



City of
Peterborough

To: **Members of the General Committee**

From: **Richard Freymond**
Commissioner of Corporate and Legislative Services

Meeting Date: **June 8, 2020**

Subject: **Report CLSFS20-025**
December 31, 2019 Financial Report (Unaudited)

Purpose

A report to recommend the December 31, 2019 unaudited Quarterly Financial Report be received and that specific year-end transfers be made.

Recommendations

That Council approve the recommendations outlined in Report CLSFS20-025 dated June 8, 2020, of the Commissioner of Corporate and Legislative Services, as follows:

- a) That the December 31, 2019 Quarterly Financial Report (unaudited) attached as Appendix A to Report CLSFS20-025, dated June 8, 2020, be received.
- b) That Capital Levy approved in previous years' capital budgets for various projects, that is no longer needed, in the amount of \$288,276 and shown on Chart 2 in the Report CLSFS20-025, be transferred to the Capital Levy Reserve.
- c) That \$77,216 representing the Culture & Heritage – Archaeological Studies operating project surplus be transferred to the Capital Levy Reserve.
- d) That \$248,218 representing 50% of the 2019 Police Services surplus be transferred to the Police Special Projects Reserve.
- e) That an advance payment of \$60,000 plus HST be provided to the Peterborough Petes in 2020, \$15,000 to be deducted from each annual food and beverage payment to be made over the next four years and that an Amending Agreement be prepared to the satisfaction of the CAO and City Solicitor to this effect.

- f) That \$1.5 million from Capital Levy Reserve, from the 2019 surplus, be pre-committed to fund COVID-19 pandemic related expenditures.

Budget and Financial Implications

Approval of recommendation (e) will result in an advance payment of \$60,000 to the Peterborough Petes.

Chart 1 summarizes various year end transfers that Council approved under certain conditions as part of the 2019 Budget process.

Background

This report represents the year-end financial update as of December 31, 2019 and summarizes transfers to (from) various reserve and reserves funds made as part of the 2019 year-end closing.

The external auditors have not verified the numbers presented in this report; however, the figures are reflective of the care exercised and the substantial completion of the year-end process by staff and any subsequent adjustments resulting from that review.

The external year-end audit process will begin May 25, 2020 and will conclude when the Audited Financial Statements are presented to the Finance Committee in September 2020.

The presentation of the December Quarterly Financial Update is in a format consistent with the presentation of the 2019 Budget. Further adjustments will be necessary to convert the presentation to a full accrual format for purposes of the audited financial statement based on the accounting standards of Public Sector Accounting Board (PSAB).

Appendix A to this report provides both a summary and supporting details of expenditures and revenues for the Operating Budget and a summary of expenditures and revenues for the Capital Budget.

Appendix C to this report is a Reserve Fund Schedule that shows each City reserve, its balance, commitments and uncommitted balance, as per Council's motion on December 12, 2016, "that staff prepare a report on uncommitted reserve funds as part of the quarterly report process".

The balance of the report provides commentary on areas of financial interest.

Operating Budget

Schedule 1 of Appendix A is the Summary of Net Operating Revenue and Expenses as of December 31, 2019 and reflects a \$121,544 operating surplus that will be carried

forward to the 2020 Budget as a revenue item. The 2020 Budget was approved with a \$100,000 surplus carried forward from 2019.

Schedule 2 provides additional details of the Departmental Operating Expenses summarized on Schedule 1.

Schedule 1 – Summary of Net Operating Revenue and Expenditures

Lines 1 to 8 of Schedule 1 provide a highly summarized list of the Corporation's 2019 revenues that are not directly related to departmental expenses. Explanations of the more significant variances are:

Casino Gaming Revenues (line reference 7)

The 2019 Budget included \$4.0 million revenue from Casino Gaming. This was the first full year of Casino operations. The full amount was used to fund a portion of the Capital program. Actual Casino revenues generated by the City totaled \$3.2 million in 2019.

Schedule 2 - Summary of the Departmental Net Operating Expenses

Engineering, Construction and Public Works - \$0.88 million over budget (line reference 23)

Public Works Fleet – unanticipated repairs to various vehicles with associated higher parts costs, fuel cost overages and increased depreciation costs due to more equipment at higher rates.

Winter Control – unanticipated increases in material costs (salt and sand) and increased requirements due to weather conditions.

Arenas - \$0.6 million over budget (line reference 30)

Peterborough Memorial Centre and Evinrude Centre – decreased revenues at these facilities due to closure of PMC for floor repairs and move of the Lakers season and Petes training camp and practices to the Evinrude; reduced amount of floor and ice time available for rental at Evinrude.

Local Authority Services (LAS) Electricity Program

Based on report CPFS11-047 Electricity Price Hedging dated December 5, 2011, the City participates in a cooperative procurement program for the purchase of electricity. Approximately 134 Ontario municipalities participate in this program.

LAS, is a wholly owned subsidiary of the Association of Municipalities of Ontario. They developed the program to assist municipalities in achieving cost savings on electricity purchases by leveraging savings through group purchasing. By joining together in a

pooled purchase, municipalities leverage economies-of-scale when they approach the market as larger tenders and attract better pricing from suppliers.

In participating in this procurement program, there is no impact to the Peterborough Utilities Group, our local distribution company (LDC). The City's LDC does not earn its revenue based on where electricity is purchased, so purchasing electricity from LAS or any other retailer will not affect their operating results of the organization. The City still receives its distribution of power from the LDC.

Savings for each municipality is dependent on the number of electricity accounts enrolled and the total kWh's consumed. Savings realized in 2019 by participating in LAS's program compared to the government regulated pricing plan and prevailing time-of-use rates that would have otherwise been applicable during that same period of time was estimated to be \$94,431.

2019 Police Services Operating Budget Surplus - \$496,436 (line reference 43)

The Police Service ended the 2019 year with a surplus of \$496,436. In a letter dated April 3, 2020, (Appendix D) to members of Council, the Chair of the Police Services Board requested that the Board be permitted to retain the full surplus amount.

As part of the 2018 Budget process, Council, through Report CPFS18-045 2019 Draft Budget dated December 3, 2018, approved recommendation bb) which reads as follows:

That any unused Police Services Budget at the end of 2019 be transferred to the Police Special Projects Reserve, subject to the overall year-end position and approval by City Council and that, if the actual 2019 Police Services costs exceed the 2019 Budget, funds may be drawn from the Police Special Projects Reserve. (Page 189)

Staff recommend that half (50%) of the surplus, or \$248,218 be transferred to the Reserve.

Summary of Year-End Transfers to Reserves

As part of the 2019 Budget process, Council specifically authorized a number of transfers to reserve and reserve funds under certain conditions.

Chart 1 summarizes the transfers made under the authority of the 2019 Budget.

Chart 1
2019 Transfers to (from) Reserves and Reserve Funds

Ref	Description	Reserve or Reserve Fund	Transfer To (From)	Reserve Balance After Transfer (1)
1	Transfers Approved as part of the 2019 Budget Process or Specific Report – Subject to Overall Year-End Results:			
2	Information Technology	IT	\$391,412	\$1,168,568
3	Social Services – Community Social Plan	Social Services – Community Social Plan	\$135,859	\$136,218
4	Social Services – overall surplus	General Assistance	\$227,738	\$4,641,551
5	Housing	Housing	\$19,730	\$2,042,921
6	Peterborough County/City Paramedics – surplus	PCCP Reserve	\$426,559	\$1,035,554
7	Employee benefits – surplus	Employee Benefits	\$222,430	\$(16,052,814)
8	Risk/Emergency Management	Insurance	\$7,338	\$1,083,725
9	Organizational Development	Organizational Development	\$245,268	\$313,184
10	Parking	Parking	\$196,093	\$325,019
11	Sustainability	Sustainability	\$70,261	\$244,016
12	Traffic Signals – Surplus	Traffic Signals	\$135,207	\$135,166
13	Subdivision Engineering Fees	Subdivision Engineering Fees	\$445,613	\$647,086
14	Engineering Overhead	Engineering Design and Inspection	\$846,241	\$2,063,039
15	Public Art Maintenance	Public Art Maintenance	\$21,692	\$60,108
16	Public Works Depreciation	Public Works Equipment	\$14,740	\$2,908,530
17	Contingency Surplus	Capital Levy	\$192,338	\$3,148,276
18	Additional capital levy transferred from 2019 operations	Capital Levy	\$1,562,778 ⁽²⁾	\$3,148,276
19	Subtotal		\$5,161,297	

Ref	Description	Reserve or Reserve Fund	Transfer To (From)	Reserve Balance After Transfer (1)
20	Other Recommended Transfers			
21	Culture & Heritage – Archaeological Studies	Capital Levy	\$77,216	\$3,148,276
22	Peterborough Police Services – 50% of Surplus	Police Special Projects Reserve	\$248,218	\$1,543,667 ⁽³⁾
23	Total Year-end Transfers		\$5,486,731	

Notes:

- 1) For further details on reserve balances, see Appendix C of this report.
- 2) The transfer to the Capital Levy Reserve is shown as part of 'Transfers to Reserves and Reserve Funds' on Schedule 2 (line #36). The additional transfer is available due to an under-expenditure in line #35 – Tax-Supported debt servicing charges. The amount represents a timing difference between when the funds are provided through the budget process and when the debt principle and interest payments commence for large capital work.

Ensuring sufficient approved budgets exist before the procurement process commences and Tenders are awarded is a fundamental principle of the Procurement By-law 18-084. In the interim, the funds held in Reserve will be directed back to the Capital program either through a report to Council, or as part of a future Budget process.

- 3) Reserve balance assumes recommendation d) in this report is approved.

Agreement with Peterborough Petes

The City has a contract for food and beverage operations at the Peterborough Memorial Centre with Compass Group Canada Ltd. for the period June 7, 2019 through to June 6, 2024. Through the Amending Agreement dated August 21, 2017 between the City and the Peterborough Petes, the Peterborough Petes are entitled to 50% of the City's share of Gross Revenues from Food and Beverage Sales at Petes Games. The Contract for Food and Beverage Operations at the Peterborough Memorial Centre between the City and Compass Group Canada Ltd. specifies commissions will be paid to the City over years two through five and not in year one. No compensation in year one is a result of the facility shutdown during the floor renovation project (June 3 to October 18, 2019) and the significant capital investments required by Compass Group for their initial startup to deliver success over the contract term, enhancement of the venue's food and beverage areas plus recruitment and training of staff to Compass Group's hospitality standards. For annual budgeting purposes, the Peterborough Petes have expressed their request for continuous cash flow over the five-year agreement period starting with

the 2019/20 Season, resulting in the recommendation for the City to advance an average annual amount of food and beverage commissions (\$60,000 plus HST) to the Petes in 2020. An Amending Agreement would be prepared to the satisfaction of the CAO and City Solicitor to provide the details that one-quarter of the initial advance (\$15,000) would be deducted from the remaining four annual food and beverage commission payments. These recommendations are included in recommendation (e) of this report.

Schedule 3 - Summary of Capital Works in Progress

Schedule 3 of Appendix A is the Summary of Capital Works in Progress and provides a high-level overview. The Summary reflects all capital works including projects approved in the 2019 Capital Budget as well as projects previously approved but are still ongoing.

Capital Levy Reserve - \$3.5 million Year End Balance

The activity in the Capital Levy Reserve is summarized in Chart 2. The reserve had a balance at December 31, 2019 of \$3.4 million before commitments in the amount of \$0.3 million reduced the balance to \$3.1 million.

Chart 2
Capital Levy (CL) Reserve

Ref	Description	Transfer to (from) Reserve	Balance
1	Balance prior to year-end close		\$1,381,806
2	CL from various Capital Projects which are now closed – CL not required	\$288,276	
3	Carry over Heritage budget from 2019 to 2020	\$77,216	
4	Contingency balance – year end transfer	\$192,338	
5	Additional CL transferred from 2019 operations	\$1,530,523	\$2,088,353
6	Balance as of December 31, 2019		\$3,470,159
7	Commitments		
8	PDI Sale ⁽¹⁾	(\$244,667)	
9	Various Other Commitments	(\$77,216)	\$321,883
10	Uncommitted Balance		\$3,148,276

Notes:

- (1) Legal fee overages associated with the PDI sale in 2018 (\$150,000) and 2019 (\$94,667) totaled \$244,667. Total spent at December 31, 2019 is \$1.0M.

Financial Impact of COVID-19 Pandemic

As detailed in Report CLSFS20-026 dated May 11, 2020, staff have projected the financial impacts of the COVID-19 pandemic to be \$6.9 million to the end of June 2020. As a first step to fund these financial impacts, staff recommend a pre-commitment of \$1.5 million from the Capital Levy Reserve. Approval of recommendation (f) of this report by Council will pre-commit these funds for this purpose.

Budget Creation and Transfers made under Delegated Authority of Sections 9.1.1 or 9.1.3 of the City's Procurement By-law 18-084

Certain budget creations or transfers have been made under delegated authority as set out in Sections 9.1.1 and 9.1.3 of the City's Procurement By-law 18-084 (Section 10.1.1 and 10.1.3 of the previous By-law 14-127) which state the following:

- 9.1.1 Other than when Section 9.1.2 applies, the Chief Administrative Officer or the Treasurer are authorized to transfer Approved Budgets, including any uncommitted General Contingency, or the Capital Levy Reserve where the net required transfer is equal to or less than \$50,000. All such transfers will be reported in the Quarterly Financial Report.
- 9.1.3 The Chief Administrative Officer or the Treasurer are authorized to create a budget where 100% funding has become available, subsequent to the annual budget approval, for a specific Deliverable, and where no new full-time staff are required. All such budget creation will be reported in the Quarterly Financial Report.

Chart 3
Budget Transfers under Delegated Authority

Ref	Approval Date	By-Law 18-084 Ref	Approver	Description
1	December 31, 2019	9.1.1	Treasurer	Snow Storage Facility A \$7,158 transfer was approved from the Winter Control Reserve to fund cost increases related to acquiring Environmental Compliance Approval for the facility.
2	December 31, 2019	9.1.1	Treasurer	City Hall Replace Transformer Project A \$11,201.91 transfer was approved from the Facilities Maintenance Reserve to fund cost increases.
3	December 31, 2019	9.1.1	Treasurer	Wastewater Treatment Plant Process Modifications and Improvements Project A \$40,171 transfer from the Wastewater Reserve Fund was approved to fund cost increases related to the Secondary Clarifier Blower refurbishment.
4	December 31, 2019	9.1.1	Treasurer	Otonabee River Trail A \$6,300 transfer was approved from the Federal Gas Tax Reserve to deal with costs associated with a prior phase of the trail's development.
5	December 31, 2019	9.1.1	Treasurer	Peterborough Airshow The total Peterborough Airshow profit of \$15,586.77 was approved to be transferred to the Sustainability Reserve. 10% of the profit (\$1,558.68) was directed by Council to be used to fund a carbon offset project at the Airport, such as LED lighting upgrades.

Submitted by,

Richard Freymond
Commissioner of Corporate and Legislative Services

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Attachments:

Appendix A

Schedule 1 Summary of Net Operating Revenues and Expenditures

Schedule 2 Summary of the Departmental Operating Expenses

Schedule 3 Capital Works in Progress by Function

Appendix B

Supplemental Information

Appendix C

Reserve Fund Schedule

Appendix D

Letter and Report from Police Services Board

Schedule 1
City of Peterborough
Summary of Net Operating Revenue and Expenditures
As at December 31, 2019 (Unaudited)

REF C1	Description C2	Net Budget C3	% of Total Budget C4	Actual Net To Date C5	Budget Remaining C6	Actuals To Date as a % of Budget C7
1	<u>NET REVENUES</u>					
2	Tax Levy	133,259,043	88.8%	133,574,741	(315,698)	100.2%
3	Supplementary Taxes	983,000	0.7%	1,280,605	(297,605)	130.3%
4	Payments In Lieu	3,255,577	2.2%	3,608,741	(353,164)	110.8%
5	COPHI Dividends	5,784,000	3.9%	5,787,000	(3,000)	100.1%
6	Investment Income	2,500,000	1.7%	2,191,533	308,467	87.7%
7	Casino Gaming revenues	4,000,000	2.7%	3,228,101	771,899	80.7%
8	Other Revenues	271,000	0.2%	282,442	(11,442)	104.2%
9		150,052,620	100%	149,953,163	99,457	99.9%
10	<u>NET EXPENDITURES (Schedule 2)</u>					
11	City Council	663,681	0.4%	640,005	23,676	96.4%
12	Chief Administrative Officer	18,336,985	12.2%	18,427,186	(90,201)	100.5%
13	Corporate and Legislative Services	7,986,954	5.3%	7,877,220	109,734	98.6%
14	Infrastructure and Planning Services	32,467,973	21.6%	33,630,421	(1,162,448)	103.6%
15	Community Services	21,879,028	14.6%	22,630,848	(751,820)	103.4%
16	Financial Services - Other	32,654,571	21.8%	31,238,053	1,416,518	95.7%
17	Transfers to Organizations for Provision of Services	36,063,428	24.0%	35,387,886	675,542	98.1%
18		150,052,620	100%	149,831,619	221,001	99.9%
19	<u>PROJECTED SURPLUS</u>	-		121,544		

Schedule 2
City of Peterborough
Departmental Operating Expenses
As at December 31, 2019 (Unaudited)

Ref	Service, program, transfers	Budget			Actuals			Variance	
		Expenditures	Revenues	Net Requirement	Expenditures	Revenues	Net To Date	Budget Remaining	% of Budget Spent
C1	C2	C3	C4	C5	C6	C7	C8	C9	C10
1	City Council								
2	Mayors Office and Council	663,681	-	663,681	640,005	-	640,005	23,676	96.40%
		663,681	-	663,681	640,005	-	640,005	23,676	96.40%
3	Chief Administrative Officer								
4	Office of the Chief Administrative Officer	531,540	-	531,540	531,540	-	531,540	-	100.00%
5	Communication Services	952,301	(250,427)	701,874	987,941	(322,046)	665,895	35,979	94.90%
6	Fire Services	17,327,212	(682,956)	16,644,256	17,727,795	(911,403)	16,816,392	(172,136)	101.00%
7	Emergency and Risk Management	489,915	(30,600)	459,315	444,305	(30,946)	413,359	45,956	90.00%
		19,300,968	(963,983)	18,336,985	19,691,581	(1,264,395)	18,427,186	(90,201)	100.50%
8	Corporate and Legislative Services								
9	City Clerk	1,063,728	(335,290)	728,438	1,014,404	(394,784)	619,620	108,818	85.10%
10	Financial Services	2,289,160	(239,750)	2,049,410	2,298,852	(254,130)	2,044,722	4,688	99.80%
11	Facilities Management	2,294,931	(1,187,449)	1,107,482	2,196,001	(1,105,659)	1,090,342	17,140	98.50%
12	Facilities and Planning Initiatives	137,245	-	137,245	136,729	-	136,729	516	99.60%
13	Human Resources	1,139,204	-	1,139,204	1,091,374	(15)	1,091,359	47,845	95.80%
14	Information Technology	2,708,656	(83,479)	2,625,177	2,744,850	(119,673)	2,625,177	-	100.00%
15	Legal Services	2,047,978	(1,847,980)	199,998	1,780,778	(1,511,507)	269,271	(69,273)	134.60%
16		11,680,902	(3,693,948)	7,986,954	11,262,988	(3,385,768)	7,877,220	109,734	98.60%
17	Infrastructure and Planning Services								
18	Office of IPS Commissioner	406,796	(134,301)	272,495	406,796	(134,301)	272,495	-	100.00%
19	Planning	1,902,939	(178,500)	1,724,439	2,423,259	(708,495)	1,714,764	9,675	99.40%
20	Building Services	2,413,303	(1,946,845)	466,458	2,514,735	(2,034,515)	480,220	(13,762)	103.00%
21	Airport	3,312,752	(890,510)	2,422,242	3,160,715	(795,215)	2,365,500	56,742	97.70%
22	Infrastructure Managment	2,121,419	(1,329,812)	791,607	2,013,854	(1,225,694)	788,160	3,447	99.60%
23	Engineering, Construction and Public Works	14,564,432	(3,326,992)	11,237,440	15,656,686	(3,532,335)	12,124,351	(886,911)	107.90%
24	Transportation	20,928,864	(10,529,388)	10,399,476	21,041,246	(10,411,196)	10,630,050	(230,574)	102.20%
25	Environmental Services	26,619,184	(21,465,368)	5,153,816	25,764,985	(20,510,104)	5,254,881	(101,065)	102.00%
26		72,269,689	(39,801,716)	32,467,973	72,982,276	(39,351,855)	33,630,421	(1,162,448)	103.60%
27	Community Services								
28	Community Services Administration	1,916,283	(47,930)	1,868,353	1,833,901	(47,930)	1,785,971	82,382	95.60%
29	Arts, Culture and Heritage	5,273,246	(312,592)	4,960,654	5,446,415	(373,056)	5,073,359	(112,705)	102.30%
30	Arenas	6,285,191	(3,813,022)	2,472,169	6,813,315	(3,744,737)	3,068,578	(596,409)	124.10%
31	Recreation	4,689,302	(3,711,590)	977,712	4,726,378	(3,623,578)	1,102,800	(125,088)	112.80%
32	Social Services	85,197,103	(73,596,963)	11,600,140	84,750,660	(73,150,520)	11,600,140	-	100.00%
33		103,361,125	(81,482,097)	21,879,028	103,570,669	(80,939,821)	22,630,848	(751,820)	103.40%

Schedule 2
City of Peterborough
Departmental Operating Expenses
As at December 31, 2019 (Unaudited)

Ref	Service, program, transfers	Budget			Actuals			Variance	
		Expenditures	Revenues	Net Requirement	Expenditures	Revenues	Net To Date	Budget Remaining	% of Budget Spent
C1	C2	C3	C4	C5	C6	C7	C8	C9	C10
34	Financial Services - Other Financial								
35	Tax-supported debt servicing charges	11,769,235		11,769,235	9,043,531	-	9,043,531	2,725,704	76.80%
36	Capital Levy	9,454,880		9,454,880	9,454,927	-	9,454,927	(47)	100.00%
37	Transfers to/from Reserves	9,490,000	(2,577,400)	6,912,600	10,675,183	(2,577,400)	8,097,783	(1,185,183)	117.10%
38	Property Taxation Costs	2,935,895		2,935,895	2,956,330	-	2,956,330	(20,435)	100.70%
39	Other Expenditures	1,201,287		1,201,287	1,304,808	-	1,304,808	(103,521)	108.60%
40	Contingency	380,674	-	380,674	584,393	(203,719)	380,674	-	100.00%
41		35,231,971	(2,577,400)	32,654,571	34,019,172	(2,781,119)	31,238,053	1,416,518	95.70%
42	Transfers to Organizations for Provision of Services								
43	Police Services	29,401,763	(3,725,052)	25,676,711	29,904,654	(4,476,161)	25,428,493	248,218	99.00%
44	Ptbo County/City Paramedics Service	5,370,226	(545,678)	4,824,548	4,943,667	(545,678)	4,397,989	426,559	91.20%
45	Fairhaven Debt and Operating Support	1,795,741		1,795,741	1,795,741	-	1,795,741	-	100.00%
46	Peterborough Public Health	1,330,450		1,330,450	1,330,450	-	1,330,450	-	100.00%
47	Ptbo & Kawarthas Economic Development	989,880		989,880	989,880	-	989,880	-	100.00%
48	Otonabee Region Conservation Authority	770,038		770,038	770,038	-	770,038	-	100.00%
49	Peterborough Humane Society	365,194		365,194	364,429	-	364,429	765	99.80%
50	Downtown Business Improvement Area	150,000		150,000	150,000	-	150,000	-	100.00%
51	Primary Healthcare Services	20,866		20,866	20,866	-	20,866	-	100.00%
52	Greater Peterborough Innovation Cluster	140,000		140,000	140,000	-	140,000	-	100.00%
53		40,334,158	(4,270,730)	36,063,428	40,409,725	(5,021,839)	35,387,886	675,542	98.10%
54	Total expenditures	282,842,494	(132,789,874)	150,052,620	282,576,416	(132,744,797)	149,831,619	221,001	99.90%

Schedule 3

City of Peterborough

Capital Works in Progress by Function

As at December 31, 2019 (Unaudited)

Project Description C1	Number of Active Projects C2	Total Project Budgets C3	Gross Expenditures Paid & Committed To Date C4	Gross Expenditures Compared to Budget (Over) Under C5	Gross Expenditures As a % To Budget C6	Other Revenues or Recoveries C7	Net Project Expenditures C8	Net Expenditures as a % of Budget C9	Approved Capital Budget Remaining (Unfinanced Expenditures) C10
Chief Administrative Officer									
Fire Services	8	1,427,975	1,101,066	326,909	77.00%	(13,839)	1,087,227	76.10%	340,748
Emergency Management	0	-	-	-	#DIV/0!	-	-	0.00%	-
Total	8	1,427,975	1,101,066	326,909	77.00%	(13,839)	1,087,227	76.10%	340,748
Corporate and Legislative Services									
Facilities Management	47	16,455,393	14,412,603	2,042,791	88.00%	414,770	14,827,372	90.10%	1,628,021
Facilities and Planning Initiatives	8	7,328,329	6,698,059	630,270	91.00%	(0)	6,698,059	91.40%	630,270
Information Technology	18	7,159,110	4,301,656	2,857,454	60.00%	146,408	4,448,064	62.10%	2,711,046
Other	22	17,453,338	14,316,658	3,136,680	82.00%	(274,484)	14,042,174	80.50%	3,411,164
Total	95	48,396,170	39,728,976	8,667,195	82.00%	286,694	40,015,669	82.70%	8,380,501

Schedule 3

City of Peterborough

Capital Works in Progress by Function

As at December 31, 2019 (Unaudited)

Project Description	Number of Active Projects	Total Project Budgets	Gross Expenditures Paid & Committed To Date	Gross Expenditures Compared to Budget (Over) Under	Gross Expenditures As a % To Budget	Other Revenues or Recoveries	Net Project Expenditures	Net Expenditures as a % of Budget	Approved Capital Budget Remaining (Unfinanced Expenditures)
C1	C2	C3	C4	C5	C6	C7	C8	C9	C10
Infrastructure and Planning Services									
Planning	25	20,737,198	10,848,962	9,888,236	52.00%	(3,617,676)	7,231,285	34.90%	13,505,913
Growth Areas	12	3,146,603	1,006,608	2,139,995	32.00%	(33,333)	973,274	30.90%	2,173,329
Industrial Parks	5	10,765,307	8,030,694	2,734,613	75.00%	(79,164)	7,951,530	73.90%	2,813,777
Building	2	130,000	21,044	108,956		-	21,044	16.20%	108,956
Airport	F17414	14,479,575	10,017,009	4,462,567	69.00%	192,943	10,209,953	70.50%	4,269,623
Flood Reduction Master Plan Projects	30	80,421,938	54,555,935	25,866,004	68.00%	(208,096)	54,347,838	67.60%	26,074,100
Geomatics/Mapping	6	1,677,418	1,015,545	661,873	61.00%	-	1,015,545	60.50%	661,873
Infrastructure and Planning Services - Administration	F19517	6,075,000	5,209,612	865,387	86.00%	(1,562)	5,208,051	85.70%	866,949
Arterial	20	70,388,886	62,792,257	7,596,630	89.00%	1,273,412	64,065,668	91.00%	6,323,218
Collector & Local	9	24,089,821	22,345,781	1,744,039	93.00%	(50,000)	22,295,782	92.60%	1,794,039
Bridges	8	4,403,152	589,291	3,813,861	13.00%	-	589,291	13.40%	3,813,861
Sidewalks	10	5,329,477	3,948,103	1,381,374	74.00%	540,679	4,488,781	84.20%	840,696
Sanitary Sewers	9	10,638,718	5,232,484	5,406,234	49.00%	(5,421)	5,227,063	49.10%	5,411,655
Storm Sewers	6	3,226,476	2,632,232	594,244	82.00%	(0)	2,632,232	81.60%	594,244
Public Works	14	34,310,323	31,936,913	2,373,410	93.00%	(162,760)	31,774,152	92.60%	2,536,171
Transit	15	11,950,480	10,487,725	1,462,756	88.00%	(153,480)	10,334,244	86.50%	1,616,236
Parking	5	698,385	205,466	492,919	29.00%	(6,668)	198,798	28.50%	499,587

Schedule 3

City of Peterborough

Capital Works in Progress by Function

As at December 31, 2019 (Unaudited)

Project Description	Number of Active Projects	Total Project Budgets	Gross Expenditures Paid & Committed To Date	Gross Expenditures Compared to Budget (Over) Under	Gross Expenditures As a % To Budget	Other Revenues or Recoveries	Net Project Expenditures	Net Expenditures as a % of Budget	Approved Capital Budget Remaining (Unfinanced Expenditures)
C1	C2	C3	C4	C5	C6	C7	C8	C9	C10
Traffic	16	4,557,298	1,638,607	2,918,690	36.00%	(119,404)	1,519,203	33.30%	3,038,095
Transportation Planning	5	2,866,912	2,294,912	572,000	80.00%	(0)	2,294,912	80.00%	572,000
Environmental Services	13	11,912,158	9,071,113	2,841,047	76.00%	-	9,071,111	76.20%	2,841,047
Waste Management	10	27,889,086	8,615,898	19,273,187	31.00%	(174,000)	8,441,899	30.30%	19,447,187
Total	220	349,694,211	252,496,191	97,198,022	72.00%	(2,604,532)	249,891,656	71.50%	99,802,556

Schedule 3

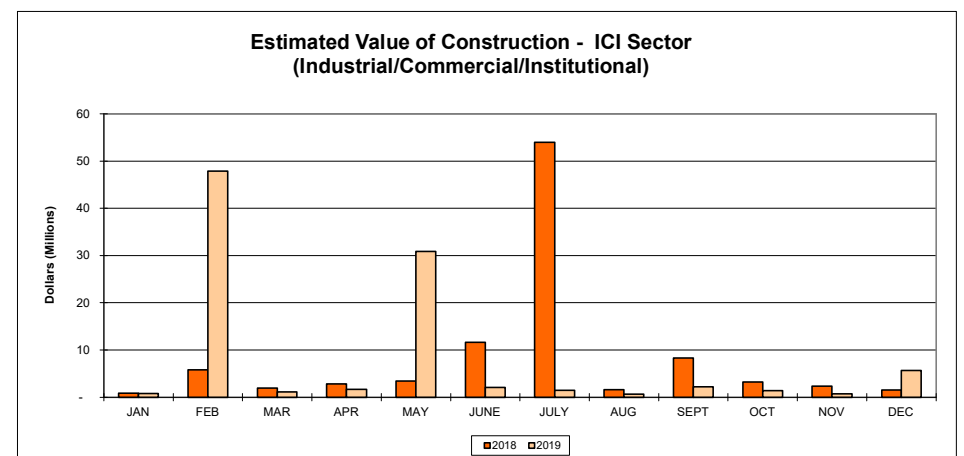
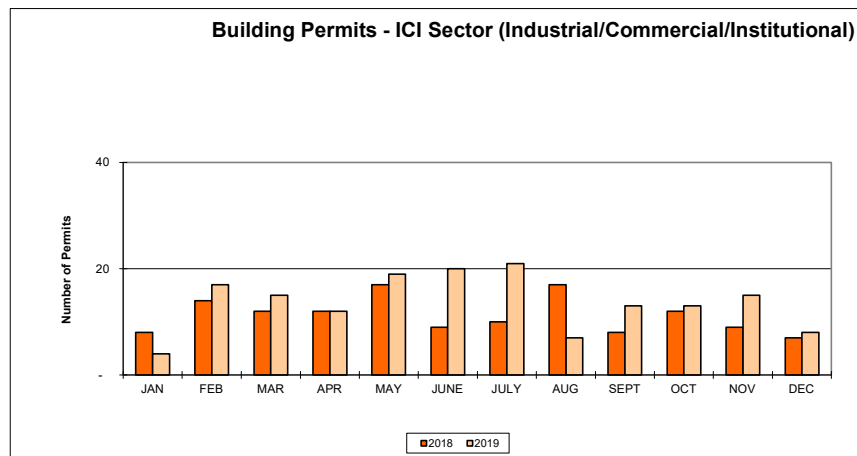
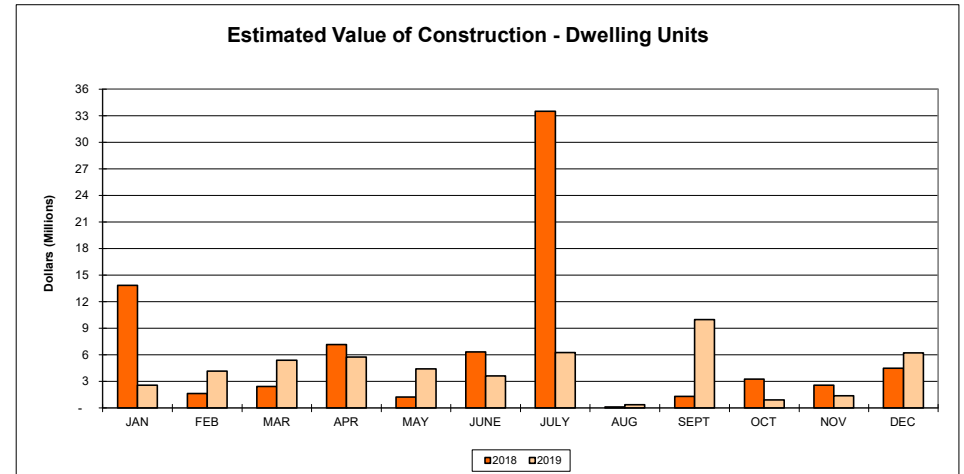
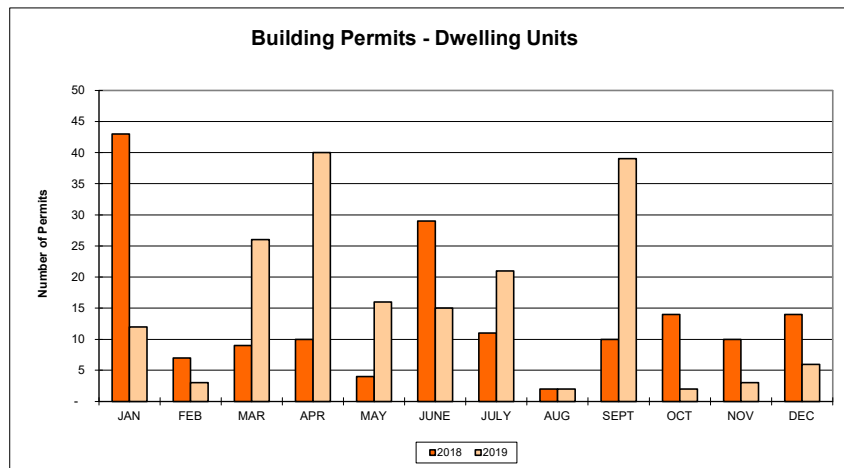
City of Peterborough

Capital Works in Progress by Function

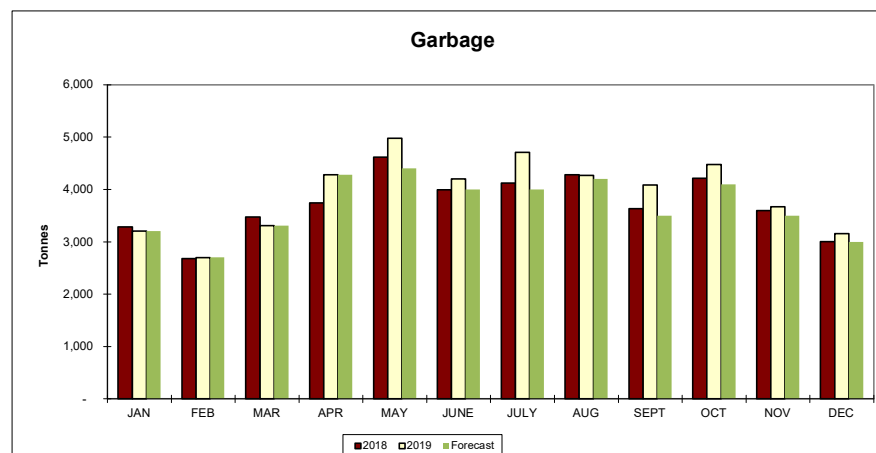
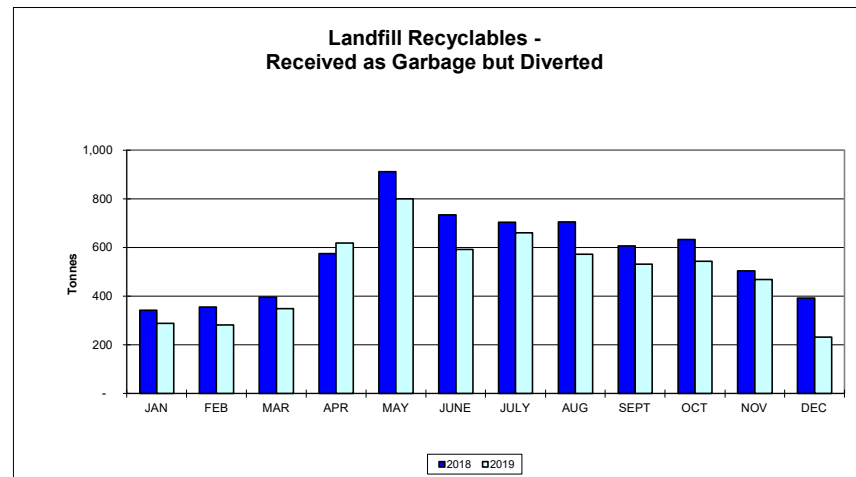
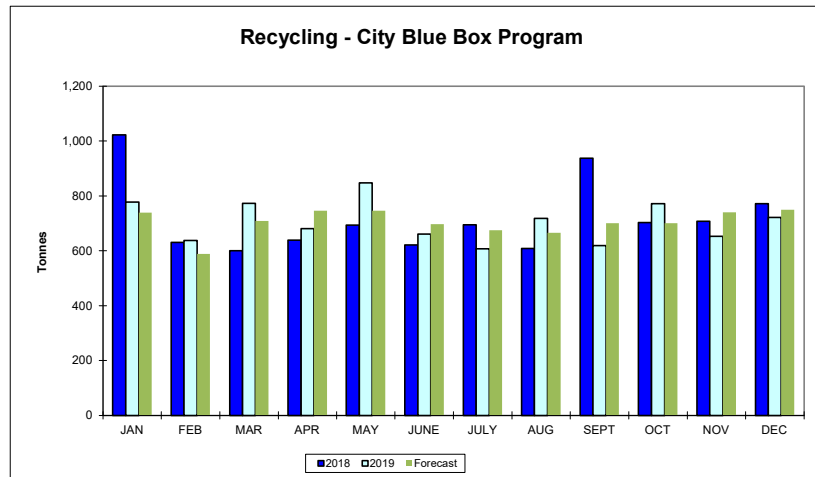
As at December 31, 2019 (Unaudited)

Project Description	Number of Active Projects	Total Project Budgets	Gross Expenditures Paid & Committed To Date	Gross Expenditures Compared to Budget (Over) Under	Gross Expenditures As a % To Budget	Other Revenues or Recoveries	Net Project Expenditures	Net Expenditures as a % of Budget	Approved Capital Budget Remaining (Unfinanced Expenditures)
C1	C2	C3	C4	C5	C6	C7	C8	C9	C10
Community Services									
Administration	14	2,785,322	2,489,340	295,983	89.00%	(277,956)	2,211,383	79.40%	573,939
Arts Culture & Heritage	6	819,485	586,797	232,689	72.00%	-	586,796	71.60%	232,689
Museum	1	75,000	78,061	(3,061)	104.00%	-	78,061	104.10%	(3,061)
Library	0	-	-	-	0.00%	-	-	0.00%	-
Art Gallery	1	100,000	21,000	79,000		-	21,000	21.00%	79,000
Arenas	14	6,465,021	4,951,134	1,513,887	77.00%	255,928	5,207,062	80.50%	1,257,959
Memorial Centre	3	449,018	411,181	37,836	92.00%	(22,164)	389,018	86.60%	60,000
Marina	3	35,567	33,773	1,794	95.00%	-	33,773	95.00%	1,794
Recreation	13	3,159,575	3,716,177	(556,603)	118.00%	(958,569)	2,757,610	87.30%	401,965
Social Services	5	16,436,400	9,437,422	6,998,978	57.42%	-	9,437,422	57.42%	6,998,978
Total	60	30,325,388	21,724,885	8,600,503	72.00%	(1,002,760)	20,722,125	68.30%	9,603,263
Police									
Police	6	1,634,220	1,872,995	(238,775)	115.00%	(138,880)	1,734,115	106.10%	(99,895)
Grand Total	389	431,477,964	316,924,113	114,553,854	73.00%	(3,473,317)	313,450,792	72.60%	118,027,173

Building



Waste Management



Appendix C

--Type of Reserve and Balance at December, 2019--										
Ref	Acct #	Description	Purpose of Reserve To assist in financing or fund...	Obligatory Reserve Funds, Deferred Revenue	Discretionary Reserve Funds	General Reserves	Approved Capital Contributions / (Commitments) to 2019	Approved 2020 Contributions / (Commitments)	Needed for Future Capital Planning	Uncommitted Balance
1		2	3	4 \$	5 \$	6 \$	7 \$	8 \$	9 \$	10 \$
		Working funds								
1	300	Working Funds	Operations in between revenue streams			1,271,953	-	-		1,271,953
		Contingencies								
2	342	Strike Contingency	Costs necessary due to an employee strike			120,000	-	-		120,000
3	380	Contingent Lease Liability	Americredit Lease commitment			100,000	-	-		100,000
4	382	Future Assessment Loss	Extraordinary tax write-offs - Auditor recommended			423,478	-	-		423,478
5	323	Capital Levy Reserve	In-year and future capital projects			3,392,943	-	(244,667)	(3,148,276)	-
		Replacement of equipment								
6	334	Arena Equipment	Arena equipment			7,815	(7,800)	-		15
7	345	Ptbo Sport & Wellness Centre Equipment	PSWC replacement equipment			148,931	(42,660)	-	(106,271)	-
8	308	Airport External Audit			40,000		-	-	(40,000)	-
9	400	Public Works depreciation	Public works replacement vehicles and equipment		4,310,214		(970,784)	(430,900)	(2,908,530)	-
		Sick leave								
10	302	Sick Leave	Fire Services Sick Leave Liability			2,299,907	-		(2,803,000)	(503,093)
		Insurance								
11	340	Insurance	Insurance costs below deductible or major issue			1,514,617	(316,471)	(114,421)		1,083,725
		Workplace Safety and Insurance Board (WSIB)								
12	329	WSIB Reserve	Future WSIB liabilities - (City is Schedule II employer)			2,457,233	-		(6,055,500)	(3,598,267)
		Post-employment benefits								
13	337	Employee Benefits Reserve	Future liabilities based on Actuarial review			2,862,886	-		(18,915,700)	(16,052,814)
		Parking revenues								
14	306	Parking	Parking Capital Expenditures			537,273	(212,254)		(325,019)	-
		Debenture repayment								
15	311	Airport Debt Servicing	Annual debt payments are approx. \$1.4M / year			59,618	-		(59,618)	-

Appendix C

--Type of Reserve and Balance at December, 2019--										
Ref	Acct #	Description	Purpose of Reserve To assist in financing or fund...	Obligatory Reserve Funds, Deferred Revenue	Discretionary Reserve Funds	General Reserves	Approved Capital Contributions / (Commitments) to 2019	Approved 2020 Contributions / (Commitments)	Needed for Future Capital Planning	Uncommitted Balance
1		2	3	4 \$	5 \$	6 \$	7 \$	8 \$	9 \$	10 \$
Per Service Purpose:										
General government										
16	301	Facilities Maintenance	Maintance of City Facilities			213,854	(39,900)		(173,954)	-
17	303	Casino Gaming	Casino Gaming			2,747,707	(4,314,000)	-	1,566,293	-
19	309	PTS Telephone Reserve	Replacement			150,000	-	(150,000)	-	-
20	314	Elections Reserve	Annual Contr.for municipal election every 4th year			392,445	-	130,000	(522,445)	-
21	316	Electronic Data Processing Equipment	IT Capital Expenditures			1,682,318	(450,000)	(63,750)	(1,168,568)	-
22	317	PTS MS Office Licences	Software License Capital Expenditure			24,556	(205,400)	(50,000)	230,844	-
23	350	Pay Equity	Pay equity costs			29,191	-	-		29,191
24	392	Organizational Dev & Ben Res	In year organizational development issues			313,184	-	-		313,184
25	399	Accessibility Improvements	Accessibility Capital Expenditures			61,498	(121,144)	-	59,646	-
26	396	Sustainability	Sustainability Capital Expenditures			255,139	(11,123)	-	(244,016)	-
27	328	Court House - 70 Simcoe St	Court House Capital Expenditures			611,219	(35,000)		(576,219)	-
Protection services										
28	325	Peterborough County/City Paramedics Service Reserve	Extraordinary In year cost			1,244,435	(47,000)	(161,881)		1,035,554
29	330	Fire Fighting & Safety Equip	Future Fire safety equipment			11,365	(38,967)	254,800	(227,198)	-
30	331	Fire Dispatch Reserve	Fire Dispatch Capital Expenditure			131,409	(21,380)	3,800	(113,829)	-
31	404	Fire Vehicle Equipment	Fire vehicles and equipment			1,722,852	(165,500)	(350,000)	(1,207,352)	-
Transportation services:										
Roadways										
32	313	Lily Lake Monitor Pgm Reserve	Unspent Provincial funding received			23,654	-	-	(23,654)	-
33	346	Infrastructure and Planning Services Dept Capital	IPS Capital Expenditures			156,295	(204,841)	50,000	(1,454)	-
34	349	Subdivision Engineering Fees	To match revenues with year of expenditure			950,579	(57,500)	(245,993)		647,086
35	343	Engineering Design & Inspection	To match revenues with year of expenditure			2,063,039	-	-		2,063,039
36	352	Decorative Streetlighting	Decorative Streetlighting Capital Expenditures			13,765	-	-	(13,765)	-
37	390	Bridge Reserve	Bridge Capital Expenditures			2,571,884	(2,420,027)	130,000	(281,857)	-
38	326	Winter Control	Extraordinary winter season costs			477,895	-	-		477,895
39	369	Traffic Signals	Traffic Capital Expenditures			802,870	(556,604)	(111,100)	(135,166)	-
40	363	Devlpt Proj Signs (Traffic)	Traffic Signs Capital Expenditures			177,914	(48,454)	(20,000)	(109,460)	-
39	315	Rear Lane Reserve	Operating costs to maintain Lanes			24,600	-	-		24,600
40	464	Downtown Decorative Streetlighting Enhancement	Main Street Revitalization			27,564	(25,132)	-		2,432
41	465	OMCC - Cycling	Project Grant funding			556,023	(532,246)	-		23,777
Transit										
42	378	Transit Capital	Transit Vehicles replacement			1,343,121	(1,064,618)	5,000	(283,503)	-

Appendix C

--Type of Reserve and Balance at December, 2019--										
Ref	Acct #	Description	Purpose of Reserve To assist in financing or fund...	Obligatory Reserve Funds, Deferred Revenue	Discretionary Reserve Funds	General Reserves	Approved Capital Contributions / (Commitments) to 2019	Approved 2020 Contributions / (Commitments)	Needed for Future Capital Planning	Uncommitted Balance
1		2	3	4 \$	5 \$	6 \$	7 \$	8 \$	9 \$	10 \$
		Air Transportation								
43	321	Airport Development Review Reserve	Operating costs for Development review			41,502	-	-	(41,502)	-
44	307	Airport Pavement	Airport Capital Expenditures			250,000	-	50,000	(300,000)	-
		Environmental services:								
		Sanitary sewer system								
45	372	FRMP - Res Sewer Surcharge	FRMP Capital Expenditures			12,915,908	(11,173,238)	(1,690,000)	(52,670)	-
46	416	Waste Water Reserve	Sanitary & Storm Sewer related Capital Expenditures		14,030,757		(10,052,760)	(307,816)	(3,670,181)	-
		Storm sewer system								
47	374	FRMP - Res Capital Levy	FRMP Capital Expenditures			11,987,763	(12,000,894)	-	13,131	-
		Waste disposal								
48	406	Waste Management	Waste Management Capital Expenditures			5,043,881	(4,160,921)	660,000	(1,542,960)	-
49	408	Landfill Closure	Closure & Post closure costs			4,227,761	-	(5,227,953)		(1,000,192)
		Health services								
50	373	Peterborough Public Health	Available as City share for one-time expenditure			103,528	-	-	(103,528)	-
		Social and family services								
51	336	General Assistance (Social Services)	Extraordinary GA costs due to incr caseload/cost			5,161,095	(328,544)	(191,000)		4,641,551
52	384	SS Community Social Plan 50/50 Reserve	Shared with the County			336,218	(200,000)	-		136,218
53	385	Social Services - Early Learning Child Development	Provincial Funds for Early Learning Program			540,029	-	-		540,029
54	420	Fairhaven Home for the Aged	Fairhaven Debt financing			278,541	-	-	(278,541)	-
		Social housing								
55	339	Home Ownership Loan Fund	Housing incentive Program			430,163	-	(430,163)		-
56	341	Kawartha & Otonabee Native Cap. Reserve	K & O Native Capital Expenditures			1,090,782	-	-	(1,090,782)	-
57	351	Investment Affordable Housing - Peterborough Renovates	Housing incentive Program			300,786	-	(6,000)	(294,786)	-
58	354	Social Housing	Extraordinary Social Housing costs			2,257,021	(46,300)	(167,800)	(2,042,921)	-
59	364	Social Housing-City/County	Extraordinary Social Housing costs			702,509	-	-	(702,509)	-
60	365	Social Housing-DOOR Funding	Provincial funding specific to DOOR program			1,113,971	-	(250,000)	(863,971)	-
61	394	Ptbo Housing Corp Capital Reserve	PHC capital Expenditures			260,174	-	-	(260,174)	-
62	413	Affordable Housing PropertyRes	Housing incentive Program		213,326		-	75,000	(288,326)	-
63	381	Rent Choice Supplement (Joint)	Housing incentive Program		94,356		-	(77,178)	(17,178)	-
64	414	Affordable Housing Partnership	Housing incentive Program		613,343		(308,321)	12,400	(317,422)	-

Appendix C

--Type of Reserve and Balance at December, 2019--										
Ref	Acct #	Description	Purpose of Reserve To assist in financing or fund...	Obligatory Reserve Funds, Deferred Revenue	Discretionary Reserve Funds	General Reserves	Approved Capital Contributions / (Commitments) to 2019	Approved 2020 Contributions / (Commitments)	Needed for Future Capital Planning	Uncommitted Balance
1		2	3	4 \$	5 \$	6 \$	7 \$	8 \$	9 \$	10 \$
		Recreation and cultural services:								
65	391	Public Art Maintenance	Maintenance of Public Art		103,226		-	(43,118)	-	60,108
		Recreation facilities - Other								
66	318	Museum Administration/Accession	Acquisition and care of artifacts/archival collection			22,821	-	-		22,821
67	322	Cannabis Legalization Implementation	Cannabis Legalization Implementation			-	-	-		-
68	324	Museum Renovation	Museum Capital Expenditures			205,248	(35,000)	12,000	(182,248)	-
69	332	Evinrude Centre - Surcharges	Used to help fund Evinrude debt			140,836	-	-	(140,836)	-
70	347	Ptbo Sport & Wellness Centre Capital Conservation	PSWC Capital Expenditures			64,054	-	50,000	(114,054)	-
71	370	New Athletic Fields	New Athletic Fields Capital Expenditures			618	-	-		618
72	371	Beavermead Reserve	Beavermead Capital Expenditures			51,227	-	24,966		76,193
73	387	Artificial Turf	Artificial Turf Capital Expenditures			300,000	-	75,000	(375,000)	-
74	388	Market Hall Performing Arts	Market Hall Capital Expenditures			904	-	-	(904)	-
75	389	Sportfield Lights	Sportfield Lights Capital Expenditures			150,000	-	25,000	(175,000)	-
76	393	PACAC Reserve	PACAC Costs			19,838	-	(17,500)		2,338
77	395	Marina	Marina Capital Expenditures			22,552	(25,567)	15,524	(12,509)	-
78	397	General Recreation Reserve	Recreation Capital Expenditures			10,325	-	-	(10,325)	-
		Planning and development								
79	362	Control Monuments - New Subdivisions	Control Monuments Capital Expenditures			3,495	(25,452)	-		(21,957)
80	304	Economic Development Initiatives Reserve	Economic Development Activities			24,407	-	-		24,407
81	310	Industrial Land	Industrial Land Capital Expenditures			177,842	(55,404)	(78,924)		43,514
82	312	Property Purchases	Property Purchases Capital Expenditures			1,829,179	(1,965,954)	-	136,775	-
83	327	Loggerhead Marsh	Amts committed to Loggerhead March Developers			449,994	-	-	(449,994)	-
84	333	Site Plan Compliance (Ping)	To Fulfil performance security issues			21,529	-	-		21,529
85	348	Doctor Recruitment Incentive	Payments to recruit new Doctors			2,125	(40,000)	31,875		(6,000)
86	368	Parkland Acquisition	Parkland Capital Expenditures			139	-	-		139
		Obligatory reserve funds / Deferred revenue:								
		Development Charges Act - Non-discounted services								
87	428	Dev Chrgs - Police Protection		(2,424)			-	-		(2,424)
88	436	Dev Chrgs - Fire Protection		242,881			(68,024)	-		174,857

Appendix C

--Type of Reserve and Balance at December, 2019--										
Ref	Acct #	Description	Purpose of Reserve To assist in financing or fund...	Obligatory Reserve Funds, Deferred Revenue	Discretionary Reserve Funds	General Reserves	Approved Capital Contributions / (Commitments) to 2019	Approved 2020 Contributions / (Commitments)	Needed for Future Capital Planning	Uncommitted Balance
1		2	3	4	5	6	7	8	9	10
				\$	\$	\$	\$	\$	\$	\$
Development Charges Act - Discounted services										
89	424	Dev Chrgs - General		-			-	-		-
90	426	Dev Chrgs - General Government		(351,302)			(56,328)	(58,500)		(466,130)
91	430	Dev Chrgs - Transit		302,522			(1,273,000)	(55,219)		(1,025,697)
92	432	Dev Chrgs - Indoor Recreation		1,392,316			(609,763)	-		782,553
93	434	Dev Chrgs - Library Board		580,293			-	(289,916)		290,377
94	438	Dev Chrgs - Eng Ser Roads & Related		16,612,661			(20,961,204)	(520,000)		(4,868,543)
95	439	Dev Chrgs - Eng Ser Sewage Treatment		(2,865,584)			-	(507,201)		(3,372,785)
96	440	Dev Chrgs - Park Dev & Facilities		697,424			(1,987,059)	(308,420)		(1,598,055)
97	442	Dev Chrgs - Parking		1,352,778			-	-		1,352,778
98	444	Dev Chrgs - Public Works		(1,460,406)			-	(206,178)		(1,666,584)
99	446	Dev Chrgs - Jackson		1,475,727			(384,290)	(421,327)		670,110
100	448	Dev Chrgs - Carnegie East		(1,928,748)			(420,684)	-		(2,349,432)
101	450	Dev Chrgs - Lily Lake		(3,616,741)			(650,000)	(1,216,453)		(5,483,194)
102	452	Dev Chrgs - Chemong East		2,727,910			(426,098)	(90,326)		2,211,486
103	453	Dev Chrgs - Chemong West		(1,806,054)			(594,287)	(141,278)		(2,541,619)
104	454	Dev Chrgs - Carnegie West		(30,587)			(290,950)	-		(321,537)
105	456	Dev Chrgs - Liftlock		23,094			(150,000)	(600,000)		(726,906)
106	458	Dev Chrgs - Coldspring		25,681			(173,000)	-		(147,319)
107	460	Dev Chrgs - City-Wide Dev Area		205,141			(649,039)	(1,033,796)		(1,477,694)
108	462	Dev Chrgs - Affordable Housing		213,040			(419,146)	(102,400)		(308,506)
Recreational land (the Planning Act)										
109	366	New Subdivison Trees		38,298			-	-	(38,298)	-
110	412	Parkland 5% in lieu		650,795			(217,760)	-		433,035
Building Code Act, 1992 (Section 2.23)										
111	344	Building Division Reserve		783,480			(274,609)	288,081		796,952
Gasoline Tax - Province										
112	405	Prov - Gas Tax Funds - Transit		507,323			-	(1,897,420)	1,390,097	-
Gasoline Tax - Federal										
113	410	Federal Gas Tax		10,689,721			(6,087,218)	(9,700,000)	5,097,497	-
				26,459,239	19,405,222	84,515,794	(88,019,619)	(25,685,152)	(44,316,690)	(27,641,206)



*Councillor Gary Baldwin, Chair Mr. Mark Graham, Vice Chair Mayor Diane Therrien
Mr. Bob Hall Mr. Leslie Kariunas*

April 3rd 2020

Members of Council
Sandra Clancy, CAO
Richard Freymond, Commissioner of Corporate and Legislative Services
John Kennedy, Clerk
City of Peterborough
500 George St.
Peterborough, Ontario
K9H 3R9

Members of Council, Ms. Clancy, Mr. Freymond and Mr. Kennedy

The Board is pleased to inform you that the Service finished 2019 with a surplus of \$496,435.

At the Board's March 31st public meeting, it unanimously approved retaining the surplus and transferring it to our Special Projects Reserve for several necessary items and initiatives which are outlined in the attached reports.

The Board is aware that the transfer of this surplus must be approved by Council as per the following motion:

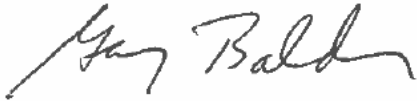
That any unused Police Services Budget at the end of 2019 be transferred to the Police Special Projects Reserve, subject to the overall year-end position and approval by City Council and that, if the actual 2019 Police Services costs exceed the 2019 Budget, funds may be drawn from the Police Special Projects Reserve.

The Board is requesting that the full 2019 surplus be retained and transferred into our reserve. This money will assist the Service with the purchase of a number of essential items.

The Board is committed to making long term investments and improvements in Information Technology, Public and Officer Safety Initiatives, Public and Officer Wellness Initiatives and Human Resources. By making these investments, the Board may be in a much stronger position to generate additional revenues.

Should you require additional information or wish to discuss further, please do not hesitate to contact me.

Thank you

A handwritten signature in black ink, appearing to read "Gary Baldwin". The signature is fluid and cursive, with the first name "Gary" and last name "Baldwin" clearly distinguishable.

Gary Baldwin, Chair