

## Appendix 2: 2009 Supplementary Capital Process and Allocations

Supplementary Capital provides a source of funding for capital and rehabilitation expenditures that arise outside of the 3-year Capital Planning process. The 2009-2011 Capital Plan provides \$5 million in Capital from Revenue for Supplementary Capital.

A provision for \$1.67 million was made for 2009; however, due to the intense focus on Operating Budget reductions and cost saving opportunities, funding has been recommended only for projects deemed by the Supplementary Capital Review Committee to be absolutely critical to City operations. A total of 15 requests totalling \$3.86 million was received. Of these funding requests, \$512,000 was recommended to be funded from other sources. The Final Review Panel recommended Supplementary Capital funding allocations of \$640,000 to priority projects.

### Evaluation Team

Consistent with previous years, a Supplementary Capital Review Committee was formed to evaluate the Supplementary Capital submissions. The committee was chaired by the Director of Budget Services and included the following representatives:

- Manager, Capital Budget Services, Financial Services;
- Director, Public Access & Council Services, Public Access & Council Services;
- Director Corporate Services, Vancouver Public Library;
- Manager, Business Logistics & Projects, Business Planning & Services.

A Technical Advisory Team was also engaged to provide an assessment of funding submissions relating to Civic Facilities, Ergonomics, and Information Technology, based on corporate priorities. Representatives included:

- Director, Facilities Design & Management, Business Planning & Services;
- Director, Information Technology, Business Planning & Services;
- Ergonomist, Health & Safety, Human Resources Services.

### Evaluation of Applications

To effectively allocate the limited funding among the competing applications, the following criteria were considered:

- Compliance with legal and/or regulatory requirements;
- Mitigation of unacceptable risks (legal, public and employee health and safety, financial, business continuity);
- Replacement of aging and obsolete technology;
- Enhancement of health and safety conditions;
- Enhancement of operational effectiveness and efficiency;
- Enhancement of security, internal control, policy compliance and management capabilities;
- Conformance to corporate priorities.

Departments/Boards were invited to present their submissions and clarify the questions raised by the Review Committee and the Technical Advisory Team.

**Recommended Funding Allocation** **\$640,000**

The following is a summary of the recommended 2009 Supplementary Capital allocations. Further details are provided in the Supplementary Capital submission forms (Appendix 3).

1. City Clerks: Councillors Offices - Upgrade \$40,000

General updating/upgrading of 10 Councillor offices (including modern office furniture, replacement of blinds and carpet, paint, and installation of a security card reader for each office). \$183,300 in funding was requested.

*The Review Committee agreed that the installation of a security card reader for each Councillor's office was critical. Therefore, \$40,000 was allocated.*

Supplementary Capital allocated: \$40,000

2. Britannia: Schematic Design \$60,000

The purpose of this project is to develop the facility concept design in preparation for construction and renovation. \$439,900 was requested.

*The Review Committee recommended that funding allocated be used to review the Master Plan (including public consultation) in consultation with the various stakeholder groups (Vancouver School Board, Vancouver Public Library, Business Planning/Facilities).*

Supplementary Capital allocated: \$60,000

3. Business Planning & Services: Britannia Capital Maintenance \$300,000

A request for funding to address Capital Maintenance at Britannia consisting of base building maintenance required to support continued operations throughout the facilities' intended life spans. \$700,000 was requested.

*The Review Committee recommended that a portion of the requested amount be funded, and allocated to capital maintenance items of a critical nature. Facilities Design & Management will review capital maintenance requests from both Britannia and the Vancouver School Board, and provide a list of capital maintenance items deemed critical. Facilities Design & Management will report back to Corporate Budget Services with this priority as a condition of the funding being disbursed.*

Supplementary Capital allocated: \$300,000

4. Business Planning & Services: Vanier Park Security Office \$60,000

This request involves funding for the relocation of the Vanier Park security office from its current location on the lower floor of the museum to a space being vacated on the main floor/entry area of the facility.

*The Review Committee recommended that funding be provided. The qualitative benefits (e.g., prominent security) are high and can be achieved at a relatively moderate cost.*

Supplementary Capital allocated: \$60,000

5. Vancouver Fire & Rescue Services: Replacement of Burn Tower \$180,000

The VF&RS propane-fired Burn Tower has been in operation since 1995, and is a vital training and evaluation tool for measuring fire-fighting competencies. The current burn tower propane system is no longer reliable and must be replaced.

*The Review Committee acknowledged that this is a high priority request and should be funded.*

Supplementary Capital allocated: \$180,000

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LEAD DEPARTMENT / DIVISION	Council Services and Facilities Management
OTHER DEPARTMENTS INVOLVED	
PROJECT TITLE	Councillors Offices - Upgrade

### PROJECT BUDGET & SOURCES OF FUNDING

TOTAL PROJECT BUDGET		OTHER SOURCES OF FUNDING	
Direct Labour	\$17,000	Internal Funding ( <i>specify below</i> )	
Materials	\$31,900		\$
Equipment	\$107,000		\$
Contract	\$		\$
Overhead	\$5,500		\$
Other ( <i>specify below</i> )		External Funding ( <i>specify below</i> )	
Project Management	\$10,300		\$
Contingency	\$11,600		\$
	\$		\$
	\$		\$
	\$		\$
	<b>\$183,300</b>		<b>\$ 0</b>
SUPPLEMENTARY CAPITAL REQUESTED			<b>\$183,300</b>
SUPPLEMENTARY CAPITAL APPROVED			<b>\$40,000</b>

EXPENDITURE TIMELINE	2009	\$183,300	2010	\$	2011+	\$	
COMMENTS							

### COST SAVINGS & OTHER BENEFITS

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### IMPACT ON OPERATING BUDGET

ADDED BASIC	2009	\$0	2010	\$0	2011	\$0	2012	\$	2013	\$
COMMENTS										

### PROJECT INFORMATION

CATEGORY	Facilities <input checked="" type="checkbox"/> Information Technology <input type="checkbox"/> Ergonomics <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/>
DESCRIPTION	This project involves the general updating/upgrading of the Councillors' offices and enhanced security for each office.
SCOPE OF WORK / DELIVERABLES	There are 10 Councillor offices. The project will provide modern standard office furniture (desk, chair, meeting table and guest chairs, filing cabinet) for each Councillor office, replacement carpeting (non-adhesive tiles), replacement blinds, and fresh paint for each office. It will also include the installation of a security card reader for each office.
PROJECT TIMELINE	Start (mm/yy) _____ Completion (mm/yy) _____
IMPACT OF DELAY	Councillor office security risks associated with reliance on physical key access access only.
ADDITIONAL COMMENTS	

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<b>LEAD DEPARTMENT / DIVISION</b>	Britannia
<b>OTHER DEPARTMENTS INVOLVED</b>	City of Vancouver Facilities
<b>PROJECT TITLE</b>	Britannia Schematic Design

### PROJECT BUDGET & SOURCES OF FUNDING

TOTAL PROJECT BUDGET		OTHER SOURCES OF FUNDING	
Direct Labour	\$	Internal Funding ( <i>specify below</i> )	
Materials	\$		\$
Equipment	\$		\$
Contract	\$327,400		\$
Overhead	\$		\$
Other ( <i>specify below</i> )		External Funding ( <i>specify below</i> )	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	<b>\$327,400</b>		<b>\$ 0</b>
SUPPLEMENTARY CAPITAL REQUESTED			<b>\$327,400</b>
SUPPLEMENTARY CAPITAL APPROVED			<b>\$60,000</b>

<b>EXPENDITURE TIMELINE</b>	2009	\$307,500	2010	\$19,900	2011+	\$	
<b>COMMENTS</b>							

### COST SAVINGS & OTHER BENEFITS

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### IMPACT ON OPERATING BUDGET

<b>ADDED BASIC</b>	2009	\$	2010	\$	2011	\$	2012	\$	2013	\$
<b>COMMENTS</b>										

### PROJECT INFORMATION

<b>CATEGORY</b>	Facilities <input checked="" type="checkbox"/> Information Technology <input type="checkbox"/> Ergonomics <input type="checkbox"/> Other <input checked="" type="checkbox"/>
<b>DESCRIPTION</b>	<p>Britannia Renewal Project. The purpose of the project is to develop the facility concept design in preparation for construction and renovation.</p> <p>This project originated with the Britannia Master Plan of 2007 that combined information about existing facilities and the new spaces that are needed to meet the goals of the community centre. The Community Centre goals were the result of the Program Needs Analysis of 2005 that was written after extensive community engagement, consultation and research.</p>
<b>SCOPE OF WORK / DELIVERABLES</b>	<p>Concept Design, Facility Assessment, Schematic Design. The scope of this project includes the following summary of primary events:</p> <ul style="list-style-type: none"> <li>o Review of Existing Documentation - including the Needs Analysis, Master Plan</li> <li>o Steering Committee Meetings</li> <li>o Focus Group Meetings, consultation presentations, Staff reviews</li> <li>o Facility Program Updates</li> <li>o Updated Program &amp; Needs Analysis to confirm the 2005 results</li> <li>o Facility assessment site visit and report</li> <li>o Schematic Design Option Development &amp; LEED Workshop</li> <li>o Schematic Revisions and final acceptance</li> </ul>
<b>BUSINESS JUSTIFICATION</b>	<p><input type="checkbox"/> To comply with legal and regulatory requirements Comment:</p> <p><input type="checkbox"/> To mitigate unacceptable risks (legal, public and employee health and safety, financial, etc) Comment:</p> <p><input type="checkbox"/> To enhance general health and safety condition Comment:</p> <p><input checked="" type="checkbox"/> To enhance operational effectiveness and efficiency Comment:</p> <p><input type="checkbox"/> To enhance security, internal control, policy compliance and management capabilities Comment:</p>

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	<input type="checkbox"/> To replace aging and obsolete technology Comment: <input checked="" type="checkbox"/> Other Comment: The project mandate is to update and renew the Britannia Community Services Centre Facilities to enable the Centre to meet its service delivery goals over the long term. Britannia was built in 1974, and has not been substantially updated since that time. To meet the changing needs of the community, a needs analysis was done and a master plan developed from that analysis. Given the time that has elapsed since the master plan, this project is being undertaken to engage stakeholders and develop the construction design concept.				
PROJECT TIMELINE	<table border="1"> <tr> <td data-bbox="552 373 1063 405">Start (mm/yy)</td> <td data-bbox="1063 373 1226 405">03/09</td> <td data-bbox="1226 373 1437 405">Completion (mm/yy)</td> <td data-bbox="1437 373 1523 405">06/10</td> </tr> </table>	Start (mm/yy)	03/09	Completion (mm/yy)	06/10
Start (mm/yy)	03/09	Completion (mm/yy)	06/10		
IMPACT OF DELAY	Insufficient data to support funding to be requested in 2012-2014 Capital Plan.				
ADDITIONAL COMMENTS					

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LEAD DEPARTMENT / DIVISION	Facilities Design & Management
OTHER DEPARTMENTS INVOLVED	Britannia Community Centre, VPL, VSB
PROJECT TITLE	Capital Maintenance Plan for Britannia

## PROJECT BUDGET & SOURCES OF FUNDING

TOTAL PROJECT BUDGET		OTHER SOURCES OF FUNDING	
Direct Labour	\$	Internal Funding <i>(specify below)</i>	
Materials	\$		\$
Equipment	\$		\$
Contract	\$675,000		\$
Overhead	\$25,000		\$
Other <i>(specify below)</i>		External Funding <i>(specify below)</i>	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	<b>\$700,000</b>		<b>\$ 0</b>
SUPPLEMENTARY CAPITAL REQUESTED			<b>\$700,000</b>
SUPPLEMENTARY CAPITAL APPROVED			<b>\$300,000</b>

EXPENDITURE TIMELINE	2009	\$700,000	2010	\$	2011+	\$	
COMMENTS							

## COST SAVINGS & OTHER BENEFITS

Maintains the value of the Britannia facilities.
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## IMPACT ON OPERATING BUDGET

ADDED BASIC	2009	\$0	2010	\$0	2011	\$0	2012	\$0	2013	\$0
COMMENTS	The activities to be completed are base building maintenance requirements to support continued operations throughout the facilities' intended life spans. Addressing some of the deferred maintenance items may result in revenue improvements and ease the pressure on Operating Budgets.									

## PROJECT INFORMATION

CATEGORY	Facilities <input checked="" type="checkbox"/> Information Technology <input type="checkbox"/> Ergonomics <input type="checkbox"/> Other <input type="checkbox"/>
DESCRIPTION	Britannia Capital Maintenance Plan 2009
SCOPE OF WORK / DELIVERABLES	Includes a large number of capital maintenance and upgrade projects at nine buildings in the complex including Community Centre areas, Library, Schools, and exterior grounds. Examples of work include: rehabilitation of the driveway/entrance; repairs to a retaining wall; replacement of the roof at the automotive shop; exterior painting; replacement of blinds; replacement of doors and panic hardware; upgrading of lighting in the tot pool; replacement of safety railings; replacement of flooring; and HVAC repairs and upgrades.
BUSINESS JUSTIFICATION	<input checked="" type="checkbox"/> To comply with legal and regulatory requirements Comment: A number of items are WCB requirements <input checked="" type="checkbox"/> To mitigate unacceptable risks (legal, public and employee health and safety, financial, etc) Comment: A number of safety railings and deteriorated steps require repair <input checked="" type="checkbox"/> To enhance general health and safety condition Comment: <input checked="" type="checkbox"/> To enhance operational effectiveness and efficiency Comment: Failure to properly maintain or replace base building equipment may significantly impact the ability to continue to provide service to the public <input checked="" type="checkbox"/> To enhance security, internal control, policy compliance and management capabilities Comment: Enhanced CCTV items are required to provide better security and safety <input checked="" type="checkbox"/> To replace aging and obsolete technology Comment: <input type="checkbox"/> Other Comment:
PROJECT TIMELINE	Start (mm/yy) 05/09 Completion (mm/yy) 12/09
IMPACT OF DELAY	Facilities will continue to deteriorate and risk escalation of maintenance/repair costs.

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ADDITIONAL COMMENTS

In accordance with the agreement between the City, VSB, and the Britannia Community Services Society, the funding for recapitalization needs of the complex are to be shared.



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<b>LEAD DEPARTMENT / DIVISION</b>	Facilities Design & Management - Physical Security
<b>OTHER DEPARTMENTS INVOLVED</b>	Information Technology
<b>PROJECT TITLE</b>	Vanier Park Security Office relocation

## PROJECT BUDGET & SOURCES OF FUNDING

TOTAL PROJECT BUDGET	OTHER SOURCES OF FUNDING		
Direct Labour	\$10,000	Internal Funding ( <i>specify below</i> )	
Materials	\$25,000		\$
Equipment	\$25,000		\$
Contract	\$		\$
Overhead	\$		\$
Other ( <i>specify below</i> )		External Funding ( <i>specify below</i> )	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$60,000		\$ 0
<b>SUPPLEMENTARY CAPITAL REQUESTED</b>			<b>\$60,000</b>
<b>SUPPLEMENTARY CAPITAL APPROVED</b>			<b>\$60,000</b>

<b>EXPENDITURE TIMELINE</b>	2009	\$60,000	2010	\$	2011+	\$	
<b>COMMENTS</b>							

## COST SAVINGS & OTHER BENEFITS

- Ensures that staff and visitors to Vanier Park are immediately aware of the on-site security/first aid presence;
- From a health and safety perspective, provides a healthier work environment for security staff;
- Improves effectiveness of staff by providing proper work conditions;
- Creates a safer environment for public and employees while demonstrating the organization's commitment to safety and security.

## IMPACT ON OPERATING BUDGET

<b>ADDED BASIC</b>	2009	\$	2010	\$	2011	\$	2012	\$	2013	\$
<b>COMMENTS</b>	No impact on operating budget									

## PROJECT INFORMATION

<b>CATEGORY</b>	Facilities <input checked="" type="checkbox"/> Information Technology <input checked="" type="checkbox"/> Ergonomics <input checked="" type="checkbox"/> Other <input type="checkbox"/>
<b>DESCRIPTION</b>	This project involves the relocation of the Vanier Park security office from its current location on the lower floor of the museum to the space being vacated by the gift shop on the main floor/entry area of the facility.
<b>SCOPE OF WORK / DELIVERABLES</b>	<ul style="list-style-type: none"> <li>- Relocation of current security office and equipment to current gift shop area</li> <li>- Minor construction work to create new 100 sq.ft. office for security staff and equipment</li> <li>- Installation of dedicated air conditioning unit to reduce heat levels generated by computer/security monitoring equipment</li> </ul>
<b>BUSINESS JUSTIFICATION</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> To comply with legal and regulatory requirements Comment:</li> <li><input checked="" type="checkbox"/> To mitigate unacceptable risks (legal, public and employee health and safety, financial, etc) Comment:</li> <li><input checked="" type="checkbox"/> To enhance general health and safety condition Comment:</li> <li><input checked="" type="checkbox"/> To enhance operational effectiveness and efficiency Comment:</li> <li><input checked="" type="checkbox"/> To enhance security, internal control, policy compliance and management capabilities Comment:</li> <li><input type="checkbox"/> To replace aging and obsolete technology Comment:</li> <li><input type="checkbox"/> Other Comment:</li> </ul>
<b>PROJECT TIMELINE</b>	Start (mm/yy) 04/09 Completion (mm/yy) 06/09

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IMPACT OF DELAY	Potentially adverse health and safety impact on the security staff at Vanier Park and the overall effectiveness of the security operation.
ADDITIONAL COMMENTS	

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<b>LEAD DEPARTMENT / DIVISION</b>	Vancouver Fire & Rescue Services
<b>OTHER DEPARTMENTS INVOLVED</b>	
<b>PROJECT TITLE</b>	Replacement of Burn Tower - Internal Working Propane System

**PROJECT BUDGET & SOURCES OF FUNDING**

TOTAL PROJECT BUDGET	OTHER SOURCES OF FUNDING		
Direct Labour	\$	Internal Funding ( <i>specify below</i> )	
Materials	\$		\$
Equipment	\$		\$
Contract	\$168,000		\$
Overhead	\$12,000		\$
Other ( <i>specify below</i> )		External Funding ( <i>specify below</i> )	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	<b>\$180,000</b>		<b>\$ 0</b>
<b>SUPPLEMENTARY CAPITAL REQUESTED</b>			<b>\$180,000</b>
<b>SUPPLEMENTARY CAPITAL APPROVED</b>			<b>\$180,000</b>

<b>EXPENDITURE TIMELINE</b>	2009	\$180,000	2010	\$	2011+	\$
<b>COMMENTS</b>	To be completed as soon as possible, pending permit and retro fit process. Only one supplier is available in Canada for this specialized system.					

**COST SAVINGS & OTHER BENEFITS**

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**IMPACT ON OPERATING BUDGET**

ADDED BASIC	2009	\$	2010	\$	2011	\$	2012	\$	2013	\$
<b>COMMENTS</b>	<p>The VF&amp;RS propane-fired Burn Tower has been in operation since 1995 and is a vital training and evaluation tool for measuring firefighting competencies. The burn tower simulates real fire conditions, which allows firefighters to engage in high-risk manoeuvres in a controlled and safe environment. The current tower is used extensively to train new firefighters in basic fire-fighting techniques and provides for annual maintenance training to experienced firefighters.</p> <p>The availability of on-going training in the controlled, simulated environment provided by a burn tower is essential to the protection of the public and the firefighters.</p>									

**PROJECT INFORMATION**

<b>CATEGORY</b>	Facilities <input type="checkbox"/> Information Technology <input type="checkbox"/> Ergonomics <input type="checkbox"/> Other <input checked="" type="checkbox"/>
<b>DESCRIPTION</b>	The current burn tower propane system has reached the end of its service life and requires replacement. There are also no vendors in North America supporting the current system, with replacement parts having to be shipped from England when required.
<b>SCOPE OF WORK / DELIVERABLES</b>	Replacement of Burn Tower Internal Working Propane System
<b>BUSINESS JUSTIFICATION</b>	<input checked="" type="checkbox"/> To comply with legal and regulatory requirements Comment: The new burn tower system will provide a system that adheres to required NFPA standard 1000 and 1021 and WorkSafe BC Regulation part 31 requiring firefighters to be trained and evaluated in the proper techniques of Rescue, Evacuation, Confinement, Extinguishment, and Overhaul.  <input type="checkbox"/> To mitigate unacceptable risks (legal, public and employee health and safety, financial, etc) Comment: <input checked="" type="checkbox"/> To enhance general health and safety condition Comment: Ensure that firefighters receive the best training under safe working conditions. <input checked="" type="checkbox"/> To enhance operational effectiveness and efficiency Comment: To maintain and enhance the knowledge and skills of firefighters, providing a positive effect on the safety and well-being of the general public.  <input type="checkbox"/> To enhance security, internal control, policy compliance and management capabilities Comment: <input checked="" type="checkbox"/> To replace aging and obsolete technology

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	Comment: To replace the current burn tower propane system that is beyond repair and no longer supported by vendors in North America. <input type="checkbox"/> Other Comment:
PROJECT TIMELINE	Start (mm/yy) May 2009   Completion (mm/yy) July 2009
IMPACT OF DELAY	Higher training costs.
ADDITIONAL COMMENTS	

#### Appendix 4: Capital Closeouts & Re-allocations

Council authority is required to close capital accounts with variances exceeding \$50,000 and 15% of the approved budget, and to re-allocate capital funding over \$50,000.

Staff have identified capital programs/projects from the 2003-2005 and 2006-2008 Capital Plans and the Information Technology Long-Term Financing Plan with budgets totalling \$29.0 million for closeout, and recommend that the net overall unexpended balance of \$3.1 million be transferred to the current Capital Plan.

All of the capital programs/projects in the 2003-2005 Capital Plan for Engineering were identified and closed as part of the 2008 closeout process. Due to the strike in 2007, a significant amount of capital work for Engineering Services was delayed which resulted in a deferral of some of the programs and projects to 2009. Programs/projects within the 2006-2008 Capital Plan will be closed out as part of the 2010 capital closeout process.

Table 1 provides a summary of capital account closeouts by program area: Public Safety; Community Services; Civic Property Management; Parks & Recreation; and Information Technology Infrastructure. The summary is based on SAP Capital Budget Statements generated as of March 31, 2009.

Table 1: Closeout Position by Program Area

PROGRAM AREA	BASIC CAPITAL BUDGET (\$)	CLOSEOUT BALANCE (\$)
Vancouver Fire and Rescue Services	370,548	75,284
Vancouver Police Department	420,000	(6,685)
Community Services	3,777,458	535,139
Civic Property Management	3,900,753	1,634,838
Information Technology Maintenance & Expansion	4,151,000	1,004,531
Parks & Recreation	16,393,790	(138,066)
<b>TOTAL</b>	<b>29,013,549</b>	<b>3,105,041</b>

Details of the closeout balances, proposed allocations by program area, and explanations for significant variances are provided in the following sections.

##### i) Vancouver Fire and Rescue Services

Vancouver Fire and Rescue Services capital accounts with budgets totalling \$370,548 have been identified for closeout. The net unexpended balance for these accounts is \$75,284, which is 20% of the approved budget. Please refer to Table 2 for the closeout summary and Table 3 for the recommended allocation of the unexpended balance.

Table 2: Closeout Summary

Program or Project Description	Budget (\$)	Actual (\$)	Closeout Balance (\$)	Variance (%)
<b>Fire</b>				
Firehall #1 Vehicle Hoist	55,000	57,292	(2,292)	(4%)
Firehall #14 Above-Ground Fuel Tank	126,706	94,119	32,587	26%
Seismic Upgrading	188,842	143,853	44,989	24%
<b>NET UNEXPENDED BALANCE (DEFICIT)</b>	<b>370,548</b>	<b>295,264</b>	<b>75,284</b>	<b>20%</b>

\*Indicates Program or Project with a budget variance exceeding 15% and \$50,000. See Table 4 for explanation.

Table 3: Allocation of Closeout Balance

Allocation of Closeout Balance (Funding Source for Deficit)	Budget (\$)
<b>Fire</b>	
Fire Unallocated from prior year closeouts	(2,292)
Fire Unallocated 2009	77,576
<b>TOTAL</b>	<b>75,284</b>

ii.) Vancouver Police Department

Vancouver Police Department capital accounts with budgets totalling \$420,000 have been identified for closeout. The net deficit for these accounts is \$6,685, which is 2% of the approved budget. Please refer to Table 4 for the closeout summary and Table 5 for the recommended funding source for the net deficit.

Table 4: Closeout Summary

Program or Project Description	Budget (\$)	Actual (\$)	Closeout Balance (\$)	Variance (%)
<b>Police</b>				
DVAC Renovations - 312 Main St	240,000	240,737	(737)	0%
Financial Crime Renovation	138,621	138,621	0	0%
IT Server Room Relocation	25,000	31,823	(6,823)	(27%)
Lockers - 312 Main St	16,379	15,504	875	5%
<b>NET UNEXPENDED BALANCE (DEFICIT)</b>	<b>420,000</b>	<b>426,685</b>	<b>(6,685)</b>	<b>(2%)</b>

Table 5: Funding Source for Deficit

Funding Source for Deficit	Budget (\$)
Police	
VPD Transition Fund 2006-08	(6,685)
<b>TOTAL</b>	<b>(6,685)</b>

iii) Community Services

Community Services capital accounts with budgets totalling \$3.8 million have been identified for closeout. These include Capital Grants, City-Owned Social and Cultural Capital, Civic Theatre, Downtown Eastside Revitalization, Facade Grants, Public Art, and Other Community Services Capital programs. The net unexpended balance is \$535,139, which is 14% of the approved budget. Please refer to Table 6 for the closeout summary, Table 7 for the recommended allocation of the unexpended balance, and Table 8 for explanations of significant variances.

Table 6: Closeout Summary

Program or Project Description	Budget (\$)	Actual (\$)	Closeout Balance (\$)	Variance (%)
<b>Capital Grants</b>				
411 Seniors Centre Society (2008 grant)	10,000	10,000	0	0%
Carousel Theatre Society	1,389	1,389	0	0%
Cultural Facilities Priorities Plan	70,000	64,273	5,727	8%
Downtown Eastside Women's Centre	15,000	15,000	0	0%
Hudson Out of School Care Society	12,000	12,000	0	0%
Multicultural Helping House Society	7,000	7,000	0	0%
Spare Time Fun Centre Society	25,000	25,000	0	0%
<b>Subtotal</b>	<b>140,389</b>	<b>134,662</b>	<b>5,727</b>	<b>4%</b>
<b>City-Owned Social and Cultural Capital</b>				
Collingwood NBH Rooftop Garden	20,000	20,000	0	0%
<b>Subtotal</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>	<b>0%</b>
<b>Civic Theatre</b>				
Theatre Equipment Upgrades	160,000	156,656	3,344	2%
QET Fundraising Project for Redevelopment	138,976	153,880	(14,904)	11%
QET Audience Chamber Phase 1 & 2 Design	600,000	589,892	10,108	2%
Orpheum - Refurbish Seats 2005 *	375,000	6,200	368,800	98%
Orpheum/Capitol 6 Development Design	100,000	120,789	(20,789)	21%
<b>Subtotal</b>	<b>1,373,976</b>	<b>1,027,417</b>	<b>346,559</b>	<b>25%</b>
<b>Downtown Eastside Revitalization</b>				

Program or Project Description	Budget (\$)	Actual (\$)	Closeout Balance (\$)	Variance (%)
Grant: Pennsylvania Hotel Neon Lighting	25,000	23,117	1,883	8%
Grant: Strathcona Community Garden/Kitchen	20,500	20,292	208	1%
Pennsylvania Hotel	450,000	450,000	0	0%
W.I.S.H. (Relocation of VPD Facility)	300,000	293,176	6,824	2%
<b>Subtotal</b>	<b>795,500</b>	<b>786,585</b>	<b>8,915</b>	<b>1%</b>
<b>Facade Grants</b>				
Grant for 158-160 East Pender St.	50,000	50,000	0	0%
Grant for 210 Carrall St.	50,000	50,000	0	0%
<b>Subtotal</b>	<b>100,000</b>	<b>100,000</b>	<b>0</b>	<b>0%</b>
<b>Public Art</b>				
2005 Community Public Art	12,878	8,573	4,305	33%
Artwork for #1 Kingsway (2003-05)	150,000	153,648	(3,648)	(2%)
B.E.S.T. Bike Tree	25,000	22,500	2,500	10%
Brockton Point First Nations Artwork 2006	140,000	160,098	(20,098)	(14%)
Clark/Knight Corridor (2003-05) *	100,000	0	100,000	100%
Contribution to Stanley Park Public Art Project	25,000	25,000	0	0%
Kensington/Cedar Cottage	40,000	17,806	22,194	55%
Library Square Public Art Program (2003-05)	135,000	118,976	16,024	12%
National Works Yard	60,000	41,793	18,207	30%
Public Art Program Review Consultant	109,715	106,634	3,081	3%
Ridgeway East Greenway	30,000	627	29,373	98%
Strathcona - Open Window	20,000	18,000	2,000	10%
<b>Subtotal</b>	<b>847,593</b>	<b>673,655</b>	<b>173,938</b>	<b>21%</b>
<b>Other Community Services Capital</b>				
Animal Shelter Emergency Repairs	500,000	500,000	0	0%
<b>Subtotal</b>	<b>500,000</b>	<b>500,000</b>	<b>0</b>	<b>0%</b>
<b>NET UNEXPENDED BALANCE/(DEFICIT)</b>	<b>3,777,458</b>	<b>3,242,319</b>	<b>535,139</b>	<b>14%</b>

\* Indicates Program or Project with a budget variance exceeding 15% and \$50,000. See Table 8 for explanation.

Table 7: Allocation of Closeout Balance

Allocation of Closeout Balance (Funding Source for Deficit)	Budget (\$)
<b>Capital Grants</b>	
Cultural Infrastructure Program 2009	5,727
<b>Subtotal</b>	<b>5,727</b>
<b>Civic Theatre</b>	



Allocation of Closeout Balance (Funding Source for Deficit)	Budget (\$)
Orpheum Theatre Redevelopment	368,800
Civic Theatre Capital Reserve	(22,241)
<b>Subtotal</b>	<b>346,559</b>
<b>Downtown Eastside Revitalization</b>	
Downtown Eastside Revitalization Unallocated - 2009	8,915
<b>Subtotal</b>	<b>8,915</b>
<b>Public Art</b>	
Library Square Public Art Program 2009-11	16,024
Artwork for #1 Kingsway (2006-08)	(3,648)
Clark/Knight Corridor Public Art	100,000
Kingsway Luminaires 2009	22,194
Public Art Unallocated 2009-2011	39,368
<b>Subtotal</b>	<b>173,938</b>
<b>TOTAL</b>	<b>535,139</b>

Table 8: Variance Explanations

Capital Plan	Program or Project	Budget (\$)	Actual (\$)	Closeout Balance (\$)	Variance (%)
2003-2005	Clark/Knight Corridor	100,000	100,000	0	100%
The Knight Street Public Art Project has been deferred to late 2009 with the development of a Public Art Plan for the corridor in collaboration with Engineering and Greenways.					
2003-2005	Orpheum - Refurbish Seats 2005	375,000	6,200	368,800	98%
Originally included in 2005 Capital Budget, was deferred to coordinate with, and be included with, the Orpheum Theatre Redevelopment Project.					

#### iv) Civic Property Management

Civic Property Management capital accounts with budgets totalling \$3.9 million have been identified for closeout. These include civic property maintenance and City Hall office precinct upgrades. The net unexpended balance is \$1.6 million, which is 38% of the approved budget. Please refer to Table 9 for the closeout summary, Table 10 for the recommended allocation of the unexpended balance, and Table 11 for explanations of significant variances.

Table 9: Closeout Summary

Program or Project Description	Budget (\$)	Actual (\$)	Closeout Balance (\$)	Variance (%)
575 W 8th Renovation - Design	64,800	11,392	53,408	82%
Interior Upgrades - City Hall /East Wing	242,000	99,081	142,919	59%

Program or Project Description	Budget (\$)	Actual (\$)	Closeout Balance (\$)	Variance (%)
Non-Structural Mitigation Program 2005	153,600	0	153,600	100%
Relocate CSG/Eng/Corp Services Staff 2006	257,000	88,764	168,236	65%
City Hall 2nd and 3rd Floor Renovations 2007	479,298	443,409	35,889	7%
City Hall 2nd Floor for Model Display	50,000	18,329	31,671	63%
City Hall 3rd Floor Upgrades 2006	192,000	56,112	135,888	71%
City Hall 7th and 10th Floor Upgrades	476,000	0	476,000	100%
City Hall/East Wing Plumbing and Drainage	100,000	30,367	69,633	70%
City Hall Renovations -Other	28,000	23,975	4,025	14%
Strategic Office Accommodation Plan	150,000	3,490	146,510	98%
<b>Office Accommodation/Upgrades Subtotal **</b>	<b>2,192,698</b>	<b>774,919</b>	<b>1,417,779</b>	<b>65%</b>
Asbestos Abatement Program 2006-08	800,000	772,859	27,141	0%
Boiler Replacement - Firehall #5	40,000	40,990	(990)	(2%)
Carnegie Lighting Upgrade *	45,000	130,942	(85,942)	(191%)
Elevator Upgrades - 312 Main	123,555	128,710	(5,155)	4%
Freight Elevator - Manitoba Yards (EQS)	42,000	42,066	(66)	(0%)
Interior Painting/Patching 2006	120,000	120,388	(388)	(0%)
Interior Upgrades - QET Lobby Furniture *	92,000	0	92,000	100%
Orpheum Carpet Replacement *	100,000	3,292	96,708	97%
Re-wire Electrical Panels - QET *	57,500	1,904	55,596	97%
Roof Management Inventory - Consulting *	50,000	0	50,000	100%
West Annex Ventilation	238,000	249,845	(11,845)	(5%)
<b>NET UNEXPENDED BALANCE/(DEFICIT)</b>	<b>3,900,753</b>	<b>2,265,915</b>	<b>1,634,838</b>	<b>42%</b>

\* Indicates Program or Project with a budget variance exceeding 15% and \$50,000. See Table 11 for explanation.

\*\* Indicates Program consolidation closeout/reallocation. See Table 11 for explanation.

Table 10: Allocation of Closeout Balance

Allocation of Closeout Balance	Budget (\$)
Major Office Accommodation Program - 2009 **	1,417,779
Orpheum Restoration	92,000
Environmental Program 2009	27,141
Building Envelope Program 2009	50,000
Facilities Unallocated 2009-2011	47,918
<b>TOTAL</b>	<b>1,634,838</b>

Table 11: Variance Explanations

Capital Plan	Program or Project	Budget (\$)	Actual (\$)	Closeout Balance (\$)	Variance (%)
2003-2005 & 2006-2008	Various (Office Accommodation/Upgrades)	2,192,698	744,919	1,417,779	65%
A number of projects were established within the 2003-2005 and 2006-2008 Capital Plans for renovations, reconfigurations and expansions to office space in the Civic Precinct. These projects and their related remaining funding are being consolidated in 2009 to provide funding toward a larger, comprehensive Strategic Office Accommodation initiative (Capital Plan Reference No. W4b - Major Office Accommodation Program).					
2003-2005	Carnegie Lighting Upgrade	45,000	130,942	(85,942)	(191%)
Scope of work was increased to achieve improved energy performance.					
2003-2005	Interior Upgrades - QET Lobby Furniture	92,000	0	92,000	100%
Originally included in 2005 Capital Budget, was deferred to coordinate and be included with the Queen Elizabeth Theatre Redevelopment Project.					
2003-2005	Orpheum Carpet Replacement	100,000	3,292	96,708	97%
Originally included in 2004 Capital Budget, was deferred to coordinate and be included with the Orpheum Theatre Redevelopment Project.					
2003-2005	Roof Management Inventory - Consulting	50,000	0	50,000	100%
Originally included in 2005 Capital Budget to cover commencement of a formal roofing life-cycle replacement program; funding to be reallocated to 2009 Building Envelope Program.					
2006-2008	Re-wire Electrical Panels - QET	57,500	1,904	55,596	97%
Originally included in 2007 Supplementary Capital Budget, was deferred to coordinate and be included with the Queen Elizabeth Theatre Redevelopment Project.					

#### v) Parks & Recreation

Parks & Recreation capital accounts with budgets totalling \$16.4 million have been identified for closeout. These include: Facility Development; Park Development; Land Acquisition and Planning; and Overhead programs. The net deficit is \$138,066 which is 1% of the approved budget. Please refer to Table 12 for the closeout summary, Table 13 for the recommended funding source for the net deficit, and Table 14 for explanation of significant variances.

Table 12: Closeout Summary

Program or Project Description	Budget (\$)	Actual (\$)	Closeout Balance (\$)	Variance (%)
<b>Facility Development</b>				
Community Centre Major Maintenance 2006/7	255,000	206,475	48,525	19%
Rinks Major Maintenance 2006/7	273,372	273,372	0	0%
Pool Major Maintenance 2006	170,343	209,382	(39,039)	(23%)
Fieldhouse/Washroom Renovations 2006/7	125,000	136,343	(11,343)	(9%)
Nat Bailey Stadium Improvements 2007	500,000	506,730	(6,730)	(1%)

Program or Project Description	Budget (\$)	Actual (\$)	Closeout Balance (\$)	Variance (%)
Sunset Community Centre Rebuild	11,746,174	12,258,211	(512,037)	(4%)
2006 Abatement: Asbestos/Mold/Lead Paint	150,000	150,000	0	0%
Painting - Major Facilities	275,000	285,143	(10,143)	(4%)
Street Trees 2006	250,000	248,436	1,564	1%
Roof Replacements 2006/7	600,000	600,000	0	0%
Road Resurfacing 2007	400,000	419,980	(19,980)	(5%)
<b>Subtotal</b>	<b>14,744,889</b>	<b>15,294,072</b>	<b>(549,183)</b>	<b>(4%)</b>
<b>Park Development</b>				
Minor Improvements to Parks 2006	100,000	99,252	748	1%
Brockton Point Structural Repairs 2006	250,000	276,401	(26,401)	(11%)
New Brighton Park Foreshore Erosion Control	349,312	370,704	(21,392)	(6%)
<b>Subtotal</b>	<b>699,312</b>	<b>746,357</b>	<b>(47,045)</b>	<b>(7%)</b>
<b>Land Acquisition and Planning</b>				
Planning - Unallocated from Prior Year Closeout	49,589	49,509	80	0%
<b>Subtotal</b>	<b>49,589</b>	<b>49,509</b>	<b>80</b>	<b>0%</b>
<b>Overhead</b>				
Park 2008 Overheads and Project Management *	900,000	441,918	458,082	51%
<b>Subtotal</b>	<b>900,000</b>	<b>441,918</b>	<b>458,082</b>	<b>51%</b>
<b>NET UNEXPENDED BALANCE/(DEFICIT)</b>	<b>16,393,790</b>	<b>16,531,856</b>	<b>(138,066)</b>	<b>(1%)</b>

\* Indicates Program or Project with a budget variance exceeding 15% and \$50,000. See Table 14 for explanation.

Table 13: Allocation of Closeout Balance

Funding of Closeout Deficit	Budget (\$)
Facility Development - Other Renovations 2006-08	(46,000)
Building Infrastructure (Community Centres) 2009-11	(44,869)
Minor Park Improvements 2006-08	(47,197)
<b>TOTAL</b>	<b>(138,066)</b>

Table 14: Variance Explanation

Capital Plan	Program or Project	Budget (\$)	Actual (\$)	Closeout Balance (\$)	Variance (%)
2006-08	Park 2008 Overheads and Project Management	900,000	441,918	458,082	51%
Cumulative savings (2006-2008) in project management costs due to 3-month work stoppage in 2007 and delay in recruiting a facility development coordinator.					

## vi) Information Technology Infrastructure

Information Technology Infrastructure capital accounts funded from the IT Long Term Financing Plan with budgets totalling \$4.2 million have been identified for closeout. The net unexpended balance is \$1.0 million, which is 24% of the approved budget. Please refer to Table 15 for the closeout summary, Table 16 for the recommended allocation of the unexpended balance, and Table 17 for explanation of significant variances.

Table 15: Closeout Summary

Program or Project Description	Budget (\$)	Actual (\$)	Closeout Balance (\$)	Variance (%)
PC Replacement *	1,790,000	907,218	882,782	49%
2005 Telecom Infrastructure	945,000	848,346	96,654	10%
Desktop Replacement	271,000	251,811	19,189	7%
2007 Data Centre Upgrades	450,000	450,000	0	0%
2007 Backup Systems Upgrades	695,000	689,094	5,906	1%
<b>NET UNEXPENDED BALANCE/(DEFICIT)</b>	<b>4,151,000</b>	<b>3,146,469</b>	<b>1,004,531</b>	<b>24%</b>

\* Indicates Program or Project with a budget variance exceeding 15% and \$50,000. See Table 17 for explanation.

Table 16: Allocation of Closeout Balance

Allocation of Closeout Balance	Budget (\$)
PC Replacement - VPD	63,000
Mobile Computing Infrastructure	80,000
IT Infrastructure Unallocated	861,531
<b>TOTAL</b>	<b>1,004,531</b>

Table 17: Variance Explanation

Capital Plan	Program or Project	Budget (\$)	Actual (\$)	Closeout Balance (\$)	Variance (%)
2003-05	PC Replacement	1,790,000	907,218	882,782	49%
Due to the duration of the 2002 Replacement Project and Upgrade, the actual number and cost of PCs replaced with this budget were significantly less than projected.					

### Other Re-Allocations

The following reallocations of previously approved capital funding greater than \$50,000 are recommended to more closely match funding with the specific nature of the work being performed, which has become more clearly defined as the project planning has evolved.

From		To		Budget (\$)
Department	Project	Department	Project	
Engineering - Yards	Unallocated from Prior Year Closeouts	Facilities Design & Management	Crossroads Tenant Improvements	135,000
<i>To contribute funding to provision of end-of-trip facilities at Crossroads building.</i>				
Information Technology	2008 Network Infrastructure (City)	Information Technology	2008 VPD Network Infrastructure	451,000
			2008 VPL Network Infrastructure	100,000
	2008 IT Applications (Tools)		IT 2008 Applications (Forms)	100,000
			IT 2008 Applications (Web Applications)	150,000
<i>To facilitate program planning and implementation.</i>				