Officer and the Director Planning and Building concur with this recommendation.

### 4.0 RECOMMENDATION

The Financial Management Committee recommend Council approve a contract award to Tyler Technologies Inc. for the purchase of EnerGov software and Phase 1 implementation services at an estimated cost of \$3,356,612, including GST in the amount of \$159,838.68, as outlined in this report.



Denise Jorgenson  
 DIRECTOR FINANCE

DJ:GC /ml

Copied to: City Manager  
 Deputy City Managers (2)  
 Director Planning and Building

Chief Information Officer  
 City Clerk