

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2020 October 06

FROM: DIRECTOR FINANCE

FILE: 7600-20

SUBJECT: FINANCIAL REPORT AS AT 2020 PERIOD 08

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 08 and to compare that activity with the 2020-2024 Financial Plan adopted by Council on 2020 May 11.

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 2020 Periods 01 to 08 (2020 January 01 to 2020 August 16).

The City has accrued known expenditures for Period 08 reporting; therefore, the expenditures reported reflect costs incurred to date for goods and services that have been delivered but not billed.

As a result of the COVID-19 pandemic, the City has faced numerous disruptions to its operations and public services. To protect the well-being of both the public and City staff, the City responded by implementing several safety measures in alignment with provincial and federal health guidelines. This included the temporary closure of many City facilities in mid March 2020 which were primarily Parks, Recreation and Cultural Services and Burnaby Public Library facilities. In addition, the City implemented other cost saving measures to help mitigate the financial impacts of COVID-19. Since then, the City has continued to follow BC's Public Health Officer guidelines and BC's Restart Plan within its own COVID-19 Restart Plan. In alignment with Phase 2 of BC's Restart Plan, the City reopened the City's two golf courses at Burnaby Mountain and Riverway with added safety measures. Following the start of Phase 3 of BC's Restart Plan, the City reopened the Burnaby Public Library facilities and the City's recreational facilities in a phased manner. The City continues to actively monitor implications as the COVID-19 pandemic progresses. The year end forecasts provided in this memorandum are based on current information and are subject to change due to the uncertainty of the pandemic.

In Tables 1 to 3, the Period 08 Variance is the difference between Period 08 Actual and Period 08 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.

The following is a list of some initiatives to the end of 2020 Period 08:

- City Council addressed the rising concern of climate change by approving the City's Climate Action Framework and City Energy Plan in July 2020. This framework provides a roadmap to help Burnaby achieve its carbon reduction targets and a cleaner future.
- City Council continued to deliver on the recommendations from the Mayor's Task Force on Community Housing in July 2020 by approving projects that will create more than one thousand units of non-market housing through the City's Lands Program and moved forward with plans to conduct public consultation to develop the "HOME: Burnaby's Housing and Homeless Strategy".
- Burnaby Public Library gradually restarted services by reopening facilities for limited service on July 13, 2020. Additionally, Burnaby Public Library officially eliminated overdue fines that same day. By the end of August 2020, Burnaby Public Library saw an increase in activity with computer use at 36% of normal activity and checkout of library materials at 40% of normal activity.
- Citizen Support Services' staff and volunteers continued to conduct wellness check-ins with Burnaby senior citizens. A total of 2,221 phone calls were made to check-in on Burnaby seniors. Burnaby's "Better at Home" program clients received 394 housekeeping services and received transportation services on nine occasions to attend medical appointments.
- The Burnaby Fire Department continued to provide uninterrupted high-value fire and emergency response amidst the difficult challenges created by the COVID-19 pandemic. In particular, the department was able to address critical shortages of personal protective equipment (PPE) without competing against health care users by implementing innovative solutions such as using self-contained breathing apparatus instead of N95 masks, which provided better safety to Burnaby Fire staff and reduced overall cost to the City.
- The Revenue Services division of the Finance Department continued to provide services to the public throughout the pandemic with a shift in its service delivery model and provided alternative forms of payment and interaction with the City. In particular, there was an increase to online activity with the number of registered MyProperty profiles exceeding over 49,000 accounts, e-bill delivery registration exceeding 24,000 for property taxes and 13,000 for utilities. Since June 1, 2020, the Tax Office fielded 22,000 customer interactions which includes 13,400 phone calls

for taxes and other inquiries. In addition, the City continued to provide opportunities for those that required in-person service while ensuring the safety of both staff and customers. This included safety measures such as enhanced signage, social distancing, physical barriers and physical office alterations to manage traffic flow.

- The City's Warming Centres continued to operate during the early phases of the pandemic with an extension to June 30, 2020 at the Burnaby Lake Arena as part of an agreement with BC Housing. During the month of June, 782 patrons were served at the Burnaby Lake Arena. In recognition of the City's effort to help build a healthier and more vibrant community, the City's Warming Centre Team was the honourable recipient of a Community Leadership Award from the BC Recreation and Parks Association.
- The Recreation Division of the Parks, Recreation and Cultural Services Department began their restart plan on June 29, 2020 starting with dry space programs at Bonsor, Cameron, Edmonds, Eileen Dailly and Willingdon community centres. Safety measures such as smaller class sizes, new registration procedures, and limited room capacity were implemented. The gradual restart included the weightrooms at Bonsor and Eileen Dailly operating at 54% and 42% capacity respectively during the initial reopening week, with overall attendance increasing during the summer. On July 13, 2020 the Parks' Summer Camps started with Bonsor at 90% capacity and Edmonds at 61% capacity with an overall attendance of 441 children in the final week. Lastly, the Outdoor Pools program had a 50% attendance rate in the first week of reopening, eventually reaching 100% throughout summer.

Overall, the City is in a net favourable position of \$6.0M at the end of Period 08. This is due to lower than anticipated expenditures of \$8.7M primarily due to compensation savings, lower RCMP contract expenditures due to vacancies, and overall lower materials, supplies, consulting and contracted services as a result of the temporary closures and reduced service levels as a result of the COVID-19 pandemic. This is offset with lower than anticipated revenues of \$2.7M, primarily due to the pandemic, which has caused lower parking revenues and lower Parks, Recreation and Cultural Services program & registration revenues from temporary facility closures. The lower than anticipated revenues have largely been contained due to higher than anticipated permit & fee revenues, additional investment and other recoveries.

It is anticipated at this time that operating results will become unfavourable by \$6.2M at the end of the year. The forecasted unfavourable position is mainly attributable to the continued loss in parking revenues, recreation program revenues from the partial reopening of facilities, higher than anticipated prior year assessment appeals for property taxes and an unbudgeted RCMP earned retirement benefit expenditure resulting from a recent settlement between the Federal and Provincial government.

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Table 1 below summarizes Period 08 General Revenue Operating results.

Table 1 – Revenue and Expenditures by Department to Period 08

Department - Revenue	Period 08 Actual	Period 08 Budget	Period 08 Variance Favourable/ (Unfavourable)	Variance %	2020 Annual Budget*	2020 Year End Forecasted Variance Favourable/ (Unfavourable)
Mayor & Council	8,390	15,692	(7,303)	(46.5%)	743,500	-
Human Resources	4,413	23,688	(19,275)	(81.4%)	637,200	(144,000)
Burnaby Public Library	798,783	751,387	47,396	6.3%	1,180,500	(21,000)
Information Technology	70	-	70	0.0%	1,848,000	(539,700)
Corporate Services Administration	-	-	-	0.0%	556,400	(54,000)
Corporate Communications & Marketing	5,710	23,750	(18,040)	(76.0%)	809,000	(45,600)
City Clerk	3,614	308	3,306	1074.5%	500	-
Legal Services	121,086	232,603	(111,516)	(47.9%)	455,300	(200,000)
Citizen Support Services	385,626	365,774	19,852	5.4%	520,200	4,000
Public Safety & Community Services Administration	7	12,308	(12,301)	(99.9%)	1,070,000	(800,000)
Business Licence & Property Management	11,397,905	10,756,763	641,141	6.0%	15,810,800	367,300
Burnaby Fire	119,592	88,191	31,401	35.6%	1,907,000	(785,900)
RCMP Burnaby Detachment	3,197,606	2,964,692	232,915	7.9%	4,450,100	(129,500)
Engineering	8,116,996	9,995,314	(1,878,318)	(18.8%)	24,709,500	(4,283,000)
Finance	624,070	669,596	(45,527)	(6.8%)	1,148,600	(145,500)
Planning & Building	14,463,145	10,904,926	3,558,220	32.6%	19,014,500	2,725,000
Parks, Recreation & Cultural Services	10,932,159	20,832,350	(9,900,191)	(47.5%)	39,025,200	(20,218,700)
Fiscal Items	19,727,500	14,949,652	4,777,848	32.0%	46,101,600	3,015,500
Tax Levy for City Services	282,667,031	282,667,029	2	0.0%	282,667,000	-
Total Revenue	\$352,573,702	\$355,254,023	(\$2,680,320)	(0.8%)	\$442,654,900	(\$20,955,100)

Department - Expenditures	Period 08 Actual	Period 08 Budget	Period 08 Variance Favourable/ (Unfavourable)	Variance %	2020 Annual Budget*	2020 Year End Forecasted Variance Favourable/ (Unfavourable)
Mayor & Council	1,467,133	1,990,355	523,222	26.3%	3,365,200	857,000
City Manager's Office	362,968	388,625	25,657	6.6%	630,800	46,000
Human Resources	3,017,248	3,191,974	174,726	5.5%	5,042,200	12,000
Burnaby Public Library	9,604,931	9,804,308	199,376	2.0%	15,305,900	438,000
Information Technology	18,084,931	18,887,363	802,432	4.2%	28,781,200	817,200
Corporate Services Administration	451,256	546,469	95,213	17.4%	1,199,300	12,900
Corporate Communications & Marketing	1,001,206	1,591,178	589,972	37.1%	2,721,800	493,000
City Clerk	1,106,271	1,225,935	119,664	9.8%	1,997,800	87,600
Legal Services	1,144,629	1,212,005	67,376	5.6%	1,881,200	13,000
Citizen Support Services	655,963	657,350	1,387	0.2%	1,087,900	(12,500)
Public Safety & Community Services Administration	1,168,722	1,255,418	86,696	6.9%	2,850,600	778,000
Business Licence & Property Management	5,939,238	6,431,229	491,991	7.7%	11,310,500	949,000
Burnaby Fire	28,328,892	29,158,136	829,245	2.8%	48,232,200	830,000
RCMP Burnaby Detachment	29,554,075	32,317,104	2,763,029	8.5%	66,949,200	(53,000)
Engineering	53,941,890	54,861,189	919,299	1.7%	86,417,400	590,000
Finance	7,770,968	8,935,120	1,164,152	13.0%	13,967,200	1,358,600
Planning & Building	8,363,561	10,397,609	2,034,048	19.6%	17,223,500	2,098,500
Parks, Recreation & Cultural Services	56,018,157	59,323,751	3,305,594	5.6%	101,251,200	10,702,500
Fiscal Items	13,828,283	8,337,184	(5,491,099)	(65.9%)	32,439,800	(5,229,500)
Total Expenditures	\$241,810,324	\$250,512,298	\$8,701,977	3.5%	\$442,654,900	\$14,788,300
Net Result	\$110,763,378	\$104,741,724	\$6,021,657	5.7%	\$0	(\$6,166,800)

*2020 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 08 in General Revenue Operations are as follows:

Revenues are unfavourable by \$2.7M or 0.8%:

Information Technology: A forecasted unfavourable variance of \$0.5M is primarily due to lower than anticipated transfer of funding from one-time funding sources due to lower expenditures to mitigate the financial impacts of COVID-19.

Legal Services: An unfavourable variance of \$0.1M is mainly due to processing fewer development files resulting in lower external revenues received. It is anticipated this unfavourable variance will become \$0.2M by year end due the fewer development files to process for the remainder of the year.

Public Safety & Community Services Administration: A forecasted unfavourable variance of \$0.8M is primarily due to lower than anticipated transfer of funding from one-time funding sources due to lower expenditures to mitigate the financial impacts of COVID-19.

Business License & Property Management: A favourable variance of \$0.6M is primarily due to higher than anticipated home rental business licence revenues and commercial leases of two sales centres that were not anticipated. It is anticipated that by year end the favourable variance will decrease to \$0.4M primarily due to a continued decrease in parking enforcement revenue as a result of COVID-19.

Burnaby Fire: A forecasted unfavourable variance of \$0.8M is primarily due to lower than anticipated transfer of funding from one-time funding sources due to lower expenditures to mitigate the financial impacts of COVID-19.

RCMP Burnaby Detachment: A forecasted favourable variance of \$0.2M is primarily due to higher than anticipated traffic fine revenue sharing from the Provincial government offset by lower than budgeted revenues from criminal record checks, accident reports and external recoveries. It is forecasted that by year end there will be an unfavourable variance of \$0.1M mainly due to lower than anticipated transfer of funding from one-time funding sources due to lower expenditures to mitigate the financial impacts of COVID-19.

Engineering: An unfavourable variance of \$1.9M is primarily due to lower than anticipated parking meter revenues associated with lower activity due to COVID-19. By year end, it is anticipated that this will increase to an unfavourable variance of \$4.3M primarily due to lower parking meter revenues of \$2.3M and lower than anticipated transfer of funding from one-time funding sources due to lower expenditures to mitigate the financial impacts of COVID-19 of \$1.7M; the remaining \$0.3M variance is mainly due to lower than anticipated inspection revenue.

Planning & Building: A favourable variance of \$3.6M is primarily due to higher than anticipated permit & fee revenues from the ability of staff to catch up on permit applications from the strong development activity within the City prior to the pandemic. It is estimated that by year end, this favourable variance will decrease to \$2.7M due to a reduction in permit & fee revenues as development activity slows down towards the end of the year.

Parks, Recreation and Cultural Services: An unfavourable variance of \$9.9M is mainly due to lost revenues from the temporary facility closures in response to COVID-19. The lost revenue consists of \$6.9M from user fees & program revenues in recreational and cultural services, \$2.3M from lower activity in food services, and \$1.1M in decrease rental and lease revenues. This is offset by \$0.4M from grants and external recoveries related to the extended operations of the warming centres during the pandemic. By year end, it is forecasted that the unfavourable variance will increase to \$20.2M primarily due to the continued lost revenues in user fees and program revenues from the partial reopening of facilities and fewer programs/services provided to the public due to COVID-19.

Fiscal: A favourable variance of \$4.8M is mainly due to the following being higher than budgeted: \$1.1M in investment income, \$1.3M for an estimated Emergency Management British Columbia (EMBC) recovery for COVID-19 response activities, \$1.0M in private funds for third party service connections which are offset with additional expenditures, and the remaining \$1.4M due to other various external recoveries, grants and vendor adjustments/credits from external third parties such as Shaw, Telus, and WorkSafeBC. It is anticipated that the year end forecast will be favourable by \$3.3M primarily due to investment income, private funds for third party work and revenues & recoveries from external parties such as EMBC.

Expenditures are favourable by \$8.7M or 3.5%:

Mayor & Council: A favourable variance of \$0.5M is attributable to cancellations and delays of Council and Board/Committee activities, lower grants issued due to COVID-19 and compensation savings. It is forecasted that these savings will continue by year end with a favourable variance of \$0.9M.

Burnaby Public Library: A favourable variance of \$0.2M is primarily due to compensation savings of \$0.5M due to temporary branch closures and vacant positions. These savings are offset by an unfavourable variance of \$0.3M in books & publication expenditures due to the additional eBook and eAudiobook purchases to support patrons during the temporary facility closures. It is estimated that the year end forecast will increase to \$0.4M favourable due to continued compensation savings as a result of staffing levels.

Information Technology: A favourable variance of \$0.8M currently exists due to staff vacancies. It is estimated that this favourable variance will remain at \$0.8M by year end.

Corporate Communications & Marketing: A favourable variance of \$0.6M is primarily due compensation savings as a result of staffing levels. It is forecasted that this variance will remain favourable at \$0.5M by year end.

Public Safety & Community Services Administration: A forecasted favourable variance of \$0.8M is primarily due to lower one-time funded expenditures to mitigate the financial impacts of COVID-19.

Business Licence & Property Management: A favourable variance of \$0.5M is primarily due to compensation savings from staffing levels and lower than anticipated consulting, contracted and building services due to delays. By year end it is estimated the continued savings in these areas will increase the favourable variance to \$1.0M.

Burnaby Fire: A favourable variance of \$0.8M is a due to \$1.2M of compensation savings based on current staffing levels and lower professional development expenditures due to delays in training as a result of COVID-19. These savings are offset by \$0.4M higher than budgeted expenditures in additional personal protective equipment (PPE) and safety supplies due to COVID-19. By year end, it is forecasted that this variance will remain favourable at \$0.8M.

RCMP Burnaby Detachment: A favourable variance of \$2.8M is primarily attributable to RCMP contract savings of \$1.8M from continued RCMP vacancies, \$0.6M due to civilian staffing vacancies, \$0.2M from lower E-Comm expenditures and \$0.2M lower than budgeted from other various operating expenditures. By year end, it is anticipated there will be a minimal unfavourable variance of \$0.1M primarily due to an unbudgeted RCMP earned retirement benefit expenditure arising from a recent settlement between the Federal and Provincial government.

Engineering: A favourable variance of \$0.9M is mainly due to lower consulting and contracting expenditures due to delays in City initiatives caused by COVID-19. The year end forecasted variance is estimated to be \$0.6M favourable primarily due continued consulting and contracted services savings of \$1.5M offset by an unfavourable variance of \$0.9M in higher than budgeted expenditures in green waste and refuse disposal due to higher residential activity.

Finance: A favourable variance of \$1.2M is primarily due to \$0.9M from compensation savings related to vacancies and \$0.3M savings due to lower activity in consulting, contracted services, and materials and supplies. This variance is expected to increase to \$1.4M favourable by year end.

Planning & Building: A favourable variance of \$2.0M is mainly due to savings of \$1.1M attributed to staff vacancies, and savings of \$0.9M from lower consulting & contracted services and materials & supplies. This variance is expected to increase to \$2.1M favourable by year end primarily due to continued staff vacancies.

Parks, Recreation and Cultural Services: A favourable variance of \$3.3M is primarily due to compensation savings of \$2.5M from staffing levels and temporary closure of facilities resulting from COVID-19. In addition, savings of \$0.8M are due to lower than anticipated materials & supplies as a result of the temporary closure of facilities and services. It is forecasted that the favourable variance will increase to \$10.7M by year end primarily due to: lower compensation costs of \$4.5M as a result of temporary facility closures; lower contracted & consulting costs of \$2.7M; savings of \$2.5M in materials, supplies and general services; and \$1.0M due to lower than anticipated recreation subsidies provided due to the temporary closures of facilities.

Fiscal: An unfavourable variance of \$5.5M is primarily due to higher than budgeted prior year property tax assessment appeals of \$1.7M. Additionally, in response to the COVID-19 pandemic, the Emergency Operations Centre (EOC) was activated and its associated costs to date has resulted in an unbudgeted expenditure of \$1.0M. The City is currently in discussions with the EMBC to determine what EOC costs are recoverable. Furthermore, there is an unfavourable variance of \$0.8M related to employee benefits. This is mainly due to WCB and dental premium rates being higher than anticipated. Additionally, a \$1.0M unfavourable variance is related to higher than budgeted expenditures in third party service connections, which are offset by additional external private funds. The remaining unfavourable variance of \$1.0M is due to staffing adjustments. It is anticipated that this variance will remain unfavourable by \$5.2M at year end.

1.2. Sanitary Sewer Fund - Operations

Table 2 summarizes Period 08 Sanitary Sewer Fund operating results which show a favourable net variance of \$1.9M.

Table 2 – Sanitary Sewer Fund - Revenue and Expenditures to Period 08

	Period 08 Actual	Period 08 Budget	Period 08 Variance Favourable/ (Unfavourable)	Variance %	2020 Annual Budget	2020 Year End Forecasted Variance Favourable/ (Unfavourable)
Revenue	43,150,444	41,904,775	1,245,669	3.0%	48,529,200	748,000
Expenditures	31,659,533	32,301,615	642,081	2.0%	48,529,200	530,000
Net Result	\$11,490,910	\$9,603,161	\$1,887,750	19.7%	\$0	\$1,278,000

The Sanitary Sewer Fund's current net favourable variance of \$1.9M is mainly due to \$1.2M in higher than anticipated sewer use revenues due to increased usage resulting from a higher growth in new strata apartment/townhome units. The remaining variance of \$0.7M is a result of compensation savings and lower contractor & consulting expenditures. It is estimated that by year end, the Sanitary Sewer Fund will remain at a favourable net variance of \$1.3M.

1.3. Waterworks Utility – Operations

Table 3 summarizes Period 08 Waterworks Utility Fund operating results which show a favourable net variance of \$1.2M.

Table 3 – Waterworks Utility - Revenue and Expenditures to Period 08

	Period 08 Actual	Period 08 Budget	Period 08 Variance Favourable/ (Unfavourable)	Variance %	2020 Annual Budget	2020 Year End Forecasted Variance Favourable/ (Unfavourable)
Revenue	48,981,160	48,359,438	621,722	1.3%	57,074,200	400,000
Expenditures	22,862,825	23,423,882	561,057	2.4%	57,074,200	(183,100)
Net Result	\$26,118,334	\$24,935,556	\$1,182,778	4.7%	\$0	\$216,900

The Waterworks Utility currently has a net favourable variance of \$1.2M mainly due to \$0.6M in higher than anticipated flat water revenues resulting from a higher growth in new strata apartment/townhome units. The remaining \$0.6M favourable variance is driven by compensation savings of \$1.0M offset by higher than budgeted cost of water of \$0.4M. By year end, it is forecasted that Waterworks Utility will remain with a net favourable variance of \$0.2M primarily due to a higher than budgeted growth in flat water revenues.

2.0 CAPITAL PLAN

The capital plan for 2020 is \$253.5M. The 2020 capital expenditures to the end of Period 08 are \$66.2M. To date 26.1% of the planned capital expenditures have been spent compared to 17.5% in the same period in 2019.

2.1 Capital Expenditure Summary

	Period 08 Actual	2020 Annual Plan	Remaining Plan	Period 08 Actual to Plan %
Total	\$66,186,120	\$253,533,500	\$187,347,380	26.1%

2.2 2020 Capital Expenditures by Departmental Program

Department	2020 Annual Plan	2020 Reallocations /Contingency*	2020 Current Plan	2020 Actual	2020 Remaining Plan
OFFICE OF THE CITY MANAGER					
BURNABY PUBLIC LIBRARY					
LIBRARY BUILDINGS	330,200	(91,300)	238,900	52,039	186,861
LIBRARY MATERIALS	1,741,600	(100,000)	1,641,600	618,781	1,022,819
LIBRARY EQUIPMENT	110,000	-	110,000	-	110,000
TOTAL LIBRARY	2,181,800	(191,300)	1,990,500	670,819	1,319,681
INFORMATION TECHNOLOGY					
INFRASTRUCTURE EQUIPMENT	4,360,700	30,000	4,390,700	1,412,680	2,978,020
BUSINESS SOLUTIONS PROGRAM	5,143,100	-	5,143,100	1,055,248	4,087,852
TOTAL INFORMATION TECHNOLOGY	9,503,800	30,000	9,533,800	2,467,929	7,065,871
CORPORATE CAPITAL CONTINGENCY	6,000,000	(2,866,000)	3,134,000	-	3,134,000
OFFICE OF THE CITY MANAGER SUBTOTAL	17,685,600	(3,027,300)	14,658,300	3,138,748	11,519,552
CORPORATE SERVICES					
CORPORATE SERVICES					
ADMINISTRATION	600,000	420,000	1,020,000	11,197	1,008,803
TOTAL CORPORATE SERVICES	600,000	420,000	1,020,000	11,197	1,008,803
CORPORATE SERVICES SUBTOTAL	600,000	420,000	1,020,000	11,197	1,008,803
PUBLIC SAFETY & COMMUNITY SERVICES					
ADMINISTRATIVE SERVICES					
EQUIPMENT	183,100	-	183,100	96,101	86,999
TOTAL ADMINISTRATIVE SERVICES	183,100	-	183,100	96,101	86,999
BUSINESS LICENCE & PROPERTY MGMT					
DEER LAKE CENTRE	628,600	195,000	823,600	113,953	709,647
IRMIN COMPLEX	150,000	-	150,000	3,464	146,536
CITY HALL COMPLEX	150,000	-	150,000	-	150,000
TOTAL BUSINESS LICENCE & PROPERTY MGMT	928,600	195,000	1,123,600	117,416	1,006,184
BURNABY FIRE DEPARTMENT					
FIRE VEHICLES	41,700	-	41,700	9,146	32,554
FIRE EQUIPMENT	1,089,200	-	1,089,200	398,626	690,574
TOTAL BURNABY FIRE	1,130,900	-	1,130,900	407,771	723,129
RCMP BURNABY DETACHMENT					
RCMP BUILDINGS	650,000	580,000	1,230,000	158,451	1,071,549
RCMP VEHICLES	30,000	-	30,000	-	30,000
RCMP EQUIPMENT	23,000	-	23,000	-	23,000
TOTAL RCMP BURNABY DETACHMENT	703,000	580,000	1,283,000	158,451	1,124,549
PUBLIC SAFETY & COMMUNITY SERVICES SUBTOTAL	2,945,600	775,000	3,720,600	779,740	2,940,860

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Department	2020 Annual Plan	2020 Reallocations /Contingency*	2020 Current Plan	2020 Actual	2020 Remaining Plan
ENGINEERING					
FACILITIES MANAGEMENT	11,866,500	120,000	11,986,500	3,533,522	8,452,978
INFRASTRUCTURE	60,234,000	475,000	60,709,000	19,242,215	41,466,785
TRANSPORTATION	5,991,300	550,000	6,541,300	2,145,892	4,395,408
VEHICLES & EQUIPMENT	11,046,700	55,000	11,101,700	3,652,757	7,448,943
ENGINEERING SUBTOTAL	89,138,500	1,200,000	90,338,500	28,574,386	61,764,114
FINANCE					
VEHICLES & EQUIPMENT	300,000	-	300,000	-	300,000
EQUIPMENT	35,000	-	35,000	29,290	5,710
FINANCE SUBTOTAL	335,000	-	335,000	29,290	305,710
PLANNING & BUILDING					
GENERAL CIVIC PROJECTS	226,000	-	226,000	34,911	191,089
COMMUNITY PLAN IMPLEMENTATION	47,000	-	47,000	-	47,000
LAND ASSEMBLY AND DEVELOPMENT	9,994,500	-	9,994,500	11,542,072	(1,547,572)
MAJOR CIVIC PROJECTS	95,577,500	562,300	96,139,800	13,917,263	82,222,537
PLANNING & BUILDING SUBTOTAL	105,845,000	562,300	106,407,300	25,494,247	80,913,053
PARKS, RECREATION, AND CULTURAL SERVICES					
CULTURAL FACILITIES	1,774,200	-	1,774,200	473,270	1,300,930
GOLF FACILITIES	3,293,400	-	3,293,400	547,953	2,745,447
PARK FACILITIES	22,995,000	55,000	23,050,000	4,141,847	18,908,153
VEHICLES & EQUIPMENT	3,376,800	-	3,376,800	165,872	3,210,928
PROPERTY ACQUISITIONS	3,000,000	-	3,000,000	2,350,000	650,000
RECREATION FACILITIES	2,544,400	15,000	2,559,400	479,570	2,079,830
PARKS, RECREATION AND CULTURAL SERVICES SUBTOTAL	36,983,800	70,000	37,053,800	8,158,512	28,895,288
GRAND TOTAL	253,533,500	-	253,533,500	66,186,120	187,347,380

**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 08. Capital projects are often multi-year projects with various milestones or stages of completion.

2.3.1 Information Technology

Business Solutions:

- Property Records Unification Project phase 1 went live this summer as planned. This project delivers a long-term, best-practice data integration solution across Tempest, GIS, and EnerGov systems.

2.3.2 Public Safety & Community Services

Fire Department - 1992 Spartan Saulsbury Fire Engine, Fire Truck #25 – Replacement:

- This fire engine is now in service and has been deployed in the Metrotown area.

Fire Department - Special Operations Systems:

- The project to transition equipment within Technical Rope Rescue Program is now complete. The program updated the rope and hardware device to higher-strength, smaller diameter components to increase the efficiency, effectiveness and safety of emergency responder operations.

2.3.3 Engineering

Infrastructure Projects – Deer Lake Paving and Urban Trail:

- This project involves paving, and general street corridor improvements including conversion to parallel parking, a multi-use path along the south side of the street, a sidewalk along the north side of the street, raised crosswalks, and new bus bays. Environmental monitoring and measures are performed throughout the construction phase as the work takes place near a Heron nesting area. Herons are a protected sensitive species. Scheduled completion of this project is in 2021.

Facilities Management – Component Life Cycle Renewal – City Buildings:

- Many mechanical air handling system replacement projects have been completed in 2020 including The City Hall Chiller, Kensington Arena Ice Plant and Lobby heating replacement, Bonsor Recreation Centre Chiller replacement, Bob Prittie Library Chiller replacement, and the Robert Burnaby Outdoor Pool facility renovation.

Transportation – Minor Traffic Management Projects:

- Various traffic improvements have been completed around Burnaby in 2020 including installations of:
 - traffic circles at Victory/Frederick and at Victory/Waverley;
 - new bus shelters at 14 locations;
 - rectangular rapid flashing beacons completed at Patterson/BC Parkway and at Kensington/Aubrey;
 - a left turn bay at Eastlake/Production.

2.3.4 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 08, six parcels of land have been purchased to support and complete the City's adopted plans.

Burnaby Village Museum Meadow and Carousel Trellis:

- This project is substantially complete and replaces the existing trellis structure at the Carousel Pavilion with a covered walkway and an expanded paved area.

2.3.5 Parks, Recreation & Cultural Services

Parks Facilities – Edmonds Washroom:

- A new washroom with skylighting is nearing completion to service the Edmonds Park picnic, playground and splash pad facilities. The washroom has a high ceiling with skylight which provides additional natural lighting, a universal washroom stall, and was designed in shape with a residential profile and bright blue concrete exterior.

Parks Facilities – Sports Courts:

- Work continued on the upgrades to various sports courts with the tennis courts at both Keswick Park and Bonsor being completed. At Keswick Park, an additional six pickleball courts were added with new surfaces and fencing to the benefit of residents. Bonsor Courts saw six existing pickleball courts resurfaced and painted. In addition, the Sports Court at Taylor Park was resurfaced, painted and fenced.

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From: Director Finance
Re: Financial Report as at 2020 Period 08
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Parks Recreation – Administration Office:

- Work is continuing on the Parks Administration Office renovation project. The reconfiguration of the existing footprint provides additional workstations and meeting space for staff. The improved reception/waiting area for the public provides a wheelchair accessible counter and automatic door. A mural depicting a Great Blue Heron at Deer Lake Park will be the focal point of the entrance way, drawing attention to the beautiful park space and nature within the City.

3.0 CONTRACT AWARDS

Attachment 1 provides a listing of all contract awards between \$250,000 and \$1,000,000 signed by the City Manager to the end of 2020 Period 08.

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



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:RG / md

Attachment: 1 – Purchase Orders between \$250,000 - \$1,000,000 (2020 Period 01 to 08)

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

Purchase Orders between \$250,000 - \$1,000,000 (2020 Period 01 to 08)

Purchase Order Number	Purchase Order Name	Supplier Name	Total Value* (\$)	Currency
4100188766	Burnaby Mountain Booster Pump Station Upgrades	PCL Constructors Westcoast Inc	858,291.00	CAD
4100189186	2020 Road Improvement Program - Brantford Avenue and Southridge Drive	Mainland Construction Materials ULC	661,054.08	CAD
4100185300	2020 Sanitary and Storm Sewer Main Reline	Mar-Tech Underground Services Ltd	590,313.69	CAD
4100183549	2 Ton 4x4 Regular Cab Dump Trucks	Commercial Truck Equipment Co	498,573.89	CAD
4100187149	2020 Sanitary Sewer Lateral Grout and Inspection	Mar-Tech Underground Services Ltd	478,826.25	CAD
4100184833	Burnaby Heights Combined Sewer Separation	Aplin & Martin Consultants Ltd	452,208.75	CAD
4100184031	2021 Food Products - Centennial Foods	Centennial Foods - Vancouver	400,000.00	CAD
4100182890	Consulting Services for Proposed Metrotown Events Centre	Hunden Strategic Partners LLC	392,700.00	CAD
4100190130	RCMP Burnaby Building - HVAC Upgrade	Just Mechanical Ltd	378,000.00	CAD
4100189684	2020-2021 Portland Cement Concrete	Coquitlam Concrete (1993) Ltd	345,000.00	CAD
4100188167	Wright Street Watermain and Road Upgrades	McElhanney Ltd	312,737.25	CAD
4100182794	Supply, Delivery and Maintenance of Turnout Gear and Accessories	Associated Fire Safety Equipment Inc	310,131.01	CAD
4100181703	Windows 10 Hardware	Microserve	308,665.28	CAD

*Total Value is inclusive of all applicable sales taxes