

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



May 7, 2010

A meeting of the **FINANCE AND AUDIT COMMITTEE** will be held in City Hall **COUNCIL CHAMBERS** on **MONDAY, MAY 10, 2010** following the Land Use and Planning Committee Meeting scheduled to start at 7:00 p.m. for the transaction of business as listed below.

T. Arthur, City Clerk

## **AGENDA**

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**1. AGENDA APPROVAL**

**RECOMMENDATION:**

THAT the Finance and Audit Committee adopt the agenda for its meeting scheduled for May 10, 2010 as circulated.

**2. PREVIOUS MINUTES**

Finance and Audit Committee Meeting – April 19, 2010

**Page 3**

**RECOMMENDATION:**

THAT the Finance and Audit Committee adopt the minutes of its meeting held April 19, 2010 as circulated.

**3. REPORTS**

**3.1 MULTI-FAMILY AND COMMERCIAL YARD WASTE COLLECTION COSTS**

**Page 5**

Report dated May 10, 2010 from the Acting Director of Engineering and Municipal Operations titled “Multi-Family and Commercial Yard Waste Collections Costs”.

**RECOMMENDATION #1:**

THAT the Finance and Audit Committee receive for information the May 10, 2010 report from the Acting Director of Engineering & Municipal Operations titled “Multi-Family and Commercial Yard Waste Collection Costs”.

**RECOMMENDATION #2:**

THAT the Finance and Audit Committee recommend to City Council that the discontinuation of the Multi-family and Commercial Yard Waste Collection program be reconsidered.

**RECOMMENDATION #3:**

THAT the Finance and Audit Committee recommend to City Council that the estimated cost of \$7,100 be funded within the existing budget.

**3.2 2009 COMPLETED CAPITAL PROJECTS**

**Page 8**

Report dated May 10, 2010 from the Director of Financial Services titled "2009 Completed Capital Projects".

**RECOMMENDATION:**

THAT the Finance and Audit Committee receive for information the May 10, 2010 report from the Director of Financial Services titled "2009 Completed Capital Projects".

**4. CLOSURE**

**PRESENT:** Councillor McLean, Chair  
Councillor Anderson  
Councillor Campbell  
Councillor Fathers  
Councillor Meyer

**ABSENT:** Mayor Ferguson  
Councillor Sinclair

**STAFF:** P. Clark, City Manager  
S. Kurylo, Director of Financial Services  
N. Housenga, Deputy City Clerk

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The meeting was called to order at 7:25 p.m.

**1. AGENDA APPROVAL**

2010-F/A-025

**It was MOVED and SECONDED**

THAT the Finance and Audit Committee adopts the agenda for its meeting scheduled April 19, 2010 as circulated.

**CARRIED**

**2. PREVIOUS MINUTES**

2010-F/A-026

**It was MOVED and SECONDED**

THAT the Finance and Audit Committee adopts the minutes for its meeting held April 12, 2010 as circulated.

**CARRIED**

**3. REPORTS**

**3.1 CONSULTANT USE REPORT – JANUARY TO MARCH 2010**

Report dated April 19, 2010 from the Director of Financial Services titled “Consultant Use Report – January to March 2010”.

2010-F/A-027

**It was MOVED and SECONDED**


THAT the Finance and Audit Committee receives for information the April 19, 2010 report from the Director of Financial Services titled “Consultant Use Report – January to March 2010”.

**CARRIED**

**4. CLOSURE**

The Chair declared the meeting concluded at 7:33 p.m.

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Councillor McLean, Chairperson

  
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N. Housenga, Deputy City Clerk

UNAPPROVED

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**



**DATE:** May 10, 2010  
**TO:** Finance and Audit Committee  
**FROM:** Rob Thompson, A/Director of Engineering & Municipal Operations  
**SUBJECT:** Multi-Family and Commercial Yard Waste Collection Costs

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**RECOMMENDATION:**

THAT the Finance and Audit Committee:

- 1) receive for information the May 10, 2010 report from the A/Director of Engineering & Municipal Operations titled "Multi-family and Commercial Yard Waste Collection Costs";
- 2) recommend to City Council that the discontinuation of the Multi-family and Commercial Yard Waste Collection program be reconsidered; and
- 3) recommend to City Council that the estimated cost of \$7,100 be funded within the existing budget..

**INTRODUCTION:**

The purpose of this report is to advise the Finance and Audit Committee of the costs associated with the collection of yard waste from multi-family and commercial sites, and to seek direction as to whether to continue or discontinue the service.

**COUNCIL GOAL:**

N/A

**PAST PRACTICE / POLICY / LEGISLATION:**

The collection of multi-family and commercial yard waste was initiated as a pilot program in 2009, and was available on a call-in basis from May to December 2009.

During the 2010 Budget review process, the pilot program was discontinued for 2010 due to cost savings considerations. Based on the decision to discontinue this service, staff are advising those that call for this service that it will no longer be available.

## **ANALYSIS:**

The 2009 net budget for the collection of all yard waste in the City was \$281,900, and the actual cost for 2009 was \$177,280 for the collection of 1,132.4 tonnes of yard waste. The 2009 budget of \$281,900 included a one-time allocation of \$129,900 to fund this multi-family and commercial pilot program. During the 2010 Budget review process, a preliminary estimate of \$30,000 was developed for the cost of continuing the multi-family and commercial yard waste collection pilot program through 2010. Due to cost savings considerations, the multi-family and commercial yard waste program was discontinued, and the \$30,000 estimate removed from the 2009 actual cost, to arrive at the 2010 yard waste collection budget of \$145,760.

Yard waste is collected from single detached and duplex homes by City staff once every two weeks. The yard waste for most multi-family and commercial sites in the City is dealt with by the private landscape firms engaged by the property owners/strata councils for their landscape maintenance needs. The City has a 10 bag maximum limit per single family, multi-family or commercial property, which inhibits the use of the collection service by landscape maintenance firms. The calls for multi-family and commercial yard waste pick-up are invariably from small condominium projects (5 – 25 units) and small owner/operator commercial operations who maintain their own landscaping, who have come to rely on this City service.

The collection of yard waste from multi-family and commercial sites is accomplished during minor diversions from the established routes for the collection of single family yard waste, with the result that there are only small, incremental costs associated with the collection of yard waste from multi-family and commercial sites.

The number of calls for service and the total tonnage and costs associated with the collection of yard waste from multi-family and commercial sites have only recently been tabulated. This allows for a much more accurate calculation of the costs for the collection of yard waste from multi-family and commercial sites than was available during the 2010 Budget review process.

132 calls (8.25/2 week period) for service were received from May to December 2009 for the collection of 12.6 tonnes of yard waste from multi-family and commercial sites. The City incurred approximately \$1,600 in costs for the provision of this service in 2009. These costs include labour, vehicle/fuel costs and dumping fees.

Based on the figures for 2009, it is estimated that 113 tonnes of yard waste will be collected from multi-family and commercial sites in 2010, for a cost of \$7,100.

## **BUDGET IMPLICATIONS**

Staff believe that the estimated cost of continuing this program (\$7,100) can be absorbed into the existing budget. However, based on the recent analysis it is possible that there could be a budget shortfall of up to \$30,000 for the single family home green waste program. Should this occur it may not be possible to absorb that in the existing budget and another funding source may be required. This will be monitored.

## **CONCLUSION**

It is recommended that the discontinuation of the collection of yard waste from multi-family and commercial sites be reconsidered due to the small projected cost of the service and that the estimated cost to do so be absorbed into the existing budget.

The renewal of the program will further the City's efforts to reduce solid waste in compliance with the Goals and Principles of the Metro Vancouver Draft Solid Waste Management Plan.

Respectfully submitted,



Rob Thompson  
Director of Engineering & Municipal Operations

### **Comments from City Manager:**

I concur with the recommendations in this report.



Peggy Clark, City Manager

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**



**DATE:** May 17, 2010  
**TO:** Finance and Audit Committee  
**FROM:** Sandra Kurylo, Director of Financial Services  
**SUBJECT:** 2009 Completed Capital Projects

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**RECOMMENDATION:**

THAT the Finance and Audit Committee receive for information the May 10, 2010 report from the Director of Financial Services titled "2009 Completed Capital Projects".

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**INTRODUCTION:**

At the City Council meeting of April 12, 2010 staff were requested to report back on the percentage of 2009 budgeted capital projects completed, similar to what was reported at this time last year.

**COUNCIL GOAL:**

This item involves financial accountability and good governance.

**PAST PRACTICE / POLICY / LEGISLATION:**

In March 2009 this information was reported to the Finance and Audit Committee for the years ending on December 31, 2008, 2007 and 2006.

**ANALYSIS:**

The statistics below are based on accounting and budget information available. For the purpose of calculating these statistics, to be comparable to last year's report, and to be consistent with how they are budgeted, the projects are separated into accounting funds. As such, there are a few projects that are counted in more than one fund, such as a major road reconstruction project.

**General Capital**

There were 113 general capital projects budgeted in 2009. These include a wide range of projects from the complex \$6.5 million Integrated Project (PACC/CAL) involving significant planning and coordination with other partners, to certain lump-sums that incorporated various scopes of work (eg. pavement overlays or pedestrian safety improvements), to single capital equipment purchases. The progress made on these projects was dependent on many factors.

Of the 113 general capital projects, based on financial information, 62 (55%) were fully completed, another 12 (11%) incurred substantial expenditures, and 7 (6%) were put on hold pending completion of the core services review. Projects with "substantial expenditures" noted above are assumed to include those with more than \$50,000 or 20% of the project budget spent in 2009. In addition, 8 of the capital projects initially budgeted in 2009 were noted as not being



required after further analysis. The percentage of general capital projects completed in 2009 compared to previous years based on financial information is as follows:

2009 – 55%  
2008 – 41%  
2007 – 46%  
2006 – 35%

It should be clarified that even if there was little or no money spent on a capital project, there may have been a considerable amount of staff time spent on pre-planning and preparing for work to be done.

### **Sanitary Sewer Utility**

There were 6 sanitary sewer capital projects budgeted in 2009. Again they vary in scope from “lump-sums” budgeted for system upgrades and I & I improvements, to the design of major improvements corresponding to a road reconstruction project. Of the 6 projects, significant expenditures were incurred on 2 (33%) of them and funding was identified as no longer being required for another 2 of these projects. The percentage of sanitary sewer projects completed in 2009 compared with previous years, based on financial information, is as follows:

2009 – nil  
2008 – 17%  
2007 – 22%  
2006 – 50%

### **Drainage Utility**

There were 17 drainage system capital projects budgeted in 2009. These projects also vary in scope from general upgrades to specified area improvements and replacements. Of these projects, based on financial information, 3 (18%) projects were complete, 5 (29%) incurred significant expenditures, and funding was identified as no longer being required for 1 of them. The percentage of drainage system projects completed in 2009 compared with previous years, based on financial information, is as follows:

2009 – 18%  
2008 – nil  
2007 – 27%  
2006 - 58%

Details on 2009 general, sanitary sewer and drainage capital projects are attached.

### **CONCLUSION**

It is recommended that this information be received.

Respectfully submitted,



Sandra Kurylo  
Director of Financial Services

## 2009 Capital Projects

### City of White Rock General Fund - 2009 Capital Projects

Project	2009 Budget	2009 Expenditures	Funding Carried Forward to 2010	% Spent in 2009
<b>1) Projects Fully Completed</b>				
WR Community Centre General	21,900	5,310		
Replace Permits GMC Safari Van-Unit 144	36,000	23,281		
Replace Chev Step Grumman Van #145	58,100	50,059		
Replace L/S Chev 15 Pass Van Unit #152	88,000	94,874		
Replace Facilities Chev Cargo Van Unit #154	41,800	42,185		
Replace PW 1/2 Ton Pick Up-Unit #164	33,000	16,597		
Replace Jacobsen Reel Master Mower #168	30,000	28,510		
Engineering/Pavement Overlays - Various Locations	583,200	541,928		
IT - PC Replacements	42,900	42,351		
Replace Lacrosse Boards	8,000	16,231		
IT Plan - Infrastructure Replacement/Upgrades	32,000	9,938		
RCMP Cell Renovations	50,000	46,961		
Roadworks - Stayte - Cliff to Thirft	-	4,710		
Goggs Park Construction	8,000	11,680		
WR Community Centre Civic Space	1,455,500	1,513,705		
Roadworks - Stayte - Thrift to North Bluff	483,900	651,524		
Arena Hall Upgrades	11,000	12,586		
Waterfront Signage	15,000	8,560		
STP Pedestrian Improvements Program	505,833	505,845		
Arena Dressing Room Improvements	2,200	2,500		
WR Community Centre Parking Facility	1,168,250	1,168,000		
IT-VM Ware Server Consolidation	1,500	1,158		
Museum Railing	13,000	12,520		
Mobile Speed Reader	20,000	18,342		
IT - WR Community Centre Office PC's	10,000	11,552		
WR Community Centre Telephone Equipment	15,400	13,987		
IT Fibre Optic Cable to WR Community Centre	66,000	65,252		
Centre Street Walkway	20,000	17,482		
Arena Storage Area Paving	15,000	7,305		
Arena Hall Door Replacement	15,000	17,627		
Arena Exterior Painting	20,000	17,627		
Parks-Hillside Walkway Stairs Centennial #1	18,800	21,199		
Tennis court fencing	17,200	20,171		
Replace Special Events Equipment	12,800	12,798		
Library Improvements-book return bins	11,200	9,726		

Project	2009 Budget	2009 Expenditures	Funding Carried Forward to 2010	% Spent in 2009
<b>1) Projects Fully Completed (continued)</b>				
KSAC Hardwood Floor Refinishing	8,200	8,139		
East Beach Retaining Wall Landscaping	4,700	4,026		
1120 Martin St Retaining Wall	195,000	255,467		
RCMP Radio Room Reconfiguration	64,800	62,890		
Garage Toughbook Laptop	7,000	8,280		
Police Station Sign Replacement	10,000	5,098		
Vehicle Safety Beacon Upgrades	6,000	5,732		
Garage Hoist Replacement	20,000	18,306		
Arena Exterior Door Replacement	15,000	17,627		
Arena Entrance Renewal	20,000	17,627		
Centennial & PAE soccer goal replacement	9,500	5,077		
KSAC - Exterior Signage	15,000	12,395		
KSAC Lino Floor Replacement	22,000	9,865		
Museum Fire Alarm System	20,000	16,158		
Design Prom. Retain. Wall - Oxford to Anderson	25,000	16,405		
Hillside Walkway Victoria/Martin	25,000	24,300		
Property Acquisition 15463 Buena Vista Ave	900,000	899,490		
Replace RCMP Building Heating	100,000	26,228		
Upgrade Facility Lighting in City Buildings	180,200	176,979		
IT - GIS/Web Server Program	9,900	9,900		
IT - PC's for RCMP City Staff	5,000	6,859		
IT Server Room Air Conditioning	15,000	14,156		
Hillside Walkway Ash	12,000	9,524		
Hillside Walkway Kerfoot	13,000	15,476		
Ped Cross Light Controller Johnston/Roper	21,900	20,574		
WR Community Centre Contributed Parking Stalls	-	584,000		
WR Community Centre Contributed Shell Space	-	943,900		

Project	2009 Budget	2009 Expenditures	Funding Carried Forward to 2010	% Spent in 2009
<b>2) Projects with Substantial Expenditures</b>				
New Fire Deputy Chief Response Vehicle #132	45,000	41,294	3,700	92%
IT - Other Ecomm/Data Mgmt Project	35,500	23,222	12,300	65%
STP Bicycle Network Improvements	38,100	10,055	28,000	26%
Trees for Tomorrow Roper Ave	44,350	18,908	25,400	43%
Upper Roper Retaining Walls	795,000	510,558	409,600	64%
IT - CLASS Volunteer Membership Module	11,500	10,012	1,400	87%
Integrated Facility (PACC/CAL)	6,486,782	649,899	5,836,900	10%
Design Roadworks-Oxford Thrift to North Bluff	30,000	7,968	22,000	27%
Climate Action Plan	25,000	26,175	2,000	105%
Additional Sidewalk & Pedestrian Improvements	683,936	515,436	168,500	75%
Arena Rubberfloor Replacement	8,000	4,762	3,200	60%
Parks - Fitness Track Rehabilitation	80,000	30,554	49,400	38%

Project	2009 Budget	2009 Expenditures	Funding Carried Forward to 2010	% Spent in 2009
<b>3) Projects on Hold Pending Core Services Review</b>				
Replace Fire Rescue Van #235	235,000	-	235,000	
Replace Recycling Frtliner Recycler-Unit 329	208,100	-	208,100	
IT - Fire Dept Management System	9,000	-	9,000	
Emergency Measures Structural Mitigation	20,500	-	20,500	
IT Plan - Fire Inspection Handheld Devices	5,800	-	5,800	
IT Plan - Fire Dept. In-Vehicle Terminals	6,700	-	6,700	
Emergency Management Software	5,000	-	5,000	

Project	2009 Budget	2009 Expenditures	Funding Carried Forward to 2010	% Spent in 2009
<b>4) Projects Not Required</b>				
Parks-Hillside Walkway Moffat Stairs	8,700	-	-	
Facilities Masterplan	7,300	-	-	
Roadworks Goggs Best to Finlay	26,700	-	-	
Five Corners Streetscape Plan	1,900	-	-	
IT-Point of Sale Operations Department	3,200	-	-	
Operations Telephone Upgrade	1,700	-	-	
Semiahmoo Trail Sign	7,000	-	-	
IT - ISSP Update	7,000	-	-	

Project	2009 Budget	2009 Expenditures	Funding Carried Forward to 2010	% Spent in 2009
<b>5) Projects with Minimal or No Expenditures in 2009</b>				
RCMP Security Cameras	3,500	-	3,500	-
IT Plan - Document Management System	76,900	6,905	70,000	9%
IT Plan - Vadim/Cartegraph Capital Assets	4,000	-	4,000	-
DCC Bylaw Review	33,300	-	33,300	-
Library Shelving Upgrade	30,000	-	30,000	-
IT - Vadim iCitizen	18,700	3,200	15,500	17%
IT - GIS ESRI ArcSDE Software	16,400	1,485	14,900	9%
IT - Web Development Consultant	9,800	650	9,200	7%
STP Transit Improvements	29,300	5,578	23,700	19%
Minor Road & Intersection Improv. Program	145,400	20,348	125,000	14%
Parkland Acquisition - west side	600,000	-	600,000	-
IT-Vadim/Cartegraph Timesheet Entry	5,800	-	5,800	-
RCMP Telephone System Replacement	20,100	-	20,100	-
Pier Structural Maintenance	48,500	-	48,500	-
Arena Telephone Upgrade	7,000	1,300	5,700	19%
IT Upgrade Windows Active Directory Software	35,200	2,156	33,000	6%
Roadworks Design - Fir - Columbia to Pacific	20,000	-	20,000	-
Centennial Park & PA Bleacher Replacement	12,000	-	10,800	-
Replace KSAC Roof	150,000	-	150,000	-
Museum Renovation	1,000,000	4,560	1,371,400	-
Library Heating - Replace Heating / Cooling Units	120,000	-	120,000	-
Peace Arch Elementary Washrooms	40,000	5,459	34,500	14%
Retaining Wall Replace. 15639 Moffat Lane	-	-	7,500	-
Integrated Facility Parking Lot Improvements	55,000	-	55,000	-

City of White Rock Sanitary Fund - 2009 Capital Projects

Project	2009 Budget	2009 Expenditures	Funding Carried Forward to 2010	% Spent in 2009
<b>1) Projects Fully Completed</b>				
Nil				
<b>2) Projects with Substantial Expenditures</b>				
Sanitary I & I Reduction Program	1,258,400	320,431	938,000	25%
Upgrade Sanitary Sewer System	216,000	91,603	124,400	42%
<b>4) Projects Not Required</b>				
Sanitary Connections Replaced	48,100	-		
Roadworks - Stayte Thrift to N Bluff	31,300	-		
<b>3) Projects on Hold Pending Core Services Review</b>				
Not Applicable				
<b>5) Projects with Minimal or No Expenditures in 2009</b>				
Sanitary Capacity Upgrades	300,000	14,131	285,900	5%
Design - Fir - Columbia to Pacific	20,000	-	20,000	-

City of White Rock Drainage Fund - 2009 Capital Projects

Project	2009 Budget	2009 Expenditures	Funding Carried Forward to 2010	% Spent in 2009
<b>1) Projects Fully Completed</b>				
Roadworks - Stayte - Thrift to North Bluff	183,100	2,176		
Condition Assessment Phase I	38,600	38,257		
Integrated Storm Management Plan Review	4,700	9,080		
<b>2) Projects with Substantial Expenditures</b>				
Upgrade Storm Sewer	125,000	49,909	75,090	40%
Condition Assessment Phase II	70,000	17,088	52,900	24%
Design Oxford Storm Sewer-B/Vista to Thrift, Thrift to V	50,000	30,405	19,600	61%
Integrated Storm Mgmt Plan	130,000	107,364	22,600	83%
Roper Ave Storm Sewer Improvements	117,000	159,455	17,700	136%
<b>3) Projects on Hold Pending Core Services Review</b>				
Not Applicable				
<b>4) Projects Not Required</b>				
Duprez Ravine Rehabilitation Phase II	79,000	-	-	
<b>5) Projects with Minimal or No Expenditures in 2009</b>				
Design-St.Sewer Everall/Buena Vista Outfall	50,000	-	50,000	-
DCC Bylaw Review	16,700	-	16,700	-
Design Buena Vista Storm Sewer-Oxford to Martin	34,800	4,487	30,300	13%
Design Buena Vista Storm Sewer-Martin to Roper	25,200	3,250	22,000	13%
Design - Fir - Columbia to Pacific	30,000	-	30,000	-
Renew & Replacement Program	103,000	-	103,000	-
Construction Oxford Outfall	625,000	-	625,000	-
Construction B/Vista Storm Sewer Phase I Oxford to M:	550,000	-	550,000	-