



Finance Committee

**Anderson Room, City Hall
6911 No. 3 Road**

Monday, February 2, 2015

Immediately Following the Open General Purposes Committee meeting

Pg. # ITEM

MINUTES

FIN-4

*Motion to adopt the **minutes** of the meeting of the Finance Committee held on Tuesday, December 2, 2014.*



RICHMOND PUBLIC LIBRARY

- 1. 2015 OPERATING AND CAPITAL BUDGETS FOR RICHMOND PUBLIC LIBRARY**

(File Ref. No. 4493749) (REDMS No. 03-0970-25)

FIN-10

See Page FIN-10 for full report

Designated Speaker: Greg Buss

STAFF RECOMMENDATION

That the 2015 Operating and Capital budgets for Richmond Public Library as presented in the report dated January 19, 2015 from the Chief Librarian and Secretary to the Board be approved with a same level of service municipal contribution of \$8,540,700.



Pg. # ITEM

FINANCE AND CORPORATE SERVICES DIVISION

2. **2015 OPERATING BUDGET**
(File Ref. No. 03-0970-25) (REDMS No. 4469200 v. 6)

FIN-14

See Page **FIN-14** for full report

Designated Speaker: Jerry Chong

STAFF RECOMMENDATION

- (1) *That the 2015 Operating Budget presented under Option 1 in the staff report titled 2015 Operating Budget dated January 27, 2015 from the Manager, Financial Planning and Analysis, that includes a same level of service increase of 0.26%, Capital operating budget impact of 0.38%, additional level expenditures of 0.06%, external senior government related increases of 1.19%, major capital community facility replacement program (Capital Building Infrastructure Reserve) of 1.00% for a combined total tax increase of 2.89% be approved; and*
- (2) *That the 5-Year Financial Plan (2015-2019) be prepared for presentation to Council incorporating the 2015 Operating Budget.*



3. **2015 CAPITAL BUDGET**
(File Ref. No. 03-0970-25) (REDMS No. 4468934 v. 12)

FIN-42

See Page **FIN-42** for full report

Designated Speaker: Jerry Chong

STAFF RECOMMENDATION

- (1) *That the 2015 Capital Budget totalling \$92.5M be approved and staff authorized to commence the 2015 Capital Projects; and*
- (2) *That the Five-Year Financial Plan (2015-2019) be prepared for presentation to Council incorporating the 2015 Capital Budget.*



Pg. # ITEM

4. **2015 ONE-TIME EXPENDITURES**
(File Ref. No.) (REDMS No. 4468788 v. 3)

FIN-189

See Page FIN-189 for full report

Designated Speaker: Jerry Chong

STAFF RECOMMENDATION

- (1) *That the recommended one-time expenditures in the amount of \$1.87M, as outlined in the staff report titled 2015 One-Time Expenditures dated January 30, 2015, from the Director, Finance, be approved; and*
- (2) *That the One-Time Expenditures be included in the City's 5-Year Financial Plan (2015-2019) Bylaw.*

ADJOURNMENT



Finance Committee

Date: Tuesday, December 2, 2014

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Derek Dang
Councillor Carol Day
Councillor Ken Johnston
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves

Call to Order: The Chair called the meeting to order at 4:30 p.m.

AGENDA ADDITION

It was moved and seconded
That the Army, Navy and Air Force No. 284 Clubhouse – Tax Exemption be added to the agenda as Item No. 5.

CARRIED

MINUTES

It was moved and seconded
That the minutes of the meeting of the Finance Committee held on Monday, October 6, 2014, be adopted as circulated.

CARRIED

FINANCE AND CORPORATE SERVICES DEPARTMENT

1. **DONATION OF SURPLUS COMPUTER EQUIPMENT**

(File Ref. No.) (REDMS No. 4314809)

It was moved and seconded

That the donation of computer equipment detailed in the staff report titled "Donation of Surplus Computer Equipment" be approved.

The question on the motion was not called as Grant Fengstad, Director, Information Technology, advised that Reboot Vancouver will report bi-annually on the distribution of the computer equipment and have committed to 50% being provided to Richmond residents and non-profit agencies. He further advised that Reboot Vancouver provides the equipment free-of-charge to non-profit agencies and operates a storefront in order to sell the equipment to low income families at a minimal cost.

The question on the motion was then called and it was **CARRIED**.

2. **2014 AUDIT ENGAGEMENT**

(File Ref. No. 03-0905-01) (REDMS No. 4428700)

It was moved and seconded

That the 2014 Audit Planning Letter from KPMG, LLP dated November 14, 2014 be received for information.

CARRIED

3. **FINANCIAL INFORMATION – 3RD QUARTER SEPTEMBER 30, 2014**

(File Ref. No.) (REDMS No. 4408713)

It was moved and seconded

That the staff report titled Financial Information – 3rd Quarter September 30, 2014, dated November 6, 2014, from the Director, Finance be received for information.

The question on the motion was not called as Committee expressed appreciation for staff's effort to simplify the financial information through the use of graphs and explanatory bullets. In reply to a query from Committee, Jerry Chong, Director, Finance, commented that the expected surplus of approximately \$637,000 for policing services will be used to offset the funding of future liability costs.

The question on the motion was then called and it was **CARRIED**.

RICHMOND OLYMPIC OVAL CORPORATION

4. **3RD QUARTER 2014 – FINANCIAL INFORMATION FOR THE RICHMOND OLYMPIC OVAL CORPORATION**
(File Ref. No.)

It was moved and seconded

That the report on Financial Information for the Richmond Olympic Oval Corporate for the third quarter ended September 30, 2014 from the Controller of the Richmond Olympic Oval Corporate be received for information.

CARRIED

COUNCILLOR LINDA MCPHAIL

5. **ARMY, NAVY AND AIR FORCE NO. 284 CLUBHOUSE – TAX EXEMPTION**
(File Ref. No.)

Councillor McPhail referenced a *Richmond News* article (attached to and forming part of these minutes as Schedule 1) regarding the possibility of a tax relief to the Army, Navy and Air Force No. 284 (ANAF #284) for its Steveston clubhouse. Also, Cllr. McPhail commented that other municipalities in the Lower Mainland are examining how they can work with veteran associations to mitigate property taxes.

As a result of the discussion, the following **referral** was introduced:

It was moved and seconded

- (1) *That staff examine all available options to mitigate the property tax impact on veteran associations for the 2016 tax year; and*
- (2) *That staff contact the ANAF #284 and the Royal Canadian Legion - Richmond Branch No. 291(RCL #291) to discuss the matter.*

The question on the referral was not called as discussion ensued regarding potential tax exemptions for the ANAF #284 and RCL #291.

Staff were requested to examine (i) past correspondence related to property tax exemption; (ii) the current business structure, such as the Maples Residences vis-a-vis the clubhouse and their other holdings, as well as the holdings of the RCL #291; (iii) best business practices; (iii) actions taken by other municipalities (i.e., permissive tax exemption, grant, loan, tax deferral, and expertise); and (iv) the potential impact of additional permissive tax exemption requests from other non-profit organizations.

Finance Committee
Tuesday, December 2, 2014

In reply to a query from Committee, Andrew Nazareth, General Manager, Finance and Corporate Services, advised that the October 31st deadline for permissive tax exemptions is in accordance with Section 224 of the *Community Charter*, and therefore no additional permissive tax exemptions can be made for 2015. The consideration of any future permissive tax exemption by Council would be for the 2016 taxation year.

The question on the referral was then called and it was **CARRIED**.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:47 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Finance Committee of the Council of the City of Richmond held on Tuesday, December 2, 2014.

Mayor Malcolm D. Brodie
Chair

Heather Howey
Committee Clerk



[Previous \(#story-carousel\)](#) [Next \(#story-carousel\)](#)

Officials at the ANAF #284 clubhouse in Steveston are hoping for some tax relief from the city to keep its operations viable. Photo submitted

The countdown clock is ticking to July 1, 2015 in Steveston, but it's not for the annual Salmon Festival celebrations.

The calendar watching is being done by officials at the ANAF 284 (Army, Navy & Air Force) club and the Canada Day zero hour is the deadline to submit payment of its municipal tax bill which the veterans' association says is putting the organization into serious debt unless it can get a tax exemption from the city.

Sharon Boyce, the unit's secretary told the *News* the ANAF has struggled in past years to meet the bill, which for the last tax year totalled \$64,614.56

That was covered by a loan from a private source under the condition a business management company be hired to revamp the club's bar and lounge operations to start providing an adequate revenue stream to meet all of its financial obligations.

While that revamping is underway, the financial turnaround isn't expected for at least another year. The concern is how ANAF 284 will continue operating until then.

"The management firm has done extensive work so far in formulating a business plan and making changes to how the business is run. The hope is that the changes will get the ANAF on solid footing and operating profitably," said Boyce in an email. "The problem is that change is gradual and whether they can or cannot meet next year's taxes will again be anyone's guess."

Boyce said that previously, assets have been sold — an adjacent parcel of land was liquidated a few years back — to cover any shortfalls. But with no more assets to tap into, the fear is ANAF 284 could be facing a financial crisis as early as mid-2015.

The organization cannot enlist financial support from its adjacent, 144-unit seniors' housing facility, the Maple Residences, which was built at the rear of its property and opened in 2012 as part of a \$36 million re-development project.

Boyce said the Steveston 284 Seniors Housing Society, which runs The Maple Residences, is a not-for-profit organization and a registered charity. As such, it is unable to allocate funds to the ANAF club, which is also a not-for-profit organization.

However, the housing society has a 60-year lease with ANAF that pays for the clubhouse's portion of the mortgage.

Still, even without that monthly expense, and a membership of around 1,300, ANAF has run into money problems.

"Without that loan to cover last year's taxes, the ANAF would have had to shut its doors last August," said Boyce, adding that a tax exempt status from the city is way out of the red ink.

It's a road tried back in 2006 when re-development of the site was first being considered. Back then, city council denied the request. That has ANAF 284 president Dave Gurney puzzled since some other veterans' associations and community groups in B.C. do not pay municipal taxes.

"When you have the Richmond Lawn Bowling Club having an exemption, I don't see why a veterans' club can't get it," he said, adding veterans' associations play an important role in returning a great deal of funds through donations to charities and community groups.

Concerns over municipal tax bills are also shared by those legion branches that have not been able to get exempt status.

"They absolutely threaten the continued existence of some of them," said Inga Krause, executive director of the Royal Canadian Legion, BC/Yukon Command.

Currently, the legion is going to bat for a long list of branches to get a tax break or exemption with Richmond's #291 on Bridgeport Road in the top five being put forward.

That location had a city tax bill of around \$22,000 last year, Krause said.

"That's quite a lot to pay," she said, adding it contributes to a slow, but steady decline of the financial viability of legions which are prevented from using funds raised by annual Remembrance Day poppy sales to cover operating costs of clubhouses.

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FIN - 9



To: Finance Committee

Date: January 19, 2015

From: Greg Buss
Chief Librarian and Secretary to the Board
Richmond Public Library

Re: **2015 Operating and Capital Budgets for Richmond Public Library**

Staff Recommendation

That the 2015 Operating and Capital budgets for Richmond Public Library as presented in the report dated January 19, 2015 from the Chief Librarian and Secretary to the Board be approved with a same level of service municipal contribution of \$8,540,700.

A handwritten signature in black ink that reads "Greg Buss". The signature is written in a cursive style with a large, looping initial "G".

Greg Buss
Chief Librarian and Secretary to the Board
Richmond Public Library

Origin

In accordance with the *BC Library Act 10(1)*, the Richmond Public Library Board must prepare and submit to City Council its 2015 budget for providing library services on or before March 1, 2015. Council must approve the budget with or without amendment. This library staff report details the 2015 Operating and Capital Budgets which were approved for submission to the City by the Library Board at its October 1, 2014 meeting. Further revisions were made to the budget by library staff in order to meet city-wide budget targets.

Analysis

2015 Outlook

On June 25, 2014 the Richmond Public Library Board approved its Strategic and Long Range Plan for 2014 – 2018, after almost a year of investigation and analysis and a comprehensive public consultation process. This plan firmly sets the library on a course of transformation as it makes the shift from providing primarily print based information to a blend of traditional library services and digital services. The Richmond Public Library Board prepared a budget that reflects these changing demands.

2015 Operating Budget

The shift to digital services has had a significant impact on library revenues. As an increasing proportion of the book budget is reallocated to digital services, the quality of the book collection is declining. This is resulting in a significant decrease in the circulation of print material and that in turn is resulting in a decline in revenues from late charges and reimbursement from other public libraries whose members borrow our materials. Revenue budgets have been reduced from \$919,500 in 2014 to \$832,200 in 2015 to reflect these changes. The overall decrease in revenue budgets is \$87,300 (9.49%). The decrease in revenue budget was largely offset by a reduction in the staff budget amounting to \$65,700.

Expense budgets were increased from \$9,170,300 to \$9,372,900, an increase of \$202,570 (2.21%). The largest increase is \$165,500 to Salaries and Benefits, due to contractual obligations in the collective agreement and fringe benefit increases. The majority of the remainder of the increase (\$35,900) is in building leases, reflecting the increase in renewal rates for the Ironwood location. Other increases in expenditure budgets such as Contracts were offset by corresponding decreases in the General and Administration, Supplies and Memberships budgets.

The overall increase in municipal contribution to the Library budget is \$289,870 or 3.51%.

	2014	2015		
	Approved Budget	Submitted Budget	Difference	% Difference
REVENUES				
Provincial Grants	\$ 412,500	\$ 409,700	\$ (2,800)	-0.68%
Miscellaneous Revenue Total	226,900	209,500	(17,400)	-7.67%
Book Fines	269,600	202,500	(67,100)	-24.89%
Rebates from UIC	8,000	8,000	-	-
Other Revenue	2,500	2,500	-	-
Total Revenues	\$ 919,500	\$ 832,200	\$ (87,300)	-9.49%
EXPENDITURES				
Salaries and Benefits	\$ 6,748,500	\$ 6,914,000	\$ 165,500	2.45%
Contracts	383,900	400,200	16,300	4.25%
General and Administration	326,330	319,000	(7,330)	-2.25%
Leases	204,000	239,900	35,900	17.60%
Utilities	140,400	140,400	-	-
Supplies	117,400	111,400	(6,000)	-5.11%
Equipment Purchases	36,500	36,500	-	-
Insurance	14,100	14,100	-	-
Cataloguing	14,000	14,000	-	-
Memberships	11,600	9,800	(1,800)	-15.52%
Professional Fees - Audit	6,500	6,500	-	-
Credit Card Charges	3,600	3,600	-	-
Public Works - Material	2,000	2,000	-	-
Total Operating Expenses	\$ 8,008,830	\$ 8,211,400	\$ 202,570	2.53%
Transfer to Provision	\$ 1,161,500	\$ 1,161,500	-	-
Amortization Expense Machines & Equipment	1,148,400	1,148,400	-	-
Amortization Expense Buildings	432,900	432,900	-	-
Equity - Amortization	(1,581,300)	(1,581,300)	-	-
Total Financial Expenses	\$ 1,161,500	\$ 1,161,500	\$ -	-
TOTAL EXPENSES	\$ 9,170,330	\$ 9,372,900	\$ 202,570	2.21%
SUMMARY:				
REVENUE	\$ 919,500	\$ 832,200	\$ (87,300)	-9.49%
EXPENDITURE	(9,170,330)	(9,372,900)	\$ (202,570)	2.21%
NET BUDGET (MUNICIPAL CONTRIBUTION)	\$ (8,250,830)	\$ (8,540,700)	\$ (289,870)	3.51%

2015 Capital Budget

The library's same level of service capital budget for 2015 is \$1,161,500 which is shown above under Expenses – Transfer to Provision. This is the amount of money that the library spends on collection materials such as books, videos and CDs.

Ongoing Additional Level Request for Library Collections Materials

The Richmond Public Library Board made an ongoing additional level request to increase the capital budget by \$200,000, which is submitted for review in the City's Ongoing Additional Level process.

A \$200,000 ongoing increase to the collections budget is requested to support growth of our digital collections, especially ebooks, which has taken place at the expense of print books. \$200,000 is taken annually from the print budget to buy digital collections. This has resulted in a decline in the quality of the print collection. Over 70% of users come to library to take out books but there are fewer and fewer books to choose from. The public are asking for more variety and

more copies of popular titles so that they don't wait months for a book they want to read. With fewer books to choose from, print circulation has decreased 33% since 2009.

The collections budget has remained constant for many years and is no longer at a level to support both print and digital collections. An increase of \$200,000 would ensure that the print collection can be maintained at an adequate level and that there are sufficient funds to build up a good digital collection.

The results of the City's budget review process, which include recommendations on the ongoing additional level requests, will be presented in the City's 2015 Operating Budget staff report for Council's consideration.

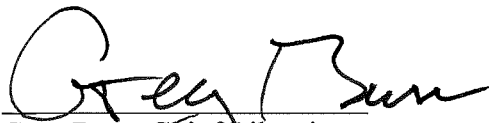
Financial Impact

The 2015 library operating budget has a decrease of \$87,300 (-9.49%) in revenues with an increase in expenditures of \$202,570 (2.21%).

The total municipal contribution for capital and operating is \$8,540,700 to maintain a same level of service budget, an increase of \$289,870 (3.51%) to the Municipal Contribution.

Conclusion

This report recommends a same level of service budget with a municipal contribution of \$8,540,700 be approved.



Greg Buss, Chief Librarian
and Secretary to the Board



To: Finance Committee

Date: January 27, 2015

From: Jerry Chong, CA
Director, Finance

File: 03-0970-25-2015-
01/2014-Vol 01

Re: 2015 Operating Budget

Staff Recommendation


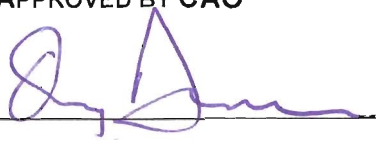
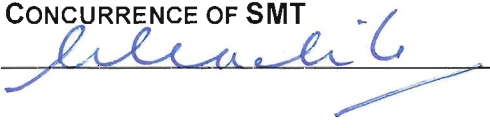
That:

1. The 2015 Operating Budget presented under Option 1 in the staff report dated January 27, 2015 from the Manager, Financial Planning and Analysis that includes a same level of service increase of 0.26%, Capital operating budget impact of 0.38%, additional level expenditures of 0.06%, external senior government related increases of 1.19%, major capital community facility replacement program (Capital Building Infrastructure Reserve) of 1.00% for a combined total tax increase of 2.89% be approved.
2. The 5-Year Financial Plan (2015-2019) be prepared for presentation to Council incorporating the 2015 Operating Budget.



Jerry Chong, CA
Director, Finance
(604-276-4064)

Att. 4

REPORT CONCURRENCE	
<p>CONCURRENCE OF GENERAL MANAGER</p> 	<p>APPROVED BY CAO</p> 
<p>CONCURRENCE OF SMT</p> 	

Staff Report

Origin

Subsection 165(1) of the Community Charter requires the City to adopt a 5-Year Financial Plan (5YFP) Bylaw on or before May 15th of each year. The 2015 Operating Budget as presented in this report forms the basis of the City's 5YFP. Under the Community Charter, the City is prohibited from incurring any expenditure unless the expenditures have been included for that year in its financial plan, and the City is required to provide a balanced budget, with no projection of a deficit.

The proposed 2015 Operating Budget ("Budget") applies the principles of Council's Long Term Financial Management Strategy (LTFMS) (Policy 3707) (Attachment 1), which was originally adopted in 2003, *"Tax increases will be at Vancouver CPI rate (to maintain current programs and maintain existing infrastructure at the same level of service) plus 1% towards infrastructure replacement needs."*

Since the implementation of Council's LTFMS, the City has made significant strides in improving its financial health. The City's reserve balances have increased as there have been additional transfers to reserves post-LTFMS implementation to meet future needs for infrastructure replacement and capital repairs.

The proposed Budget also follows Council's Budget & 5-Year Financial Plan Preparation Policy (Policy 3016) which requires that a same level of service budget be brought forward, with only non-discretionary increases that can be clearly identified and supported. Therefore, the 2014 service levels form the basis of the 2015 base budget. Any enhanced or new levels of service will be identified as an ongoing additional expenditure request by the respective divisions for Council's consideration.

Council's policies have allowed the City to weather several years of global economic instability, including fluctuations in the City's development-related revenues, with minimal service level impacts to the community. Council's LTFMS has ensured that Richmond residents receive an enviable level of service and public amenities that also provide taxpayers sound value for their investment in the City.

Analysis

The LTFMS sets guidelines for tax increases to ensure that municipal spending growth is carefully regulated and that resulting municipal property tax increases are modest and closely reflect regional increases in the Consumer Price Index (CPI). The rigour that has been applied in limiting tax increases has ensured that Richmond property taxes remain comparable within the Metro Vancouver region. While the LTFMS has served the City well to this point in time, the City is continuing its major capital facility community replacement program ("major facility program"); our current practices may not be appropriate for dealing with this. Staff will revisit the LTFMS policy to ensure it continues to meet current City priorities.

In recent weeks, CPI forecasts for 2015 have been decreasing to reflect the drop in oil prices seen in the last six months. On January 21, 2015 the Bank of Canada made an unexpected move of decreasing the interest rate from 1.00% to 0.75%. Bank of Canada forecasts that inflation would return to the 2.00% level in late 2016. Until staff are able to obtain additional information, for 2015, CPI is forecasted to be 1.00%. CPI is not a good indicator of municipal costs and a more appropriate measure should be considered in the future.

The Operating Budget includes funding for:

- ongoing levels of service,
- operating and maintaining new assets, which for 2015 includes the new City Centre Community Centre,
- capital reserves to ensure infrastructure can be well maintained, as well as to fund new infrastructure needs of the growing community, and
- additional levels of service to enhance existing programs.

Each of these budget components are discussed in this report explaining the process, the challenges faced, and the recommendations for the proposed 2015 Operating Budget. Staff have provided two options for Council to consider for the 2015 Operating Budget. The recommendations of each budget component are consolidated to determine the proposed tax increase for 2015, which is 2.89% under proposed budget Option 1. This proposed rate is lower than the Five-Year Financial Plan (2014-2018) which originally estimated the 2015 rate to be 2.96%.

Budget Challenges

There are a number of challenges in meeting the objectives outlined in the LTFMS for tax increases.

Cost of the Increasing Demand for Services

As the City and community grow and the demographics change, there is an increasing demand for the City to provide services that are relevant to a broad range of citizens. As new facilities and services are activated additional resources and funding is required, this is partially offset by redirecting existing resources wherever possible.

Costs Rising Beyond CPI Forecasts

The costs of providing programs while maintaining the same level of service has increased at a rate that exceeds CPI due to a number of non-discretionary items such as collective agreement settlements, Municipal Pension Plan contribution rates, Medical Services premiums, WorkSafe BC premiums, policing contract costs, and electricity rates.

➤ Salary

Cumulatively, salaries and benefits account for 48% of the 2015 base operating budget.

Salaries alone account for 37% of the total 2015 base operating budget (same percentage as 2014). Increases are stipulated in the collective agreements. For 2015, an increase of 2.00% plus step increases has been allocated to the divisions for CUPE 718 and CUPE 394. Negotiations are ongoing for International Association of Fire Fighters (IAFF) 1286.

Salary costs increased by \$2.6M or 3% over prior year as a result of these rate and step increases.

➤ Fringe Benefits

Fringe benefits account for 11% of the total 2015 base operating budget (up from 10% in 2014). Fringe benefits have increased due to:

- increased pension contribution rates announced by the Municipal Pension Plan;
- increased Medical Services Plan premiums announced by the Province of BC; and
- increased base rates and experience rates on WorkSafe BC premiums.

Fringe benefit costs increased by \$1.5M or 6% over prior year as a result of these announced rate increases.

➤ RCMP Contract

RCMP policing costs (excluding YVR which are fully recovered) make up 13% of the 2015 base operating budget (same percentage as 2014). Contracts costs increased by \$936,000 or 2.75% due to salary and benefits increases. The increase in benefits is mainly due to an increased pension rate from 20.23% to 22.70%. As well, the Real Time Intelligence Centre will be fully operational and the costs are part of the RCMP Integrated Teams.

➤ Electricity Costs

Electricity costs (excluding Alexandra District Energy Utility which are fully recovered from operations) increased by 6.70% based on rates announced by BC Hydro. This cost is contained by investing in energy efficient initiatives to reduce consumption.

The items discussed above are the most significant increases the City faces on an annual basis. As each of these items increases at a rate higher than CPI, the target increase at CPI for 2015 is a difficult challenge to achieve. The City calculates its own Municipal Price Index (MPI) for comparative purposes only. For 2015, MPI is forecasted to be 2.76%

Limited Non-Tax Revenue Sources

Non-tax revenue sources include user fees and charges, investment income, payments in lieu of taxes, gaming revenue and grants. Non-tax revenue sources make up 33% (up from 31% in 2014) of the 2015 base operating budget. Where possible, user fee rates have been increased by forecasted CPI in accordance with the LTFMS, which requires all user fees to be automatically increased by CPI. Alternative revenue sources, such as increased parking revenue have also been

included. A significant portion of City services cannot be directly linked to a revenue source, such as the cost of providing police and fire services and as such, there is limited opportunity to offset rising costs with non-tax revenue sources. The majority of the increase in revenue is from gaming revenue, which per Council's LTFMS is used to fund one-time initiatives and reserves and therefore does not fund general operations.

Complex Infrastructure Network

The City manages a vast array of infrastructure which includes dykes, fire halls, roads, watermains, pump stations, storm and sanitary sewers, traffic lights, parks, arenas, pools, libraries, community centres, child care facilities, parks, etc. Each of these areas have unique requirements to maintain and operate in order to ensure community needs are met to support a vibrant community.

Leveraging Efficiencies

To address some of these challenges, the City undergoes a continuous review of its programs and services in order to identify further service improvements and cost reductions. Staff continually look for efficiencies and innovative ways to deliver services that would streamline business processes, contain costs and leverage the increased use of technology.

2015 Budget Process

Each division prepares a same level of service budget, with only non-discretionary increases that can be supported by contracts or other verifiable support. Existing resources are redirected as required to ensure the most efficient use, and revenues are increased where possible. To ensure consistency in applying budget assumptions the budget is reviewed and entered into the Budget Model by Financial Planning and Analysis. Each General Manager reviews their Division's budget prior to reviewing with SMT and the CAO. Attachment 2 illustrates the 2015 budget cycle.

Preliminary budget assumptions are researched and were communicated to Council in August 2014. These assumptions are monitored for significant changes throughout the budget cycle and are updated in the Budget Model. The preliminary CPI forecast for 2015 was communicated to be 1.90%. This was adjusted to 1.80% in October when the Consolidated Fees Bylaw was amended. In early January, the CPI forecast was adjusted to 1.0% based on the average recent forecasts for BC issued by BMO, Central 1, TD and RBC. Table 1 summarizes the key financial indicators used based on information contained in contracts, agreements and external economic publications. This is offset by expected increases in revenue from growth and various user fees.

Table 1 – 2015 Key Financial Drivers

Key Financial Drivers	Amount (in 000's)	Rate Increase
Total Salary Increase ¹	\$2,608	Various collective agreements
RCMP Contract Increase ²	936	2.75%
Municipal Pension Plan Contribution ³	800	10.6% (non-fire staff); 14.4% (fire)
WorkSafe BC Premiums ⁴	420	24.50%
Electricity ⁵	248	6.70%
Previously Approved Operating Budget Impact	180	n/a
Medical Services Premiums ⁶	160	4.00%
Other Fringe Benefits	148	various
Total Key Financial Drivers	5,500	
Other Increases	78	various
Net Budget Increase, Before Rate Stabilization	\$5,578	

Sources:

¹ CUPE 718 and 394 collective agreements.² RCMP E Division³ Municipal Pension Plan⁴ WorkSafe BC⁵ City of Richmond, Energy Management Department⁶ Province of BC, Ministry of Health**Same Level of Service Budget**

The City's same level of service budget is summarized in Table 2 with each item explained in this section. Based on the key financial indicators shown in Table 1 \$5.6M is required to fund the increasing costs of maintaining current programs and services.

Other non-discretionary increases include items specified in contracts including Ironwood Library Branch lease, Richmond Ice Centre lease, and contract fees for E-Comm services.

Previously approved Operating Budget Impact (OBI) included in Table 1 represents operating costs approved as part of the 2014 Capital Budget to provide funding to operate and maintain new assets.

Table 2 – Same Level of Service Increase Before Growth

Budget Impacts	\$000's
Net Budget Increase, Before Rate Stabilization	\$5,578
Rate Stabilization (See Page 7 for explanation)	(420)
Net Budget Increase, After Rate Stabilization	\$5,158
Less: Mandatory Senior Government Increases (See Pages 7-8 for explanation)	(2,185)
Same Level of Service Increase, Before Growth	\$2,973

Rate Stabilization

As shown in Table 2, the proposed 2015 budget recommends utilizing \$420K funding from the Rate Stabilization Account (RSA) that was established by Council on December 10, 2012 to provide funding for one-time initiatives or to minimize tax increases. The current balance in the RSA is approximately \$6.9M.

At the time the budget is being presented rental income for 2015 is decreased by \$420K due to recent annual notices of termination given by current tenants. When the vacant units are leased, revenue is expected to return to existing levels; therefore, since this impact is expected to be temporary in nature, it is recommended to stabilize this impact with funding from the RSA.

Mandatory Senior Government Related Increases

Council Policy 3707 item 2 states:

“Any additional costs imposed on the City as a result of mandatory senior government policy changes should be identified and added to that particular year’s taxes above and beyond the CPI and infrastructure percentage contribution.”

Table 3 summarizes the items included in the 2015 budget increase that are mandated by the following senior government legislation:

- *Public Sector Pensions Plan Act (Provincial)*
- *Workers Compensation Act (Provincial)*
- *Police Act (Federal)*
- *Utilities Commission Act (Provincial)*
- *Medicare Protection Act (Provincial)*
- *Emergency Communications Corporations Act (Provincial)*
- *Employment Insurance Act (Federal)*
- *Canada Pension Plan Act (Federal)*

In accordance with Council policy, these items are identified and included in the tax increase above and beyond the CPI and infrastructure percentage contribution. These items are removed from the same level of service budget and will be added back as the final budget component.

Table 3 – Mandatory Senior Government Related Increases

Mandatory Senior Government Increases	\$000's
Municipal Pension Plan Contribution Rate	\$800
WorkSafe BC Premiums Rate	420
Integrated Teams	295
BC Hydro Rate Increase	248
Medical Services Premium Increase	160
E-Comm 9-1-1	111
Employment Insurance Premiums	100
Canada Pension Plan Premiums	51
Total	\$2,185

Tax Growth

New tax growth is based on “non-market change” figures provided by BC Assessment Authority. Non-market change is the term BC Assessment uses for changes to the municipal roll value that is not a result of market conditions. Non-market change could include: changes in assessment class, exempt properties that become taxable in the following year or taxable properties that become exempt in the following year and developments under construction. With respect to developments under construction, assessors at BC Assessment Authority determine the value of all new developments under construction by the percentage of completion as of November 30th each calendar year. Increases in a property’s market value are not included in the non-market change figure. Therefore the development applications received during the year should have no impact on new growth for the coming year as actual construction on the property would not have taken place. The reported project value of the development may take up to three years to be fully reflected in the municipality’s assessment roll.

Table 4 summarizes the same level of service increase after estimated growth of \$2.5M is \$0.5M.

Table 4 – Same Level of Service, After Growth

Budget Impacts	\$000's
Same Level of Service Increase, Before Growth (From Table 2)	\$2,973
Estimated 2015 Growth	(2,500)
Same Level of Service, After Growth	\$473

For a breakdown of the same level of service after growth by Division, refer to Attachment 3.

Operating Budget Impact (OBI) from Capital and Development

Council Policy 3707 item 1 states:

Tax increases will be at Vancouver’s CPI rate (to maintain current programs and maintain existing infrastructure at the same level of service) plus 1.0 % towards infrastructure replacement needs.

This section discusses the cost of operating and maintaining existing infrastructure and OBI of the 2015 recommended Capital program.

Previously Approved OBI for Major Facilities

The total OBI from the 2014 Capital program was estimated at \$3.95 million, which included funding for major facilities including the City Centre Community Centre and the new Minoru Complex. This OBI is being phased in with increments of \$600,000 to align with the timing of services provided. \$180,000 has been included in Table 1 to fund various operating costs of previously approved capital. The remaining \$420,000 will be brought into the 2015 budget to provide funding for the new City Centre Community Centre scheduled to open in the summer of 2015.

The service levels for the City Centre Community Centre were approved by Council on July 28, 2014 with a total OBI of \$1.4M. This includes the addition of six Regular Full-Time positions including two Community Facility Coordinators, a Recreation Leader, a Recreation Facility Clerk and two Building Service Workers. The phase in plan started in 2014; therefore, the funding required for this first partial year of operations is included in the budget. The third phase of funding will be brought into the 2016 budget and will provide the full annual funding for the new facility.

An operating plan to establish the service levels for the Minoru Complex will be the subject of a future Council report.

2015 OBI Related to 2015 Capital Budget

The total OBI from the 2015 recommended Capital program is \$637k. Table 5 presents the 2015 OBI by Capital program. Of this amount \$126k is associated with utility projects and will be included in future utility budgets. The operating budget impact is \$511k. 2015 OBI will be phased in over two years.

Table 5 – Recommended 2015 Funding and OBI by Program (in millions)

Program (in '000s)	Amount	OBI
Infrastructure	\$49,583	\$302
Parks	12,285	\$110
Land	10,000	\$0
Internal Transfers/Debt Payment	7,659	\$0
Equipment	7,870	\$214
Building	3,492	\$11
Affordable Housing	1,159	\$0
Child Care	410	\$0
Total 2015 Capital Funding & OBI	\$92,458	\$637
Less: Utility Budget Impact		(126)
2015 OBI - to be phased in over two years		\$511

OBI of Previously Approved Developer Contributed Assets

The following developer contributed assets that were previously approved by Council as part of rezoning approvals will be placed in service in 2015 and will require funding for ongoing operation and maintenance.

- The Gardens Child Care Facility: \$14,905

The Child Care Facility located in the development of The Gardens at 10620 No 5 Road was negotiated as part of the rezoning agreement with Townline Gardens Inc. The projected occupancy date is July 2015. The facility will be operated by the Society of Richmond Children’s Centres. Annual maintenance costs of this City-owned facility will be \$14,905.

- Tait Waterfront – West Park: \$10,400

As part of the new Oris Development (River Drive) mixed use project located in the Tait subdivision, land will be transferred to the City for park purposes. This includes 1.4 acres for the West Park, which will be completed by the developer as part of Phase A in Parcel A. The park will be used by residents and visitors for passive recreation and relaxation. The annual maintenance costs for Tait Waterfront – West Park will be \$10,400.

The total OBI related to these developer contributed assets is \$25k.

Table 6 summarizes the total Capital OBI for 2015 which is \$701K.

Table 6 – Capital OBI Summary

Capital OBI	\$000's
Previously Approved OBI Major Facilities Year 2 of 7 (See Page 9 for explanation)	\$420
2015 OBI Year 1 of 2 (50% of \$511k) (See Page 9 for explanation)	256
2015 OBI of Previously Approved Developer Contributed Assets	25
Total	\$701

Table 7 summarizes the same level of service, after growth with Capital OBI is \$1.2M.

Table 7 – Same Level of Service with Capital Operating Budget Impact (OBI)

Budget Impacts	\$000's
Same Level of Service, After Growth (From Table 4)	\$473
Capital OBI (From Table 6)	701
Same Level of Service Increase, After Growth, with Capital OBI	\$1,174

Additional 1% Transfer to Reserves for Infrastructure Replacement

An important part of the City's delivery of programs and services is the extent and quality of its capital assets. The City is updating its major facility program plan while facing a growing backlog of needed maintenance, repair and replacement of capital and infrastructure assets that will require funding.

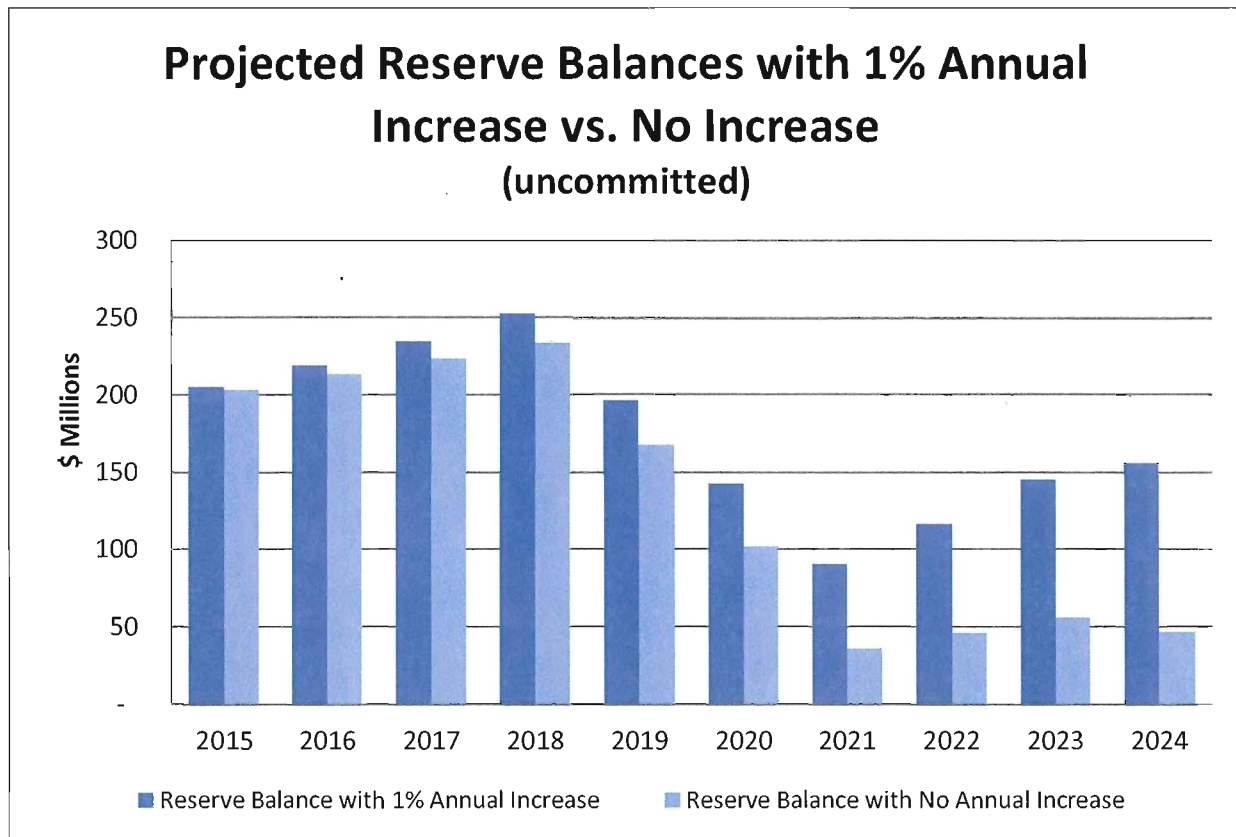
In 2003 Council adopted a strategic approach to the City's finances and the LTFMS was approved. This resulted in a number of prudent measures to safeguard the City's Finances, which has led to the ability for Richmond to continue to experience modest tax increases, and continued growth at or above comparative cities despite the economic downturn.

One of those key measures adopted in Council's LTFMS was a 1% transfer to reserves for major capital community facility replacement program (Capital Building Infrastructure Reserve). The additional 1% represents savings today that will be used for funding future infrastructure capital repairs and facilities such as pools, community centres, libraries and public safety buildings.

The City has been able to fund the Phase 1 facilities; however fiscal planning is required in order to build Phase 2 for the community. Figure 1 has been provided to illustrate what the City's uncommitted reserve balance will be in the future if the existing Corporate Facilities Phase 2 plan is followed, with and without a 1% annual transfer (approximately \$109M shortfall).

This chart includes all reserves; however the Capital Building Infrastructure Reserve is the reserve that is established to fund the major facility program. The current balance in this reserve is insufficient to fund the major facility program. If adequate funding is not in place to address current new capital and infrastructure replacement, the City will be in an unenviable position of trying to catch-up.

Figure 1 – Projected Capital Building Infrastructure Reserve Comparison



This Council policy is met as 1.00% towards infrastructure replacement is included in the increase as shown in Table 8. The total same level of service increase, after growth including OBI and additional transfer to reserves for major capital community facility replacement program is \$3.0M.

Table 8 – Same Level of Service, After Growth with Capital OBI, and Additional Transfer to Reserve

Budget Impacts	\$000's
Same Level of Service Increase, After Growth, with Capital OBI (From Table 7)	1,174
Additional 1% Transfer to Reserves (See Page 11 for explanation)	1,838
Same Level of Service Increase, After Growth, with Capital OBI and Additional Transfer to Reserves	\$3,012

Additional Expenditure Requests

The additional expenditure requests represent a permanent increase to programs or levels of service and are usually funded through increases to the tax rate. Attachment 4 shows the list of recommended additional expenditure requests submitted by staff and Attachment 5 shows the list that is not recommended. For 2015, a total of \$115,000 is recommended by SMT.

The recommendation includes funding for the City Centre Community Police Station as approved by Council on October 27, 2014. It also includes an increase in auxiliary staffing which is projected to be recovered through additional revenues. If the projected revenues are not realized, the corresponding auxiliary hours will be cut.

Table 9 summarizes the expenditure increase with Capital OBI, additional transfer to reserves, after growth is \$3.1M.

Table 9 – Same Level of Service, After Growth with Capital OBI, Additional Transfer to Reserve, and Additional Expenditures

Budget Impacts	\$000's
Same Level of Service Increase, After Growth, with Capital OBI and Additional Transfer to Reserves (From Table 8)	\$3,012
Additional Level Expenditures	115
Same Level of Service Increase, After Growth, with Capital OBI, Additional Transfer to Reserves, and Additional Level Expenditures	\$3,127

Compliance with Council Policies for Budgets

The proposed 2015 tax increase as shown in Table 10 is 2.89%. This meets Council’s policy of a same level of service budget at the CPI Target of 1%, as the same level of service after growth is 0.26%. It also meets Council’s policy of transferring an additional 1% to reserves.

The operating costs from capital projects, with a tax impact of 0.38% have been identified and excluded from the same level of service budget but included in the overall increase. Additional expenditures with a tax impact of 0.06% are included in this recommendation.

Finally, in accordance with Council Policy 3707 mandatory senior government related increases are added above and beyond the CPI and contribution to reserves for an additional tax impact of 1.19%.

Table 10 – 2015 Proposed Operating Budget Option 1 (Recommended)

Budget Impacts	Table #	\$000's	Impact
Net Budget Increase, Before Rate Stabilization	1, 2	\$5,578	3.04%
Rate Stabilization	2	(420)	(0.23%)
Net Budget Increase, After Rate Stabilization	2	\$5,158	2.81%
Less: Mandatory Senior Government Increases	2	(2,185)	(1.19%)
Same Level of Service Increase, Before Growth	2	\$2,973	1.62%
Estimated 2015 Growth	4	(2,500)	(1.36%)
Same Level of Service, After Growth	4	\$473	0.26%
Capital OBI	6	701	0.38%
Same Level of Service Increase, After Growth, with Capital OBI	7	\$1,174	0.64%
Additional 1% Transfer to Reserves	8	1,838	1.00%
Same Level of Service Increase, After Growth, with Capital OBI and Additional Transfer to Reserves	8	\$3,012	1.64%
Additional Level Expenditures	9	115	0.06%
Same Level of Service Increase, After Growth, with Capital OBI, Additional Transfer to Reserves, and Additional Level Expenditures	9	\$3,127	1.70%
Mandatory Senior Government Increases	3	2,185	1.19%
Same Level of Service Increase, After Growth, Capital OBI, Additional Transfer to Reserves, Additional Level Expenditures, and Mandatory Senior Government Increases		\$5,312	2.89%

2015 Proposed Operating Budget Option 2 (Not Recommended):

As an alternative budget option, Council may consider an exception to the LTFMS policy as presented in Table 10 to exclude the additional 1% transfer to reserves for major capital community facility replacement program. Staff do not recommend this option as funding would be insufficient for the major facility program without this annual increase. Refer to Figure 1 presented on page 12 which illustrates the impact on reserves with and without this annual transfer.

Comparison to Tax Increases in Other Metro Vancouver Cities

Richmond's average tax increase over the past five years has been 3.1% and remains comparable with other cities in Metro Vancouver as shown in Figures 2 to 4. The 2015 Operating Budget is expected to maintain this record.

The chart shows that despite budget challenges due to increasing demand for services, costs increasing at rates beyond CPI and other challenges, the City has been able to keep rates low and consistent.

Figure 2 – 5-Year Average Residential Tax Increase in Metro Vancouver (2010-2014)

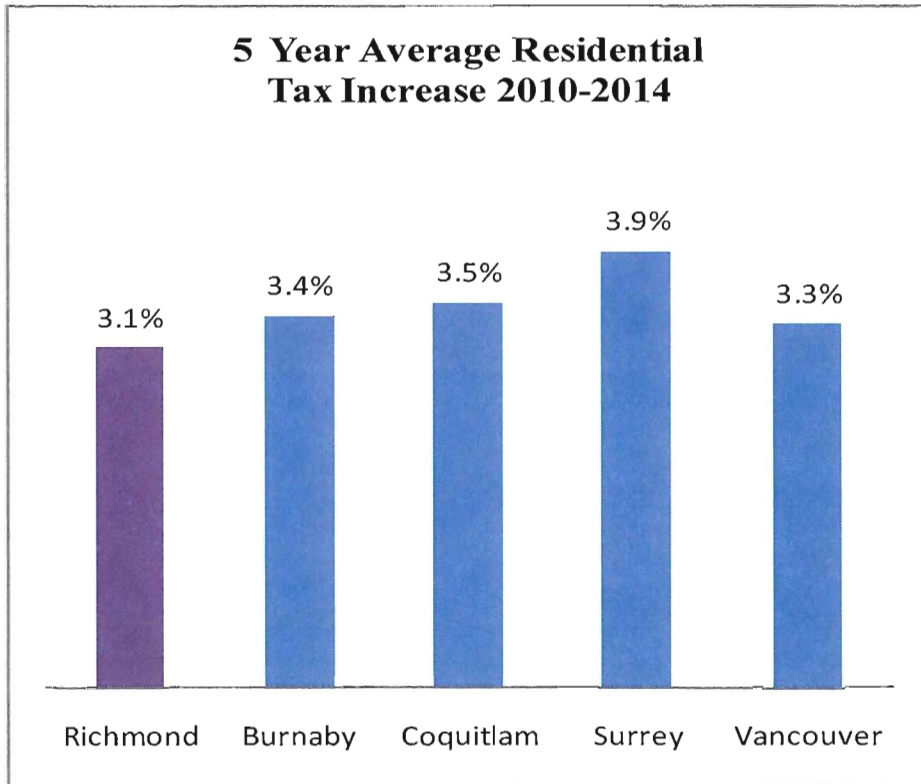


Figure 3 - Annual Residential Tax Increase in Metro Vancouver (2010-2014)

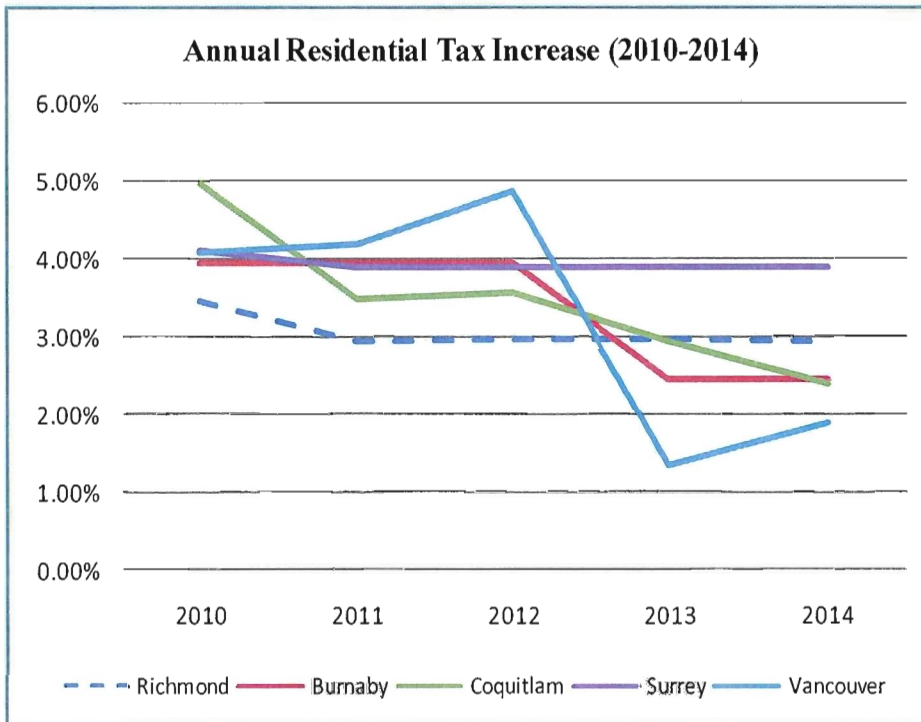
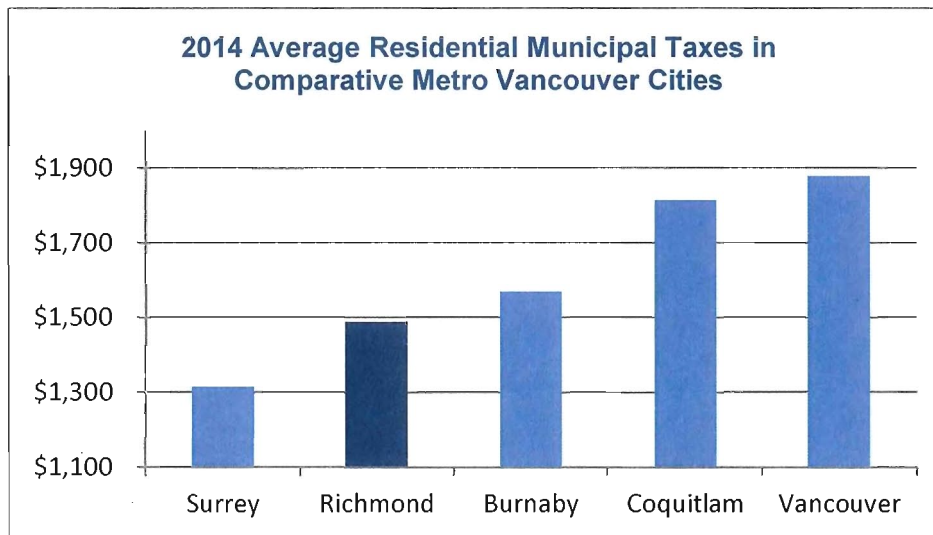


Figure 4 –2014 Average Residential Municipal Taxes in Comparative Metro Vancouver Cities



2015 Proposed Budget Highlights

While the 2015 Operating Budget primarily focuses on maintaining existing service levels, in order to meet Council’s financial objectives, it also supports continued service enhancement in a number of areas highlighted by City priorities, including Community Safety, Community Social Services, Sustainability, Arts and Culture and Community Wellness. The 2015 Budget accommodates new programs and services which are delivered through new capital projects and by leveraging efficiencies within the organization.

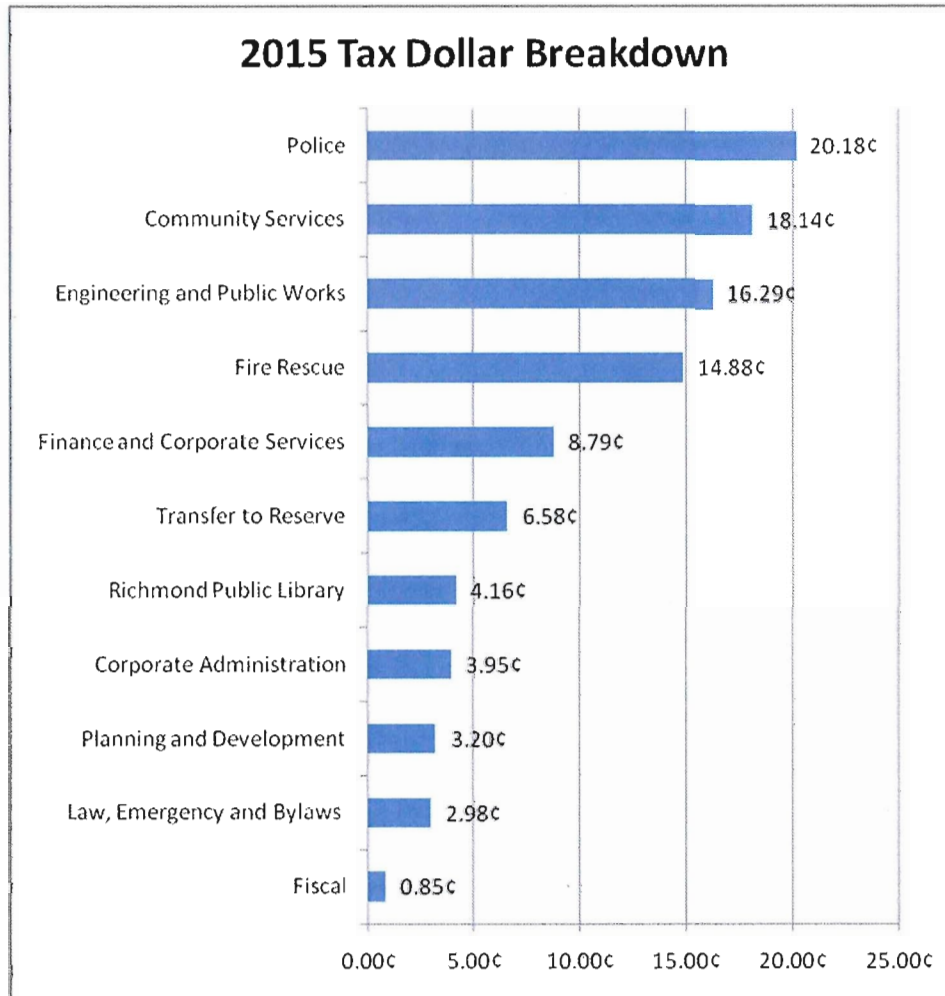
Council continues its investment in Community Safety, with over 38 cents of every tax dollar going to fund police, fire, bylaw, law and emergency services, as shown in Figure 5. For 2015, this Budget will continue to ensure Richmond remains a safe community with outstanding public safety services and a strong focus on community outreach through community policing, public safety awareness initiatives, crime and fire prevention programs, bylaw education and enforcement and emergency planning and preparedness programs.

Community Services, which includes Parks and Recreation and Community Social Services, is another core budget area. The Budget will continue the City’s expanded focus on social services, particularly in the areas of affordable housing, child care, seniors and youth services and diversity services. The Budget will also fund operation of new parks and recreation amenities and services including the new City Centre Community Centre.

The Library Act requires the Library Board to prepare and submit to Council its annual budget for providing library services to the municipality. The Richmond Public Library’s proposed 2015 budget is being presented to Council in a separate report.

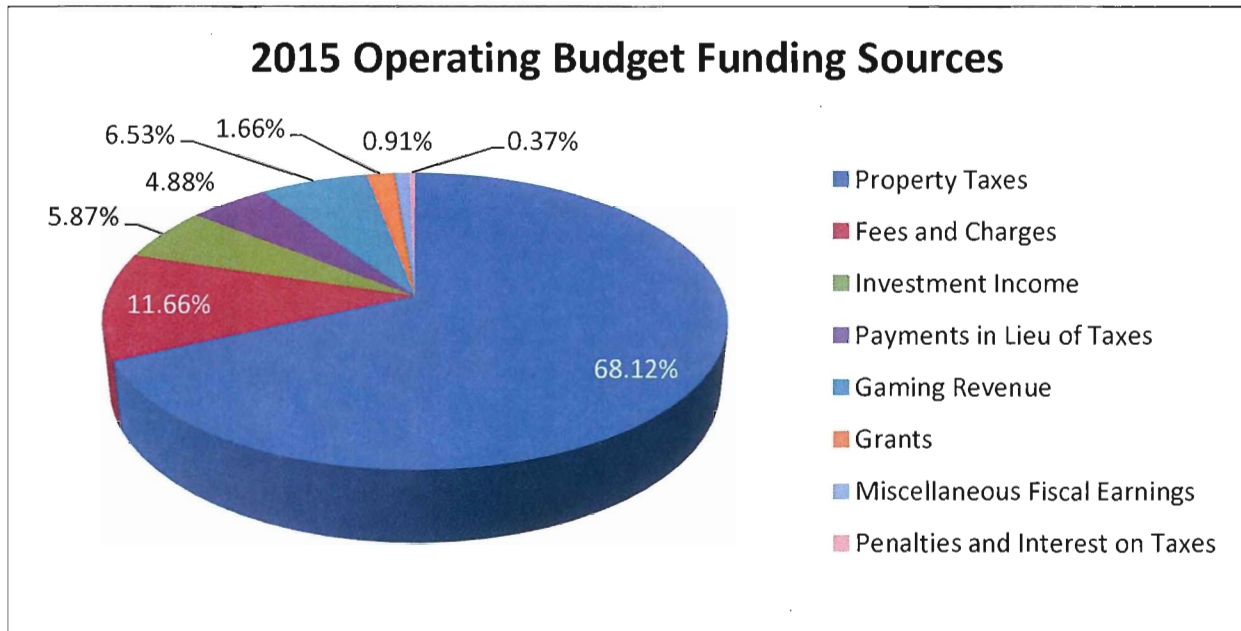
Sustainability is another key City priority. The Budget will support Richmond’s continued implementation of its Sustainability Framework with a focus on combating climate change, reducing our environmental footprint and engaging our citizens and businesses in supporting sustainability initiatives.

Figure 5 –2015 Tax Dollar Breakdown



As indicated in Figure 6, property tax, which represents the largest share of the revenue, amounts to 68% or \$188 million of the City’s operating budget. Fees and charges, investment income, payments in lieu of taxes, gaming revenue, and grants account for the remaining 32%.

Figure 6 - 2015 Operating Budget Funding Sources



Casino Funding

Council Policy 3707 item 2 states:

Gaming Revenue

Gaming revenues will go directly to the capital reserves, the grants program and a community legacy project reserve.

In addition, Council made an exception to the policy on February 27, 2007 and funded 4 RCMP officers with gaming revenue. On June 24, 2013 Council also approved to allocate \$5M from gaming revenue to offset the debt servicing costs as the final internal repayment to surplus for construction costs including the Richmond Olympic Oval was made in 2014. Table 11 summarizes the allocation of gaming revenue.

Table 11 – Casino Funding Assumptions

Casino Funding Assumptions (in '000s):	2015 Budget	2014 Budget	Change \$
Debt Servicing	\$5,000	-	\$5,000
Oval Construction	-	5,000	(5,000)
Capital Reserve	8,439	5,339	3,100
Capital Building Infrastructure Reserve	3,177	3,177	-
Grants	771	763	8
Operating (RCMP)	642	628	14
Total	\$18,029	\$14,907	\$3,122

Financial Impact

The net budget increase, after rate stabilization is \$5.16M as shown in Attachment 3, a 1.92% increase over the 2014 base expenditure budget. After factoring in growth, the net budget increase is 0.99%. Furthermore, after removing mandatory senior government related increases, the same level of service increase is only 0.18%.

Table 12 summarizes the recommended Budget Option 1 with a tax impact of 2.89% as proposed in the 2015 Operating Budget. Budget Option 1 is detailed in Table 10 on page 14, followed by Budget Option 2.

Table 12 – Summary of Components of the Proposed 2015 Operating Budget (Option 1 - Recommended)

Budget Impacts	\$000's	Tax Impact (%)
Same Level of Service, After Growth	\$473	0.26%
Capital OBI	701	0.38%
Additional 1% Transfer to Reserves	1,838	1.00%
Additional Level Expenditures	115	0.06%
Mandatory Senior Government Increases	2,185	1.19%
Proposed 2015 Operating Budget Increase	\$5,312	2.89%

Based on the proposed 2015 Operating Budget and the Completed Roll from BC Assessment Authority, the average residential tax increase would be \$47.42 on an average property assessment value of \$695,837.

Conclusion

The 2015 Operating Budget will maintain Richmond's record of providing an excellent level of service to the community, supporting fulfilment of City priorities that enhance overall quality of life.

Staff recommend that Council approve the proposed 2015 Operating Budget Option 1 with a tax impact of 0.26% for the same level of service, plus 0.38% for Capital OBI, plus 1% major capital community facility replacement program (Capital Building Infrastructure Reserve), plus 0.06% for additional expenditures, plus 1.19% for mandatory senior government related increases for a total tax impact of 2.89% and direct staff to prepare the 5-Year Financial Plan (2015-2019).



Melissa Shiau, CA
Manager, Financial Planning and Analysis
(604-276-4231)

MS:ms

- Att. 1: Long Term Financial Management Strategy
- 2: 2015 Budget Cycle Process
- 3: 2015 Ongoing Base Level of Service Budget Comparative Summary
- 4. 2015 Ongoing Additional Level Expenditure Requests – RECOMMENDED
- 5. 2015 Ongoing Additional Level Expenditure Requests – NOT RECOMMENDED



Page 1 of 2

Adopted by Council: September 22nd, 2003
 Amended by Council: July 8, 2013

Policy 3707

File Ref: 0970-03-01

Long Term Financial Management Strategy**Policy 3707:****It is Council Policy that:**1. **Tax Revenue**

Tax increases will be at Vancouver's CPI rate (to maintain current programs and maintain existing infrastructure at the same level of service) plus 1.0 % towards infrastructure replacement needs.

2. **Gaming Revenue**

Gaming revenues will go directly to the capital reserves, the grants program and a community legacy project reserve.

3. **Alternative Revenues & Economic Development**

Any increases in alternative revenues and economic development beyond all the financial strategy targets can be utilized for increased levels of service or to reduce the tax rate.

4. **Changes to Senior Government Service Delivery**

Any additional costs imposed on the City as a result of mandatory senior government policy changes should be identified and added to that particular year's taxes above and beyond the CPI and infrastructure percentage contribution.

5. **Capital Plan**

Ensure that long term capital funding for infrastructure (e.g. parks, trails, facilities, roads etc.) is in place in order to maintain community liveability and generate economic development.

6. **Cost Containment**

Staff increases should be achieved administratively through existing departmental budgets, and no pre-approvals for additional programs or staff beyond existing budgets should be given, and that a continuous review be undertaken of the relevancy of the existing operating and capital costs to ensure that the services, programs and projects



Page 2 of 2

Adopted by Council: September 22nd, 2003
Amended by Council: July 8, 2013

Policy 3707

File Ref: 0970-03-01

Long Term Financial Management Strategy

delivered continue to be the most effective means of achieving the desired outcomes of the City’s vision.

7. **Efficiencies & Service Level Reductions**

Savings due to efficiencies or service level reductions identified in the strategy targets should be transferred to the capital reserves. Any savings due to efficiencies beyond the overall strategy targets can be utilized to reduce the tax rate or for increased levels of service.

8. **Land Management**

Sufficient proceeds from the sales of City land assets will be used to replenish or re-finance the City’s land inventory. Any funds in excess of such proceeds may be used as directed by Council.

9. **Administrative**

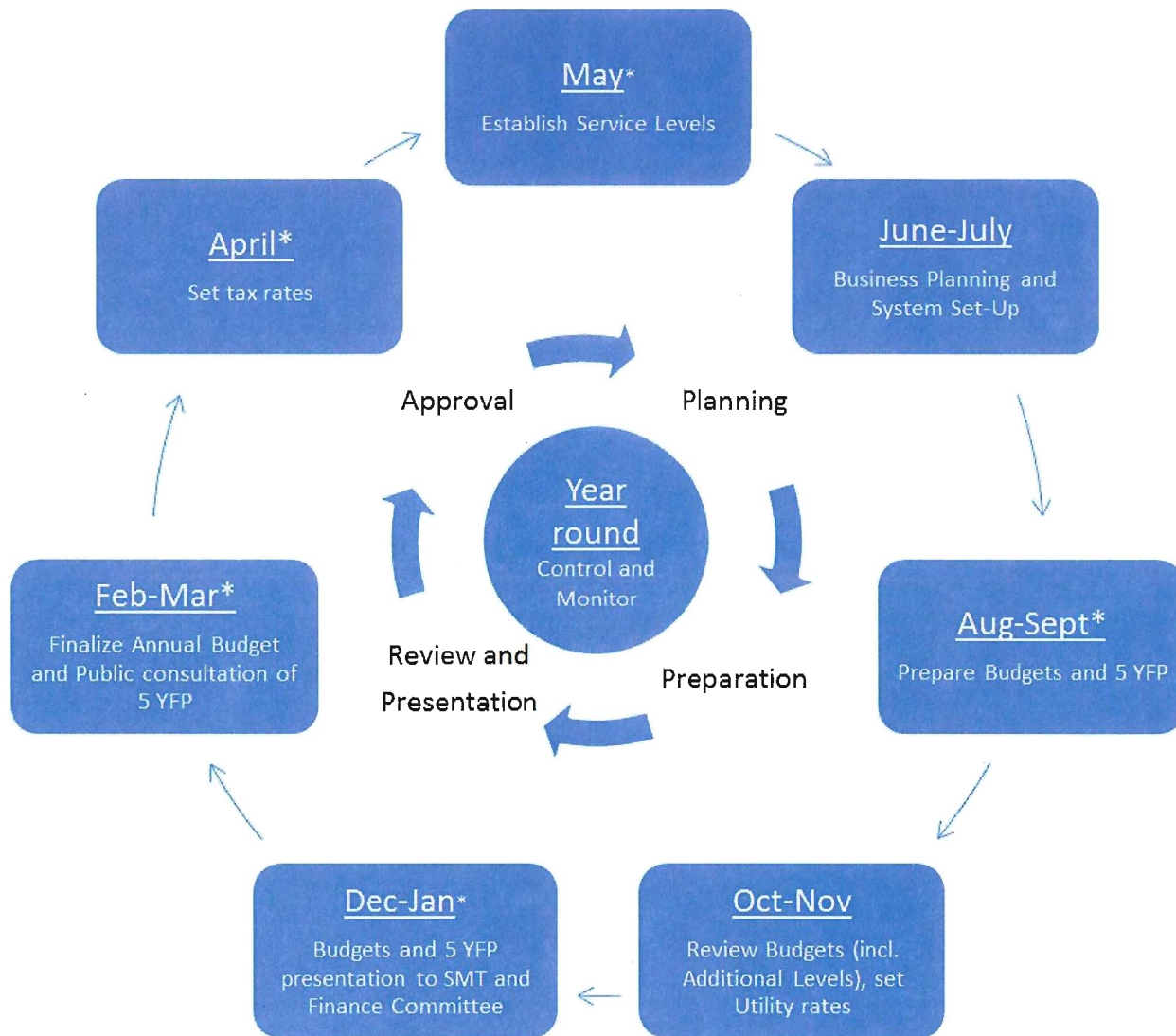
As part of the annual budget process the following shall be undertaken:

- all user fees will be automatically increased by CPI;
- the financial model will be used and updated with current information, and
- the budget will be presented in a manner that will highlight the financial strategy targets and indicate how the budget meets or exceed them.

10. **Debt Management**

Utilize a “pay as you go” approach rather than borrowing for financing infrastructure replacement unless unique circumstances exist that support borrowing.

2015 Budget Cycle Process



* Council involvement

2015 Ongoing Base Level of Service Budget Comparative Summary

Division (in '000s)	2015 Base Budget	2014 Adjusted Base Budget	Change \$	Change %	Tax Impact %
<u>Law and Community Safety</u>					
Revenue/Transfers	\$9,166	\$8,764	\$402	4.59%	0.22%
Expenses	87,255	84,616	2,639	3.12%	1.44%
	(78,089)	(75,852)	(2,237)	2.95%	(1.22%)
<u>Community Services</u>					
Revenue/Transfers	8,926	8,855	71	0.80%	0.04%
Expenses	45,670	44,516	1,154	2.59%	0.63%
	(36,744)	(35,661)	(1,083)	3.04%	(0.59%)
<u>Library</u>					
Revenue/Transfers	832	920	(88)	(9.57%)	(0.05%)
Expenses	9,373	9,170	203	2.21%	0.11%
	(8,541)	(8,250)	(291)	3.53%	(0.16%)
<u>Engineering and Public Works</u>					
Revenue/Transfers	5,192	4,952	240	4.85%	0.13%
Expenses	38,521	37,557	964	2.57%	0.52%
	(33,329)	(32,605)	(724)	2.22%	(0.39%)
<u>Finance and Corporate Services</u>					
Revenue/Transfers	4,320	4,226	94	2.22%	0.05%
Expenses	22,182	21,717	465	2.14%	0.25%
	(17,862)	(17,491)	(371)	2.12%	(0.20%)
<u>Corporate Administration</u>					
Revenue/Transfers	-	-	-	0.00%	0.00%
Expenses	8,110	7,924	186	2.35%	0.10%
	(8,110)	(7,924)	(186)	2.35%	(0.10%)
<u>Planning and Development Services</u>					
Revenue/Transfers	5,755	5,665	90	1.59%	0.05%
Expenses	12,270	11,903	367	3.08%	0.20%
	(6,515)	(6,238)	(277)	4.44%	(0.15%)
<u>Fiscal</u>					
Revenue/Transfers	215,046	215,035	11	0.01%	0.01%
Expenses	19,326	19,326	-	0.00%	0.00%
	195,720	195,709	11	0.01%	0.01%
<u>Transfers to Reserve</u>					
Revenue/Transfers	22,867	19,767	3,100	15.68%	1.69%
Expenses	34,555	31,455	3,100	9.86%	1.69%
	(11,688)	(11,688)	-	0.00%	0.00%
<u>Total</u>					
Revenue/Transfers	272,104	268,184	3,920	1.46%	2.13%
Expenses	277,262	268,184	9,078	3.38%	4.94%
Net Budget Increase					
	\$5,158	-	\$5,158	1.92%	2.81%
Estimated 2015 Growth					
	(2,500)	-	(2,500)	-	(1.36%)
Net Budget Increase, After Rate Stabilization and Growth					
	\$2,658	-	\$2,658	0.99%	1.45%
Less: Mandatory Senior Government Increases					
	(2,185)	-	(2,185)	-	(1.19%)
Same Level of Service Increase					
	\$473	-	\$473	0.18%	0.26%

2015 Ongoing Additional Level Expenditure Requests – RECOMMENDED

Ref	Requested By	Description	Amount (in 000's)	Tax Impact (%)
1	Law and Community Safety	<p>Operating Costs for the City Centre Community Police Station (CPO) The coordinator's role is to recruit, train, motivate and organize 80 active volunteers. The CPO delivers a variety of programs to meet the needs of the local neighbourhoods they serve, including information on home security, business crime prevention, auto crime prevention, and personal safety. With the continuation of the City Centre Community Police Station at its current location, and managed by a CPO Coordinator, it would achieve greater success with the ongoing programs, visibility, crime prevention, and community engagement. This item was forwarded for consideration in the 2015 budget process from the Council meeting dated October 27, 2014.</p>	\$148	0.08%
2	Law and Community Safety	<p>Community Bylaws Auxiliary Hours Auxiliary hours at a cost of \$57,000 to back fill revenue generating positions in Community Bylaws related to vacation relief, long term illnesses, and the dog license canvassing program. As a direct result of these additional auxiliary hours, a further \$90,000 in parking revenue is expected to be generated, resulting in a net gain of \$33,000.</p>	(\$33)	(0.02%)
3	Community Services	<p>Arts Centre Program Community need and demand for Arts Centre programs continue to increase and some programs have long waitlists. Staff continue to respond to growing community participation in the arts by developing new arts programs and effectively managing the use of the Centre's purpose built arts spaces. In order to address this growth, the Auxiliary Arts Programmer position will be increased 329 hours (\$15,000) to bring it to full-time hours; supplies will be increased by \$1,100; advertising will be increased by \$800; and contracts other (instructors) will be increased by \$8,100; for a total increase in expenditures of \$25,000. This increase will be completely covered by a</p>	\$-	0.00%

2015 Ongoing Additional Level Expenditure Requests – RECOMMENDED (CONT'D)

Ref	Requested By	Description	Amount (in 000's)	Tax Impact (%)
		corresponding increase in revenue from increased programming.		
4	Community Services	<p>Britannia Staffing For Rentals Outside Regular Business Hours (Aux) In 2015, there will be an increase of two rentals per month from May to September resulting in an increase of \$12,500 rental revenue. An additional 400 hours of auxiliary staffing hours will be require to staff the rentals which occur outside business hours. The additional expenditures are fully offset by the additional revenues.</p>	(\$0)	(0.00%)
		Recommended Total	\$115	0.06%

Ongoing Additional Level Expenditure Requests – NOT RECOMMENDED

Ref	Requested By	Description	Amount (in 000's)	Tax Impact (%)
1	Law and Community Safety	<p>Quick Response Team (4 Officers)</p> <p>The Quick Response Team's capability to monitor and confront chronic and high risk offenders will be empowered by the addition of four officers. Furthermore, the QRT will be in a position to cast wider focus on the offender population, as well as devote a greater quality of attention on specific offenders. Ultimately, as these initiatives are part of the Detachment's Strategic Plan, the additional officers would enhance the success of the Plan.</p>	\$684	0.37%
2	Law and Community Safety	<p>Unsolved Homicide Unit (3 Officers)</p> <p>The establishment of an Unsolved Homicide Unit (UHU) will allow the unit's three officers to thoroughly review unsolved homicide investigative files and pursue avenues of investigation with the end goal of identifying and bring before the courts those believed responsible, as well as providing justice to the victims and aggrieved families. Ultimately, an attempt to solve the unsolved homicide, suspicious missing persons, and suspicious death cases in Richmond can be achieved.</p>	\$513	0.28%
3	Law and Community Safety	<p>Road Safety Unit (1 Officer)</p> <p>The Road Safety Unit (RSU) is a major component of the Detachment's Strategic Plan, encompassing one of the five strategic and core priorities. The RSU's primary mandate is to provide intelligence-led, targeted enforcement. Complimentary to this mandate is the continued education of new drivers; school aged children and youth, pedestrians, and the motoring and cycling public through visible enforcement and non-enforcement operations.</p>	\$171	0.09%
4	Community Services	<p>Media Arts Specialist (RFT)</p> <p>Since the Media Lab opened in 2011, the Media Arts Specialist position has been mainly funded through sponsorship and grant money with some Department gap funding to maintain the number of staff hours. Long-term staffing requires a more sustainable approach to facilitate the success of future media arts programming, production and support.</p>	\$82	0.04%

Ongoing Additional Level Expenditure Requests – NOT RECOMMENDED (CONT'D)

Ref	Requested By	Description	Amount (in 000's)	Tax Impact (%)
		The Media Arts Specialist is responsible for facilitating media arts programming programs with a particular focus on using media arts as a tool for creating positive opportunities for "low asset" youth. This item was forwarded for consideration in the 2015 budget process from the Council meeting dated September 8, 2014.		
5	Library	Library Collection Material The Library collections budget has remained constant for many years and is not at a level to support the demands for both print and digital collections. The growth of eBooks and other digital collections has been at the expense of print books. Money is being taken from the print budget to buy digital collections causing a steep decline in the print collection, even though over 70% of users come to take out print books. Redirecting money from print books to eBooks is not sufficient to build up an adequate digital collection. The digital circulation has increased enormously by 1,220% and the library cannot keep up. An additional \$200,000 will provide for the digital demand.	\$200	0.11%
		Not Recommended Total	\$1,650	0.89%



City of Richmond

Report to Committee

To: Finance Committee

Date: January 20, 2015

From: Jerry Chong, CA
Director, Finance

File: 03-0970-25-2015-
01/2014-Vol 01

Re: 2015 Capital Budget

Staff Recommendation

That:

1. The 2015 Capital Budget totalling \$92.5M be approved and staff authorized to commence the 2015 Capital Projects; and
2. The Five-Year Financial Plan (2015-2019) be prepared for presentation to Council incorporating the 2015 Capital Budget.

Jerry Chong, CA
Director, Finance
(604-276-4064)

Att. 5

REPORT CONCURRENCE
CONCURRENCE OF GENERAL MANAGER
CONCURRENCE OF SMT
APPROVED BY CAO

Staff Report

Origin

Subsection 165(1) of the Community Charter requires the City to adopt a Five-Year Financial Plan (5YFP) Bylaw on or before May 15th of each year. The 5YFP Bylaw includes operating, utility and capital budgets for the current year (2015) and provides estimates for the remaining years of the five-year program. The 5YFP (2015-2019) Bylaw provides the City with the authority to proceed with spending as outlined in the Bylaw. The 5YFP must be balanced and therefore includes proposed funding sources.

The Capital Budget (the “budget”) is one of the main components in preparing the 5YFP. The budget includes all expenditures that improve, replace and extend the useful life of the City’s asset inventory, which has a net book value greater than \$1.8 billion. The Capital budget allows the City to sustain existing civic infrastructure, while also adding new facilities and services to serve the growing community.

This budget acts as a tool where capital projects (e.g. parks, trails, facilities, roads, etc.) are prioritized and capital resources evaluated over a 5-year time horizon. The Long Term Financial Management Strategy (LTFMS) is a set of principles created by Council to guide the financial planning process. It is Council policy and a key component of the LTFMS to ensure that sufficient long term capital funding for infrastructure replacement and renewal is in place in order to maintain community viability and generate economic development.

The 5YFP provides authorization for the use of certain funding sources such as Development Cost Charges (DCCs) and Statutory Reserves for internal transfers, transfers to the operating budget for non-tangible capital assets and debt re-payments.

Analysis

This report presents the proposed 2015-2019 Capital Budget and seeks Council review and approval on 2015 recommended projects and the operating expenditures associated with each respective project. The proposed Capital Budget for 2015 is \$92.5 million. In comparison, the approved 2014 Capital program was \$192.1 million featuring \$129.1 million for the Minoru Complex and City Centre Community Centre. Consistent with historical trends, in the years following major capital investment, the capital program returns to a basic replacement program to ensure existing infrastructure is kept in excellent condition.

Capital funds are directed towards infrastructure and asset management programs and the highest priority projects to meet Council direction and the needs of the citizens of Richmond. The priorities are aligned with City priorities such as the Sustainability Framework, Parks and Open Space Strategy and Social Development Strategy. Examples of these are:

- Alexandra District Energy Utility Expansion Phase 3 (2015).
- Garden City Lands - Phase 1 of the design and construction of the City’s largest recent land acquisition for public open space.

- Middle Arm / Hollybridge Pier waterfront park system, which continues to evolve with new features being added.

The City's capital budget ensures appropriate planning for required projects and their related funding to demonstrate the complete impact of major multi-year projects. Capital requirements are driven by many factors including growth, maintenance of current ageing infrastructure and ensuring that the City is consistently meeting industry standards as well as legislated and regulatory requirements.

The City continues to see sustained population and economic growth. Significant additional growth is projected through 2041 under the Official Community Plan. This new growth requires expansion of City infrastructure in order to maintain the high level of civic services expected by new and current residents. As the City continues to mature, existing infrastructure is nearing the end of its lifespan and/or capacity. Continuous, ongoing investment in replacement and maintenance of ageing infrastructure is required to maintain service levels and protect civic assets. Capital investment allows the City to take advantage of new technology and building practices to improve operational efficiency and accrue environmental benefits from use of more sustainable building practices and equipment. Finally, the Capital budget also includes internal transfers and debt repayment to replenish reserve accounts used to provide interim funding for various projects.

Over the past decade, Council has used the capital budget to fund construction of three new fire halls, acquisition and retrofitting of the new Community Safety building, purchase of the Garden City Lands and other park and strategic lands, purchase of environmentally sensitive Grauer lands and Northeast Bog Forest, completion of a major expansion of Hamilton Community Centre, Highway 91/Nelson Road Interchange, 20 pump stations, the Richmond Olympic Oval, City Centre Community Centre and the new Minoru Complex among various other projects.

2015 Capital Process

Each division sets priorities specific to their area of expertise. A project submission is completed detailing the scope of work, review of alternatives, financial impact, and proposed funding source. In addition, the submission is self-ranked using established criteria summarized in Figure 1.

Figure 1 – Capital Ranking Criteria



Figure 2 outlines the process behind the 2015-2019 Capital Budget.

Figure 2 – Capital Budget Process



The Capital Review Committee which is comprised of Directors/Senior Managers from each City division reviewed and ranked each project submission. To ensure consistent application of the established ranking criteria, the Capital Review Committee determines the final ranking for each submission giving consideration to strategic and master plans, policies and Council priorities.

The ranked projects are consolidated and the projects are recommended based on funding availability. Project funding recommendations are then reviewed by the Senior Management Team (SMT) and the CAO and the final recommendation is consolidated to form the 2015 Capital Budget presented to Finance Committee for review and approval.

At the Committee’s discretion, any Capital project recommended for funding may be removed from the recommended list; Appendix 1 provides a list of the recommended projects. In addition, any Capital project that is not recommended for funding may be reconsidered for recommendation, subject to funding availability. Appendix 2 provides a list of those projects not recommended for funding.

For information purpose, Appendix 3 summarizes the projects recommended for funding from the Revolving Fund.

2015 Capital Highlights

The following is an overview of the major program areas funded through the capital budget with selected highlights of proposed 2015 initiatives being recommended to Council. The 2015 budget includes significant investment in infrastructure renewal to maintain community viability. A more detailed breakdown of each program is included in the appendices to this report.

Infrastructure – \$49.6M:



The City’s Infrastructure Program funds assets that include: road, drainage and sanitary pump stations, drainage, water, and sanitary mains. For 2015 it encompasses investing \$49.6 million on improving the City’s civic infrastructure.

The 2015 program includes Horseshoe Slough Pump Station Rebuild, No 1 Road Box Culvert rehabilitation, Burkeville drainage, Vulcan Way Sanitary Forcemain Replacement, watermain replacements, residential water metering, and pavement upgrades, including resurfacing the Bridgeport Overpass.

Parks – \$12.3M :



Richmond is renowned for its high quality parks and recreation facilities, with over 120 parks totaling approximately 1,700 acres. In addition to the City’s parks, Richmond also has 50 kilometers of recreational trails.

The 2015 program includes work on Lang Park Redevelopment, development of the Garden City Lands Phase 1, Middle Arm/Hollybridge Pier, Seine Net Loft Deck Repair and The Gardens Agricultural Park.

Land – \$10.0M:



The 2015 land acquisition program relates to the acquisition of real property for the City. This is funded by surplus from previous land sales and not through general revenue. Council approval is required for each acquisition; funding is in place to act on opportunities as they arise.

Equipment – \$7.9M:



The 2015 equipment program includes phase 1 implementation of the digital strategy including Master Customer Data, Middleware Deployment, Planning and Development Business Transformation, fleet and equipment purchases, as well as fire vehicle replacement purchases.

Buildings – \$3.5M :



The building program funds major building construction and renovation projects as well as minor facility upgrades.

For 2015 the building program includes upgrades for South Arm Community Centre, City Hall, the Works Yard, Gateway and Trailer installation for the Animal Shelter.

Affordable Housing – \$1.2M:



Affordable Housing is responsible for coordinating the implementation of the Richmond Affordable Housing Strategy adopted in 2007.

The 2015 program includes building up the West Cambie reserve for future land or units costs; offsetting costs related to updating the affordable housing strategy and policy updates, the Housing Action Plan and offsetting the difference in the Kiwanis project disbursement from the proposed amount to actual amount at substantial completion.

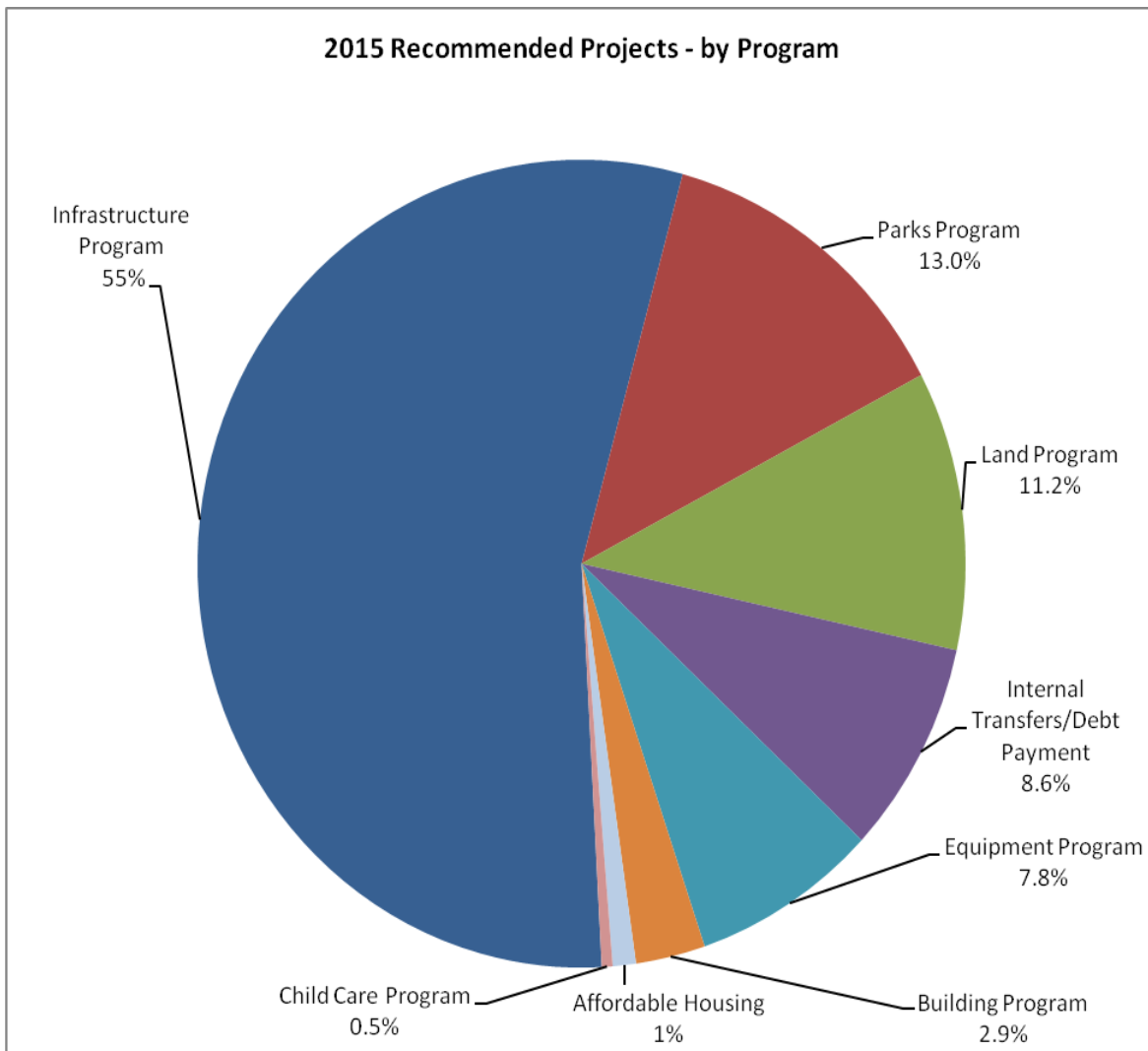
Child Care – \$0.4M:



To address child care needs, the City’s 2015 Child Care program will provide upgrades to four City-owned child care facilities and supports the child care grants program.

The 2015 recommended capital projects by program are summarized in Figure 3.

Figure 3 – 2015 Recommended Projects – by Program



The following is an overview of the recommended Capital program that supports new infrastructure needs compared to the replacement of existing infrastructure.

New 2015 Capital Costs

The new Capital costs total \$48.4M (52%) of the 2015 Capital Budget including highlights such as:

- District Energy Utility expansion Phase 3 – \$12.1M (*page 72*)
- Strategic Land Acquisition – Acquisitions require Council approval – \$10.0M (*page 104*)
- Major Parks – Garden City Lands Phase 1 (*page 87*), The Gardens Agricultural Park (*page 91*), Middle Arm Hollybridge Pier (*page 89*)– \$4.7M
- Parkland Acquisitions – Acquisitions require Council approval – \$4.7M (*page 98*)
- Roads – Various traffic and road improvements – \$3.2M (*page 21*)
- Equipment Program – Phase 1 of the Digital Strategy Implementation Master Customer Data (*page 124*), Middleware Deployment (*page 125*) and Planning & Development Business Transformation (*page 126*) – 3.0M
- Water – Residential Water Metering – \$1.9M (*page 54*)
- Sanitary Sewer – Phase 3 of the Hamilton Sanitary Sewer – \$1.5M (*page 61*)
- Building Program – Richmond Animal Shelter Trailer Installation – \$0.1M (*page 82*)

Replacement 2015 Capital Costs

The Replacement costs total \$36.4M (40%) of the 2015 Capital Budget, which include:

- Drainage replacement – Horseshoe Slough Pump Station Rebuild (*page 45*), No. 1 Road Box Culvert Rehabilitation (*page 51*), Burkeville Drainage – \$9.2M (*page 41*)
- Water Main replacement – Lulu Island North and West Watermain Replacement – \$6.9M (*page 55 and 56*)
- Sanitary Sewer replacement – Leslie Sanitary Pump Station and Vulcan Way Sanitary Forcemain Replacement – \$5.8M (*page 62 and 65*)
- Annual repaving program (*page 24-25*) and Bridgeport Overpass resurfacing – \$5.0M Roads (*page 21*)
- Equipment Program – Annual Fleet Replacement and Fire Vehicle Replacement Reserve Purchases – \$3.8M (*page 110 and 113*)
- Building Program – South Arm Community Centre Renewals (*page 83*) & Upgrade, City Hall Main Elevators Modernization (*page 76*) and Gateway Theatre HVAC Renewals & Upgrade – \$2.7M (*page 79*)
- Parks Program – Lang Park Redevelopment (*page 88*) and Seine Net Loft Deck Repair (*page 97*) – \$2.0M

Internal Transfers and Debt Repayment

Internal Transfer and Debt Repayment total \$7.7M (8%) of the 2015 Capital Budget includes:

- Parkland Acquisition Repayment – \$5.5M (*page 134*)
- River Road/North Loop (2005) Repayment – \$1.7M (*page 135*)

The details of each recommended project is attached in Appendix 4.

2015 Capital Budget Funding Sources

The 2015 capital budget uses a variety of funding sources which include:

- Development Cost Charges (DCCs) – These contributions are made through development and are used for growth related projects.
- External Sources – These include grants awarded from Provincial and Federal Governments, developer cash contributions (other than DCCs) and other non-City related sources.
- Utilities – These are funds collected through utility bills and are specified for waterworks, sanitary sewer and drainage.
- City Sources – This includes all other sources of City funding such as statutory reserves, and appropriated surplus (provisions).

The funding of the recommended projects has been allocated while maintaining the long-term strategy of building reserve balances to fund future infrastructure replacement and improvements. Generally, projects are funded up to the annual amount transferred into each available reserve.

The funding sources of the 2015 recommended projects are summarized in Table 1.

Table 1 – 2015 Funding Sources

Funding Sources	Amount
City Sources	\$32.7
Utilities	25.9
<i>Subtotal - Internal</i>	<i>\$58.6</i>
DCCs	23.6
External Sources	10.3
<i>Subtotal - External</i>	<i>\$33.9</i>
Total 2015 Funding	\$92.5

Approximately \$34 million of this year's capital plan is being funded through external sources and DCCs, which are contributed by developers, significantly reducing the potential impact of these projects upon taxpayers.

Appendix 1 includes a legend of the funding sources for each project. Funding details of each individual submission are included in Appendix 4.

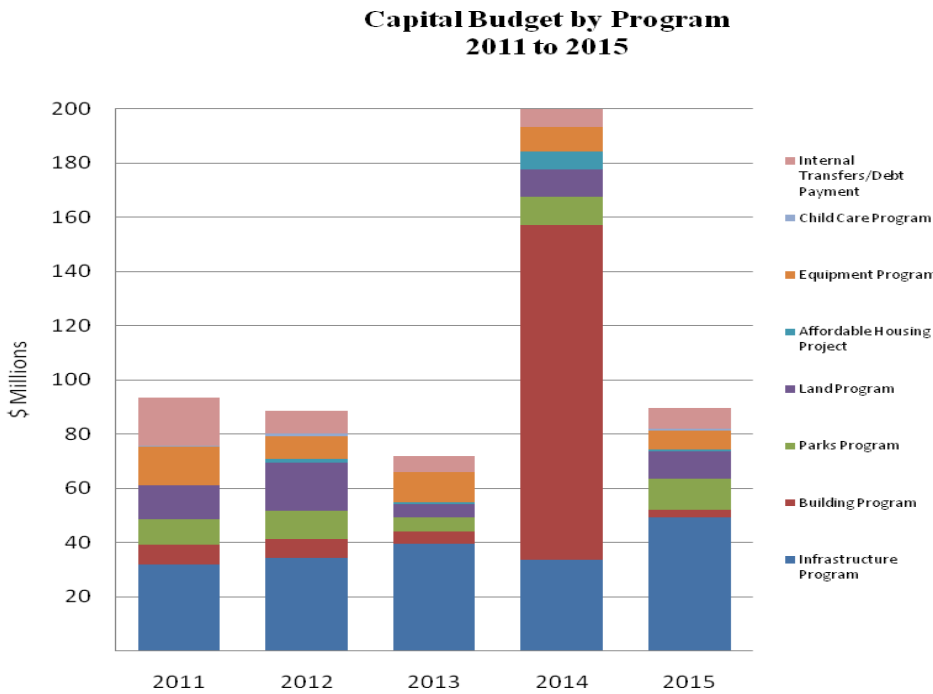
Recommended 2015 Versus Historical (2011-2014) Capital Budget Analysis

Figure 4 provides analysis of the program types of the capital budget for the past four years compared to the 2015 recommended capital plan.

For the years 2011-2015, Capital Budgets average \$84.3 million annually after adjusting for the major facilities approved in the 2014 capital plan

In 2014, Council approved \$129.1 million for major facilities, of which \$50M was financed through Municipal Finance Authority (MFA). This included funding for the Minoru Complex, new No.1 Brighthouse Fire Hall and City Centre Community Centre.

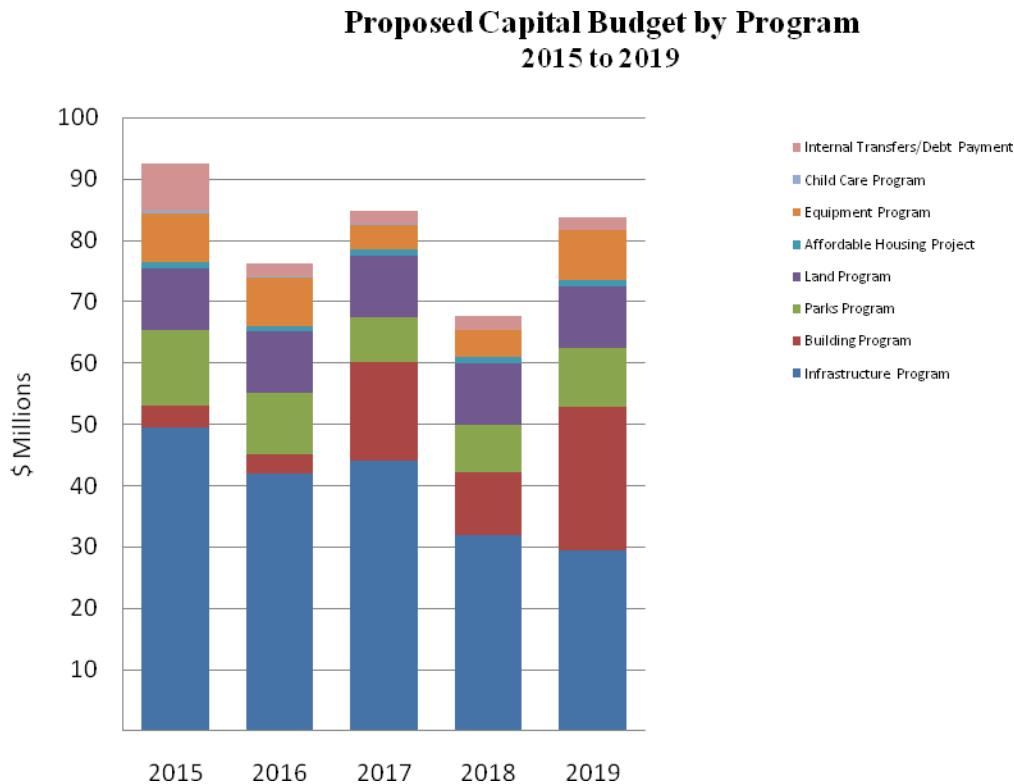
Figure 4 – Capital Budget by Program (2011-2015)



Proposed 2015-2019 Capital Budget

Figure 5 shows the 5 Year Capital Plan proposes to continue to invest an average of \$81.0M each year in the City’s assets.

Figure 5 – Proposed Capital Budget by Program 2015 to 2019



In the years 2015-2017, Infrastructure submissions total over \$40M, but return to the \$30-\$35M range in 2018, which is comparable to the trend from 2011-2014.

Details of the 2016-2019 Capital Budgets will be presented as part of the 2015-2019 5YFP Report.

2015 Operating Budget Impact

Upon completion of capital projects, new assets are added to the City’s inventory. There are costs associated with maintaining these new assets, for example a new car added to the City’s fleet will require insurance and maintenance costs while a new building will require staffing, janitorial services, gas and hydro utility costs. This ongoing maintenance cost is the Operating Budget Impact (OBI) associated with the new asset which is added to the operating budget.

OBI’s were reviewed by the Capital Review Committee as part of the Capital submission review process. The total OBI relating to the 2015 recommended projects is \$637K. \$126K of the OBI is associated with water and sewer utility projects and if the respective projects are approved, these will be incorporated into the 2016 utility budget. The remaining \$511K will be added to the operating budget if the associated projects are approved. To minimize the budget impact, an OBI phase in plan is adopted each year. For the recommended 2015 Capital Program, the OBI is proposed to be phased in over two years.

Table 2 presents a summary of the recommended Capital Budget and associated OBI by program.

Table 2: Recommended 2015 Funding and OBI by Program (in millions)

Program (in millions)	Amount	OBI
Infrastructure Program	\$49.6	\$0.30
Parks Program	12.3	0.11
Land Program	10.0	0.00
Equipment Program	7.9	0.22
Internal Transfer/Debt Repayment	7.6	0.00
Building Program	3.5	0.01
Affordable Housing Project	1.2	0.00
Child Care Program	<u>0.4</u>	<u>0.00</u>
Total 2015 Funding & OBI	\$92.5	\$0.64

Financial Impact

The 2015 Capital Budget with a total value of \$92.5 million will enable the City to maintain and advance the asset inventory that continues to provide necessities and benefits to the community. The OBI associated with these projects is \$637K and once approved will be incorporated into the 2015-2019 5YFP.

Conclusion

The recommended Capital budget for 2015 is \$92.5 million. This recommendation reflects a return within the 10-year average range for the Capital budget. The Capital Review Committee worked closely with SMT and the CAO to represent the interests of all stakeholders to ensure that the 2015 capital program addresses City priorities and meets the needs of the community while effectively utilizing available funding.



Melissa Shiao, CA
Manager, Financial Planning and Analysis
(604-276-4231)

MS:ms

- Att. 1: 2015 Summary of Recommended Projects
- 2: 2015 Summary of Unfunded Projects
- 3: 2015 Summary of Projects Funded by the Revolving Fund
- 4: 2015 Details of Recommended Projects by Program
- 5: 2015 Details of Unfunded Projects by Program

Project Name	Funding	Total Investment	Total OBI	Page
A. INFRASTRUCTURE PROGRAMS				
Roads				
Accessible Pedestrian Signal Program	D/C	250,000	13,624	22
Active Transportation Improvement Program	E/D/C	650,000	29,921	23
Annual Asphalt Re-Paving Program - MRN	E	914,000	-	24
Annual Asphalt Re-Paving Program - Non-MRN	E	2,458,600	-	25
Arterial Roadway Improvement Program	D/C	300,000	12,478	26
Bridge Rehabilitation - No. 4 Rd Bridge and Fraserside Gate Bridge	C	110,000	-	27
Bridgeport Overpass Resurfacing	E	1,100,000	-	28
Functional and Preliminary Design (Transportation)	D/C	30,000	-	29
Neighbourhood Walkway Program	D/C	450,000	18,600	30
Special Crosswalk Program	D/C	350,000	13,600	31
Street Light Pole Replacement - Seafair & Richmond Gardens-Phase 1 of 5	C	132,000	-	32
Street Light Security and Wire Theft Prevention - Phase 4 of 5	C	140,000	-	33
Traffic Calming Program	D/C	350,000	28,718	34
Traffic Signal Program	D/C	600,000	19,660	35
Transit-Related Amenity Improvement Program	E/D/C	250,000	4,092	36
Transit-Related Roadway Improvement Program	E/D/C	100,000	4,092	37
Total Roads		\$8,184,600	\$144,786	
Drainage				
Aquatic Invasive Species Management	U	150,000	-	39
Automated Irrigation Gate Installation and Local Ditch Upgrades	U	300,000	2,000	40
Burkeville Drainage	U	1,000,000	1,000	41
Canal Stabilization - No. 3 Road and No. 8 Road Phase 4 of 5	U	300,000	-	42
Dike Upgrades	U	750,000	-	43
Drainage Minor Capital	U	300,000	-	44
Horseshoe Slough Pump Station Rebuild	U/D/C	4,200,000	13,000	45
Laneway Drainage and Asphalt Upgrade-Seabrook Crescent (East)	U/E	340,000	1,000	46
Laneway Drainage and Asphalt Upgrade-Steveston Highway 100m	U/E	163,000	1,000	47
Laneway Drainage and Asphalt Upgrade - Swinton Crescent (West)	U/E	430,000	1,000	48
Long Shaft Drainage Pump Replacement Program	U	300,000	-	49
Nelson Road South Pump Station Generator	U	120,000	3,000	50
No. 1 Rd Box Culvert Rehabilitation	U	2,150,000	-	51
Queens Road North Pump Station Generator	U	120,000	3,000	52
Total Drainage		\$10,623,000	\$25,000	
Water Main Replacement				
Residential Water Metering	U	1,920,000	77,000	54
Watermain Replacement - Lulu Island North Area	U/D/C	2,160,000	-	55
Watermain Replacement - Lulu Island West Area	U/D/C	3,590,000	-	56
Watermain/Drainage Replacement-Beecham Rd and Marrington Rd	U/E	1,180,000	-	57
Total Water Main Replacement		\$8,850,000	\$77,000	

Legend: C=City Sources; D=Development Cost Charges; E=External Sources; U=Utilities

Project Name	Funding	Total Investment	Total OBI	Page
A. INFRASTRUCTURE PROGRAMS				
<i>Sanitary Sewer</i>				
Blundell Rd Forcemain Tie-Ins	U	400,000	-	59
Development Coordinated Works in Capital - Sanitary	U	350,000	-	60
Hamilton Sanitary Sewer Phase 3	D/C/U	1,520,000	17,000	61
Leslie Sanitary Pump Station	D/C/U	1,550,000	17,084	62
Miscellaneous SCADA System Improvements	U	192,000	15,000	63
Public Works Minor Capital - Sanitary	U	242,000	-	64
Vulcan Way Sanitary Forcemain Replacement	U	3,060,000	-	65
Total Sanitary Sewer		\$7,314,000	\$49,084	
<i>Minor Public Works</i>				
Minor Capital Waterworks Program	U	400,000	-	67
PW Minor Capital - Traffic	E	225,000	6,345	68
Total Minor Public Works		\$625,000	\$6,345	
<i>Infrastructure Advanced Design & Land</i>				
PW Infrastructure Advanced Design	U/D/C	1,586,000	-	70
Total Infrastructure Advanced Design & Land		\$1,586,000	\$0	
<i>District Energy Utility</i>				
Alexandra District Energy Utility Expansion Phase 3 (2015)	C/E	12,100,000	-	72
City Centre District Energy Utility	U	300,000	-	73
Total District Energy Utility		\$12,400,000	\$0	
TOTAL INFRASTRUCTURE PROGRAM		\$49,582,600	\$302,215	
B. BUILDING PROGRAM				
<i>Major Building</i>				
City Hall - Lighting Upgrade	C	110,000	-	75
City Hall - Main Elevators Modernization	C	600,000	6,600	76
Direct Digital Control Upgrade and Consolidation	C	290,000	-	77
Energy Management - 2015 Projects	C	585,000	-	78
Gateway Theatre - HVAC Renewals & Upgrades	C	250,000	-	79
Minoru Arena Silver - Evaporative Condenser Replacement	C	121,000	-	80
Project Development Advanced Design 2015	C	300,000	-	81
Richmond Animal Shelter - Trailer Installation	C	136,200	4,360	82
South Arm Community Centre - Renewals & Upgrades	C	650,000	-	83
Works Yard Administration - Envelope Repairs	C	250,000	-	84
Works Yard Stores - Roof Replacement	C	200,000	-	85
TOTAL BUILDING PROGRAM		\$3,492,200	\$10,960	

Legend: **C**=City Sources; **D**=Development Cost Charges; **E**=External Sources; **U**=Utilities

Project Name	Funding	Total Investment	Total OBI	Page
C. PARKS PROGRAM				
<i>Major Parks/Streetscapes</i>				
Garden City Lands Phase 1	D/C	2,100,000	35,000	86
Lang Park Redevelopment - Park Characterization	D/C	800,000	-	87
Middle Arm/Hollybridge Pier	E/C	1,000,000	10,420	88
Parks Advance Planning & Design	D/C	500,000	-	89
The Gardens Agricultural Park	D/C	1,100,000	37,852	90
Total Major Parks/Streetscapes		\$5,500,000	\$83,272	
<i>Minor Parks</i>				
City Tree Planting Program	E	300,000	13,830	93
Parks Ageing Infrastructure Replacement Program	E	175,000	-	94
Parks General Development	D/C	500,000	3,000	95
Playground Improvement Program	E	200,000	-	96
Seine Net Loft - Deck Repair	C	572,000	-	97
Total Minor Parks		\$1,747,000	\$16,830	
<i>Parkland Acquisition</i>				
Parkland Acquisition	D/C	3,330,000	-	99
Parkland Acquisition - West Cambie	D/C	1,300,000	-	100
Total Parkland Acquisition		\$4,630,000	\$0	
<i>Public Art</i>				
Public Art Program	E	407,941	10,000	102
Total Public Art		\$407,941	\$10,000	
TOTAL PARKS PROGRAM		\$12,284,941	\$110,102	
D. LAND PROGRAM				
<i>Land Acquisition</i>				
Strategic Land Acquisition	C	10,000,000	-	104
TOTAL LAND PROGRAM		\$10,000,000	\$0	
E. AFFORDABLE HOUSING PROJECT				
<i>Affordable Housing Project</i>				
Affordable Housing Projects - West Cambie	E	125,000	-	106
Affordable Housing Strategy Funded by Operating Reserves	E	750,000	-	107
Kiwanis Towers	E	283,640	-	108
TOTAL AFFORDABLE HOUSING PROJECT		\$1,158,640	\$0	
F. EQUIPMENT PROGRAM				
<i>Annual Fleet Replacement</i>				
Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet)	C/U	2,851,200	-	110
Total Annual Fleet Replacement		\$2,851,200	\$0	
<i>Fire Dept Vehicles</i>				
Fire Equipment Replacement	C	25,000	-	112
Fire Vehicle Replacement Reserve Purchases	C	971,630	-	113
Total Fire Dept Vehicles		\$996,630	\$0	

Legend: C=City Sources; D=Development Cost Charges; E=External Sources; U=Utilities

Project Name	Funding	Total Investment	Total OBI	Page
F. EQUIPMENT PROGRAM				
<i>Miscellaneous Equipment</i>				
Multi-Family Food Scraps/Organics Recycling and Optional Solid Waste Collection Services	U	700,000	-	115
Snow Shed Doors/Salt Covers	C	200,000	-	116
Weigh Scale for Large Commercial Vehicles	U	100,000	-	117
Total Miscellaneous Equipment		\$1,00,000	\$0	
<i>Technology</i>				
2015 Microsoft Licensing & Storage	C	136,000	-	119
2015 Server Infrastructure Upgrades	C	281,600	44,900	120
Emergency Operations Centre Information Management System	C	178,500	19,000	121
Existing Operational Desktop Computer Hardware Funding	C	419,936	-	122
Integrated Payment Approval	C	100,000	-	123
Master Customer Data	C	900,000	100,000	124
Middleware Deployment	C	600,000	50,000	125
Planning & Development Business Transformation	C	300,000	-	126
WorkSafe BC Claims/Incident Management System	C	105,925	-	127
Total Technology		\$3,021,961	\$213,900	
TOTAL EQUIPMENT PROGRAM		\$7,869,791	\$213,900	
G. CHILD CARE PROGRAM				
<i>Child Care Program</i>				
Child Care Projects - City Wide (non-capital grants)	E	10,000	-	129
Upgrade Four Child Care Facilities	C	400,000	-	130
TOTAL CHILD CARE PROGRAM		\$410,000	\$0	
H. INTERNAL TRANSFERS/DEBT PAYMENT				
<i>Internal Transfers/Debt Payment</i>				
2015 Equipment Lease Payments	C	12,153	-	132
Nelson Road Interchange Repayment	D	385,098	-	133
Parkland Acquisition Repayment	D	5,500,000	-	134
River Rd/North Loop (2005) Repayment	D	1,685,056	-	135
Shovel - Ready Grant (2009) Repayment Lansdowne Rd Extension	D	77,263	-	136
Total Internal Transfers/Debt Payment		\$7,659,570	\$0	
TOTAL INTERNAL TRANSFERS/DEBT PAYMENT		\$7,659,570	\$0	
Total 2015 Capital Program		\$92,457,742	\$637,177	

Legend: C=City Sources; D=Development Cost Charges; E=External Sources; U=Utilities

Project Name	Funding	Total Investment	Total OBI	Page
A. INFRASTRUCTURE PROGRAMS				
<i>Roads</i>				
Roads Minor Capital	C	250,000	-	138
Undergrounding - Lansdowne Rd	C/E	1,000,000	-	139
TOTAL INFRASTRUCTURE PROGRAM		\$1,250,000	\$0	
B. BUILDING PROGRAM				
<i>Major Building</i>				
City Hall - IT Room Optimization	C	541,430	-	141
Interurban Tram Restoration	C	396,000	-	142
Library and Cultural Centre - Arts Centre Lapidary Studio/Cultural Centre Kitchen Renovations	C	372,200	-	143
TOTAL BUILDING PROGRAM		\$1,309,630	\$0	
C. EQUIPMENT PROGRAM				
<i>Computer Capital</i>				
Network Link to Hamilton CC & FH 5	C	222,000	2,900	145
Total Computer Capital		\$222,000	\$2,900	
<i>Computer Capital/Software</i>				
<i>Miscellaneous Equipment</i>				
Read-o-Graph Boards at Firehalls No 4, 6 and 7	C	304,800	6,000	146
Total Miscellaneous Equipment		\$304,800	\$6,000	
<i>Technology</i>				
<i>Vehicle Equipment</i>				
Public Safety Mobile Command Vehicle	C	992,000	-	147
Total Vehicle Equipment		\$992,000	\$0	
TOTAL EQUIPMENT PROGRAM		\$1,518,800	\$8,900	
Total 2015 Capital Programs - Unfunded		\$4,078,430	\$8,900	

Legend: C=City Sources; D=Development Cost Charges; E=External Sources; U=Utilities

FOR INFORMATION PURPOSES ONLY

Project Name	Total Investment	Total OBI	Page
Roads			
Bridge Rehabilitation - No. 4 Rd Bridge and Fraserside Gate Bridge	110,000	-	27
Street Light Pole Replacement - Seafair & Richmond Gardens Phase 1 of 5	132,000	-	32
Street Light Security and Wire Theft Prevention - Phase 4 of 5	140,000	-	33
Total Roads	\$382,000	\$0	
Major Building			
City Hall - Lighting Upgrade	110,000	-	75
City Hall - Main Elevators Modernization	600,000	6,600	76
Direct Digital Control Upgrade and Consolidation	290,000	-	77
Gateway Theatre - HVAC Renewals & Upgrades	250,000	-	79
Minoru Arena Silver - Evaporative Condenser Replacement	121,000	-	80
Project Development Advanced Design 2015	300,000	-	81
Richmond Animal Shelter - Trailer Installation	136,200	4,360	82
South Arm Community Centre - Renewals & Upgrades	650,000	-	83
Works Yard Administration - Envelope Repairs	250,000	-	84
Works Yard Stores - Roof Replacement	200,000	-	85
Total Major Building	\$2,907,200	\$10,960	
Technology			
Emergency Operations Centre Information Management System	178,500	19,000	121
Total Technology	\$178,500	\$19,000	
Minor Parks			
Seine Net Loft - Deck Repair	572,000	-	97
Total Minor Parks	\$572,000		
Child Care Program			
Upgrade Four Child Care Facilities	400,000	-	130
Total Child Care Program	\$400,000		
Total 2015 Projects Funded by Revolving Fund	\$4,439,700	\$29,960	

Infrastructure Program 2015

The City’s Infrastructure Program assets include: road, drainage and sanitary pump stations, drainage, water, and sanitary mains.

2015 Recommended Infrastructure – Roads Program

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Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Accessible Pedestrian Signal Program	Submission ID:	5434

Location: Various

Cost: \$250,000 **OBI:** \$13,624

Funding Sources: Roads DCC: \$235,000
Roads City Assist: \$15,000

Scope: The general scope of work includes the installation of accessible devices at existing signalized intersections that includes audible messaging, Braille signage, and other accessible features to allow the City to meet its goal to outfit all existing City-owned traffic signals with APS devices by year 2020.

For 2015, approximately 15 existing signalized intersections are proposed for upgrade to Accessible Signal systems. The actual locations will be determined in early 2015.



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Active Transportation Improvement Program	Submission ID:	4390

Location: Various Locations

Cost: \$650,000 **OBI:** \$29,921

Funding Sources: Roads DCC: \$305,500
 Roads City Assist: \$19,500
 Grant: \$325,000

Scope: The general scope involves implementing cycling and rolling improvements included as part of the Council-approved Cycling Network Plan by supporting the expansion of new and on-going enhancements to existing on-street cycling routes and off-street multi-use pathways.

Typical elements include the construction of new on-street cycling facilities, off-street multi-use pathways primarily for transportation purposes, installation of bike racks, new signage, pavement markings, and other supplementary improvements required to facilitate the safe and efficient movement of cyclists and users of other wheeled devices. The following list of improvements is currently being planned for 2015:

Continuation of Crosstown Neighbourhood Bikeway (new east-west route between Blundell Rd & Francis Rd) with: 1) upgrade of off-street pathway through Blundell Park to connect Dorval Rd and Lucas Rd; 2) upgrade of existing special crosswalk to a pedestrian signal at Lucas Rd-Gilbert Rd.



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Annual Asphalt Re-Paving Program - MRN	Submission ID:	4654

Location: City Wide

Cost: \$914,000

OBI: \$ -

Funding Sources: Other: \$914,000

Scope: This annual funding request is to re-pave MRN roads (Richmond's Major Road Network funded by Translink). The locations are as per the Report to Committee dated November 21, 2014 from the Director of Engineering titled 2015 Paving Program. The project includes the cost of essential ancillary work such as curb and gutter repairs, sidewalk and road base repair, manhole and valve box adjustments, line painting, staff inspection time and similar.

To maximize cost efficiencies, road projects are co-ordinated with water, sanitary and drainage projects that are located within City roads and lanes.



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Annual Asphalt Re-Paving Program - Non-MRN	Submission ID:	4853

Location: City Wide

Cost: \$2,458,600 **OBI:** \$ -

Funding Sources: Other: \$2,458,600

Scope: This annual funding request is to re-pave City owned Non-MRN roads (major & minor City roads and lanes) in alignment with the City's Ageing Infrastructure Strategy. The locations are as per the Report to Committee dated November 21, 2014 from the Director of Engineering titled 2015 Paving Program.

Funding from this project will be used to update the existing City of Richmond Pavement Model and collect survey data required to input into the model (Approximate cost \$150,000). Results from the model will help in prioritization of re-paving requirements for roads.

The project does not include the cost of essential ancillary work typically completed by City crews (curb and gutter repairs, road base repair, manhole and valve box adjustments, line painting, staff inspection time and similar).

To maximize cost efficiencies, projects are co-ordinated with water, sanitary and drainage projects that are located within City roads and lanes.



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Arterial Roadway Improvement Program	Submission ID:	4340

Location: Various Locations

Cost: \$300,000

OBI: \$12,478

Funding Sources: Roads DCC: \$282,000
Roads City Assist: \$18,000

Scope: The general scope includes implementing pedestrian and traffic safety improvements on arterial roads. Typical improvements include the construction of new and/or enhancement of existing walkways/sidewalks, new turn lanes, pedestrian safety and intersection signage enhancements, and illuminated street name signs.

The following list of improvements is currently being planned for 2015 (subject to factors such as the completion of the detailed design, confirmation of external funding, etc): 1) new sidewalk on east side of Minoru Boulevard from Alderbridge Way to Elmbridge Way; 2) new walkway on north side of Bridgeport Road from Viking Way to No. 6 Road; and 3) Blundell Road frontage road improvements east of No. 5 Road to improve local access.



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Bridge Rehabilitation - No. 4 Rd Bridge and Fraserside Gate Bridge	Submission ID:	5376

Location: No. 4 Rd Bridge over Woodward Slough; and Fraserside Gate Bridge

Cost: \$110,000

OBI: \$ -

Funding Sources: Capital Revolving: \$110,000

Scope: No. 4 Road Bridge: Remedial work is required to improve pedestrian safety and traffic containment. Project scope includes the installation of new guardrails, traffic barriers, hazard markers and related minor work items.

Fraserside Gate Bridge: Project scope includes asphalt repair, sealing of expansion gaps, erosion control measures and mitigating sidewalk trip hazards.



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Neighbourhood Walkway Program	Submission ID:	5437

Location: Various

Cost: \$450,000 **OBI:** \$18,600

Funding Sources: Roads DCC: \$423,000
Roads City Assist: \$27,000

Scope: The general scope of this project includes the construction of new and/or enhancement of existing neighbourhood walkways/sidewalks, including wheelchair ramps, minor curb cuts, boulevard modifications, and other supplementary improvements, in response to requests from the public. Priority would be given to walkways/sidewalks connecting locations with high pedestrian activities, such as schools, neighbourhood service centres, bus stops, recreational services centres, shopping/retail centres, etc.

The program includes funding to be diverted back to the Roads DCC from the cancelled Belair Drive walkway, which was not supported by the majority of the affected residents. For 2015, the following preliminary locations are proposed: walkway along Shell Road, from the lane south of Williams Road to 90m south of Sealord Road. There may be additional walkways identified through requests by the public.



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Special Crosswalk Program	Submission ID:	4338

Location: Various Locations

Cost: \$350,000 **OBI:** \$13,600

Funding Sources: Roads DCC: \$329,000
Roads City Assist: \$21,000

Scope: The general scope of the program includes the upgrade of existing crosswalks on arterial roads (typically four-lane arterials) to include overhead illuminated signs with amber flashers, pedestrian-controlled push buttons, as well as enhanced accessible devices. The upgrade would include hardware such as poles, bases, junction boxes, underground/ communication conduits, controller, enhanced accessible devices, related wiring, pavement markings, illuminated crosswalk signs, amber flashers, push buttons, etc.

The following is the preliminary list of potential locations identified for 2015/2016: Chatham St & 1st Ave; Railway Ave & Hollymount Gate; Shell Rd & Bird Rd; No 4 Rd & Dayton Rd; Elmbridge Way & WCB Building.



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Street Light Pole Replacement - Seafair & Richmond Gardens - Phase 1 of 5	Submission ID:	5173

Location: Seafair and Richmond Gardens

Cost: \$132,000

OBI: \$ -

Funding Sources: Rate Stabilization: \$132,000

Scope: Remove and replace approximately 200 existing streetlights poles and retrofit concrete bases to allow for replacement of street light poles in the Seafair and Richmond Gardens subdivisions.

Estimated costs per pole:

Hardware, materials and equipment	\$2,200
Labour	\$800
Sub-total per pole	\$3,000
Total program cost	\$600,000
Annual program cost (5 years)	\$132,000



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Street Light Security and Wire Theft Prevention - Phase 4 of 5	Submission ID:	4778

Location: City Wide

Cost: \$140,000

OBI: \$ -

Funding Sources: Capital Revolving: \$140,000

Scope: This project is the fourth year of a five year program. The project includes two staff, removing approximately 2,000 existing street light access covers per year for five years and replacing them with reinforced access covers. The estimated cost breakdown of the project is as follows:

- Cost of labour \$36,000/year
- Cost of equipment \$4,000/year
- Cost of replacement panels \$100,000/year
- Total cost \$140,000/year approximately



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Traffic Calming Program	Submission ID:	4341

Location: Various locations

Cost: \$350,000

OBI: \$28,718

Funding Sources: Roads DCC: \$329,000
Roads City Assist: \$21,000

Scope: The general scope involves the implementation of traffic measures to address concerns regarding through (short-cutting) traffic and excessive speed on public roads. Typical elements include retrofitting existing streets with traffic calming measures including the construction of curb extensions, centre medians, installation of delineated walkways, extruded curbs, traffic circles, speed humps, traffic signage and other traffic reducing measures. In addition, supplementary streetscape improvements may include tree planting and other landscaping improvements to enhance the local pedestrian environment and overall street appearance.

For 2015, a proposed improvement is to pave and provide improved walking conditions on lanes that lead from Wellington Crescent and Hudson Avenue up to the Sea Island Community Centre and provide speed bumps and traffic calming signs if warranted.



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Traffic Signal Program	Submission ID:	4347

Location: Various locations

Cost: \$600,000 **OBI:** \$19,660

Funding Sources: Roads DCC: \$564,000
Roads City Assist: \$36,000

Scope: The general scope involves the following three key components:

- 1) Installation of new or upgrade of existing traffic signals to address growth in traffic, public requests, better management of pedestrian and vehicular movements, and safety concerns.
- 2) Installation of video detection camera systems at selected signalized intersections to enhance the detection of vehicles and bicycles, optimize traffic operations, provide real time video of traffic conditions to Traffic Management Centre (TMC), and providing photos of approach traffic for public information access on the City web site.
- 3) Upgrade of the communications infrastructure to higher capacity to better link multiple traffic signal electronic components to the TMC.



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Transit-Related Amenity Improvement Program	Submission ID:	5436

Location: Various

Cost: \$250,000 **OBI:** \$4,092

Funding Sources: Roads DCC: \$94,000
 Roads City Assist: \$6,000
 Developer Contribution \$150,000

Scope: The general scope includes transit-related amenity improvements within the municipal road right-of-way to support the introduction of various transit service improvements as well as on-going enhancements to existing transit infrastructure. Components include the installation of new non-advertising bus stop shelters, new benches along transit routes and other pedestrian generators, and other supplementary improvements required to facilitate pedestrian traffic generated by transit passengers.

Locations for bus stop shelters will be prioritized based on boarding activity and customer requests subject to sufficient availability of right-of-way.



2015 Recommended Infrastructure – Drainage Program

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Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Aquatic Invasive Species Management	Submission ID:	5483

Location: City wide

Cost: \$150,000

OBI: \$ -

Funding Sources: Drainage Utility: \$150,000

Scope: Scope of work for this project involves the management and control of invasive plants such as Parrot Feather, Eurasian Milfoil, Brazilian Elodea, Common Reed, etc. from existing ditches and watercourses. This project is part of a long term strategy to control aquatic invasive species that reduce the capacity of City's drainage ditches, increase maintenance costs, worsens water quality and reduces biodiversity.



Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Automated Irrigation Gate Installation and Local Ditch Upgrades	Submission ID:	5373

Location: Gate located at Steveston Hwy at Palmberg Rd and ditch along Steveston Hwy

Cost: \$300,000

OBI: \$2,000

Funding Sources: Drainage Utility: \$300,000

Scope: Install an automated irrigation gate at Steveston Hwy at Palmberg road and local ditch upgrades along Steveston Hwy.



Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Canal Stabilization - No. 3 Road and No. 8 Road Phase 4 of 5	Submission ID:	4786

Location: No. 3 Road and No. 8 Road Canals

Cost: \$300,000

OBI: \$ -

Funding Sources: Drainage Utility: \$300,000

Scope: Implement canal bank stabilization solutions at various locations south of Steveston Hwy on No. 3 Road and No. 8 Road. This will include partial re-profiling of the canal and construction of a retaining wall or similar stabilization structure.

This is a 5-year program that will be used to deal with canal and ditch wall stabilization issues in Richmond.



Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Horseshoe Slough Pump Station Rebuild	Submission ID:	4980

Location: Horseshoe Slough

Cost: \$4,200,000

OBI: \$13,000

Funding Sources: Drainage Utility: \$3,550,000
 Drainage DCC: \$643,500
 Drainage City Assist: \$6,500

Scope: Partially demolish the existing pump station and rebuild to a modern standard. This includes making local dike upgrades and landscaping the construction area. The project is estimated to take six months.

Major Cost Components:

- Civil (65%) - \$2,600,000
- Mechanical (19%) - \$860,000
- Electrical (16%) - \$740,000



Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Laneway Drainage and Asphalt Upgrade - Seabrook Crescent (East)	Submission ID:	5169

Location: East of Seabrook Crescent

Cost: \$340,000 **OBI:** \$1,000

Funding Sources: Drainage Utility: \$170,000
Other: \$170,000

Scope: Install drainage and upgrade 260 m of pavement. Does not include the addition of street lighting, curbs or gutters. The project is estimated to take two to three months and will be completed by October 2015.

Funding is requested from the Drainage Utility and the Annual Asphalt Paving Program (Asphalt Capping Provision).

Costs will be recovered through City Bylaw 8752 as development occurs.

Major Cost Components:

- Drainage \$170,000
- Pavement \$170,000



Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Laneway Drainage and Asphalt Upgrade - Steveston Highway 100m	Submission ID:	5374

Location: Steveston Hwy between 6th and 7th Ave

Cost: \$163,000 **OBI:** \$1,000

Funding Sources: Drainage Utility: \$82,000
Other: \$81,000

Scope: Install drainage and upgrade 100 m of pavement on Steveston Hwy between Sixth Avenue and Seventh Avenue. The project includes lane reconstruction and tie-ins/transitions but does not include the addition of street lighting, curbs or gutters. The project is estimated to take two to three months to complete.

Funding is requested from the Drainage Utility and the Annual Asphalt Paving Program (Asphalt Capping Provision).

Costs will be recovered through City Bylaw 8752 as development occurs.

Major Cost Components:

- Drainage \$82,000
- Pavement \$81,000



Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Laneway Drainage and Asphalt Upgrade - Swinton Crescent (West)	Submission ID:	4788

Location: Swinton Cr West from Maddocks Rd to Swinton Crescent

Cost: \$430,000 **OBI:** \$1,000

Funding Sources: Drainage Utility: \$215,000
Other: \$215,000

Scope: Install drainage and upgrade 326 m of pavement. Does not include the addition of street lighting, curbs or gutters. The project is estimated to take two to three months and will be completed by October 2015.

Funding is requested from the Drainage Utility and the Annual Asphalt Paving Program (Asphalt Capping Provision).

Costs will be recovered through City Bylaw 8752 as development occurs.

Major Cost Components:

- Drainage \$215,000
- Pavement \$215,000



Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Long Shaft Drainage Pump Replacement Program	Submission ID:	4814

Location: City Wide
Cost: \$300,000 **OBI:** \$ -
Funding Sources: Drainage Utility: \$300,000
Scope: Replace two longshaft drainage pumps with modern submersible pumps as required to maintain drainage system capacity.



Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Nelson Road South Pump Station Generator	Submission ID:	4806

Location: South end of Nelson Road

Cost: \$120,000 **OBI:** \$3,000

Funding Sources: Drainage Utility: \$120,000

Scope: Construct a concrete pad with fenced surround. Purchase and install a 200 kW generator and connect via a new transfer switch.

The project is estimated to take one month and be completed before the 2015 year-end.

Cost breakdown:

Civil	\$15,000
Equipment	\$85,000
Installation	\$20,000



Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	No. 1 Rd Box Culvert Rehabilitation	Submission ID:	5372

Location: No.1 Rd., North of Westminister Hwy

Cost: \$2,150,000

OBI: \$ -

Funding Sources: Drainage Utility: \$2,150,000

Scope: Sink holes are currently appearing on No.1 Rd., north of Westminister Hwy. This project is intended to rehabilitate approximately 270m of existing 1.52m x 2.7m box culvert on No. 1 Rd using grouted in place Segmental Glass Reinforced Plastic (GRP) liner.



Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Queens Road North Pump Station Generator	Submission ID:	4805

Location: North end of Queens Road

Cost: \$120,000 **OBI:** \$3,000

Funding Sources: Drainage Utility: \$120,000

Scope: Construct a concrete pad with fenced surround. Purchase and install a 200 kW generator and connect via a new transfer switch.

The project is estimated to take one month and be completed before the 2015 year-end.

Cost breakdown:

Civil	\$15,000
Equipment	\$85,000
Installation	\$20,000



2015 Recommended Infrastructure – Water Main Replacement Program

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Program:	Infrastructure Program	Sub-program:	Water Main Replacement
Project Name:	Watermain Replacement - Lulu Island North Area	Submission ID:	4797

Location: See Scope

Cost: \$2,160,000

OBI: \$ -

Funding Sources: Water Utility: \$1,810,216
 Water DCC: \$346,321
 Water City Assist: \$3,463

Scope: This project includes the installation of 1835 meters of 200 mm diameter watermain and 170 meters of 300 mm diameter watermain to replace the existing ageing infrastructure. The Waterworks Capital Program is based on watermain age, material, break history and the proposed road paving program.



Program:	Infrastructure Program	Sub-program:	Water Main Replacement
Project Name:	Watermain Replacement - Lulu Island West Area	Submission ID:	4795

Location: See Scope

Cost: \$3,590,000

OBI: \$ -

Funding Sources: Water Utility: \$3,027,094
 Water DCC: \$557,333
 Water City Assist: \$5,573

Scope: This project includes the installation of 3810 meters of 200 mm diameter watermain to replace the existing ageing infrastructure.

The Waterworks Capital Program is based on watermain age, material, break history and the proposed road paving program.



Program:	Infrastructure Program	Sub-program:	Water Main Replacement
Project Name:	Watermain/Drainage Replacement - Beecham Rd and Marrington Rd	Submission ID:	5425

Location: Beecham Rd and Marrington Rd

Cost: \$1,180,000 **OBI:** \$ -

Funding Sources: Drainage Utility: \$370,000
 Water Utility: \$569,590
 NIC: \$240,410

Scope: This project includes the installation of 90 meter of 200 mm diameter watermain, drainage catchment basins, inspection chambers, curb and gutter to replace the existing ageing infrastructure, in addition to local area improvements.



2015 Recommended Infrastructure – Sanitary Sewer Program

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Program:	Infrastructure Program	Sub-program:	Sanitary Sewer
Project Name:	Blundell Rd Forcemain Tie-Ins	Submission ID:	5531

Location: Blundell Rd, McCallan Rd, Railway Ave

Cost: \$400,000

OBI: \$ -

Funding Sources: Sanitary Utility: \$400,000

Scope: This project involves tie-ins for the Blundell Road sanitary sewer forcemain to the McCallan Road, Railway Avenue, and Claybrook Road forcemains. This includes an access chamber installation and temporary bypasses.



Program:	Infrastructure Program	Sub-program:	Sanitary Sewer
Project Name:	Development Coordinated Works in Capital - Sanitary	Submission ID:	5548

Location: Various

Cost: \$350,000

OBI: \$ -

Funding Sources: Sanitary Utility: \$350,000

Scope: This project will set aside funding for the City and private development to complete infrastructure works that are currently not identified in the capital program, but will benefit the City. Infrastructure works are more cost-effective when completed in conjunction with development.

This project will enable the City to leverage development to design and construct sanitary infrastructure outside of what would be required as part of their development. This includes upgrades and replacement of ageing infrastructure that can be completed by the developer simultaneously with development, thereby achieving economic and engineering efficiencies for the City.



Program:	Infrastructure Program	Sub-program:	Sanitary Sewer
Project Name:	Leslie Sanitary Pump Station	Submission ID:	5547

Location: Leslie Rd, East of No. 3 Rd

Cost: \$1,550,000 **OBI:** \$17,084

Funding Sources: Sanitary Utility: \$315,000
 Sewer DCC: \$1,222,650
 Sewer City Assist: \$12,350

Scope: This project involves the construction of a sanitary pump station, including wet well, pumps, electrical kiosk, generator set, 100 meters of 350mm forcemain and 65 meters of 200mm to 400mm gravity main.

The purpose of this project is to replace the existing Leslie sanitary pump station in advance of the adjacent site redevelopment. The existing pump station is approaching the end of its service life, and replacing it in advance of development will be more cost-effective for the City. In addition, engineering and construction efficiencies will be achieved, and public disruptions will be minimized.



Program:	Infrastructure Program	Sub-program:	Sanitary Sewer
Project Name:	Public Works Minor Capital - Sanitary	Submission ID:	4826

Location: Various locations

Cost: \$242,000 **OBI:** \$ -

Funding Sources: Sanitary Utility: \$242,000

Scope: This project involves minor work related to the sanitary infrastructure, including pump station upgrades, operational efficiency and functionality improvements, new technology testing, forcemain repairs, site-specific repairs in response to resident complaints, and manhole and valve box repairs.

Every year, Engineering and Public Works receives a number of requests for minor projects. The minor capital program allows the department to respond to these requests in a timely and cost effective manner.



Program:	Infrastructure Program	Sub-program:	Sanitary Sewer
Project Name:	Vulcan Way Sanitary Forcemain Replacement	Submission ID:	4540

Location: Vulcan Way, from No. 6 Rd to Bridgeport Rd

Cost: \$3,060,000 **OBI:** \$ -

Funding Sources: Sanitary Utility: \$3,060,000

Scope: The purpose of this project is to replace an ageing sanitary forcemain that is at the end of its service life. The project includes the construction of 1,300 meters of forcemain to replace existing infrastructure.

The project corresponds with the City's Ageing Infrastructure Report, and supports an objective in the Official Community Plan (OCP) to proactively plan infrastructure upgrades and replacements due to age and growth. Replacement will reduce the risk of pipe failure and minimize the cost and disruption of unplanned maintenance and emergency repairs.



2015 Recommended Infrastructure – Minor Public Works Program

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Program:	Infrastructure Program	Sub-program:	Minor Public Works
Project Name:	Minor Capital Waterworks Program	Submission ID:	5533

Location: Various Locations

Cost: \$400,000

OBI: \$ -

Funding Sources: Water Utility: \$400,000

Scope: This project involves minor work related to the water infrastructure, including minor watermain repairs and replacements, operational efficiency improvements, safety requirement changes, new technology testing, and response to resident complaints that require minor upgrades.

Every year, Engineering and Public Works receives a number of requests for minor projects. The minor capital program allows the department to respond to these requests in a timely and cost effective manner.



Program:	Infrastructure Program	Sub-program:	Minor Public Works
Project Name:	PW Minor Capital - Traffic	Submission ID:	4258

Location: Various locations

Cost: \$225,000

OBI: \$6,345

Funding Sources: Gaming: \$225,000

Scope: The general scope of this program includes various improvements to traffic systems as required with the following major components:

- A. Traffic Improvements: unforeseen capital improvements of a minor nature including wheelchair ramps, traffic signage, pavement markings, and traffic safety improvements.
- B. Traffic Signal/Communications Network: infrastructure renewal, physical plant upgrading, ongoing infrastructure development testing, and communications network conduit/cable.



2015 Recommended Infrastructure – Infrastructure Advanced Design Program

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2015 Recommended Infrastructure – District Energy Utility Program

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City Centre District Energy Utility 73

Program:	Infrastructure Program	Sub-program:	District Energy Utility
Project Name:	Alexandra District Energy Utility Expansion Phase 3 (2015)	Submission ID:	5432

Location: Alexandra neighbourhood

Cost: \$12,100,000

OBI: \$ -

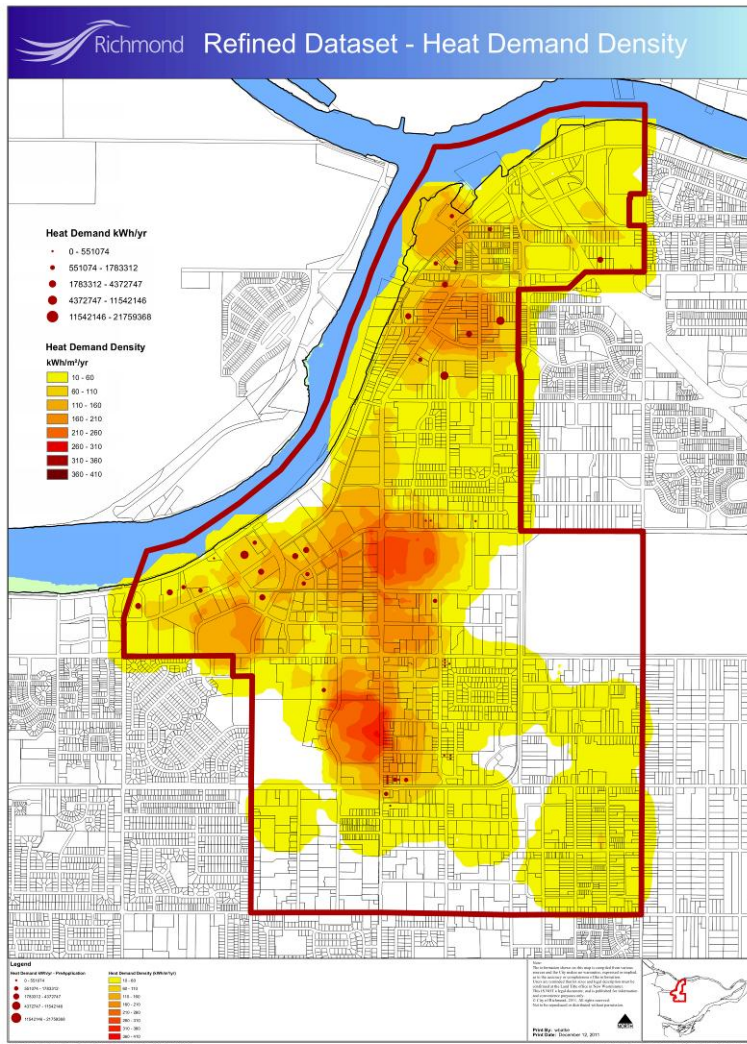
Funding Sources: Other: \$10,500,000
 Developer Contribution: \$1,600,000

Scope: Expand the energy capacity and distribution network of the existing ADEU to meet the needs of development in the service area. The portion of the energy required to service new customers will be provided by an additional geo-exchange field along the eastern edges of the West Cambie Neighbourhood Park. Additional natural gas boilers and cooling towers will be installed for supplement and backup. SmartCentres will receive heating and cooling from an air source heat pump system with excess heat delivered to buildings connected to ADEU. The existing energy centre will be expanded to accommodate all equipment necessary



Program:	Infrastructure Program	Sub-program:	District Energy Utility
Project Name:	City Centre District Energy Utility	Submission ID:	5424

Location:	City Centre Area		
Cost:	\$300,000	OBI:	\$ -
Funding Sources:	Water Utility:	\$300,000	
Scope:	Advanced design of the district energy ready (DE-ready) developments in the City Centre neighbourhoods, including DEU corridors. Coordinating design with the incoming new developments. Legal fees for negotiation, development and registration of DE-ready covenants. Coordinating negotiation of DEU servicing agreements, and implementation of City Centre DEU. Development, design and execution of a Request for Expressions of Interest (RFEOI) to execute the plan to provide district energy services in the City Centre North (Capstan) area.		



Building Program 2015

The building program includes major building construction and renovation projects as well as minor facility upgrades and repairs. The City’s building assets include: arenas, pools, community centres, libraries, heritage buildings, police stations, fire halls and other government facilities.

2015 Recommended Building Program

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Program:	Building Program	Sub-program:	Major Building
Project Name:	City Hall - Lighting Upgrade	Submission ID:	5409

Location: City Hall, 6911 No. 3 Road

Cost: \$110,000

OBI: \$ -

Funding Sources: Capital Revolving: \$110,000

Scope: Replace and upgrade various lighting systems, controls, and switches at City Hall, which are outdated and at end of life. This upgrade will result in cost avoidance and energy savings to the City of Richmond.



Program:	Building Program	Sub-program:	Major Building
Project Name:	City Hall - Main Elevators Modernization	Submission ID:	5418

Location: 6911 No. 3 Road, Richmond BC, V6Y 2C1

Cost: \$600,000 **OBI:** \$6,600

Funding Sources: Capital Revolving: \$600,000

Scope: The elevators modernization entails replacing the following:

- Machines and motors
- Controllers
- Car fixtures (buttons and position indicators)
- Hall fixtures
- Door equipment
- Seismic box and displacement kit



Program:	Building Program	Sub-program:	Major Building
Project Name:	Direct Digital Control Upgrade and Consolidation	Submission ID:	5413

Location: Various City Facilities

Cost: \$290,000

OBI: \$ -

Funding Sources: Capital Revolving: \$290,000

Scope: Replace and upgrade direct digital control systems associated with HVAC and lighting controls at select City facilities. This allows for more efficient building operation, increased ability for effective and timely in-house programming, reduced training requirements for multiple legacy systems, and increased ability for energy use monitoring and system anomaly notification

The DDC upgrade will be phased over 3 years with a funding breakdown of:

- Year 1: \$290,000
- Year 2: \$250,000
- Year 3: \$195,000



Program:	Infrastructure Program	Sub-program:	District Energy Utility
Project Name:	Energy Management – 2015 Projects	Submission ID:	5482

Location: Various

Cost: \$585,000

OBI: \$ -

Funding Sources: Enterprise Fund

Scope: The City of Richmond’s Energy Management Program has proven that well developed and designed energy management projects can provide strong cost saving returns - since 2007 approximately 35.0 GWh of cumulative energy has been saved. These savings have resulted in the avoidance of approximately \$1,750,000 in operational costs and 5,000 tonnes of greenhouse gas emissions. Partly due to the program, the City has received approximately \$1,000,000 in external funding for its energy conservation efforts, which is used to further the program and repay the internal corporate Enterprise Fund.

This program is also critical to maintaining the City’s leadership status among Lower Mainland municipalities in terms of energy management best practices, including the City’s current BC Hydro Power Smart Leader standing.



Program:	Building Program	Sub-program:	Major Building
Project Name:	Gateway Theatre - HVAC Renewals & Upgrades	Submission ID:	5403

Location: 6500 Gilbert Road

Cost: \$250,000

OBI: \$ -

Funding Sources: Capital Revolving: \$250,000

Scope: The main air handling unit and condensing unit are currently leaking refrigerant and is in need of immediate replacement. These units are well beyond their serviceable life of 25 years having been installed in 1984. Replacement with a modern unit will improve the energy efficiency of the building due to technological improvements to this type of equipment since original installation. In conjunction with the City's Energy Management Program achieving further energy efficiency gains will be examined, including researching external funding sources.



Program:	Building Program	Sub-program:	Major Building
Project Name:	Minoru Arena Silver - Evaporative Condenser Replacement	Submission ID:	5407

Location: 7551 Minoru Gate

Cost: \$121,000

OBI: \$ -

Funding Sources: Capital Revolving: \$121,000

Scope: The evaporative condenser is required in order for the facility to generate and maintain ice. The evaporative condenser is aged and will be replaced. Without replacement of this equipment, the condenser may fail and the facility runs the risk of being shutdown.

The automatic entrance doors to this facility are aged and have become problematic. These doors will be replaced with newer technology models, which will also be more energy efficient.



Program:	Building Program	Sub-program:	Minor Building
Project Name:	Richmond Animal Shelter - Trailer Installation	Submission ID:	5478

Location: 12071 No. 5 Road

Cost: \$136,200

OBI: \$4,360

Funding Sources: Gaming Revolving: \$136,200

Scope: The purchase and installation of a 20' x 20' mobile site office trailer that will be able to accommodate 60 - 75 animals on a monthly basis will significantly reduce overcrowding at the Richmond Animal Shelter. The shelter was designed to house approximately 70 animals but regularly accommodates over 200 animals on a monthly basis. The installation of a trailer is a cost effective means to provide much needed shelter space.



Program:	Building Program	Sub-program:	Major Building
Project Name:	South Arm Community Centre - Renewals & Upgrades	Submission ID:	5402

Location: 8880 Williams Road

Cost: \$650,000

OBI: \$ -

Funding Sources: Capital Revolving: \$650,000

Scope: Roof:

Portions of the existing roof are leaking and will be repaired.

Mechanical:

Numerous HVAC components (rooftops units) have reached the end of their serviceable life and will be replaced with energy efficient models.



Program:	Building Program	Sub-program:	Major Building
Project Name:	Works Yard Administration - Envelope Repairs	Submission ID:	5398

Location: 5599 Lynas Lane

Cost: \$250,000

OBI: \$ -

Funding Sources: Capital Revolving: \$250,000

Scope: A building envelope assessment has shown that the administration building is in a highly deteriorated condition with several leakage and life safety issues. While it is recognized the works yard may be relocated, the minimal envelope repairs are required to address life safety issues.



Program:	Building Program	Sub-program:	Major Building
Project Name:	Works Yard Stores - Roof Replacement	Submission ID:	5396

Location: Works Yard Stores Warehouse

Cost: \$200,000

OBI: \$ -

Funding Sources: Capital Revolving: \$200,000

Scope: The metal roof is rusted, aged and past its life expectancy and leaking. In order to increase the life of the existing roof and protect the building interior, the roof will be repainted all penetrations will be repaired.



Parks Program 2015

Richmond is renowned for its high quality parks and recreation facilities. The City's park system has over 120 parks that total approximately 1,700 acres. Parks are unique places designed and developed for the enjoyment of all city residents as well as visitors to Richmond. These sites usually contain a wide variety of recreational and sports facilities, play equipment and other specialized facilities. In addition to parks, Richmond has 50 kilometers of recreational trails.

2015 Recommended Parks – Major Parks/Steetscapes Program

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Program:	Parks Program	Sub-program:	Major Parks/ Streetscapes
Project Name:	Garden City Lands Phase 1	Submission ID:	5430

Location: Garden City Lands - Garden City Road and Westminster

Cost: \$2,100,000

OBI: \$35,000

Funding Sources: Parks Development DCC: \$1,975,050
Parks Development City Assist: \$124,950

Scope: This project is Phase One of the design and construction of the City's largest recent land acquisition (\$59.1 million) the Garden City Lands (GCL), for public open space. On June 9, 2014 City Council adopted the GCL Legacy Landscape Plan as the guide for developing these public lands for community use. There was extensive public process (File Ref.No.06-2345-20 REDMS No. 4219968). As Richmond is emerging into a dynamic urban center with a focus of sustainability, as per the 2041 OCP Vision statement, Council determined that the development of GCL would meet many community and environmental needs for now and the future. The Legacy Plan outlines over 25 City policies and objectives that the development of the GCL supports within a variety of focus areas such as sustainability agriculture; ecological health; community wellness; arts and culture; and city vibrancy. The number one request through the public process was for immediate access to the lands and for protection of the bog environment.

This capital submission project is for Phase 1 design construction of a 2.5 kilometer perimeter trail, preliminary water management infrastructure, signage and landscaping.



Program:	Parks Program	Sub-program:	Major Parks/ Streetscapes
Project Name:	Lang Park Redevelopment - Park Characterization	Submission ID:	5034

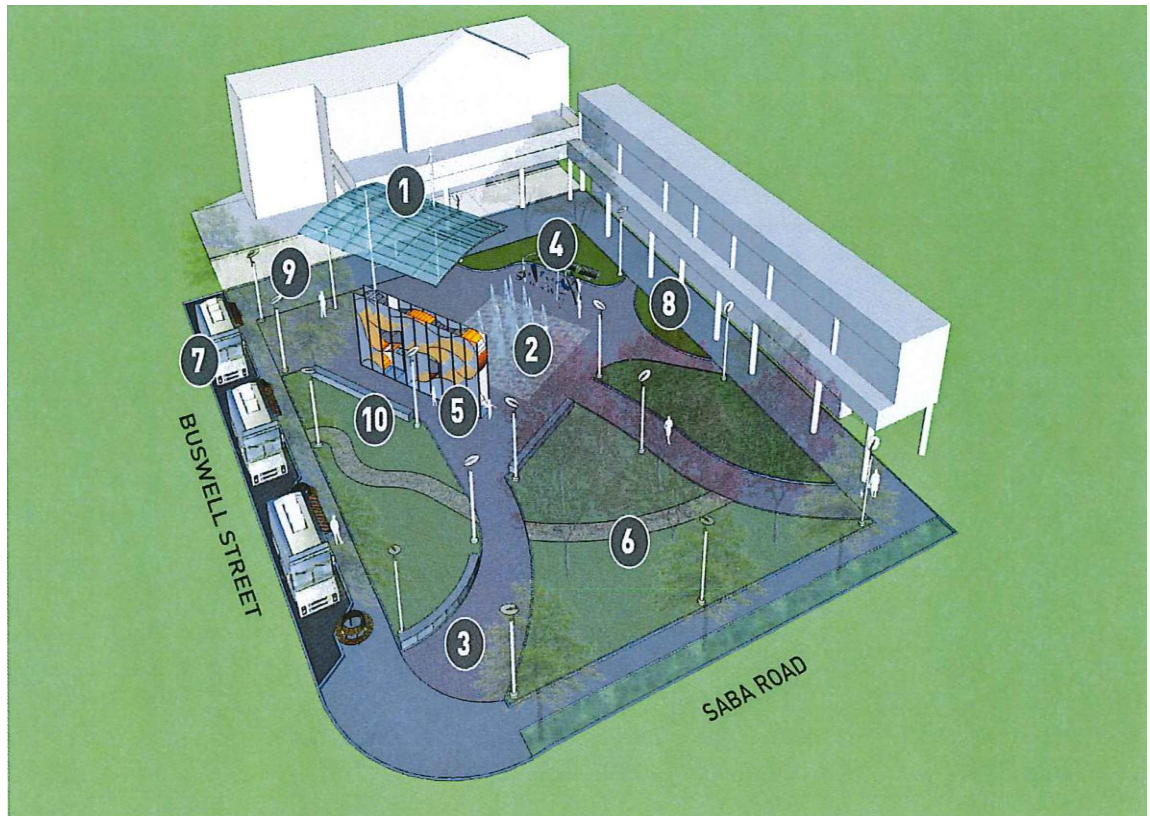
Location: Saba Road and Buswell Street

Cost: \$800,000

OBI: \$ -

Funding Sources: Parks Development DCC: \$752,400
Parks Development City Assist: \$47,600

Scope: Lang Park is well used, particularly by people who live in City Centre. However, the park has several deficiencies including: the lack of a covered area for use of the park during inclement weather; an overly large water feature that obstructs pedestrian circulation through the park, gets quite dirty, is expensive to maintain, and lacks opportunities for interaction; poor lighting; damaged paving; and outdated seating. Of particular concern is that the park lacks opportunities for children to play, even though more children live in the neighbourhood than did when the park was originally developed. The main objective of the project is to work with the community to renovate the park and address the noted deficiencies. The project is also consistent with Council Term Goals related to Community Wellness and enhancing "social connectedness, positive lifestyle traits and physical health".



Program:	Parks Program	Sub-program:	Major Parks/ Streetscapes
Project Name:	Middle Arm/Hollybridge Pier	Submission ID:	5252

Location: Hollybridge Way and Middle Arm

Cost: \$1,000,000

OBI: \$10,420

Funding Sources: Parks Development DCC: \$500,000
Waterfront Improvement: \$500,000

Scope: The City's Middle Arm waterfront park system continues to evolve with new features being added as time and budget allow. The proposed Hollybridge Pier will become a landmark along the Middle Arm, and an integral part of the parks and open space plan associated with ASPAC's River Green Village development that Council approved in 2013. The estimated cost of constructing the Hollybridge Pier is \$1,500,000. In 2013, ASPAC provided \$1,000,000 towards the construction of the pier. This submission includes \$500,000 towards the design and construction of the pier and \$500,000 for further Middle Arm park planning improvements, as well as development at the Oval Plaza.



RIVER GREEN VILLAGE PARKS AND OPEN SPACE PLAN
WATERFRONT PARK AND PIER

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Program:	Parks Program	Sub-program:	Major Parks/ Streetscapes
Project Name:	Parks Advance Planning & Design	Submission ID:	834

Location: Various Locations

Cost: \$500,000

OBI: \$ -

Funding Sources: Parks Development DCC: \$470,250
Parks Development City Assist: \$29,750

Scope: This annual program is to provide ongoing planning, research, consultation, project management, and construction detailing of both immediate and future projects in park construction or strategic open space planning.

The scope of work includes: researching best practices; collecting data, topographical surveys and geographical information; and securing consultation for landscape, architectural and engineering services as part of a planning and design process. The design process includes preparing and producing concept designs, reports, presentations and detailed construction drawings for upcoming Major Capital projects. The projects are both community and opportunity driven.

2015 projects include:

- Conceptual Park & Open Space Planning for various sites;
- Topographical Surveys (engineering site survey pick-up);
- Waterfront & Trails Strategy Implementation projects;
- Park Characterization projects; and
- GIS implementation for Parkland Inventory.



Program:	Parks Program	Sub-program:	Major Parks/ Streetscapes
Project Name:	The Gardens Agricultural Park	Submission ID:	4714

Location: No. 5 Road & Steveston Hwy

Cost: \$1,100,000 **OBI:** \$37,852

Funding Sources: Parks Development DCC: \$1,034,550
Parks Development City Assist: \$65,450

Scope: The Gardens Agricultural Park is a 12.2 acre city wide park that will serve the residential growth occurring in the Shellmont area and the existing community park service gap identified in the 2022 Parks and Open Space Strategy. The former botanical garden and theme park (the former “Fantasy Gardens”) site is being restored and developed to: provide recreational amenities (walking paths, playground, gardens); agricultural uses (small scale farming and community gardens); and serve as a location for community events. Phase 3 of the Council approved park master plan will encompass:

- Walking trails and vehicle access;
- Planting and landscaping;
- Community gardens and a farm program area; and
- Site furnishings and lighting.



2015 Recommended Parks – Minor Parks Program

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Program:	Parks Program	Sub-program:	Minor Parks
Project Name:	Parks Ageing Infrastructure Replacement Program	Submission ID:	3894

Location: Various

Cost: \$175,000

OBI: \$ -

Funding Sources: Gaming: \$175,000

Scope: This replacement program consists of a multi-year phased approach to replace failed hard surfaces, parks and open space infrastructure. These include: outdoor tennis, basketball, lacrosse, and hockey courts; baseball backstops; sports lighting fixtures; and other amenities that cannot be funded through Parks DCCs because of the DCC Bylaw Restrictions for Capital Construction eligibility.

Many of these amenities have not been replaced for over 40 years and are in severe damaged condition. As a result, City Staff, Community Centres and its Associations are consistently being contacted to address the safety concerns from the public and sports groups.

This program is relative to the Strategic Initiatives including Placemaking (Creating Experiences, Unique Parks & Open Spaces, Neighbourhoods, Safe & Event Friendly City).

For 2015, projects will include: various chainlink fencing; retrofit to backstops; and perimeter park fencing. The Blundell tennis courts are also in need of repair.

Chainlink fencing retrofit (various sites)	\$ 70,000
Blundell Tennis Courts	\$ 30,000
McDonald Beach Float Replacement	\$100,000



Program:	Parks Program	Sub-program:	Minor Parks
Project Name:	Parks General Development	Submission ID:	299

Location: Various Location

Cost: \$500,000 **OBI:** \$3,000

Funding Sources: Parks Development DCC: \$470,250
 Parks Development City Assist: \$29,750

Scope: This ongoing program addresses special opportunities, emergency requests, and safety driven concerns from the public, as per City Council and SMT's direction. This program focuses on ongoing improvements of various park amenities and facilities that are not part of other larger park capital programs. This funding allows the City the flexibility and ability to respond to Council direction and appropriate public requests in a timely fashion.

Examples of projects that have been funded by General Development include: new community gardens; new dog off-leash areas; walkways and pathways; benches and picnic tables; and new drainage systems.

For 2015, additional projects include improvements to several components at Minoru Park to support hosting major special events and sport tournaments at the site.



Program:	Parks Program	Sub-program:	Minor Parks
Project Name:	Playground Improvement Program	Submission ID:	4269

Location: Various Locations

Cost: \$200,000

OBI: \$ -

Funding Sources: Gaming: \$200,000

Scope: This Capital program addresses older playgrounds that do not meet the current safety guidelines (according to the industry standard, the Canadian Standards Association's "Children's Play Spaces and Equipment") or can no longer be maintained to meet the guidelines due to age, obsolescence or vandalism. The program is directed toward replacing all or part of a playground and includes: replacement of playground equipments, playground infrastructure (e.g. Resilient surfacing, borders, drainage); and landscape features.

This program supports Council's Term Goal to improve Community Wellness by helping children and youth build healthy habits, creating liveable urban environments and supporting development of the City's park and trails system.

The preliminary priority project for 2015 is Jesse Wowk School Park.



Program:	Parks Program	Sub-program:	Minor Parks
Project Name:	Seine Net Loft - Deck Repair	Submission ID:	5490

Location: Britannia Shipyards

Cost: \$572,000

OBI: \$ -

Funding Sources: Capital Revolving: \$572,000

Scope: In 2013 the Seine Net Loft at Britannia was substantially restored and has now become a popular new amenity for bookings, events and artifact displays. However, the exterior decking located over water surrounding the building is in immediate need of replacement.

Based on previous partial beam repair done for the Seine Net Loft, it costs approximately \$10,000 to repair a beam. The Seine Net Loft has approximately 40 deck beams.

- Deck beams ~ \$400,000
- Deck board replacement (selective) ~ \$20,000
- Consulting fees ~\$20,000
- Contingency 30%

Estimate cost = \$572,000



2015 Recommended Parks – Parkland Acquisition Program

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Program:	Parks Program	Sub-program:	Parkland Acquisition
Project Name:	Parkland Acquisition	Submission ID:	4264

Location: As per Parks DCC Land Acquisition Plan

Cost: \$3,330,000 **OBI:** \$ -

Funding Sources: Parks Acquisition DCC: \$3,131,865
 Parks Acquisition City Assist: \$198,135

Scope: The purpose of the Parkland Acquisition program is to acquire land for park requirements to address development and population growth. The program is based on the City's population projections, as per the Official Community Plan (OCP) with the objective of maintaining the parks provision standard of 7.66 acres/1000 population. The program is funded through Parkland Acquisition Developer Cost Charges (DCC's) and is guided by the Council approved 2009 Park Land Acquisition Strategy which provides the criteria for evaluating proposed acquisitions. Funding is required each year to allow the City to be strategic and responsive as properties become available, thus avoiding the need to borrow the funding from other City sources or pass bylaws to release the funds for each acquisition.

Acquisition of land as prioritized in the Council approved 2009 Park Land Acquisition strategy is for the purposes of creating or completing parks and open spaces to meet the needs of the city's growing population. The funding is typically allocated to an acquisition or acquisitions by year end.



Program:	Parks Program	Sub-program:	Parkland Acquisition
Project Name:	Parkland Acquisition – West Cambie	Submission ID:	5551

Location: As per Parks DCC Land Acquisition Plan

Cost: \$1,300,000

OBI: \$ -

Funding Sources: Parks Acquisition DCC: \$1,222,650
 Parks Acquisition City Assist: \$77,350

Scope: The purpose of the Parkland Acquisition program is to acquire land for park requirements to address development and population growth. The program is based on the City's population projections as per the OCP with the objective of maintaining the parks provision standard of 7.66 acres/1000 population. The program is funded through Parkland Acquisition Developer Cost Charges (DCC's) and is guided by the Council approved 2009 Park Land Acquisition Strategy which provides the criteria for evaluating proposed acquisitions. Funding is required each year to allow the City to be strategic and responsive as properties become available thus avoiding the need to borrow the funding from other City sources or pass bylaws to release the funds for each acquisition.

Acquisition of land as prioritized in the Council approved 2009 Park Land Acquisition strategy for the purposes of creating or completing parks and open spaces to meet the needs of the city's growing population. The funding is typically allocated to an acquisition or acquisitions by year end.



2015 Recommended Parks – Public Art Program

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Program:	Parks Program	Sub-program:	Public Art
Project Name:	Public Art Program	Submission ID:	4309

Location: Various Locations

Cost: \$407,941 **OBI:** \$10,000

Funding Sources: Public Art Program: \$407,941

Scope: The scope of work consists of a variety of public art projects. The following are proposed projects (with estimated costs) which may change during the project's duration based on the Public Art Program's consideration of public art opportunities and priorities and private development funding. The Public Art Program is a self-sustaining project funded by private development contributions to the Public Art Reserve. This request is to move \$407,941 from the Public Art Reserve to the Public Art Provisional to be expended as follows:

For Community Public Art Projects, \$100,000 total, as follows:

- City streets, parks and buildings: \$10,000 (additional funding for public works and facilities public art are included with Capital Submissions for these works)
- Community public art projects: \$30,000
- Community education and promotion of the public art program: \$10,000
- Collaboration on educational opportunities with the Richmond Art Gallery, Media Lab, Cultural Centre and Richmond Museum: \$15,000
- Pursuing community public art partnerships as they arrive: \$10,000
- Prepare public art opportunities as part of major City initiatives: \$25,000

For the Private Development Program, the cost determined is based on contributions received in 2013-2014, as follows (budgets reflect actual developer contribution less 15% of funds deposited to Public Art Provision for Program Administration or to Public Art Consultants for Project Administration):

CCM Investments, 8380 Lansdowne Road	\$74,474
The Gardens, 10880 No. 5 Road	\$64,378
Khalid Hassan, 9500 Granville Ave	\$13,610
Amacon Tempo, 7680 Alderbridge Way	\$131,796
Am-Pri, 7691 Bridge Street	\$ 23,683
Total Private Development Public Art Projects	\$307,941



Land Program 2015

The land acquisition program relates to the acquisition and disposition of real property for the City, as approved by Council.

2015 Recommended Land – Land Acquisition Program

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Affordable Housing Project Program 2015

Affordable Housing is responsible for coordinating the implementation of the Richmond Affordable Housing Strategy – a Strategy that was adopted in 2007 which contains recommendations, policies, directions, priorities, definitions and annual targets for affordable housing in the city. The City is working with other levels of government, the non-profit sector, the private sector, local groups and the community in pursuit of the Strategy’s goals.

2015 Recommended Affordable Housing Project Program

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Program:	Affordable Housing Project	Sub-program:	Affordable Housing Project
Project Name:	Affordable Housing Projects - West Cambie	Submission ID:	4867

Location: Various

Cost: \$125,000

OBI: \$ -

Funding Sources: Affordable Housing: \$125,000

Scope: To purchase land and financially contribute to various affordable housing projects as needs are identified in West Cambie, in accordance with the Council-adopted Affordable Housing Strategy.



Program:	Affordable Housing Project	Sub-program:	Affordable Housing Project
Project Name:	Affordable Housing Strategy Funded By Operating Reserves	Submission ID:	4861

Location: Various

Cost: \$750,000

OBI: \$ -

Funding Sources: Affordable Housing: \$750,000

Scope: To purchase land and financially contribute to various affordable housing projects as needs are identified, in accordance with the Council-adopted Affordable Housing Strategy.



2015 Recommended Equipment – Annual Fleet Replacement Program

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Program:	Equipment Program	Sub-program:	Annual Fleet Replacement
Project Name:	Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet)	Submission ID:	606

Location: Works Yard and Various City Departments

Cost: \$2,851,200 **OBI:** \$ -

Funding Sources: Water Utility: \$592,700
 Sanitary Utility: \$405,000
 Public Works Equipment: \$1,853,500

Scope: Fleet Reserve:(\$1,853,500)

This project is to replace and outfit various vehicles and equipment within the City’s fleet to ensure appropriate resources are available to support a wide range of functional areas within the City. Vehicles are replaced at the end of their useful life and in accordance with the objectives of the City’s Sustainable Green Fleet Policy 2020 and Green Fleet Action Plan. This project also includes upgrades to supporting systems such as the fuel dispensing and fleet maintenance systems.



2015 Recommended Equipment – Fire Department Vehicles Program

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Program:	Equipment Program	Sub-program:	Fire Dept Vehicles
Project Name:	Fire Vehicle Replacement Reserve Purchases	Submission ID:	3874

Location: No 1 Fire Hall

Cost: \$971,630

OBI: \$ -

Funding Sources: Fire Equipment: \$971,630

Scope: A Fire Pumper will take approximately 10 months from date of order to deployment.

Estimated replacement cost is \$873,630 CDN.

Estimated replacement of the support vehicles (1 @ \$48,000 and 2 @ \$25,000 for a total of \$98,056 CDN)



2015 Recommended Equipment – Miscellaneous Equipment Program

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Program:	Equipment Program	Sub-program:	Miscellaneous Equipment
Project Name:	Multi-Family Food Scraps/Organics Recycling and Optional Solid Waste Collection Services	Submission ID:	5553

Location: Various multi-family sites

Cost: \$700,000

OBI: \$ -

Funding Sources: Sanitary Utility \$700,000

Scope: This project is to provide food scraps recycling services to residents in multi-family complexes. The project includes the necessary items to deliver the service including the acquisition of carts, liners, kitchen catchers, delivery costs, education/outreach and a vehicle to support implementation requirements. This project is required to meet regional waste diversion targets and is in response to the regional disposal ban on organics, which came into effect January 1, 2015. This project also supports the City’s sustainability initiatives and solid waste and recycling framework.



Program:	Equipment Program	Sub-program:	Miscellaneous Equipment
Project Name:	Snow Shed Doors/Salt Covers	Submission ID:	5487

Location: Works Yard/Sidaway

Cost: \$200,000

OBI: \$ -

Funding Sources: Other: \$200,000

Scope: To enclose snow shed to prevent salt freezing in truck inserts at the Works Yard and to construct covers for the salt storage bays at the Sidaway Yard.



Program:	Equipment Program	Sub-program:	Miscellaneous Equipment
Project Name:	Weigh Scale for Large Commercial Vehicles	Submission ID:	5526

Location: Sidaway

Cost: \$100,000

OBI: \$ -

Funding Sources: Water Utility: \$50,000
Sanitary Utility: \$50,000

Scope: To install large commercial vehicle weigh scale at Sidaway Yard. Includes installation of ground improvements/infrastructure necessary to support installation of the scale and computer system to generate scale tickets within the existing office unit at the Sidaway Yard.



Equipment Program 2015

The equipment program includes machinery and vehicles for Public Works and Fire Rescue Services, computer hardware, software, library collections, and other miscellaneous equipment.

2015 Recommended Equipment – Technology Program

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Program:	Equipment Program	Sub-program:	Technology
Project Name:	2015 Microsoft Licensing & Storage	Submission ID:	5471

Location: Public Works Yard

Cost: \$136,000 **OBI:** \$ -

Funding Sources: Other Equipment: \$136,000

Scope: Purchase Windows Datacentre licenses with Software Assurance for the City's 5 Vmware servers at Works Yard. (\$73K)

VMESX14 - 4 sockets

VMESX15 - 4 sockets

VMESX16 - 4 sockets

VMESX10 - 2 sockets

VMESX9 - 2 sockets

Purchase MS Office 365 devices for iPads for MS license compliance (\$26,235) 55 iPads x 36 months x \$13.25

Purchase additional storage for Compellent SAN. (\$63K)



Program:	Equipment Program	Sub-program:	Technology
Project Name:	2015 Server Infrastructure Upgrades	Submission ID:	5417

Location: City Hall

Cost: \$281,600 **OBI:** \$44,900

Funding Sources: Other Equipment: \$281,600

Scope: Server Infrastructure Upgrades to increase the reliability and performance of the Richmond Interactive Map service (items 1 and 2), the performance of major Oracle databases (Item 3 – databases include PeopleSoft, Hansen, and Geographic Information System), and support for the new high-availability Oracle database servers installed in 2014 (Items 4a and 4b).

1. High Availability ESRI ArcGIS Servers - 2 x Dell PowerEdge R720 with 2 x 4core Intel Xeon CPU, 64GB memory, 300GB disk + 1.2TB SSD - \$36,000
2. High Availability SQL Server - Dell PowerEdge R720 with 2 x 6core Intel Xeon CPU, 256GB memory, 2 TB disk + 1.2TB SSD - \$38,500
3. Database-specific SAN infrastructure - 2 x 4 TB Fibre Channel SAN using all-flash array - will require an RFP - \$80,000
- 4a. Oracle Solaris test servers - 2 x Oracle Sparc T4-1 with 1 8core Sparc CPU, 128GB memory 1.5TB disk + SSD - \$76,500
- 4b. Oracle Standard Edition database licenses - 2 x 1 core processor licenses - \$25,000
5. Contingency that hardware prices may increase by time of order - 10% - \$25,600

Items 1 and 2:
Dell PowerEdge R720

Next-generation power and flexibility in a 2S/2U rack server.

Keep pace with the exponential change of the virtual age using the state-of-the-art feature flexibility of the PowerEdge™ R720.



Item 4a:
Oracle Sparc T4-1

SPARC T4-1 Server

High Performance Web Infrastructure, Middleware, and Application Development

Oracle's SPARC T4-1 server running Oracle Solaris delivers high performance in a compact and secure single-socket server. It provides a highly integrated platform with maximum security and speed for a wide range of single and multi-threaded enterprise and mission-critical applications.



Item 3:
All-flash Storage Array



Program:	Equipment Program	Sub-program:	Technology
Project Name:	Emergency Operations Centre Information Management System	Submission ID:	5416

Location: Various Locations

Cost: \$178,500 **OBI:** \$19,000

Funding Sources: Rate Stabilization: \$178,500

Scope: This project is to source, install and facilitate the use of an Emergency Information Management System to improve information management, analysis, display, sharing and archiving for the City's Emergency Operation Centre and first responders. This software would assist decision makers to support emergency sites, improve situational awareness, document the allocation and tracking of resources and assist in the archiving and creating of reports required for Disaster Financial Assistance from the Provincial and/or Federal Governments.

Total project cost is estimated to be \$228,500 and would be completed over two years.

\$155,000 initial software purchase

\$34,500 IT Project Manager

\$20,000 Hardware

\$19,000 Estimated cost of annual maintenance



Program:	Equipment Program	Sub-program:	Technology
Project Name:	Existing Operational Desktop Computer Hardware Funding	Submission ID:	4899

Location: City Hall

Cost: \$419,936 **OBI:** \$ -

Funding Sources: Computer Equipment: \$419,936

Scope: To replace City owned desktop computer equipment as per a scheduled lifecycle replacement plan and an appropriate repair inventory. Equipment to be replaced includes City desktop computers, printers, laptops, scanners, monitors and as of 2015, iPads and cellular phones.

2015 Desktop Computer Equipment Replacement Plan

- 240 Desktop (Scheduled)
- 20 Desktop (Breakfix)
- 10 Workstation
- 1 Workstation (Breakfix)
- 15 Laptop
- 10 Laptop w/docking station
- 171 Monitors
- 20 Monitors (Breakfix)
- 35 iPads
- 400 Cellular Handset (Scheduled)



Program:	Equipment Program	Sub-program:	Technology
Project Name:	Integrated Payment Approval	Submission ID:	5497

Location: Various Locations

Cost: \$100,000

OBI: \$ -

Funding Sources: Other: \$100,000

Scope: To develop and implement an Integrated Payment Approval (IPA) system, providing electronic routing and approval for vendor invoices, which will replace physical paper flow with electronic information flow. IPA will leverage on improvements made to the PeopleSoft Financial system in 2014, when IPA was identified as an opportunity for improvement to Richmond's procurement, approval and payment workflow.

IPA will: mitigate risk of inappropriate approval outside of spending authority limits; improve expense reporting cut-off for financial statements; improve cash flow projections with better data; and strengthen internal controls on expenditure approval and financial coding.

Within the scope of this improvement are all invoices incurred and paid by Richmond, except for expenditures for items such as: Hired Equipment, Employee Reimbursement, and Customer Refunds where IPA would not be applicable.

This project is expected to begin in April 2015 and finish in October 2015, and will be a partnership between Finance and Information Technology Departments. The components of the project will include external Consultant time, plus internal staff time in both Finance and IT.



Program:	Equipment Program	Sub-program:	Technology
Project Name:	Master Customer Data	Submission ID:	5428

Location:	City Hall		
Cost:	\$900,000	OBI:	\$100,000
Funding Sources:	Other Equipment:	\$900,000	

Scope: The City of Richmond is looking for future opportunities on how technology can enable the City to better support their Master Customer Data Management which includes Customer Response Management software, Customer Web Portal and Operational Centre. The vision is to provide software that allows for a single point of entry for dispatch and follow-through of externally or internally generated requests for service or complaints. By providing a Customer Response workflow tracking system, the City can be assured that constituents' requests or complaints are recorded and managed in order to mitigate risk and ensure timely follow up thus, improving customer service and responsiveness. The system can be integrated with other business applications where requests can be managed from call entry through dispatch, follow-up, work completion and resolution.



Program:	Equipment Program	Sub-program:	Technology
Project Name:	WorkSafe BC Claims/Incident Management System	Submission ID:	5383

Location: City Hall

Cost: \$105,925

OBI: \$ -

Funding Sources: Other: \$105,925

Scope: To source, purchase and implement a method to record, track and trend incident data in a centralized on-line system with configurable security for individual users or groups of users to ensure incidents are quickly responded to investigated and closed.



Child Care Program 2015

To address child care needs, the City plans the development of and partners with organizations to support a range of quality and affordable child care facilities.

2015 Recommended Child Care Program

Table of Contents

Child Care Projects - City Wide (non-capital grants)	129
Upgrade Four Child Care Facilities	130

Program:	Child Care Program	Sub-program:	Child Care Program
Project Name:	Child Care Projects - City Wide (non-capital grants)	Submission ID:	5532

Location: Various

Cost: \$10,000

OBI: \$ -

Funding Sources: Other: \$10,000

Scope: To ensure there is sufficient funding to support the 2015 Child Care Professional and Program Development Grants (non-capital). Grants are advertised in October 2014 and then with Council approval, awarded in February 2015.



Program:	Child Care Program	Sub-program:	Child Care Program
Project Name:	Upgrade Four Child Care Facilities	Submission ID:	5538

Location: Various

Cost: \$400,000 **OBI:** \$ -

Funding Sources: Capital Revolving: \$400,000

Scope: A significant amount of work is required to bring the existing City's 1990s child care facilities into a good state of repair. The four facilities are:

- Cook Road Children's Centre
- Riverside Child Development Centre
- Terra Nova Children's Centre
- Treehouse Early Learning Centre



Internal Transfers/Debt Payment Program 2015

The internal transfers/debt program relates to the use of capital funding for items that do not result in tangible capital assets. This includes: the repayment of capital funds borrowed from other internal sources of funding, external debt repayment and transfers to the operating budget for items that do not meet the asset capitalization criteria.

2015 Recommended Internal Transfers/Debt Payment Program

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Nelson Road Interchange Repayment.....	133
Parkland Acquisition Repayment	134
River Rd/North Loop (2005) Repayment	135
Shovel - Ready Grant (2009) Repayment Lansdowne Rd Ext	136

Program:	Internal Transfers/Debt Payment	Sub-program:	Internal Transfers/Debt Payment
Project Name:	2015 Equipment Lease Payments	Submission ID:	5138
Location:	City Hall		
Cost:	\$12,153	OBI:	\$ -
Funding Sources:	Other: \$12,153		
Scope:	MFA leases #9262, #9273		

Program:	Internal Transfers/Debt Payment	Sub-program:	Internal Transfers/Debt Payment
Project Name:	Nelson Road Interchange Repayment	Submission ID:	5297

Location: Finance

Cost: \$385,098

OBI: \$ -

Funding Sources: Roads DCC: \$385,098

Scope: A total of \$2.54M is to be repaid from Roads DCC to Surplus over 8 years.
The 2019 payment of \$385,098 is the 6th of eight equal payments.

Payment	Year	Balance	Payment	Interest	Principal
1	2014	\$2,540,065	\$(385,098)	114,303	270,795
2	2015	\$2,269,270	\$(385,098)	102,117	282,981
3	2016	\$1,986,289	\$(385,098)	89,383	295,715
4	2017	\$1,690,574	\$(385,098)	76,076	309,022
5	2018	\$1,381,552	\$(385,098)	62,170	322,928
6	2019	\$1,058,624	\$(385,098)	47,638	337,460
7	2020	\$721,164	\$(385,098)	32,452	352,646
8	2021	\$368,518	\$(385,098)	16,583	368,515

Program:	Internal Transfers/Debt Payment	Sub-program:	Internal Transfers/Debt Payment
Project Name:	Parkland Acquisition Repayment	Submission ID:	5545
Location:	As per Parks DCC Land Acquisition Plan		
Cost:	\$5,500,000	OBI:	\$ -
Funding Sources:	Parks Acquisition DCC: \$5,500,000		
Scope:	To repay the Industrial Use Reserve for parkland property acquisitions that used general funding due to the Parkland Acquisition DCC's not being sufficient at the time of acquisition. These funds are repaid with interest to the original funding source.		

Program:	Internal Transfers/Debt Payment	Sub-program:	Internal Transfers/Debt Payment
Project Name:	River Rd/North Loop (2005) Repayment	Submission ID:	2304

Location: Finance

Cost: \$1,685,056

OBI: \$ -

Funding Sources: Roads DCC: \$1,685,056

Scope: A total of \$18.2M is to be repaid from Roads DCCs to Surplus over 18 years.
The 2015 payment of \$1,685,056 is the 10th of 18 payments.

Payment	Year	Balance	Payment	Interest	Principal
1	2006	17,100,000	(1,769,576)	598,500	1,171,076
2	2007	15,928,924	(1,200,000)	557,512	642,488
3	2008	16,236,436	(1,867,000)	568,275	1,298,725
4	2009	14,937,712	(1,867,000)	522,820	1,344,180
5	2010	13,593,532	(468,210)	475,774	(7,564)
6	2011	13,601,095	(300,000)	476,038	(176,038)
7	2012	13,777,133	(200,000)	482,200	(282,200)
8	2013	14,059,333	(1,939,202)	492,077	1,477,125
9	2014	12,612,208	(1,317,000)	441,427	875,573
10	2015	11,736,635	(1,685,056)	410,782	1,274,274
11	2016	10,462,361	(1,685,056)	366,183	1,318,873
12	2017	9,143,488	(1,685,056)	320,022	1,365,034
13	2018	7,778,454	(1,685,056)	272,246	1,412,810
14	2019	6,365,644	(1,685,056)	222,798	1,462,258
15	2020	4,903,386	(1,334,953)	171,618	1,163,334
16	2021	3,488,258	(1,334,953)	130,902	1,204,051
17	2022	2,023,601	(1,334,953)	88,760	1,246,193
18	2023	507,681	(1,334,955)	45,143	1,289,812

Program:	Internal Transfers/Debt Payment			Sub-program:	Internal Transfers/Debt Payment	
Project Name:	Shovel - Ready Grant (2009) Repayment Lansdowne Rd Ext			Submission ID:	3780	
Location:	Finance					
Cost:	\$77,263	OBI:	\$ -			
Funding Sources:	Roads DCC: \$77,263					
Scope:	<p>A total of \$626,666 is to be repaid from Roads DCC to the Watermain Replacement Reserve over 10 years.</p> <p>The 2015 payment of \$77,263 is the 6th of 10 equal payments</p> <p>The loan amortization schedule is:</p>					
	Payment	Year	Balance	Payment	Interest	Principal
	1	2010	626,666	\$(77,263)	25,067	52,196
	2	2011	574,470	\$(77,263)	22,979	54,284
	3	2012	520,185	\$(77,263)	20,807	56,456
	4	2013	463,730	\$(77,263)	18,549	58,714
	5	2014	405,016	\$(77,263)	16,201	61,062
	6	2015	343,954	\$(77,263)	13,758	63,505
	7	2016	280,449	\$(77,263)	11,218	66,045
	8	2017	214,404	\$(77,263)	8,576	68,687
	9	2018	145,717	\$(77,263)	5,829	71,434
	10	2019	74,283	\$(77,254)	2,971	74,283

Infrastructure Program Unfunded Projects 2015

Due to funding constraints and higher priority projects, the following infrastructure projects are not recommended for funding.

2015 Unfunded Infrastructure Program

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Roads Minor Capital.....	138
Undergrounding - Lansdowne Rd	139

Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Roads Minor Capital	Submission ID:	4894

Location: City Wide

Cost: \$250,000

OBI: \$ -

Funding Sources: Capital Revolving: \$250,000

Scope: This project will fund minor road and sidewalk related infrastructure upgrades and the capital replacement of failing infrastructure. Projects include, but are not limited to: the installation of wheel chair ramps; the replacement of uneven sidewalks, curbs and small road sections (e.g. that are damaged through tree root ingress or settlement); street light repair; and the response to resident service requests that require site specific repairs.



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Undergrounding - Lansdowne Rd	Submission ID:	5005

Location: Lansdowne Rd from Cedar Bridge to Minoru Blvd

Cost: \$1,000,000 **OBI:** \$ -

Funding Sources: Capital Revolving: \$840,000
Grant: \$160,000

Scope: Undergrounding - Hydro/Tel will take place along Lansdowne Road from Cedar Bridge to Minoru Blvd.

This project will include the removal of poles, overhead cables/wires and the placement of kiosks in rights-of-way. 1/3 funding (\$160,000) from BC Hydro could be available for Hydro's portion of work (approximately \$500,000)

This is a single year project that is part of an ongoing program.



Building Program Unfunded Projects 2015

Due to funding constraints and higher priority projects, the following building projects are not recommended for funding.

2015 Unfunded Building Program

Table of Contents

City Hall - IT Room Optimization.....	141
Interurban Tram Restoration.....	142
Library and Cultural Centre - Arts Centre Lapidary Studio/Cultural Centre Kitchen Renovations.....	143

Program:	Building Program	Sub-program:	Minor Building
Project Name:	City Hall - IT Room Optimization	Submission ID:	5475

Location: 6911 No. 3 Road

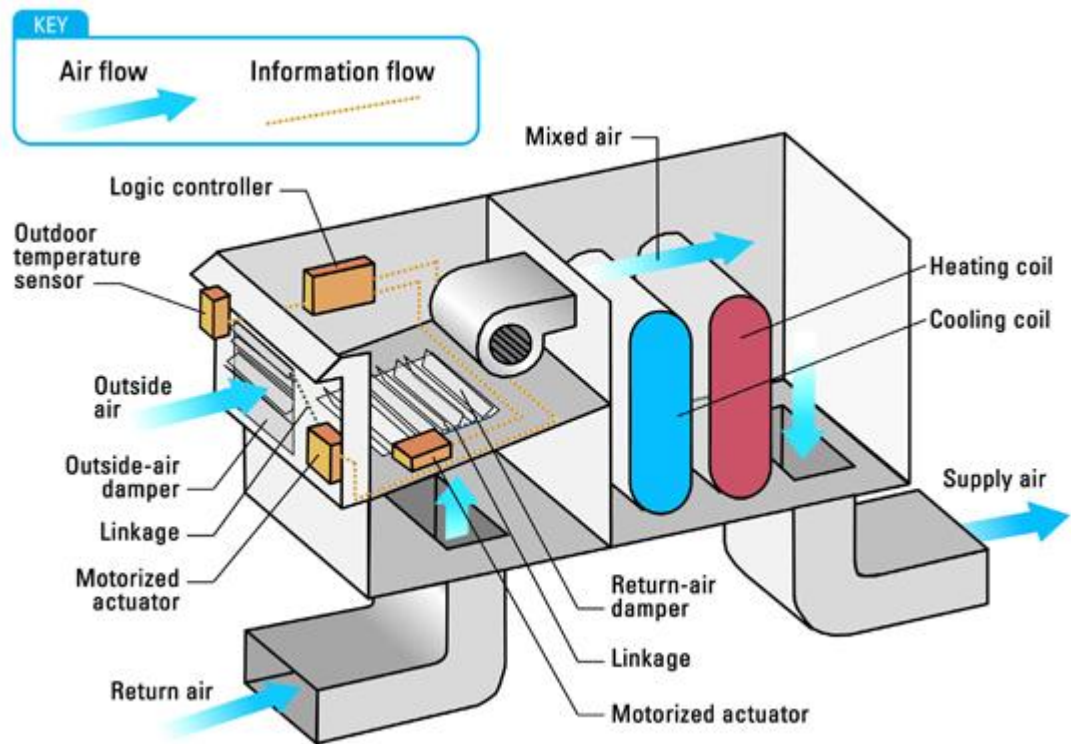
Cost: \$541,430

OBI: \$ -

Funding Sources: Capital Revolving: \$541,430

Scope: The IT Room system optimization entails installing / replacing the following:

- UPS power supply
- Controllers
- HVAC air handling units and compressors
- Gas suppression system



Program:	Building Program	Sub-program:	Major Building
Project Name:	Interurban Tram Restoration	Submission ID:	4693

Location: Steveston Park

Cost: \$396,000

OBI: \$ -

Funding Sources: Capital Revolving: \$396,000

Scope: The BC Electric Railway Interurban Tram #1220, built in 1912, is the largest and most valuable artefact in the City's collection. The first phase of restoration, funded through Steveston Road Ends account, was recently completed and included extensive mould remediation, a hazardous materials assessment, an inventory of parts, review of best practices, and a draft restoration plan. Phase 2 is the final stage of restoration and will include exterior bodywork, roof repair, detailed electrical and mechanical assessment, stabilization and repair (if necessary) of all systems including the undercarriage and trucks as well as interior finishes and furnishings. Full restoration of this artefact ensures optimum preservation for future generations while delayed restoration will risk further deterioration. Phase 2 funding was approved for 2011 but was subsequently diverted in 2012 to the Tram building completion as approved by Council on July 25, 2011. The OBI was approved as part of project #4259 - phase 1.



Program:	Building Program	Sub-program:	Major Building
Project Name:	Library and Cultural Centre - Arts Centre Lapidary Studio/Cultural Centre Kitchen Renovations	Submission ID:	5420

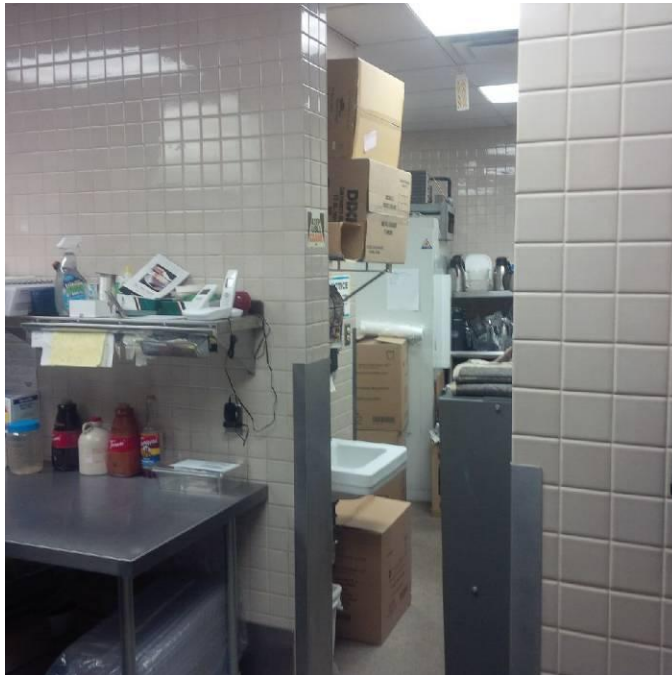
Location: Richmond Cultural Centre

Cost: \$372,200

OBI: \$ -

Funding Sources: Capital Revolving: \$372,200

- Scope:**
1. Conversion of the Arts Centre's Lapidary Studio into a Performing Arts studio:
 - Remove all cabinetry including sink area
 - Remove industrial air ducts above machinery
 - Renovate closet area
 - Add wood sprung floor and mirrors in south, west and east walls
 2. Conversion of the Silversmithing Room into an office:
 - Remove all cabinetry
 - Remove industrial air ducts above machinery
 - Add a one-way glass door to Performing Arts Studio
 - Change flooring to match with Atrium
 3. Conversion of the Cultural Centre Kitchen into a Multipurpose/Lapidary Studio:
 - Remove all industrial kitchen equipment
 - Remove tiles on walls
 - Replace exterior exit door with glass door
 - Add cabinetry to secure Lapidary equipment when not in use; add cabinetry for storage
 - Add water lines and traps for Lapidary machines
 - Add appropriate air ducts by machinery
 - Add bench/cabinetry for Silversmithing



Equipment Program Unfunded Projects 2015-2019

Due to funding constraints and higher priority projects, the following equipment projects are not recommended for funding.

2015 Unfunded Equipment Program

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Network Link to Hamilton CC & FH 5.....	145
Read-o-Graph Boards at Firehalls	146
Public Safety Mobile Command Vehicle	147

Program:	Equipment Program	Sub-program:	Miscellaneous Equipment
Project Name:	Read-o-Graph Boards at Firehalls 4, 6 and 7	Submission ID:	5194

Location: Firehalls 4,5,6,7

Cost: \$304,800

OBI: \$6,000

Funding Sources: Capital Revolving: \$304,800

Scope: This request is for four reader boards to be installed at Fire Halls 4, 5, 6 and 7. They are estimated at \$76,200 each for supply and installation. There are on-going annual maintenance costs.



Program:	Equipment Program	Sub-program:	Vehicle Equipment
Project Name:	Public Safety Mobile Command Vehicle	Submission ID:	5414

Location: Various Locations

Cost: \$992,000

OBI: \$ -

Funding Sources: Capital Revolving: \$992,000

Scope: The City must endeavour to provide up-to-date, reliable and safe equipment in order to contribute to the liveability of the community and the City's commitment to good management and community safety. An aging and high-maintenance Public Safety Mobile Command Vehicle is not in keeping with the City's vision. This project goal is to replace the current 1997 vehicle as it is beyond the end of its current life cycle and rapidly deteriorating. Replacing it with an industrial construction vehicle will improve its durability, reliability over a longer term, emission standards and provide higher quality community safety service.

Total project cost \$992,000

Vehicle replacement reserves \$9,000

Vehicle purchase \$655,000

Communications and data infrastructure equipment and interior completion \$328,000





City of Richmond

Report to Committee

To: Finance Committee

Date: January 30 2015

From: Jerry Chong, CA
Director, Finance

File:

Re: 2015 One-Time Expenditures


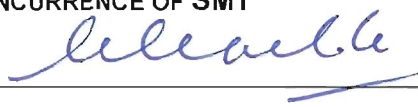
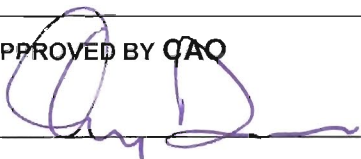
Staff Recommendation

That:

1. The recommended one-time expenditures in the amount of \$1.87M, as outlined in the 2015 One-Time Expenditures staff report, be approved.
2. The One-Time Expenditures be included in the City's 5-Year Financial Plan (2015-2019) Bylaw.


Jerry Chong, CA
Director, Finance
(604-276-4064)

Att. 2

REPORT CONCURRENCE
CONCURRENCE OF GENERAL MANAGER 
CONCURRENCE OF SMT 
APPROVED BY CAO 

Staff Report

Origin

One-time expenditure requests are typically non-recurring items for consideration over and above the base annual budget. Council established a Rate Stabilization Account (RSA) to provide funding for such requests without a tax impact. Each year, once the City’s accounts from the prior year are finalized, any arising surplus is transferred into the RSA. The funds can be used to help balance the budget in order to minimize any tax increases or to offset any one-time expenditure requests.

Any approved one-time expenditure requests will be included in the 2015-2019 5-Year Financial Plan (5YFP). The City must adopt the 5YFP Bylaw before May 15th of each year in accordance with Subsection 165(1) of the Community Charter.

Analysis

For 2015, there are 21 one-time expenditure requests totalling \$3.0M. The list includes items that were referred to staff, but not recommended in the 2015 Capital Budget due to funding constraints, capital and other priorities. Staff conducted a thorough review and prioritized each request using established ranking criteria.

Only high priority requests are recommended. If any one-time expenditure requests are approved by Council, the respective expenditure will be included in the 5-Year Financial Plan (2015-2019). There is no tax impact from any of the proposed one-time expenditures as they will be funded from the RSA which has a balance of approximately \$6.9M. The proposed 2015 Operating Budget recommends the use of \$0.4M funding from the RSA to reduce the tax impact, which would leave a balance of \$6.5M.

Table 1 shows the summary of the one-time expenditure requests:

Table 1 – One-Time Expenditure Requests Summary

# of One-Time Expenditures Requested	Recommended Amount (In \$000s)	Not Recommended Amount (In \$000s)	Total (In \$000s)
21	\$1,870	\$1,140	\$3,010

Attachments 1 and 2 provide a brief description of all one-time expenditure requests with recommendations and non-recommendations respectively provided by SMT and the CAO. Council may change any of the recommendations or may choose to address other one-time funding needs.

Financial Impact

The recommended one-time expenditure requests of \$1.87M are funded from the Rate Stabilization Account with no tax impact. These recommended amounts will be included in the 5-Year Financial Plan (2015-2019), should they be approved by Council. This leaves a balance of approximately \$4.6M in the RSA prior to the transfer of any surplus arising from 2014.

Conclusion

One-time expenditure requests were reviewed and prioritized by SMT and the CAO. The high priority requests in the amount of \$1.87M as summarized in Attachment 1 are recommended to be funded from the Rate Stabilization Account.



Melissa Shiau, CA
Manager, Financial Planning and Analysis
(604-276-4231)

MS:sx

- Att. 1: One-Time Expenditure Requests – RECOMMENDED
- 2: One-Time Expenditure Requests – NOT RECOMMENDED

Attachment 1: One-Time Expenditure Requests – RECOMMENDED

Ref	Requested By	Description	Requested (in \$000s)	SMT Recom'd (in \$000s)
1	Community Services	<p>Steveston Community Amenities Master Plan There is a Council referral to examine community amenities in Steveston in light of the current status of the community centre, library and park as well as other private and public development in the community. This project will evaluate the options and opportunities related to development / redevelopment of Community Amenities and lay out both a short and long term plan to meet community needs. The project will include facility evaluation and planning as well as significant engagement with key partners in Steveston and the public.</p>	\$69	\$69
2	Finance and Corporate Services	<p>Google Search Appliance This request is to replace the City's current obsolete and out-of-support Google Mini Search Appliance with the Google Search Appliance. Google no longer markets the Google Mini and the Google Search Appliance is an extremely enhanced replacement with many advanced search features. Implementing even some of these features will enhance the search provided on our City website significantly. Improvements to the City website search are in line with the mandate of the City's Digital Strategy.</p>	\$71	\$71
3	Community Services	<p>Major Events Provision Funding Major events in the City have been funded through surplus allocations in the past. This request is for \$750,000 to be allocated to the Major Events Provision account to allow continued financial support for City produced festivals such as Ships to Shore, Maritime Festival, Children's Arts Festival, the multicultural block party, the marketing campaign "Richmond Days of Summer" and others as endorsed. Each year a separate report is prepared seeking Council approval on events funded from the provision. The proposed allocations include: Plaza Activation 2015 - \$75,000 Maritime Festival 2016 - \$180,000 Ships to Shore 2016 - \$150,000</p>	\$750	\$750

Ref	Requested By	Description	Requested (in \$000s)	SMT Recom'd (in \$000s)
		Multicultural Block Party 2016 - \$225,000 Days of Summer 2016 - \$40,000 Event Sustainability Conference 2016 - \$20,000 Children's Arts Festival 2017 - \$60,000		
4	Community Services	Facilities Plan There is a requirement to update the City's Major Capital Facilities Plan and present to Council in 2015 in order to plan for the next phase of civic facility development. This one-time additional level request is to assist staff in developing the Community Services future facility needs and requirements. This technical plan will identify, assess and prioritize the Community Services facilities to be developed, decommissioned or replaced such as aquatics facilities, arts, heritage and culture facilities, ice facilities, sports amenities, community halls, libraries, animal shelter and community centres in the upcoming 10-20 years.	\$95	\$95
5	Finance and Corporate Services	Richmond Archives and Corporate Information Database Upgrade An Inmagic database upgrade will allow the City to provide a new level of efficient, 24-hour online service benefitting the public, Council and staff by increasing access to Richmond's past and present while reducing operational costs due to inefficiencies in the current system. Access to an array of archival records and corporate information from incorporation in 1879 to today will be enabled. Descriptions of photographs, maps, minutes, bylaws, and other City and community records will be available on the web. Thousands of digitized photographs that celebrate Richmond's heritage will be accessible. Improved web-based Council minutes search tools will facilitate public engagement.	\$43	\$43
6	Finance and Corporate Services	DCC Program Update The additional funding would be used to hire a consultant to help update the DCC program to incorporate new infrastructure required to support the growth envisioned in the updated Official Community Plan and Hamilton Area Plan as well as update the scope and cost	\$125	\$125

Ref	Requested By	Description	Requested (in \$000s)	SMT Recom'd (in \$000s)
		estimates of existing projects in the DCC program to better reflect current conditions.		
7	Community Services	<p>Sports For Life Strategy An updated Sport for Life Strategy is required to ensure there is a coordinated and comprehensive approach to sport in the community which takes into account the changing community demographics and facility landscape in the city. The Sport for Life Strategy provides direction to staff and community sport organizations related to the priorities for sport programming and facilities in the community. The updated strategy will include significant community consultation.</p>	\$50	\$50
8	Law and Community Safety	<p>RFR Recruitment and Hiring Costs In 2009, \$130,000 of surplus was allocated for recruitment and hiring new recruit fire fighters to replace vacancies. Between 2009 and 2013, the cost of recruitment and hiring entry level fire fighters completely expended the allocated \$130,000. The costs associated with recruitment and hiring include items such as advertising, testing and background checks. Although, portions of these costs are paid by the applicants, RFR still incurs cost. Additionally, when new employees are hired, they require new sets of personal protective equipment (PPE). Unlike the PPE for incumbent fire fighters, the cost of this new equipment is not included in the current operating budget.</p> <p>Hiring entry level fire fighters to replace employees will continue to occur on an annual basis. In 2013, RFR received over 500 fire fighter applications, and over 200 of those applicants went through rigorous testing. This testing costs RFR approximately \$250 per applicant. Additionally, each recruit fire fighter hired incurs a cost of \$2,200 for background checks and PPE. In the future, RFR will recruit year round, with those hired being from a qualified pool of candidates. Based on the past 6 years, RFR is anticipated to hire 6 candidates per year with a projected cost of \$25,000 per year for applicant</p>	\$38	\$38

Ref	Requested By	Description	Requested (in \$000s)	SMT Recom'd (in \$000s)
		testing (based on 100 new qualified applicants each year) and \$13,200 per year in background checks and PPE for recruit fire fighters.		
9	Library	<p>Kids' Computer Learning Lab at Richmond Library</p> <p>The Library's strategic plan identified a need for improved digital resources and for more programming focussing on digital literacy and learning skills, especially for children. Currently children's computer programs are held in the adult computer lab creating problems by displacing the adults and creating an intimidating environment for the children. The Kids' Computer Learning Lab would focus on digital resources for children and teach appropriate internet and social media use. Being laptop based means the program would be mobile and go out to other library branches and community locations.</p>	\$27	\$27
10	Finance and Corporate Services	<p>WiFi Network Expansion Phase I</p> <p>Item One: WiFi in Fire Halls (2015:\$18K) This two-year project will supply WiFi services to fire halls, including the vehicle bays. This will allow automatic updating of maps and pre-plans in trucks.</p> <p>Item Two: Recreation Centres (2015:\$27K) This two-year project will supply WiFi service to indoor & outdoor areas where required.</p> <p>Item Three: Aquatics, Arenas, Heritage Sites (2015:\$5K) This two-year project would supply WiFi service to outdoor areas.</p> <p>Item Four: Parks and Public Spaces (2015:\$208K)</p>	\$258	\$258
11	Finance and Corporate Services	<p>Service Level Review Management System</p> <p>The Project will involve the sourcing and implementation of a software solution to manage the life cycle of corporate service level reviews which have been initiated by the CAO: 1) to ensure effective management reporting, over the long term, of continuous improvement measures by business units; and 2) to gain efficiency in the administration of service level review</p>	\$50	\$50

Ref	Requested By	Description	Requested (in \$000s)	SMT Recom'd (in \$000s)
		information collected. IT will be involved in vendor selection, and assist with oversight of system implementation and support services from the selected vendor.		
12	Community Services	The Sharing Farm – Barn Construction The construction of a 1,400 square foot barn with a storage loft, walk-in cooler and sink will allow The Sharing Farm to efficiently process and store recently harvested fruits and vegetables and securely store tools and equipment. The barn will replace the former garage that was demolished in 2013. The project requires City funding and is funded by a \$30,000 Community contribution.	\$294	\$294
Recommended Grand Total			\$1,870	\$1,870

Attachment 2: One-Time Expenditure Requests – NOT RECOMMENDED (CONT'D)

Ref	Requested By	Description	Requested (in \$000s)	SMT Recom'd (in \$000s)
1	Community Services	<p>Richmond Museum Development Plan To further Council Goal 9.2 to plan for new cultural infrastructure including a new Richmond Museum, creating a Development Plan is the next stage of planning. It will include detailed information re: vision, mission statement and mandate; size and location; governance and administrative structure; programming, interpretation and storyline; branding and design requirements; capital and operating funding strategies; and further partnerships, amenity contribution and collaboration opportunities. Public consultation will take place throughout the plan to ensure stakeholder and community needs are addressed.</p>	\$200	\$-
2	Community Services	<p>Child Care Needs Assessment The current 2009-2016 Richmond Child Care Needs Assessment and Strategy was based on information collected in 2008. Since that time there has been an increase in the number of private child care businesses, changes to Provincial policy regarding full day kindergarten and shifts in parent preferences favouring institutional group care settings over home based family child care. The City needs current data in order to make informed decisions about child care facility development and service needs.</p>	\$50	\$-
3	Community Services	<p>Heritage Inventory Database The 2003 Heritage Inventory is a database of the most important historical sites in Richmond. The Inventory documents these sites, helps to increase awareness about Richmond's past, serves as a research tool and flags a property when inquiries are made regarding development that may affect it.</p> <p>The project will update, add to, delete where necessary and re-format the heritage inventory, coordinate it with the GIS database, and create an overall framework that will facilitate decision-making. Statements of significance for individual</p>	\$100	\$-

Attachment 2: One-Time Expenditure Requests – NOT RECOMMENDED (CONT'D)

Ref	Requested By	Description	Requested (in \$000s)	SMT Recom'd (in \$000s)
		resources will be updated or prepared where required and properties built after 1940, heritage trees, archaeological sloughs and archaeological sites will be added.		
4	Community Services	Replacement of Arts Centre Cargo Van Request to add a cargo van to the fleet inventory for the Art Centre for \$30K to replace the current Art Truck which is not in the fleet inventory. The annual operating costs for the cargo van would be \$12K, which includes maintenance, insurance, fuel and vehicle replacement program. The Art Truck provides arts outreach programming with a particular focus on connecting children/youth who may have financial barriers to the arts.	\$30	\$-
5	Finance and Corporate Services	Meeting Room Evergreen & Media Distribution Network Level One will incorporate the following replacements: (Total \$275K) <ul style="list-style-type: none"> - Meeting Rooms paging equipment & sound system \$17K - Meeting Rooms video distribution network \$93K - Fibre cabling for media distribution \$15K - Analog-to-digital cable TV system upgrade \$28K - Cat-6e or fibre cabling for digital TV \$10K - Meeting Rooms podium & presentation systems upgrade \$88K - Anderson Room acoustic upgrade \$10K - Anderson Room audio system upgrade \$14K Level Two will upgrade the video distribution network (\$72K) Level Three will incorporate the following replacements: (Total \$90K) Additional Meeting Rooms (City Hall & Works Yard) (Total \$123K)	\$560	\$-
6	Finance and Corporate Services	Network Access Control (NAC) The City's network extends to approximately 40 locations, plus wireless access in City Hall and Public Works Yard. The wireless network is appropriately secured from unauthorized access,	\$52	\$-

Attachment 2: One-Time Expenditure Requests – NOT RECOMMENDED (CONT'D)

Ref	Requested By	Description	Requested (in \$000s)	SMT Recom'd (in \$000s)
		<p>however it is still possible for someone to join the City's internal wired network from any location with limited physical access controls. This would apply to meeting rooms and remote locations in particular. Without physical controls to network access, logical controls have become imperative.</p> <p>The Network Access Control (NAC) would force anyone joining the network to authenticate themselves first. This would be accomplished using PKI security certificates stored on each machine, similarly to how laptops connect to the City Wifi network today.</p>		
7	Finance and Corporate Services	<p>REDMS Security Model Review The proposed project is the design of a new access model for REDMS. Our current access model is a combination of system requirements and strategic design. Due to technological changes and City re-organizations, we would like to re-examine our approach to REDMS access to ensure it meets our current needs. This project would involve mapping the current access model, reviewing and documenting all settings, groups and historical usage, consultation with users about access needs, mapping a new access model and identifying best practices, implementing changes, documenting procedures, and training staff on a new REDMS access & security model.</p>	\$55	\$-
8	Community Services	<p>Gateway Theatre Computer Upgrade Gateway Theatre currently operates with outdated computer hardware; 24 out of 26 units being unable to run on operating systems newer than Windows XP. New hardware and updated software are required in order to continue to offer consistency of service to theatre patrons as well as to community producers. This upgrade would also improve staff productivity and reduce the number of support hours currently required from City of Richmond IT staff to repair and troubleshoot problems associated with out-of-date technology.</p>	\$43	\$-

Attachment 2: One-Time Expenditure Requests – NOT RECOMMENDED

Ref	Requested By	Description	Requested (in \$000s)	SMT Recom'd (in \$000s)
9	Community Services	<p>Space Planning Consultant for Corporate Storage</p> <p>There is a requirement for a City wide storage space allocation study to determine the most effective and economical long term solution to the corporate need for storage. This request is for a space planning consultant. Many departments in the City have ongoing storage needs including Museum Collection, Gateway Theatre, RCMP, Clerks, Emergency Programs, Capital, and Buildings Project Development. Museum Collection: The current off-site storage warehouse on River Road which houses the majority of the 20,000 artefacts in the City's museum collection will be demolished in the next several years to make way for the Middle Arm Park. The building systems are starting to fail and the loading bay is now a concern with the new configuration of River Road.</p>	\$50	\$-
Not Recommended Grand Total			\$1,140	\$-