

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 December 04

FROM: DIRECTOR FINANCE

FILE: 7600-20

SUBJECT: FINANCIAL REPORT AS AT 2019 PERIOD 11

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 11 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 11 (2019 January 01 to 2019 October 27).

The City has accrued known expenditures for Period 11 reporting; therefore, the expenditures reported reflect costs incurred to date for goods and services that have been delivered but not billed.

In Tables 1 to 3, the Period 11 Variance is the difference between Period 11 Actual and Period 11 Budget. A positive amount is a favourable variance which could result from either lower expenditures 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 11:

- The Human Resources Department has worked to establish awareness and opportunities for staff to learn more about the history and legacy of Indigenous People in Burnaby and across Canada. This includes tailoring education options to include new offerings such as the Indigenous Education and Awareness Program. These programs foster a culture of respect in the workplace and provide appropriate tools for dealing with concerns effectively when they arise.
- The Burnaby Public Library (BPL) has maintained an internal language bank for many years which identifies the languages other than English that are spoken by staff. These language skills, though accessible to staff, have until now been invisible to patrons. This year, BPL have updated staff badges for staff who wish to indicate to the public that they can speak another language. Staff have already reported the success of this initiative through having more conversations in languages other than English, with patrons in the libraries and out in the community.
- The Communications Division of the Corporate Services Department has been providing support and collaborating with Departments on various communication and marketing initiatives such as the distribution of the re-branded City Connect direct mail newsletter to all Burnaby homes. This newsletter has highlighted the City's key priorities: the creation of a communications plan for the new Living Wage initiative, the City's Warming Centres, support for the City's capital projects, and media relations around trees as well as a new brochure outlining the City's forest management processes.
- The Burnaby Fire Department participated as a component of the unified command team at the Parkland Refinery's annual Emergency Management and Emergency Response Drill. This drill engaged the Parkland Refiner, the Burnaby Fire Department, the Province of BC, and the Federal Government in a cooperative response model.
- The RCMP Burnaby Detachment has completed its 2019-2022 Strategic Plan which is in the process of being rolled out externally to the public. The following four pillars were identified through external and internal consultation and planning sessions: Improve Public Safety, Enhance Community Engagement, Ensure Good Governance & Accountability, and lastly, Support our People.
- The Engineering Department has made improvements to existing lighting systems at over 15 civic buildings that has resulted in more than 1.0 gigawatt hours (GWh) of electricity savings. This includes upgrading the existing lighting systems to use LED technology.

- The Facilities Management Division of Engineering led a multi-disciplinary team to design and construct the City of Burnaby's very first temporary homeless shelter. The shelter was designed through a fast track delivery model to complete the interior fit out in 6 months from design through to completion in 2019 August. The shelter has now officially been opened with operations turned over to the homeless society operator, Progressive Housing Society.
- The Financial Planning Division of the Finance Department was awarded the Distinguished Budget Presentation Award for excellence in governmental budgeting. Along with receiving the Canadian Award for Financial Reporting and the Popular Annual Financial Reporting Award, the City of Burnaby has now achieved all three distinguished awards from the Government Finance Officers Association (GFOA). The achievement of these three awards exemplifies the City's commitment in following industry best practices in financial reporting and budgeting.
- The Burnaby Art Gallery of Parks, Recreation, and Cultural Services Department continued to add to its permanent collection with works of art by women artists. This year's summer exhibition "Women's Work: New Acquisitions" featured contemporary and historical art that demonstrates the Burnaby Art Gallery's direction towards significantly enhancing its collection of works created by women artists. With more than half of the professional artists in Canada identifying as women, parity in art collections is a prime goal. With this goal in mind, the Burnaby Art Gallery has steadily increased its collection of artwork by women since 2013.

Overall, the City is in a net favourable position of \$20.6M at the end of Period 11. This is due to higher than anticipated revenues of \$11.0M, consisting of permit & fee revenues in the Planning & Building Department as well as food sales, user fees and program registrations in the Parks, Recreation and Cultural Services Department. Furthermore, there is \$9.6M in expenditure savings, primarily due to RCMP contract savings as well as 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 to achieve the required minimum balances. The forecasted favourable position is mainly attributable to the higher than anticipated revenue generators and expenditure savings across City departments.

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Table 1 below summarizes Period 11 General Revenue Operating results.

Table 1 – Revenue and Expenditure by Department to Period 11

Department – Revenue	Period 11 Actual	Period 11 Budget	Period 11 Variance Favourable/ (Unfavourable)	Variance %	2019 Annual Budget	2019 Year End Forecasted Variance Favourable/ (Unfavourable)
Mayor & Council**	7,559,072	6,563,217	995,855	15.2%	355,500*	1,000,000
Human Resources	5,590	32,571	(26,981)	(82.8%)	623,578*	(30,000)
Burnaby Public Library	1,033,235	970,012	63,224	6.5%	1,406,172*	(69,000)
Information Technology	2,534	-	2,534	0.0%	1,151,793*	(272,700)
Corporate Services Administration	51,075	47,500	3,575	7.5%	447,500*	-
City Clerk	2,066	500	1,566	313.3%	500	-
Legal Services	321,587	333,847	(12,260)	(3.7%)	425,275	-
Citizen Support Services	497,450	585,244	(87,795)	(15.0%)	623,350*	(67,000)
Public Safety & Community Services Administration	31,130	38,077	(6,947)	(18.2%)	170,000*	(12,000)
Business Licence & Property Management	12,910,735	12,516,622	394,113	3.1%	15,189,106	390,000
Burnaby Fire	376,465	146,738	229,727	156.6%	782,000*	310,000
RCMP Burnaby Detachment	3,083,166	3,053,928	29,238	1.0%	3,320,505*	(20,000)
Engineering	11,236,624	11,972,243	(735,620)	(6.1%)	22,857,920*	(943,400)
Finance	788,139	759,077	29,062	3.8%	982,785*	(129,800)
Planning & Building	19,663,643	15,099,707	4,563,935	30.2%	18,660,532*	5,010,000
Parks, Recreation and Cultural Services	30,716,513	27,960,478	2,756,036	9.9%	34,525,700*	2,427,800
Fiscal Items	20,806,465	18,563,404	2,243,061	12.1%	35,959,782*	2,346,500
Tax Levy for City Services	273,684,827	273,077,700	607,127	0.0%	273,077,700	585,700
Total Revenue	\$382,770,314	\$371,720,864	\$11,049,450	3.0%	\$410,559,697	\$10,526,100

Department – Expenditures	Period 11 Actual	Period 11 Budget	Period 11 Variance Favourable/ (Unfavourable)	Variance %	2019 Annual Budget	2019 Year End Forecasted Variance Favourable/ (Unfavourable)
Mayor & Council**	9,804,878	8,806,735	(998,143)	(11.3%)	3,073,010*	(1,000,000)
City Manager's Office	488,668	506,027	17,358	3.4%	626,857	-
Human Resources	3,974,633	4,189,878	215,244	5.1%	5,045,224*	(85,000)
Burnaby Public Library	12,489,818	12,686,924	197,106	1.6%	15,190,642*	79,800
Information Technology	21,573,240	21,917,045	343,804	1.6%	25,935,269*	334,500
Corporate Services Administration	2,014,653	2,269,325	254,672	11.2%	2,913,039*	284,700
City Clerk	1,440,927	1,619,308	178,380	11.0%	1,956,852	76,000
Legal Services	1,216,243	1,244,448	28,205	2.3%	1,799,946	(160,600)
Citizen Support Services	894,122	895,874	1,752	0.2%	1,177,385*	67,000
Public Safety & Community Services Administration	1,351,873	1,553,259	201,385	13.0%	1,864,008*	198,000
Business Licence & Property Management	8,668,684	9,087,527	418,843	4.6%	10,955,077	360,000
Burnaby Fire	36,165,479	36,267,306	101,827	0.3%	44,363,012*	(310,000)
RCMP Burnaby Detachment	43,179,095	46,330,993	3,151,898	6.8%	63,471,414*	2,345,000
Engineering	67,127,601	69,408,574	2,280,973	3.3%	83,007,772*	1,680,400
Finance	9,618,744	11,304,735	1,685,991	14.9%	13,676,710*	2,043,000
Planning & Building	11,351,752	13,494,116	2,142,364	15.9%	16,392,624*	2,700,500
Parks, Recreation and Cultural Services	78,655,890	77,878,761	(777,129)	(1.0%)	95,249,003*	(525,300)
Fiscal Items	10,922,310	11,082,404	160,095	1.4%	23,861,851*	(10,183,800)
Total Expenditures	\$320,938,609	\$330,543,235	\$9,604,626	2.9%	\$410,559,697	(\$2,095,800)
Net Result	\$61,831,705	\$41,177,629	\$20,654,076		-	\$8,430,300

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

**Mayor and Council budget has been updated to reflect \$6.5M in grants issued to support social housing projects for which funding has been provided from the Affordable Housing Reserve.

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The major revenue and expenditure variances for Period 11 in General Revenue Operations are as follows:

Revenues are favourable by \$11.0M or 3.0%:

Mayor & Council: A favourable variance of \$1.0M is mainly due to unanticipated transfer from gaming reserves to fund a grant issued to the Burnaby Hospital for a CT scanner.

Business License & Property Management: A favourable variance of \$0.4M is primarily due to higher than anticipated business license revenue as a result of growth. It is expected that this favourable variance will remain at \$0.4M due to business license revenues.

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 \$0.7M is primarily due to lower than anticipated 4% inspection fees as a result of changes in the market and lower parking revenue. It is expected that this unfavourable variance will increase to \$0.9M 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 \$4.6M 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 \$5.0M as development activity within the City is projected to continue as the year progresses.

Parks, Recreation and Cultural Services: A favourable variance of \$2.8M is primarily due to higher than anticipated revenues in the following areas: \$1.1M in food services, \$0.4M from green fees and rentals in golf services, \$0.3M from program registration at recreational facilities, \$0.2M in facility rentals, and \$0.8M related to tree removal fees, union and other recoveries and donations. It is anticipated that the favourable variance will stabilize at \$2.4M by year end primarily due to revenues in the Food Services Division as well as higher user fee revenues from the Recreation and Golf Divisions.

Fiscal: A favourable variance of \$2.2M is mainly due to \$1.1M in higher than budgeted private funds recognized for completed 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, investment income, and grants in lieu of taxes contribute another \$1.1M favourable variance. By year end, this favourable variance is anticipated to increase to \$2.3M 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 budgeted property tax revenues. This is a result of the final revised tax roll received from BC Assessment that had a higher assessed value for Class 1 Residential properties. This favourable variance will remain by year end.

Expenditures are favourable by \$9.6M or 2.9%:

Mayor & Council: An unfavourable variance of \$1.0M is mainly due to unanticipated grant issued to the Burnaby Hospital for a CT scanner, this is offset by funding from the gaming reserve.

Information Technology: A favourable variance of \$0.3M currently exists due to vacancies in staff positions. It is estimated that this favourable variance will remain by year end due to staff vacancies.

Corporate Services: A favourable variance of \$0.3M is mainly due to vacancies. It is estimated that this favourable variance will remain by year end due to staff vacancies.

Business Licence & Property Management: A favourable variance of \$0.4M is primarily due to savings in building services expenditures of \$0.3M as a result of lower than anticipated maintenance required at City buildings such as Deer Lake. Furthermore, there are additional savings of \$0.1M as a result of staff vacancies and lower than expected costs in various other operating expenditures. This favourable variance is expected to remain by year end.

Burnaby Fire: A minimal favourable variance currently exists; however, by year end it is forecasted that there will be an unfavourable variance of \$0.3M. 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 \$3.2M is primarily attributable to RCMP contract savings of \$3.0M from continued RCMP vacancies and \$0.2M due to civilian staffing vacancies. This variance is expected to remain favourable at \$2.3M by year end due to continued vacancies in both the RCMP contract and civilian staffing.

Engineering: A favourable variance of \$2.3M is largely due to lower than anticipated expenditures within various operating accounts, such as contracted services, consulting services, and building services which accounts for \$1.1M. In addition, there is \$1.2M in savings as a result of redirecting materials collected at the city transfer site to be reused for the Norland modernization as well as in hydro costs due to the conversion to LED lighting. By year end, it is forecasted that this favourable variance will decrease to \$1.7M as a result of operations in the final months of the year and the anticipated increased level of service requirements for snow and winter operations.

Finance: A favourable variance of \$1.7M is primarily due to \$1.2M from compensation savings related to vacancies and lower activity of \$0.5M in consulting, contracted services, and materials and supplies. This variance is expected to increase to \$2.0M favourable by year end primarily due to compensation savings.

Planning & Building: A favourable variance of \$2.1M is mainly due to savings attributed to vacancies. This variance is expected to increase to \$2.7M favourable by year end primarily due to the timing in filling vacancies.

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Parks, Recreation and Cultural Services: An unfavourable variance of \$0.8M is mainly due to warming center activity and food services expenditures which is offset by additional revenues. By year end, it is forecasted that this unfavourable variance will decrease to \$0.5M primarily due additional compensation savings.

Fiscal: A small favourable variance of \$0.2M is largely due to \$1.1M in costs associated with higher than anticipated maintenance for private crossings and other third party service connections (the corresponding higher than anticipated revenues are explained in the Revenues section above) and an offset of savings of \$1.3M due to timing in the assessment appeal process and other operating expenditures. It is anticipated that this variance will become unfavourable by \$10.2M by year end. This is primarily due to additional transfers to reserves to achieve minimum to optimum reserve levels as per the City's Reserve Policy.

1.2. Sanitary Sewer Fund - Operations

Table 2 summarizes Period 11 Sanitary Sewer Fund operating results which show a favourable net variance of \$1.0M.

Table 2 – Sanitary Sewer Fund - Revenue and Expenditure to Period 11

	Period 11 Actual	Period 11 Budget	Period 11 Variance Favourable/ (Unfavourable)	Variance %	2019 Annual Budget	2019 Year End Forecasted Variance Favourable/ (Unfavourable)
Revenue	42,970,284	42,965,580	4,704	0.0%	44,523,449	(268,600)
Expenditures	37,763,819	38,725,595	961,775	2.5%	44,523,449	667,000
Net Result	\$5,206,464	\$4,239,985	\$966,479	22.8%	-	\$398,400

The Sanitary Sewer Fund's current favourable variance of \$1.0M is mainly due to compensation savings of \$0.5M and lower than anticipated contracted services of \$0.5M.

It is estimated that by year end that Sanitary Sewer Fund will have a favourable net variance of \$0.4M mainly due to continued savings in staffing levels and lower than anticipated maintenance activity.

1.3. Waterworks Utility Fund - Operations

Table 3 summarizes Period 11 Waterworks Utility Fund operating results which show a favourable net variance of \$1.0M.

Table 3 – Waterworks Utility Fund - Revenue and Expenditure to Period 11

	Period 11 Actual	Period 11 Budget	Period 11 Variance Favourable/ (Unfavourable)	Variance %	2019 Annual Budget	2019 Year End Forecasted Variance Favourable/ (Unfavourable)
Revenue	52,297,759	52,707,672	(409,912)	(0.8%)	56,429,490	(173,000)
Expenditures	37,219,196	38,639,035	1,419,840	3.7%	56,429,490	1,300,000
Net Result	\$15,078,563	\$14,068,636	\$1,009,927	7.2%	-	\$1,127,000

Waterworks Utility Funds current favourable variance of \$1.0M is a result of an unfavourable variance of \$0.4M in revenues and a favourable variance of \$1.4M in expenditures. Revenues in Waterworks Utility Fund are slightly 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 Fund will have a favourable net variance of \$1.1M primarily due to continued savings in compensation.

2.0 CAPITAL PLAN

The capital plan for 2019 is \$254.6M. The 2019 capital expenditures to the end of Period 11 are \$81.7M. To date 32.1% of the planned capital expenditures have been spent compared to 35.5% in the same period in 2018.

2.1 Capital Expenditure Summary

	Period 11 Actual	2019 Annual Plan	Remaining Plan	Period 11 Actual to Plan %
Total	\$81,681,798	\$254,620,700	\$172,938,902	32.1%

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2.2 2019 Capital Expenditures by Departmental Program

Department	2019 Annual Plan	2019 Reallocations /Contingency*	2019 Current Plan	2019 Actual	2019 Remaining Plan
OFFICE OF THE CITY MANAGER					
BURNABY PUBLIC LIBRARY					
LIBRARY BUILDINGS	1,055,000	158,000	1,213,000	290,321	922,679
LIBRARY VEHICLES	68,900	-	68,900	58,734	10,166
LIBRARY MATERIALS	1,682,700	-	1,682,700	1,140,999	541,701
LIBRARY EQUIPMENT	-	-	-	-	-
TOTAL LIBRARY	2,806,600	158,000	2,964,600	1,490,055	1,474,545
INFORMATION TECHNOLOGY					
INFRASTRUCTURE EQUIPMENT	5,684,000	2,329,900	8,013,900	4,145,962	3,867,938
BUSINESS SOLUTIONS PROGRAM	6,548,600	(2,329,900)	4,218,700	1,777,500	2,441,200
TOTAL INFORMATION TECHNOLOGY	12,232,600	-	12,232,600	5,923,461	6,309,139
CORPORATE CAPITAL CONTINGENCY	6,000,000	(3,515,616)	2,484,384	-	2,484,384
OFFICE OF THE CITY MANAGER SUBTOTAL	21,039,200	(3,357,616)	17,681,584	7,413,516	10,268,068
CORPORATE SERVICES					
CORPORATE SERVICES					
CITY ARCHIVES & BUILDINGS	100,000	35,000	135,000	88,349	46,651
TOTAL CORPORATE SERVICES	100,000	35,000	135,000	88,349	46,651
CORPORATE SERVICES SUBTOTAL	100,000	35,000	135,000	88,349	46,651
PUBLIC SAFETY & COMMUNITY SERVICES					
ADMINISTRATIVE SERVICES					
EQUIPMENT	348,400	33,000	381,400	65,236	316,164
TOTAL ADMINISTRATIVE SERVICES	348,400	33,000	381,400	65,236	316,164
BUSINESS LICENCE & PROPERTY MANAGEMENT					
DEER LAKE CENTRE	1,240,500	256,575	1,497,075	542,608	954,467
IRMIN COMPLEX	154,200	-	154,200	-	154,200
VEHICLES	-	54,000	54,000	22,752	31,248
TOTAL BUSINESS LICENCE & PROPERTY MANAGEMENT	1,394,700	310,575	1,705,275	565,360	1,139,915
BURNABY FIRE DEPARTMENT					
FIRE BUILDINGS	720,000	120,000	840,000	-	840,000
FIRE VEHICLES	1,740,000	440,000	2,180,000	79,717	2,100,283
FIRE EQUIPMENT	970,000	-	970,000	550,466	419,534
TOTAL BURNABY FIRE	3,430,000	560,000	3,990,000	630,183	3,359,817
RCMP BURNABY DETACHMENT					
RCMP BUILDINGS	587,000	-	587,000	102,676	484,324
RCMP VEHICLES	30,000	-	30,000	-	30,000
TOTAL RCMP BURNABY DETACHMENT	617,000	-	617,000	102,676	514,324
PUBLIC SAFETY & COMMUNITY SERVICES SUBTOTAL	5,790,100	903,575	6,693,675	1,363,456	5,330,219

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Department	2019 Annual Plan	2019 Reallocations /Contingency*	2019 Current Plan	2019 Actual	2019 Remaining Plan
ENGINEERING					
FACILITIES MANAGEMENT	16,144,700	18,373	16,163,073	3,573,183	12,589,890
INFRASTRUCTURE	60,990,500	685,668	61,676,168	33,033,118	28,643,051
TRANSPORTATION	9,435,000	325,000	9,760,000	3,037,873	6,722,127
VEHICLES & EQUIPMENT	13,392,400	1,074,000	14,466,400	5,825,440	8,640,960
ENGINEERING SUBTOTAL	99,962,600	2,103,041	102,065,641	45,469,614	56,596,027
FINANCE					
VEHICLES & EQUIPMENT	180,000	20,000	200,000	187,381	12,619
FINANCE SUBTOTAL	180,000	20,000	200,000	187,381	12,619
PLANNING & BUILDING					
CITY HALL BUILDINGS	131,200	-	131,200	190	131,010
COMMUNITY PLAN IMPLEMENTATION	47,000	-	47,000	-	47,000
LAND ASSEMBLY AND DEVELOPMENT	8,591,800	(100,000)	8,491,800	8,276,103	215,697
MAJOR CIVIC PROJECTS	84,443,900	375,000	84,818,900	10,057,260	74,761,640
PLANNING & BUILDING SUBTOTAL	93,213,900	275,000	93,488,900	18,333,553	75,155,347
PARKS, RECREATION, AND CULTURAL SERVICES					
CULTURAL FACILITIES	1,621,800	-	1,621,800	443,190	1,178,610
GOLF FACILITIES	3,780,700	-	3,780,700	506,839	3,273,861
PARK FACILITIES	18,743,300	-	18,743,300	6,545,588	12,197,712
VEHICLES & EQUIPMENT	2,010,000	-	2,010,000	575,137	1,434,863
PROPERTY ACQUISITIONS	3,000,000	-	3,000,000	40,000	2,960,000
RECREATION FACILITIES	5,179,100	21,000	5,200,100	715,174	4,484,926
PARKS, RECREATION AND CULTURAL SERVICES SUBTOTAL	34,334,900	21,000	34,355,900	8,825,928	25,529,972
GRAND TOTAL	254,620,700	-	254,620,700	81,681,798	172,938,902

**Reallocations & Contingency:*

Transfers of an amount from an approved Capital Plan Project to another Capital Project 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 City Manager and transferred from the Contingency plan.

2.3 Capital Progress Report

The following departmental sections highlight the progress of selected capital projects at the end of Period 11. Capital projects are often multi-year projects with various milestones or stages of completion.

2.3.1 Burnaby Public Library (BPL)

- Renovations of the two family washrooms and the creation of a universal, accessible washroom at the Bob Prittie Metrotown library was completed in the fall of 2019. The new family spaces are bright and airy, with kid and adult-sized fixtures. The project also included the conversion of a small nursing room to a universal, accessible washroom.

2.3.2 Information Technology

- Online Time Entry & Approval rollout began in April 2019 to applicable inside staff. The completion of the rollout is estimated for the summer of 2020. Phase 2 of the project will then focus on applying the online time entry system to outside staff.

2.3.3 Public Safety & Community Services

Fire Department:

- Thermal Imaging Cameras provide an infrared display of heat signatures and movement of heat to interior fire attack teams. The project has been completed and equipment has been deployed for service.

RCMP Burnaby Detachment:

- Equipment room renovations have been completed to house a variety of police equipment resulting in improved workflows.

2.3.4 Engineering

Facilities Management:

- The Electric Vehicle (EV) Charging Station Pilot program included a feasibility study to review the potential inclusion of electric vehicle chargers in various facility parking lots throughout the City. Following the completion of the study, five to six locations have been chosen for EV charging with installations expected to be completed by year-end.

Infrastructure:

- The Sperling Stairway corridor upgrade was completed in October 2019 to improve safety and accessibility from the Deer Lake neighbourhood to Deer Lake. The new stair case includes safety guard rails and concrete casted tire wells to allow cyclists to dismount and move their bicycles easily along the stairway.

Transportation:

- The Still Creek and Eastbrook Roundabout project are almost complete. This project involved the construction of a roundabout at Eastbrook Parkway and Still Creek Avenue in order to provide continuous traffic flow and reduce the risk of vehicular collisions at this heavily used intersection.

Vehicles & Equipment:

- The Signs and Markings Division placed their new state-of-the-art line painting truck into production in the fall of 2019. The new truck provides operators additional ergonomic features and the ability to continue to install high quality road markings to meet today's standards.

2.3.5 Planning and Building

Land Assembly & Development:

- Annually, the City funds the purchase of properties for a variety of civic uses. At the end of Period 11, four parcels have been purchased to support and complete the City's adopted community plans.

Major Civic Projects:

- Construction of the \$61 Million South Burnaby Ice Arena facility is underway now with the off-site and on site civil work. The 92,000 square foot arena will accommodate ice sports, lacrosse, ball hockey, community events, and city-run programs. Completion has been scheduled in fall 2021.
- In 2019, the City retained a firm to undertake a comprehensive needs assessment and schematic design study for a new aquatic and arena facility within the Burnaby Lake Sports Complex. This needs assessment, which included an extensive initial round of public consultation, is now complete, and a working facility program has been established for the project.

To: Financial Management Committee
From: Director Finance
Re: Financial Report as at 2019 Period 11
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2.3.6 Parks, Recreation & Cultural Services

Parks Facilities:

- As part of the Sports Field Renovation program, all soccer goals in Burnaby have now been converted to Scoremaster aluminum goals which are superior in design for lower maintenance and longer life expectancy.
- As part of the Sports Courts Upgrade program, the pickle ball court located at Robert Burnaby Park upgrade was completed in the fall of 2019.

Parks Facilities – Docks and Piers:

- As part of the Docks and Piers Upgrade program, the canoe ramp installation at Deer Lake was completed in October of 2019.

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 11.

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 11

Copied to: Members of Council
City Manager
Members of Management Committee
City Clerk

Purchase Orders between \$250,000 - \$500,000 (2019 Period 01 to 11)

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	498,596.20	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
4100169927	Douglas Road Building - Interior Fitout	Alfred Horie Construction Co Ltd	477,900.09	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
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
4100177282	Alta Vista Reservoir Decommissioning	Wilco Civil Inc	419,914.95	CAD
4100170694	Dell IT Equipment - Hardware Refresh	Microserve	418,010.33	CAD
4100167331	Windows 10 Pilot Devices	Microserve	408,983.23	CAD
4100166055	Flagging and Traffic Control 2019	Ansan Traffic Group Inc	400,000.00	CAD
4100168655	Centennial Food Products 2020	Centennial Foods - Vancouver	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 #3	Microserve	369,670.01	CAD
4100086186	Central Park Multi-Use Trail - Consulting Service	RF Binnie & Associates Ltd	363,671.92	CAD
4100169706	Beta Pump Station Replacement	WSP Canada Group Limited	351,769.95	CAD
4100177146	Information Technology Application Server Hardware	Microserve	342,327.24	CAD
4100176886	2019 Retaining Wall and Stairs Inventory and Condition Assessment	McElhanney Consulting Services Ltd	337,690.50	CAD

Purchase Orders between \$250,000 - \$500,000 (2019 Period 01 to 11)

Purchase Order Number	Purchase Order Name	Supplier Name	Total Value (\$)	Currency
4100172626	2019 Storm Sewer Extensions	Aplin & Martin Consultants Ltd	336,451.50	CAD
4100176027	Windows 10 Bulk Order #4	Microserve	334,824.00	CAD
4100174192	Portland Cement Concrete 2020	Coquitlam Concrete (1993) Ltd	332,100.00	CAD
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 and Water - Phase II	RF Binnie & Associates Ltd	313,766.25	CAD
4100170769	Fire Hall #3 - Concrete Topping Repair	Polycrete Restorations Ltd	310,998.45	CAD
4100175092	Cisco Network Hardware	Compugen Inc	303,656.26	CAD
4100173810	Hazard Material Removal 2018-2021 Waste	Nucor Environmental Solutions Ltd	300,000.00	CAD
4100170953	Fire Hall #3 - Re-Roofing	Bollman Roofing & Sheet Metal Ltd	294,441.00	CAD
4100171947	Extended Cab 4x4 Pick Up Trucks	Openroad Auto Group Ltd	288,207.36	CAD
4100172110	2019 Sewer Mainline Trenchless Point Repair and Lateral Reline	Superior City Services Ltd	284,426.63	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