

**INTER-OFFICE MEMORANDUM**

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

**DATE:** 2019 Oct 15

**FROM:** DIRECTOR FINANCE

**FILE:** 7600-20

**SUBJECT: FINANCIAL REPORT AS AT 2019 PERIOD 09**

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The purpose of this memorandum is to provide the Financial Management Committee with an overview of the City's financial activity as of the end of Period 09 and to compare that activity with the 2019-2023 Financial Plan adopted by Council on 2019 May 13.

The City of Burnaby uses four week accounting periods to capture budget and posted accounting data. Therefore, this report is based on revenue and expenditure figures for closed 2019 Periods 01 to 09 (2019 January 01 to 2019 September 01).

The City has accrued known expenditures for Period 09 reporting; therefore, expenditures reflect costs incurred to date for goods and services that have been delivered but not billed.

In Tables 1 to 3, the Period 09 Variance is the difference between Period 09 Actual and Period 09 Budget. A positive amount is a favourable variance which could result from either lower expenditure or higher revenue compared to budget. A negative amount is an unfavourable variance which could result from either higher costs or lower revenue compared to budget. Variances identify any pressures or opportunities on the operating budget. Departments are continuing to proactively monitor their actual results compared to the approved budget on a monthly basis.

**1.0 OPERATING BUDGETS****1.1. *General Revenue Fund – Operations***

The Corporate Strategic Plan continues to guide the departments in the delivery of services through the goals of A Safe Community, A Connected Community, An Inclusive Community, A Healthy Community, A Dynamic Community and A Thriving Organization. As a result, the City has continued to make positive progress with operating initiatives and have completed numerous activities thus far.

The following is a list of some achievements to the end of 2019 Period 09:

- Burnaby Public Library's teen librarians regularly visited the Burnaby Youth Hub to deliver technology and reading programs and also connected with the Young Parents Program at Burnaby South Secondary to share resources and offer babytime story programs. At the Burnaby Youth Custody Centre, the librarians developed a collection of books for the exclusive use of students at the centre. Many students are from outside the lower mainland and are delighted to have the ability to take their favourite book with them on their return home and to return it back at any library in B.C.
- The Citizen Support Services Division of the Corporate Services Department has been collaborating with the City's Marketing Division, community volunteers and local businesses to develop a new Burnaby Seniors Resource Guide. This guide is produced once every two years and provides telephone numbers and information about programs, benefits, agencies and services that are available to seniors who live in the Burnaby area. The 2019 edition of this guide is expected to be available by November and will be distributed to recreation centres, libraries, City Hall, Fraser Health and Community Service Providers.
- The Traffic Section of the RCMP Burnaby Detachment conducted a number of commercial vehicle safety enforcement initiatives during the summer months in conjunction with other agencies such as Integrated Road Safety Unit, Commercial Vehicle Safety Enforcement, New Westminster Police Department, Burlington Northern and Santa Fe Police. Nearly 180 vehicles were inspected and 58 vehicles were removed from the road due to various defects that deemed them unsafe to continue. Furthermore, numerous violation tickets were issued to drivers as well.
- The RCMP Youth Investigative Team (YIT) had several members attend the Hillside Gardens Family Day Event on 2019 July 25. This was a 4-hour annual event for residents, mainly tailored to children. Alongside the YIT members, both uniformed members and civilian employees from the Crime Prevention Unit were present at the event providing information to the public related to crime prevention. Furthermore, there were marked police cars on display for children to view as well as a professional DJ providing entertainment throughout the event. Overall, there was a great deal of positive interaction between YIT and the families at the event. Towards the end of the event, numerous toys were handed out to many of the children in attendance which was a highlight for many of them.
- The Solid Waste & Recycling Division of the Engineering Department deployed an additional 150 "Silverbox" multi-stream receptacles throughout the City, increasing the total number deployed to 350 units. These receptacles provide opportunities for pedestrians to recycle paper and containers by diverting from the waste stream.

- The Signs & Markings Division of the Engineering Department installed a total of five “Rainbow Pride Crosswalks” at various locations in the City. Furthermore, city staff used a new road marking product called Methyl Methacrylate (MMA) during the installation wherever it was feasible. MMA is a new product that provides excellent brilliance of colour, good traction and a long life expectancy. During the summer months, 3 of the 5 crosswalks were installed in early August, in time for the annual Pride celebrations.
- The Parks, Recreation, and Cultural Services Department launched the “Sounds Like Summer” program this year in an effort to increase the number of musical events around the City by providing free musical entertainment at City operated community centres, recreation centres and senior centres. Integration of music at City facilities for patrons to casually attend proved to be a huge success with 52 concerts in 11 different venues from 2019 July 17 to August 25. Overall response from individuals involved, including musicians, City staff, volunteers and the public, was overwhelmingly positive. Patrons enjoyed music from all genres making it “sound like summer” all over Burnaby.
- The Parks, Recreation, and Cultural Services Department launched the new summer “Pop-up Playmobile” which delivered fun and free activities including the City’s adventure playground program and mobile park services to Burnaby neighbourhoods, parks and special events. The adventure playground provided a unique opportunity allowing children to focus on unstructured, child-led play using building & recycled materials, tools, cardboard and polyvinyl chloride (PVC) piping. The mobile park service brought families together to enjoy the Imagination Playground blocks, sports, games, crafts and exciting activities. This new summer initiative had over 1,800 participants enjoy the new Playmobile.

Overall, the City is in a net favourable position of \$16.7M at the end of Period 09. This is due to higher than anticipated revenues of \$7.4M, consisting of permit & fee revenues in the Planning & Building Department; food sales, user fees and program registrations in the Parks, Recreation and Cultural Services Department and private funds in Fiscal for maintenance related to private crossing and other third party service connections. Furthermore, there is \$9.3M in expenditure savings primarily due to RCMP contract savings and compensation, consulting and contractor services savings across many departments.

It is anticipated at this time that operating results will remain in a net favourable position of approximately \$8.4M at year end after respective transfers to reserve funds and reserves. The forecasted favourable position is mainly attributable to higher than anticipated permit revenues driven by continued construction activity throughout the City, strong revenues in food sales and user fees, as well as, savings in the RCMP contract and staff vacancies in various departments.

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Table 1 below summarizes Period 09 General Revenue Operating results.

**Table 1 – Revenue and Expenditure by Department to Period 09**

Department - Revenue	Period 09 Actual	Period 09 Budget	Period 09 Variance Favourable/ (Unfavourable)	Variance %	2019 Annual Budget	2019 Year End Forecasted Variance Favourable/ (Unfavourable)
Mayor & Council	6,304,424	6,304,294	130	0.0%	355,500*	-
Human Resources	6,294	26,649	(20,355)	(76.4%)	623,578*	(30,000)
Burnaby Public Library	950,441	897,226	53,215	5.9%	1,406,172*	(25,400)
Information Technology	2,534	-	2,534	0.0%	1,151,793*	(279,200)
Corporate Services Administration	51,075	47,500	3,575	7.5%	447,500*	-
City Clerk	1,009	500	509	101.8%	500	-
Legal Services	229,177	242,419	(13,242)	(5.5%)	425,275	(100,000)
Citizen Support Services	386,566	480,110	(93,544)	(19.5%)	623,350*	(94,100)
Public Safety & Community Services Administration	31,130	31,154	(24)	(0.1%)	170,000*	(10,000)
Business Licence & Property Management	11,325,534	11,457,419	(131,885)	(1.2%)	15,189,106	325,000
Burnaby Fire	302,553	99,690	202,863	203.5%	782,000*	280,000
RCMP Burnaby Detachment	2,923,100	2,935,007	(11,907)	(0.4%)	3,320,505*	(30,500)
Engineering	9,644,106	10,178,052	(533,946)	(5.2%)	22,857,920*	(600,000)
Finance	692,632	669,154	23,478	3.5%	982,785*	22,000
Planning & Building	16,515,003	12,477,417	4,037,586	32.4%	18,660,532*	5,195,000
Parks, Recreation and Cultural Services	25,706,641	23,921,560	1,785,081	7.5%	34,525,700*	1,813,400
Fiscal Items	18,742,892	17,256,987	1,485,905	8.6%	35,959,782*	1,560,000
Tax Levy for City Services	273,663,390	273,077,700	585,690	0.0%	273,077,700	585,700
<b>Total Revenue</b>	<b>\$367,478,501</b>	<b>\$360,102,838</b>	<b>\$7,375,663</b>	<b>2.0%</b>	<b>\$410,559,697</b>	<b>\$8,611,900</b>

Department - Expenditures	Period 09 Actual	Period 09 Budget	Period 09 Variance Favourable/ (Unfavourable)	Variance %	2019 Annual Budget	2019 Year End Forecasted Variance Favourable/ (Unfavourable)
Mayor & Council	8,126,685	8,126,996	311	0.0%	3,073,010*	-
City Manager's Office	400,741	414,251	13,510	3.3%	626,857	-
Human Resources	3,212,341	3,386,593	174,252	5.1%	5,045,224*	(95,000)
Burnaby Public Library	10,336,838	10,395,247	58,409	0.6%	15,190,642*	18,400
Information Technology	17,921,919	18,313,125	391,206	2.1%	25,935,269*	135,100
Corporate Services Administration	1,564,976	1,768,827	203,851	11.5%	2,913,039*	-
City Clerk	1,193,994	1,303,397	109,403	8.4%	1,956,852	(15,000)
Legal Services	974,821	1,005,622	30,801	3.1%	1,799,946	(173,000)
Citizen Support Services	716,313	718,841	2,528	0.4%	1,177,385*	94,100
Public Safety & Community Services Administration	1,091,262	1,206,590	115,328	9.6%	1,864,008*	118,000
Business Licence & Property Management	6,976,033	7,736,775	760,742	9.8%	10,955,077	332,000
Burnaby Fire	29,515,767	29,558,329	42,562	0.1%	44,363,012*	(479,400)
RCMP Burnaby Detachment	29,285,283	32,008,109	2,722,826	8.5%	63,471,414*	2,190,000
Engineering	54,125,649	57,222,993	3,097,344	5.4%	83,007,772*	1,645,600
Finance	7,873,098	9,158,392	1,285,294	14.0%	13,676,710*	1,693,000
Planning & Building	9,737,115	10,881,790	1,144,675	10.5%	16,392,624*	1,517,000
Parks, Recreation and Cultural Services	63,808,894	63,692,133	(116,761)	(0.2%)	95,249,003*	(405,700)
Fiscal Items	10,950,414	10,201,886	(748,528)	(7.3%)	23,861,851*	(6,809,200)
<b>Total Expenditures</b>	<b>\$257,812,143</b>	<b>\$267,099,896</b>	<b>\$9,287,753</b>	<b>3.5%</b>	<b>\$410,559,697</b>	<b>(\$234,100)</b>
<b>Net Result</b>	<b>\$109,666,358</b>	<b>\$93,002,942</b>	<b>\$16,663,416</b>		<b>-</b>	<b>\$8,377,800</b>

\*2019 Annual Budget includes budgeted funding and expenditures for operating initiatives approved from one-time funding including Stabilization, Surplus, Gaming and Gaming Interest.

The major revenue and expenditure variances for Period 09 in General Revenue Operations are as follows:

**Revenues** are favourable by \$7.4M or 2.0%:

**Burnaby Fire:** A favourable variance of \$0.2M is mainly attributed to the higher than anticipated external recoveries and fees related to sprinkler and standpipe systems. It is anticipated that the favourable variance will increase to \$0.3M by year end as a result of continued higher than expected fees collected for sprinkler and standpipe systems.

**Engineering:** An unfavourable variance of \$0.5M is primarily due to lower than anticipated 4% inspection fees as a result of changes in the market. It is expected that this unfavourable variance will increase to \$0.6M by the end of the year, primarily as a result of inspection fees continuing to be lower than expected.

**Planning & Building:** A favourable variance of \$4.0M is primarily due to higher than anticipated permits & fee revenues from strong development activity within the City. It is estimated at year end that the favourable variance will be \$5.2M as development activity within the City is projected to continue to increase as the year progresses.

**Parks, Recreation and Cultural Services:** A favourable variance of \$1.8M is primarily due to higher than anticipated revenues in the following areas: \$0.9M in food services, \$0.5M from green fees and rentals in golf services, \$0.3M from program registration at recreational facilities, and \$0.1M related to tree removal fees, recoveries and donations. It is anticipated that the favourable variance will remain by year end primarily due to continued strong revenues in the Food Services Division as well as higher user fee revenues from the Recreation and Golf Divisions.

**Fiscal:** A favourable variance of \$1.5M is mainly due to \$0.9M in higher than budgeted private funds received for private crossings and other third party service connections. These private funds are offset by increased costs within the expenditures section. In addition, higher than anticipated WCB rebates and external recoveries contribute another \$0.6M favourable variance. By year end, this favourable variance is anticipated to increase to \$1.6M due to the continued increase in private funds related to third party connections.

**Tax Levy for City Services:** A favourable variance of \$0.6M is predominately due to higher than anticipated property tax revenues received. The final revised tax roll from BC Assessment, received after the budget process was complete, had a higher assessed value for Class 1 Residential properties resulting in higher property taxation revenue. This favourable variance will remain by year end.

**Expenditures** are favourable by \$9.3M or 3.5%:

**Information Technology:** A favourable variance of \$0.4M currently exists due to vacancies in staff positions. It is estimated that this favourable variance will reduce to \$0.1M by year end as positions are continually filled.

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**Corporate Services:** A favourable variance of \$0.2M is mainly due to vacancies. It is estimated that this variance will no longer exist by year end as positions get filled by the end of the year.

**Business Licence & Property Management:** A favourable variance of \$0.8M is primarily due to savings in building services expenditures of \$0.5M as a result of lower than anticipated maintenance required at City buildings such as Deer Lake. Furthermore, there are additional savings of \$0.3M as a result of staffing levels and lower than expected costs in various operating expenditures. This favourable variance is expected to decrease to \$0.3M due to higher than anticipated operating expenditures to prepare City owned facilities/shelters for the winter season and also higher than anticipated expenditures related to the SPCA contract.

**Burnaby Fire:** A minimal favourable variance currently exists; however, by year end it is forecasted that there will be an unfavourable variance of \$0.5M. This is primarily due to higher than anticipated compensation due to staffing costs as well as higher than expected vehicle maintenance expenditures.

**RCMP Burnaby Detachment:** A favourable variance of \$2.7M is primarily attributable to RCMP contract savings of \$2.5M from continued RCMP vacancies and \$0.2M due to civilian staffing vacancies. This variance is expected to remain favourable at \$2.2M by year end due to continued vacancies in both the RCMP contract and civilian staffing.

**Engineering:** A favourable variance of \$3.0M is largely due to lower than anticipated expenditures within various operating accounts such as contracted services, consulting services and building services which accounts for \$2.0M. In addition, there is \$1.0M in savings as a result of redirecting materials collected at the city transfer site to be reused for the Norland modernization and in hydro costs due to the conversion to LED lighting. By year end, it is forecasted that this favourable variance will decrease to \$1.6M as a result of operations in the final quarter of the year and the anticipated increased level of service requirements for snow and winter operations.

**Finance:** A favourable variance of \$1.3M is primarily due to \$0.9M from compensation savings and lower activity of \$0.4M in consulting, contracted services, and materials and supplies. This variance is expected to increase to \$1.7M favourable by year end primarily due to the timing in filling vacancies.

**Planning & Building:** A favourable variance of \$1.1M is mainly due to savings attributed to vacancies. This variance is expected to increase to \$1.5M favourable by year end primarily due to the timing in filling vacancies.

**Parks, Recreation and Cultural Services:** A small unfavourable variance of \$0.1M currently exist as a result of higher than anticipated expenditures in various operating accounts. By year end, it is forecasted that this unfavourable variance will increase to \$0.4M primarily due to the continued operations of the warming centres, higher food & bar supplies due to the increased activity in food services and increase service levels for snow & winter operations.

**Fiscal:** An unfavourable variance of \$0.7M is largely due to higher than anticipated maintenance for private crossings and other third party service connections; however, there is a corresponding increase in private funds to cover these expenditures. It is anticipated that this variance will become unfavourable by \$6.8M by year end. This is primarily due to additional transfers to reserves to achieve optimum reserve levels as per the City's Reserve Policy.

## 1.2. Sanitary Sewer Operations

Table 2 summarizes Period 09 Sanitary Sewer operating results which show a favourable net variance of \$0.9M.

**Table 2 – Sanitary Sewer - Revenue and Expenditure to Period 09**

	Period 09 Actual	Period 09 Budget	Period 09 Variance Favourable/ (Unfavourable)	Variance %	2019 Annual Budget	2019 Year End Forecasted Variance Favourable/ (Unfavourable)
Revenue	42,339,100	42,458,189	(119,089)	(0.3%)	44,523,449	(100,000)
Expenditures	35,987,625	37,009,663	1,022,038	2.8%	44,523,449	737,000
<b>Net Result</b>	<b>\$6,351,475</b>	<b>\$5,448,526</b>	<b>\$902,949</b>	<b>16.6%</b>	<b>-</b>	<b>\$637,000</b>

Sanitary Sewer's current favourable variance of \$0.9M is due to an unfavourable variance of \$0.1M in revenues and a favourable variance of \$1.0M in expenditures. Expenditures are favourable due to compensation savings of \$0.3M and lower than anticipated contracted services of \$0.7M.

It is estimated that by year end that Sanitary Sewers will have a favourable net variance of \$0.6M mainly due to continued savings in staffing levels and lower than anticipated maintenance activity.

## 1.3. Waterworks Utility Operations

Table 3 summarizes Period 09 Waterworks Utility operating results which show a favourable net variance of \$0.6M.

**Table 3 – Waterworks Utility - Revenue and Expenditure to Period 09**

	Period 09 Actual	Period 09 Budget	Period 09 Variance Favourable/ (Unfavourable)	Variance %	2019 Annual Budget	2019 Year End Forecasted Variance Favourable/ (Unfavourable)
Revenue	50,637,167	50,810,857	(173,690)	(0.3%)	56,429,490	(249,000)
Expenditures	28,642,850	29,466,103	823,253	2.8%	56,429,490	608,000
<b>Net Result</b>	<b>\$21,994,317</b>	<b>\$21,344,754</b>	<b>\$649,563</b>	<b>3.0%</b>	<b>-</b>	<b>\$359,000</b>

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Waterworks Utility's current favourable variance of \$0.6M is a result of an unfavourable variance of \$0.2M in revenues and a favourable variance of \$0.8M in expenditures. Revenues in Waterworks Utility are unfavourable as a result of lower than anticipated metered water revenues due to changes and fluctuations in consumer demands. This is offset by the favourable variance in expenditures which is predominately attributed to compensation savings from staffing levels.

It is estimated that by year end that Waterworks Utility will have a favourable net variance of \$0.4M primarily due to continued savings in staffing.

## 2.0 CAPITAL PLAN

The Capital Plan for 2019 is \$254.6M. The 2019 capital expenditures to the end of Period 09 are \$57.9M. To date, 22.8% of the planned capital expenditures have been spent compared to 26.4% in the same period for 2018.

### 2.1 Capital Expenditure Summary

	Period 09 Actual	2019 Annual Plan	Remaining Plan	Period 09 Actual to Plan %
<b>Total</b>	\$57,941,808	\$254,620,700	\$ 196,678,892	22.8%

### 2.2 2019 Capital Expenditures by Departmental Program

Department	2019 Annual Plan	2019 Reallocations /Contingency*	2019 Current Plan	2019 Actual	2019 Remaining Plan
<b>OFFICE OF THE CITY MANAGER</b>					
<b>BURNABY PUBLIC LIBRARY</b>					
LIBRARY BUILDINGS	1,055,000	158,000	1,213,000	268,363	944,637
LIBRARY VEHICLES	68,900	-	68,900	-	68,900
LIBRARY MATERIALS	1,682,700	-	1,682,700	931,587	751,113
LIBRARY EQUIPMENT	-	-	-	-	-
<b>TOTAL BURNABY PUBLIC LIBRARY</b>	<b>2,806,600</b>	<b>158,000</b>	<b>2,964,600</b>	<b>1,199,950</b>	<b>1,764,650</b>
<b>INFORMATION TECHNOLOGY</b>					
INFRASTRUCTURE EQUIPMENT	5,684,000	2,329,900	8,013,900	3,230,841	4,783,059
BUSINESS SOLUTIONS PROGRAM	6,548,600	(2,329,900)	4,218,700	1,639,128	2,579,572
<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>12,232,600</b>	<b>-</b>	<b>12,232,600</b>	<b>4,869,969</b>	<b>7,362,631</b>
<b>CORPORATE CAPITAL CONTINGENCY</b>	<b>6,000,000</b>	<b>(2,375,616)</b>	<b>3,624,384</b>	<b>-</b>	<b>3,624,384</b>
<b>OFFICE OF THE CITY MANAGER SUBTOTAL</b>	<b>21,039,200</b>	<b>(2,217,616)</b>	<b>18,821,584</b>	<b>6,069,919</b>	<b>12,751,665</b>



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Department	2019 Annual Plan	2019 Reallocations/ Contingency*	2019 Current Plan	2019 Actual	2019 Remaining Plan
<b>CORPORATE SERVICES</b>					
<b>CORPORATE SERVICES</b>					
CITY ARCHIVES & BUILDINGS	100,000	35,000	135,000	70,491	64,509
<b>TOTAL CORPORATE SERVICES</b>	<b>100,000</b>	<b>35,000</b>	<b>135,000</b>	<b>70,491</b>	<b>64,509</b>
<b>CORPORATE SERVICES SUBTOTAL</b>	<b>100,000</b>	<b>35,000</b>	<b>135,000</b>	<b>70,491</b>	<b>64,509</b>
<b>PUBLIC SAFETY &amp; COMMUNITY SERVICES</b>					
<b>ADMINISTRATIVE SERVICES</b>					
EQUIPMENT	348,400	33,000	381,400	37,388	344,012
<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b>348,400</b>	<b>33,000</b>	<b>381,400</b>	<b>37,388</b>	<b>344,012</b>
<b>BUSINESS LICENCE &amp; PROPERTY MANAGEMENT</b>					
DEER LAKE CENTRE	1,240,500	256,575	1,497,075	440,010	1,057,065
IRMIN COMPLEX	154,200	-	154,200	-	154,200
VEHICLES	-	54,000	54,000	-	54,000
<b>TOTAL BUSINESS LICENCE &amp; PROPERTY MANAGEMENT</b>	<b>1,394,700</b>	<b>310,575</b>	<b>1,705,275</b>	<b>440,010</b>	<b>1,265,265</b>
<b>BURNABY FIRE</b>					
FIRE BUILDINGS	720,000	120,000	840,000	-	840,000
FIRE VEHICLES	1,740,000	-	1,740,000	79,717	1,660,283
FIRE EQUIPMENT	970,000	-	970,000	294,597	675,403
<b>TOTAL BURNABY FIRE</b>	<b>3,430,000</b>	<b>120,000</b>	<b>3,550,000</b>	<b>374,314</b>	<b>3,175,686</b>
<b>RCMP BURNABY DETACHMENT</b>					
RCMP BUILDINGS	587,000	-	587,000	105,904	481,096
RCMP VEHICLES	30,000	-	30,000	-	30,000
<b>TOTAL RCMP BURNABY DETACHMENT</b>	<b>617,000</b>	<b>-</b>	<b>617,000</b>	<b>105,904</b>	<b>511,096</b>
<b>PUBLIC SAFETY &amp; COMMUNITY SERVICES SUBTOTAL</b>	<b>5,790,100</b>	<b>463,575</b>	<b>6,253,675</b>	<b>957,616</b>	<b>5,296,059</b>
<b>ENGINEERING</b>					
FACILITIES MANAGEMENT	16,144,700	18,373	16,163,073	2,638,049	13,525,023
INFRASTRUCTURE	60,990,500	865,668	61,856,168	19,677,200	42,178,968
TRANSPORTATION	9,435,000	285,000	9,720,000	1,799,233	7,920,767
VEHICLES & EQUIPMENT	13,392,400	234,000	13,626,400	5,248,625	8,377,775
<b>ENGINEERING SUBTOTAL</b>	<b>99,962,600</b>	<b>1,403,041</b>	<b>101,365,641</b>	<b>29,363,107</b>	<b>72,002,534</b>
<b>FINANCE</b>					
VEHICLES & EQUIPMENT	180,000	20,000	200,000	50,411	149,589
<b>FINANCE SUBTOTAL</b>	<b>180,000</b>	<b>20,000</b>	<b>200,000</b>	<b>50,411</b>	<b>149,589</b>

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Department	2019 Annual Plan	2019 Reallocations/Contingency*	2019 Current Plan	2019 Actual	2019 Remaining Plan
<b>PLANNING &amp; BUILDING</b>					
CITY HALL BUILDINGS	131,200	-	131,200	2,650	128,550
COMMUNITY PLAN IMPLEMENTATION	47,000	-	47,000	-	47,000
LAND ASSEMBLY AND DEVELOPMENT	8,591,800	(100,000)	8,491,800	6,311,290	2,180,510
MAJOR CIVIC PROJECTS	84,443,900	375,000	84,818,900	8,511,374	76,307,526
<b>PLANNING &amp; BUILDING SUBTOTAL</b>	<b>93,213,900</b>	<b>275,000</b>	<b>93,488,900</b>	<b>14,825,314</b>	<b>78,663,586</b>
<b>PARKS, RECREATION, AND CULTURAL SERVICES</b>					
CULTURAL FACILITIES	1,621,800	-	1,621,800	385,976	1,235,824
GOLF FACILITIES	3,780,700	-	3,780,700	444,511	3,336,189
PARK FACILITIES	18,743,300	-	18,743,300	4,672,377	14,070,923
VEHICLES & EQUIPMENT	2,010,000	-	2,010,000	447,251	1,562,749
PROPERTY ACQUISITIONS	3,000,000	-	3,000,000	40,000	2,960,000
RECREATION FACILITIES	5,179,100	21,000	5,200,100	614,834	4,585,266
<b>PARKS, RECREATION AND CULTURAL SERVICES SUBTOTAL</b>	<b>34,334,900</b>	<b>21,000</b>	<b>34,355,900</b>	<b>6,604,950</b>	<b>27,750,950</b>
<b>GRAND TOTAL</b>	<b>254,620,700</b>	<b>-</b>	<b>254,620,700</b>	<b>57,941,808</b>	<b>196,678,892</b>

*\*Reallocations & Contingency:*

*Transfers of an amount from an approved Capital Plan Project to another Capital Project are primarily to address accelerated project delivery, escalating bid prices, or an unplanned priority project. For approved Capital Projects, Plan is transferred from projects which are under budget, or have fallen behind schedule. For unplanned priority projects, transfers must be approved by the City Manager and transferred from Capital Contingency.*

## 2.3 Capital Progress Report

The following departmental sections highlight the progress of selected capital projects at the end of Period 09. Capital projects are often multi-year projects with various milestones or stages of completion.

### 2.3.1 Burnaby Public Library

- The new Home Library Service vehicle entered into service in September 2019. The BPL's Home Library & Accessible Services Department offers library services to patrons who are unable to visit the library due to health restrictions or limited mobility.

### 2.3.2 Information Technology

- The 2<sup>nd</sup> phase of the Licence, Inspection, and Permit System (LIPS) implementation includes functionality to perform online payments. Development is currently underway with a scheduled launch date of mid-November 2019.

### **2.3.3 Corporate Services**

- The City Archives renovation was substantially completed in August 2019, with some minor carpentry work outstanding.

### **2.3.4 Public Safety & Community Services**

#### *RCMP Burnaby Detachment:*

- The new equipment room required to house a variety of police equipment was completed in August 2019.

#### *Burnaby Fire - Fire Equipment:*

- Consistent with the City Asset Management Plan, the replacement of Self-Contained Breathing Apparatus equipment has been completed for the 2019 year.

### **2.3.5 Engineering**

#### *Facilities Management:*

- Projects completed up to Period 09 include the majority of the recreation centre roof replacements, Fire Hall No. 3 apparatus bay floor replacement, and the Fire Hall No. 3 roof replacement.

#### *Infrastructure:*

- The Fraser Foreshore Dyke Reach 8 project is currently in construction stage. The objective of this project is to improve flood protection along Reach 8. The design must demonstrate the capability of meeting the future elevation requirements with future construction and retrofits. Construction will continue into 2020 for final paving of urban trails on top of the dyke.

#### *Transportation:*

- Completed installation of rectangular rapid flashing beacons have been completed at several locations including; Bennett/Bonsor, Cumberland/13th, Rumble/Roslyn, 4300 Still Creek, Gilmore at Kitchener Elementary School, Holdom/Francis, Deer Lake/Century Parkway, Marine/Greenall, Winston/Greenwood, and Oakland/Dufferin. The installation enhances the safety of pedestrians crossing at these locations.

### **2.3.6 Planning and Building**

#### *Land Assembly & Development:*

- Annually, the City purchases properties for a variety of civic uses. At the end of Period 09, three parcels have been purchased in the Edmonds and Royal Oak area to support and complete the City's adopted community plans.

#### *Major Civic Projects:*

- Phase 1 of the Laurel Streets Work Yard development is now complete, with most of Burnaby Operations using the new yard building. Central Stores has been temporarily relocated into the new building to allow for construction of the main building during phase 2. The new yard building has a green roof to support butterflies and pollinators.

### **2.3.7 Parks, Recreation and Cultural Services**

#### *Cultural Facilities:*

- The heritage renovation of the Burnaby Art Gallery's Fireside Room was completed in August 2019. The project included retrofitting gallery storage space to protect inventory on site and to accommodate traveling exhibitions.

#### *Park Facilities:*

- The Cariboo Hill School Lacrosse Box has been rebuilt and is now completed. Work included new asphalt surfacing, lines, and walls.
- The Outdoor Pool Chlorine System Conversion was completed in early June. The chlorine system used at Burnaby's four outdoor pools has been converted from chlorine gas to the safer WorkSafeBC compliant dry puck system.
- Family shade structure installations were completed at the following parks: McGill Park, David Gray Park, Edmonds Park, and George Green Park.

To: Financial Management Committee  
From: Director Finance  
Re: Financial Report as at 2019 Period 09  
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### 3.0 CONTRACT AWARDS

Attachment 1 provides a listing of all contract awards between \$250,000 and \$500,000 signed by the City Manager to the end of 2019 Period 09.

This financial update is provided for the information of the Financial Management Committee.



Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

NK:RG:WK / md

*Attachment: 1 – Purchase Orders Between \$250,000 - \$500,000 as at 2019 Period 09*

Copied to: City Manager  
Members of Management Committee  
City Clerk

## Purchase Orders between \$250,000 - \$500,000 as at 2019 Period 09

Purchase Order Number	Purchase Order Name	Supplier Name	Total Value (\$)	Currency
4100168779	Gordon Food Services Food Products 2020	GFS British Columbia	500,000.00	CAD
4100172007	Cisco Hardware Lifecycle 2019	Acrodex Inc	498,593.96	CAD
4100168416	2 Ton Walk-In Step Vans	First Truck Centre Vancouver Inc	490,322.56	CAD
4100173580	SAP Success Factor	SAP Canada Inc	489,369.48	CAD
4100167436	Bill Copeland Refrigeration Plant Ammonia Chiller Replacement	Cimco Refrigeration	461,831.41	CAD
4100168454	NetApp StorageGRID WebScale Expansion	Scalar Decisions Inc	455,606.36	CAD
4100169927	Douglas Road Building - Interior Fitout	Alfred Horie Construction Co Ltd	450,810.20	CAD
4100175085	Metrotown Library Condensing Unit Replacement	Just Mechanical Ltd	448,350.00	CAD
4100172576	Towing and Storage Services 2019-2024	Mundie's Towing, Storage & Service	425,000.00	CAD
4100170694	Dell IT Equipment - Hardware Refresh	Microserve	418,010.33	CAD
4100167331	Dell IT Equipment - Hardware Refresh	Microserve	408,983.23	CAD
4100168655	Centennial Food Products 2020	Centennial Foods - Vancouver	400,000.00	CAD
4100166059	Flagging and Traffic Control 2019	GOtraffic Management Inc	400,000.00	CAD
4100166055	Flagging and Traffic Control 2019	Ansan Traffic Group Inc	400,000.00	CAD
4100175089	Tandem Axle Dump Truck - Snow and Ice Removal Equipment	Commercial Truck Equipment Co	394,144.80	CAD
4100138795	Paint and Related Supplies 2021	Kensington Paint & Decorating Ltd.	380,800.00	CAD
4100174875	2 Ton 4x4 Crew Cab Dump Trucks	Dams Ford Lincoln Sales Ltd	371,408.75	CAD
4100175119	Windows 10 Bulk Order	Microserve	369,670.01	CAD
4100086186	Central Park Multi-Use Trail - Consulting Service	RF Binnie & Associates Ltd	363,671.92	CAD
4100172626	2019 Storm Sewer Extensions	Aplin & Martin Consultants Ltd	336,451.50	CAD
4100174192	Portland Cement Concrete 2020	Coquitlam Concrete (1993) Ltd	332,100.00	CAD

**Purchase Orders between \$250,000 - \$500,000 as at 2019 Period 09**

Purchase Order Number	Purchase Order Name	Supplier Name	Total Value (\$)	Currency
4100165404	Tyler Software Annual Maintenance 2019	Tyler Technologies Inc	324,646.95	CAD
4100167033	Security Services - Library Only	Guardteck Security Corp	320,000.00	CAD
4100171843	Boundary Lanes Combined Sewer Separation & Water - Phase II	RF Binnie & Associates Ltd	313,766.25	CAD
4100170769	Polycrete - Apparatus Bay Slab Replacement	Polycrete Restorations Ltd	310,998.45	CAD
4100175092	Cisco Network Hardware	Compugen Inc	303,656.26	CAD
4100173810	Hazardous Material Removal 2018-2021 Waste	Nucor Environmental Solutions Ltd	300,000.00	CAD
4100170953	Fire Hall #3 - Re-Roofing	Bollman Roofing & Sheet Metal Ltd	290,220.00	CAD
4100171947	Extended Cab 4x4 Pick Up Trucks	Openroad Auto Group Ltd	288,207.36	CAD
4100167451	Metrotown Library Washroom Renovations	Holaco Construction (1997) Ltd	260,400.00	CAD
4100170007	Engineering Capital Project Management Services 2019	Colliers Project Leaders Inc	260,035.65	CAD
4100173563	Gilmore Urban Trail - Manor Street	RF Binnie & Associates Ltd	255,780.00	CAD
4100168567	2 Ton Walk-In Van for Signs and Markings	First Truck Centre Vancouver Inc	252,519.68	CAD
4100172544	Fire Service & Maintenance 2019-2021 FM Only	AW Fireguard Supplies Ltd	250,000.00	CAD