



City of
Peterborough

To: **Members of the General Committee**

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

Meeting Date: **July 13, 2020**

Subject: **Report CLSFS20-032**
March 31, 2020 Financial Update Report (Unaudited)

Purpose

A report to recommend the March 31, 2020 unaudited Quarterly Financial Update Report be received.

Recommendations

That Council approve the recommendations outlined in Report CLSFS20-032 dated July 13, 2020, of the Commissioner of Corporate and Legislative Services, as follows:

- a) That the March 31, 2020 Quarterly Financial Update Report (unaudited) attached as Appendix A to Report CLSFS20-032, dated July 13, 2020, be received;
- b) That as a matter of housekeeping, \$385,000 Federal Gas Tax (FGT) be reallocated to the 2019 Transit Bus Project (2019 Capital Budget Ref# 5-16-01) and corresponding amounts of Capital Levy be allocated to the Sherbrooke Street – Glenforest to West City Limits Project (2019 Capital Budget Ref # 5-8-06).

Budget and Financial Implications

There are no budget or financial implications associated with receiving this report.

Recommendation b) will ensure that the City remains in compliance with the FGT program as the City is under obligation to advance projects funded by this grant in an expeditious manner.

Background

This report presents the financial update as of March 31, 2020 and addresses any budget transfers that have been made up to the date of this report.

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. The format of the March Quarterly Financial Update is consistent with the presentation adopted in the 2020 Budget.

Operating Budget

Schedule 1 of Appendix A is the Summary of Net Operating Revenue and Expenses as of March 31, 2020 and Schedule 2 provides more details of Departmental Operating Expenses.

The year-to-date figures are based on a modified accrual basis where expenses and revenues are reported on a cash basis and then some adjusting items have been made.

As expenditures and revenues are not necessarily incurred or received evenly throughout the year, many of the March 31 percentage variance figures are over or under the 25% figure that would otherwise be expected.

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 2020 revenues that are not directly related to departmental expenses. Explanations of the more significant variances are:

Taxation Revenues

The Tax Levy revenues at 47.9% of budget as shown on Schedule 1 reflects the 2020 interim tax billing. The final tax billing will occur late in the month of June.

Supplementary Taxes

The Municipal Property Assessment Corporation has indicated that there will be monthly supplementary assessment rolls issued starting in June through to November. Staff expects to issue supplementary tax billings in the months of July, October and November.

Schedule 2 - Summary of the Departmental Net Operating Expenses

Court Security and Prisoner Transportation Program

On December 15, 2011 as part of the "upload", the Ministry of Community Safety and Correctional Services announced the Court Security Prisoner Transportation Program. Annually the City has received funding, however, it was unclear at the time of the 2020 Budget deliberations if the City would be receiving an allocation in 2020.

On January 17, 2020 the Province advised that the program will continue for 2020 and that the City's allocation is \$1,443,245.29. The 2020 Operating Budget included \$1,066,824.

The amount of the funding provided is based on the municipality's relative share of the total provincial 2018 court security-related costs. The funding assists municipalities who are responsible for the costs of providing security for court premises during hours of court operations and security of persons attending court; and the costs of transporting prisoners and custodial minors between correctional institutions, custodial facilities and court locations for the purposes of court attendance.

Contingency

Chart 1 summarizes the changes that were made to the Contingency Budget during the 2020 Budget process and activity in the Contingency budget during the period of January 1 – March 31, 2020.

Chart 1

Transfers to/from 2020 Contingency As of March 31, 2020

Ref	Description	Amount Transfer (from) to	Balance
1	2020 Approved Contingency		\$455,851
2	Transfers Recommended through this Financial Update Report	\$0	\$0
3	Direct Charges		
4	Direct charges to Contingency as at March 31, 2020	(\$16,609)	
5	Direct charges or recoveries to Contingency subsequent to March 31, 2020	(\$23,126)	
6	Other Potential Commitments Contract Services for enforcement of Parks and Facilities Bylaw 19-074	(\$48,279)	
7	Balance Available		\$367,837

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 2020 Capital Budget as well as projects previously approved but are still ongoing.

Federal Gas Tax – Exchange of Funding Sources

The City is under obligation through the Federal Gas Tax program to advance projects funded by this grant in an expeditious manner and to also ensure the expenditures are eligible under the program. Recommendation (b) transfers out \$385,000 Federal Gas Tax funding from the Sherbrooke Street – Glenforest to West City Limits Project (2019 Capital Budget Ref# 5-16-01) and replaces it with Capital Levy from the 2019 Transit Bus Project (2019 Capital Budget Ref# 5-16-01). This will enable the City to remain in compliance with the program's obligations.

Budget Creation and Transfers made under Delegated Authority of Sections 9.1.1 or 9.1.3 of the City's Purchasing 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 Purchasing By-law 18-084 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 2 Transfers Made under Delegated Authority

Ref	Approval Date	By-Law 14-127 Ref	Approver	Description
1	January 15, 2020	9.1.1 9.1.3	Treasurer	Household Hazardous Waste (HHW) Shelter The November 1, 2019 windstorm caused excessive damage to the HHW shelter requiring full replacement of the structure. The Treasurer approved the creation of a capital budget of \$25,000 funded by a \$15,000 transfer from the Insurance Reserve and a \$10,000 contribution from the County of Peterborough.

2	February 24, 2020	9.1.1	Treasurer	<p>Museum Archival Care</p> <p>The Treasurer approved a transfer of \$10,000 from the Museum Accession Reserve to the Museum Operating Budget to improve public access to and the care of the archival collections (including corporate records. The Museum & Archives Advisory Committee (MAAC) recognized the need for investment during discussions regarding reports MAAC19-006 and MAAC19-015.</p>
3	March 23, 2020	9.1.1	Treasurer	<p>Contract Enforcement of Parks and Facilities By-law 19-074</p> <p>The Treasurer approved that \$45,025 +HST be provided from the General Contingency to retain a private security company to provide enforcement and patrol activities afterhours and during the day for City Parks to deal with the ongoing issue of tenting and camping. The contract covers the period April 1/20 to October 31, 2020.</p>
4	May 9, 2020	9.1.1	Treasurer	<p>Airport Directional Signage Project</p> <p>The Treasurer approved a transfer of \$14,000 from the uncommitted balance of the Airport Marketing Project (2017 Capital Budget Project 7-5.09) to the Airport Directional Signage Project (2017 Capital Budget Project 7-5.06) to fund the increased costs associated with the Airport Wayfinding signage.</p>
5	June 16, 2020	9.1.1	Treasurer	<p>Otonabee River Trail</p> <p>The Treasurer approved a transfer of \$6,300 from the Federal Gas Tax (FGT) reserve to the Otonabee River Trail - CPR Bridge to George Street (2011 Capital Budget Project - 7-1.02) and a corresponding transfer to the Capital Levy Reserve to properly reflect previous FGT reporting.</p>

Submitted by,

Richard Freymond
Commissioner of Corporate and Legislative Services

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Attachments:

Appendix A

Schedule 1 Summary of Operating Revenues and Expenditures

Schedule 2 Summary of the Departmental Operating Expenses

Schedule 3 Capital Works in Progress by Function

Appendix B

Supplemental Information

Schedule 1
City of Peterborough
Summary of Net Operating Revenue and Expenditures
As at March 31, 2020 (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	138,504,259	89.9%	66,401,172	72,103,087	47.9%
3	Supplementary Taxes	950,000	0.6%		950,000	
4	Payments In Lieu	3,558,050	2.3%	1,295,070	2,262,980	36.4%
5	COPHI Dividends	5,908,000	3.8%	1,477,000	4,431,000	25.0%
6	Investment Income	2,500,000	1.6%	724,620	1,775,380	29.0%
7	Casino Gaming revenues	2,300,000	1.5%	620,889	1,679,111	27.0%
8	Other Revenues	271,000	0.2%	121,664	149,336	44.9%
9		153,991,309	100%	70,640,415	83,350,894	45.9%
10	<u>NET EXPENDITURES (Schedule 2)</u>					
11	City Council	677,167	0.4%	195,411	481,756	28.9%
12	Chief Administrative Officer	18,682,557	12.1%	3,609,554	15,073,003	19.3%
13	Corporate and Legislative Services	8,596,536	5.6%	1,892,303	6,704,233	22.0%
14	Infrastructure and Planning Services	35,489,536	23.1%	9,489,013	26,000,523	26.7%
15	Community Services	21,940,092	14.3%	3,856,052	18,084,040	17.6%
16	Financial Services - Other	30,785,086	20.0%	14,796,934	15,988,152	48.1%
17	Transfers to Organizations for Provision of Services	37,820,335	24.6%	7,795,565	30,024,770	20.6%
18		153,991,309	100%	41,634,832	112,356,477	27.0%

Schedule 2
City of Peterborough
Departmental Operating Expenses
As at March 31, 2020 (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	677,167	-	677,167	195,411	-	195,411	481,756	28.90%
		677,167	-	677,167	195,411	-	195,411	481,756	28.90%
3	Chief Administrative Officer								
4	Office of the Chief Administrative Officer	533,001	-	533,001	110,178	-	110,178	422,823	20.70%
5	Communication Services	937,695	(196,587)	741,108	209,932	(212,662)	(2,730)	743,838	-0.40%
6	Fire Services	17,685,775	(742,294)	16,943,481	3,594,968	(181,064)	3,413,904	13,529,577	20.10%
7	Emergency and Risk Management	495,567	(30,600)	464,967	88,202	-	88,202	376,765	19.00%
		19,652,038	(969,481)	18,682,557	4,003,280	(393,726)	3,609,554	15,073,003	19.30%
8	Corporate and Legislative Services								
9	City Clerk	1,116,376	(337,030)	779,346	215,837	(40,802)	175,035	604,311	22.50%
10	Financial Services	2,214,068	(259,975)	1,954,093	493,073	(68,415)	424,658	1,529,435	21.70%
11	Facilities Management	2,252,394	(1,176,589)	1,075,805	473,001	(288,970)	184,031	891,774	17.10%
12	Facilities and Planning Initiatives	142,584	-	142,584	30,102	-	30,102	112,482	21.10%
13	Human Resources	1,135,190	-	1,135,190	213,097	-	213,097	922,093	18.80%
14	Information Technology	3,402,896	(117,408)	3,285,488	949,848	(10,152)	939,696	2,345,792	28.60%
15	Legal Services	2,090,017	(1,865,987)	224,030	416,510	(490,826)	(74,316)	298,346	-33.20%
16		12,353,525	(3,756,989)	8,596,536	2,791,468	(899,166)	1,892,303	6,704,233	22.00%
17	Infrastructure and Planning Services								
18	Office of IPS Commissioner	408,636	(132,895)	275,741	118,576	(25,002)	93,574	182,167	33.90%
19	Planning	1,917,592	(188,700)	1,728,892	404,241	(47,735)	356,506	1,372,386	20.60%
20	Building Services	2,922,979	(2,454,218)	468,761	647,566	(527,820)	119,746	349,015	25.50%
21	Airport	3,377,192	(1,044,475)	2,332,717	798,390	(289,952)	508,438	1,824,279	21.80%
22	Infrastructure Managment	2,575,442	(1,376,918)	1,198,524	587,428	(128,456)	458,972	739,552	38.30%
23	Engineering, Construction and Public Works	15,227,742	(3,573,052)	11,654,690	3,883,314	(230,027)	3,653,287	8,001,403	31.30%
24	Transportation	21,902,381	(10,824,233)	11,078,148	5,365,658	(1,830,571)	3,535,087	7,543,061	31.90%
25	Environmental Services	29,041,859	(22,289,796)	6,752,063	5,248,271	(4,484,868)	763,403	5,988,660	11.30%
26		77,373,823	(41,884,287)	35,489,536	17,053,444	(7,564,431)	9,489,013	26,000,523	26.70%
27	Community Services								
28	Community Services Administration	1,729,183	(47,930)	1,681,253	1,118,463	(11,983)	1,106,480	574,773	65.80%
29	Arts, Culture and Heritage	5,369,831	(309,551)	5,060,280	1,324,166	(108,871)	1,215,295	3,844,985	24.00%
30	Arenas	6,461,851	(4,089,761)	2,372,090	1,557,741	(1,055,045)	502,696	1,869,394	21.20%
31	Recreation	4,962,358	(3,905,423)	1,056,935	942,656	(474,698)	467,958	588,977	44.30%
32	Social Services	83,265,069	(71,495,535)	11,769,534	17,363,515	(16,799,892)	563,623	11,205,911	4.80%
33		101,788,292	(79,848,200)	21,940,092	22,306,541	(18,450,489)	3,856,052	18,084,040	17.60%

Schedule 2
City of Peterborough
Departmental Operating Expenses
As at March 31, 2020 (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	11,870,671		11,870,671	2,980,157	-	2,980,157	8,890,514	25.10%
36	Capital Levy	9,267,280		9,267,280	9,267,260	-	9,267,260	20	100.00%
37	Transfers to/from Reserves	7,980,000	(2,624,200)	5,355,800	2,040,888	(749,200)	1,291,688	4,064,112	24.10%
38	Property Taxation Costs	2,825,376		2,825,376	794,608	-	794,608	2,030,768	28.10%
39	Other Expenditures	1,010,108		1,010,108	446,612	-	446,612	563,496	44.20%
40	Contingency	455,851	-	455,851	16,609	-	16,609	439,242	3.60%
41		33,409,286	(2,624,200)	30,785,086	15,546,134	(749,200)	14,796,934	15,988,152	48.10%
42	Transfers to Organizations for Provision of Services								
43	Police Services	30,361,882	(3,970,173)	26,391,709	6,697,569	(1,370,316)	5,327,253	21,064,456	20.20%
44	Ptbo County/City Paramedics Service	5,451,226	-	5,451,226	895,038	-	895,038	4,556,188	16.40%
45	Fairhaven Debt and Operating Support	2,029,074		2,029,074	507,270	-	507,270	1,521,804	25.00%
46	Peterborough Public Health	1,463,501		1,463,501	365,875	-	365,875	1,097,626	25.00%
47	Ptbo & Kawarthas Economic Development	999,778		999,778	249,945	-	249,945	749,833	25.00%
48	Otonabee Region Conservation Authority	808,633		808,633	211,275	-	211,275	597,358	26.10%
49	Peterborough Humane Society	365,194		365,194	93,604	-	93,604	271,590	25.60%
50	Downtown Business Improvement Area	150,000		150,000	-	-	-	150,000	0.00%
51	Primary Healthcare Services	21,220		21,220	5,305	-	5,305	15,915	25.00%
52	Greater Peterborough Innovation Cluster	140,000		140,000	140,000	-	140,000	-	100.00%
53		41,790,508	(3,970,173)	37,820,335	9,165,881	(1,370,316)	7,795,565	30,024,770	20.60%
54	Total expenditures	287,044,639	(133,053,330)	153,991,309	71,062,159	(29,427,328)	41,634,832	112,356,477	27.00%

Schedule 3

City of Peterborough

Capital Works in Progress by Function

As at March 31, 2020 (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	9	1,304,532	138,813	1,165,719	11.00%	(1,527)	137,286	10.50%	1,167,246
Emergency Management	0	-	-	-	#DIV/0!	-	-	0.00%	-
Total	9	1,304,532	138,813	1,165,719	11.00%	(1,527)	137,286	10.50%	1,167,246
Corporate and Legislative Services									
Facilities Management	51	18,373,729	15,331,595	3,042,135	83.00%	240,670	15,572,264	84.80%	2,801,465
Facilities and Planning Initiatives	9	6,970,967	6,045,783	925,184	87.00%	(0)	6,045,784	86.70%	925,184
Information Technology	20	5,371,350	1,237,799	4,133,551	23.00%	(0)	1,237,799	23.00%	4,133,551
Other	23	15,864,410	10,738,318	5,126,092	68.00%	(21,315)	10,717,003	67.60%	5,147,407
Total	103	46,580,456	33,353,495	13,226,962	72.00%	219,354	33,572,850	72.10%	13,007,607

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Infrastructure and Planning Services									
Planning	26	21,913,517	8,078,252	13,835,265	37.00%	(1,515,024)	6,563,227	30.00%	15,350,290
Growth Areas	12	3,400,000	75,710	3,324,290	2.00%	-	75,710	2.20%	3,324,290
Industrial Parks	5	9,609,083	7,055,768	2,553,315	73.00%	(13,175)	7,042,593	73.30%	2,566,490
Building	2	130,000	21,044	108,956		-	21,044	16.20%	108,956
Airport	F17414	15,114,575	9,483,518	5,631,058	63.00%	(3,000)	9,480,519	62.70%	5,634,057
Flood Reduction Master Plan Projects	31	85,047,937	54,801,939	30,245,999	64.00%	(208,096)	54,593,841	64.20%	30,454,096
Geomatics/Mapping	7	2,330,718	1,155,875	1,174,843	50.00%	-	1,155,875	49.60%	1,174,843
Infrastructure and Planning Services - Administration	F19517	6,475,000	5,143,468	1,331,531	79.00%	(601,374)	4,542,095	70.10%	1,932,905
Arterial	20	71,031,354	55,070,403	15,960,952	78.00%	1,276,609	56,347,010	79.30%	14,684,344
Collector & Local	11	23,733,060	13,893,154	9,839,907	59.00%	(50,000)	13,843,153	58.30%	9,889,907
Bridges	9	4,518,152	607,607	3,910,545	13.00%	-	607,607	13.40%	3,910,545
Sidewalks	10	4,061,733	2,564,982	1,496,751	63.00%	513,114	3,078,096	75.80%	983,637
Sanitary Sewers	11	12,028,718	5,165,871	6,862,847	43.00%	(5,421)	5,160,450	42.90%	6,868,268
Storm Sewers	6	4,826,476	2,646,448	2,180,029	55.00%	(0)	2,646,447	54.80%	2,180,029
Public Works	19	12,919,148	7,855,400	5,063,749	61.00%	(133,452)	7,721,947	59.80%	5,197,201
Transit	19	17,016,949	6,769,775	10,247,174	40.00%	(276,264)	6,493,511	38.20%	10,523,438
Parking	5	641,500	72,351	569,149	11.00%	-	72,351	11.30%	569,149

Schedule 3

City of Peterborough

Capital Works in Progress by Function

As at March 31, 2020 (Unaudited)

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C1	C2	C3	C4	C5	C6	C7	C8	C9	C10
Traffic	17	4,676,417	946,796	3,729,621	20.00%	(119,405)	827,391	17.70%	3,849,026
Transportation Planning	5	2,660,014	2,114,057	545,957	79.00%	-	2,114,057	79.50%	545,957
Environmental Services	17	5,352,339	2,397,611	2,954,726	45.00%	-	2,397,613	44.80%	2,954,726
Waste Management	11	27,912,086	8,283,185	19,628,901	30.00%	3,000	8,286,185	29.70%	19,625,901
Total	243	335,398,776	194,203,215	141,195,565	58.00%	(1,132,488)	193,070,722	57.60%	142,328,055

Schedule 3

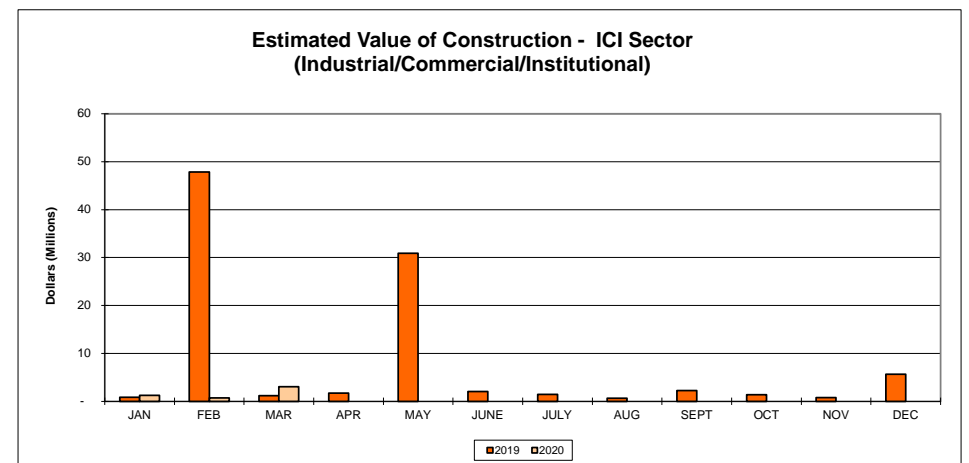
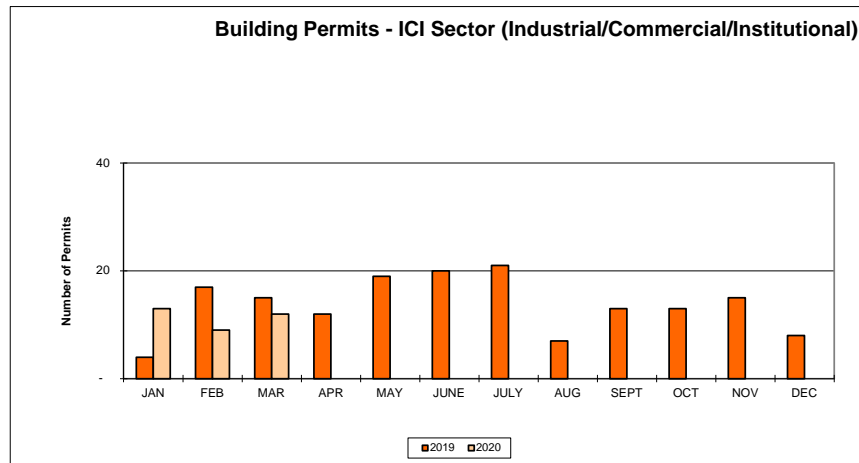
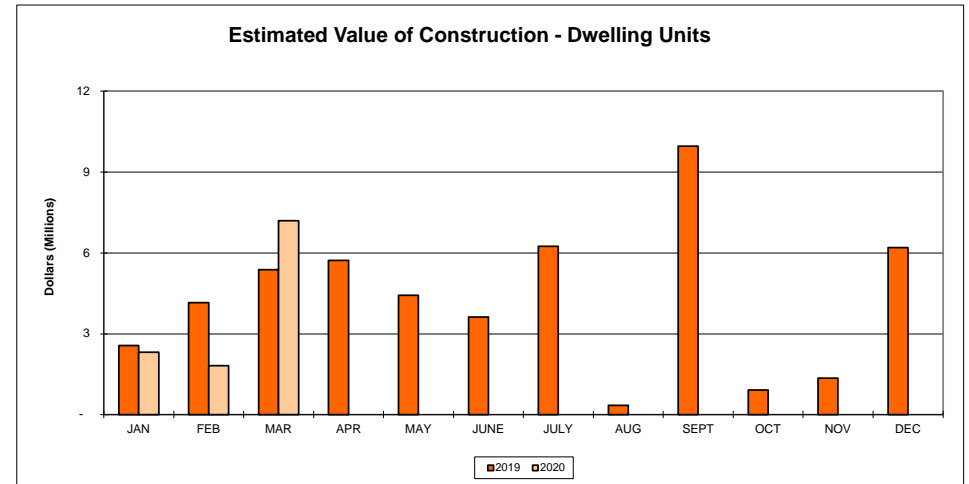
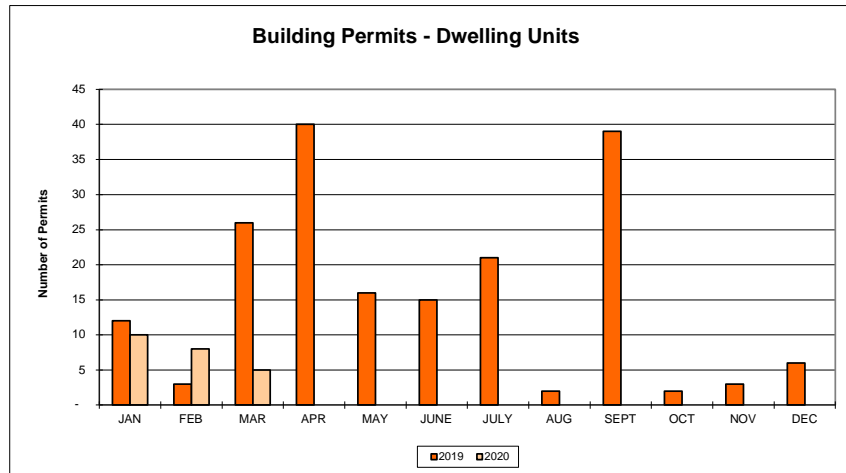
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C1	C2	C3	C4	C5	C6	C7	C8	C9	C10
Community Services									
Administration	14	2,785,322	2,450,738	334,585	88.00%	(278,096)	2,172,641	78.00%	612,681
Arts Culture & Heritage	6	912,585	684,408	228,178	75.00%	-	684,407	75.00%	228,178
Museum	1	-	-	-	#DIV/0!	-	-	0.00%	-
Library	0	-	-	-	0.00%	-	-	0.00%	-
Art Gallery	1	140,000	21,000	119,000		-	21,000	15.00%	119,000
Arenas	14	5,885,832	4,426,316	1,459,517	75.00%	299,428	4,725,743	80.30%	1,160,089
Memorial Centre	3	130,000	110,000	20,000	85.00%	-	110,000	84.60%	20,000
Marina	3	-	-	-	#DIV/0!	-	-	0.00%	-
Recreation	16	3,790,341	3,683,983	106,358	97.00%	(475,569)	3,208,415	84.60%	581,926
Social Services	6	17,809,000	9,243,861	8,565,139	51.91%	-	9,243,861	51.91%	8,565,139
Total	64	31,453,080	20,620,305	10,832,777	66.00%	(454,237)	20,166,067	64.10%	11,287,013
Police									
Police	7	1,169,043	1,267,374	(98,331)	108.00%	(78,364)	1,189,011	101.70%	(19,968)
Grand Total	426	415,905,887	249,583,202	166,322,692	60.00%	(1,447,261)	248,135,936	59.70%	167,769,953

Building



Waste Management

