



City of Campbell River Report/ Recommendation to Council

Date: November 8, 2018
Submitted by: Finance Department, Corporate Services Division
Subject: Quarterly Financial Report – Q3 2018

Purpose / Introduction

Council receives a quarterly financial report for information to ensure that the City governance structure has continued oversight of the City's ongoing financial results.

Recommended Resolutions

THAT the report dated November 8, 2018 from the Finance Department regarding the City's Quarterly Financial Report - Q3 2018 be received for information.

Background

The Quarterly Financial Report provides regular and timely information to Council on the progress of the work plan approved during Financial Planning. This report also ensures that the actual results are aligning with approved budgets and any variances are investigated and explained. The report includes the three core components of the budget, which are operating departmental budgets, one-time operating projects, and capital projects.

The Financial Plan Bylaw for 2018 was adopted in early December 2017 with projected carry forward balances on operating and capital projects based on the best information at the time. After the City's annual fiscal year cut-off, those carry forwards were adjusted to actual amounts remaining for completion of these projects. The results reported in this quarterly financial report are based on the revised carry forward amounts, and not the estimates approved during Financial Planning.

Report/Recommendation to Council

Quarterly Financial Report – Q3 2018

November 8, 2018

Discussion

Overview from the City Manager

The third quarter financial report for 2018 identifies that the City's work plan is well underway for the year. Of the total 154 approved projects, 79 projects are in-progress and 42 are completed. The operational budget analysis indicates the City is generally on trend as compared to budget and prior trends given the cyclical and seasonal activity of the City's operations.

Work continues on several high profile capital projects that are an integral part of the City's plan to replace and maintain critical community infrastructure as well as enhance community amenities. The Waterfront Project, an extensive three-year upgrade project, is well underway with two key phases in construction this year. Replacing the waterfront forcemain between Hidden Harbour and the Maritime Heritage Centre with a sewer main under Highway 19A is nearing completion. Renewal of the Big Rock Boat Ramp reopened to the public in early October. To accommodate development in the southwest area of Campbell River, construction of an upgraded sewer main on Larwood and Erickson is underway.

The 3rd quarter sees a continued focus on ensuring downtown safety. Based on feedback from people working and living downtown, the City opened a Downtown Safety Office to focus resources on community safety in downtown Campbell River, and to help build connections with and among social service providers and to increase foot patrols. This new operation will house bylaw enforcement, and be a checkpoint for RCMP officers, and the Citizens on Patrol in a highly visible downtown location.

Deborah Sargent, City Manager

Operating Financial Report

The City's departmental operational revenues and expenses by core service area are summarized below, with a comparison to the same quarter in 2017 as well as the variance to the approved 2018 budget. Overall, City revenues are 89% of budget and expenses are 60% of budget.

Report/Recommendation to Council

Quarterly Financial Report – Q3 2018

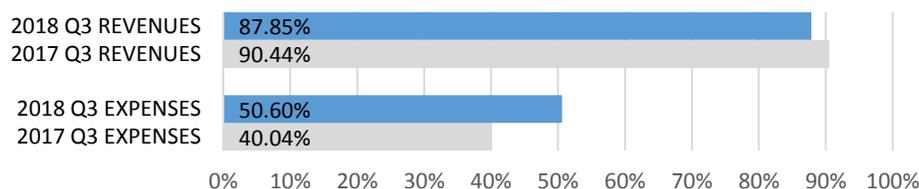
November 8, 2018

	2017 Q3	2017 Budget	2018 Q3	2018 Budget	2018 Variance \$	2018 Variance %
REVENUE						
FISCAL SERVICES	(41,296,534)	(45,661,025)	(42,596,053)	(48,487,792)	(5,891,739)	87.8%
GOVERNANCE	-	-	-	-	-	0.0%
CORPORATE SERVICES	(359,455)	(514,056)	(279,348)	(402,487)	(123,139)	69.4%
RCMP	(631,831)	(795,262)	(647,134)	(764,743)	(117,609)	84.6%
FIRE	(1,455,209)	(1,739,367)	(1,495,928)	(1,780,668)	(284,740)	84.0%
ASSETS & OPERATIONS	(878,691)	(1,098,222)	(888,606)	(1,041,849)	(153,243)	85.3%
UTILITIES	(15,096,517)	(15,929,277)	(15,699,298)	(16,508,413)	(809,115)	95.1%
COMMUNITY DEVELOPMENT	(1,802,791)	(1,988,382)	(1,906,366)	(2,269,506)	(363,140)	84.0%
ECONOMIC DEV. & TOURISM	(233,388)	(125,000)	(256,237)	(355,000)	(98,763)	72.2%
AIRPORT	(1,794,680)	(2,068,674)	(1,660,742)	(2,102,871)	(442,129)	79.0%
REVENUE TOTAL	(63,549,097)	(69,919,265)	(65,429,712)	(73,713,329)	(8,283,617)	88.8%
EXPENSE						
FISCAL SERVICES	7,665,703	19,143,422	10,646,736	21,042,469	10,395,733	50.6%
GOVERNANCE	709,261	1,323,753	583,655	1,310,555	726,900	44.5%
CORPORATE SERVICES	3,340,556	4,958,107	3,492,211	4,844,264	1,352,053	72.1%
RCMP	4,723,009	9,435,464	4,502,019	9,758,167	5,256,148	46.1%
FIRE	4,289,291	5,817,143	4,532,458	6,099,914	1,567,456	74.3%
ASSETS & OPERATIONS	7,385,458	10,450,437	7,445,121	10,579,363	3,134,242	70.4%
UTILITIES	6,142,193	9,618,138	6,249,775	9,617,983	3,368,208	65.0%
COMMUNITY DEVELOPMENT	4,331,252	6,118,618	4,479,564	7,234,633	2,755,069	61.9%
ECONOMIC DEV. & TOURISM	588,272	714,943	775,415	999,758	224,343	77.6%
AIRPORT	1,778,386	2,339,240	1,544,895	2,226,223	681,328	69.4%
EXPENSE TOTAL	40,953,380	69,919,265	44,251,849	73,713,329	29,461,480	60.0%
GRAND TOTAL	(22,595,717)	-	(21,177,863)	-	21,177,863	0.0%

**2018 Budget was re-allocated for the corporate restructure that occurred in early 2018.*

Each area of the City's operations has been analyzed below. Individual graphs show revenues and expenses as a percentage of budget for the third quarter of 2018 and 2017 for comparison.

0 - FISCAL SERVICES – Revenues are trending lower due to the increase in the CRIB contract fee budget; however, actual amounts collected remain flat across the years. Expenses are trending higher than last year due to increased debt servicing costs related to funding of the new water intake system.

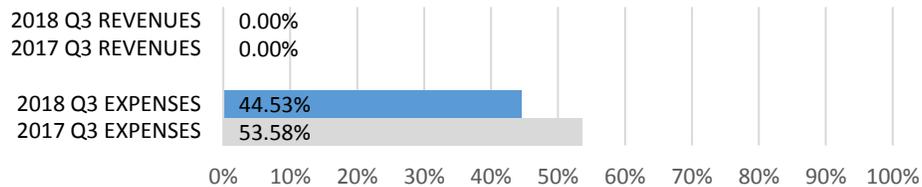


Report/Recommendation to Council

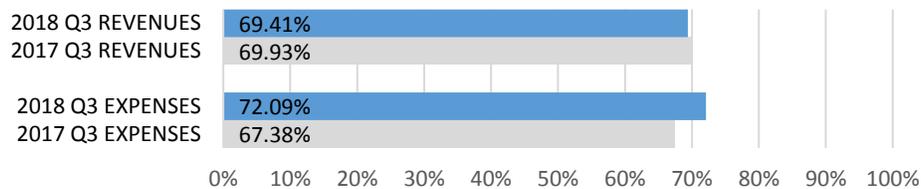
Quarterly Financial Report – Q3 2018

November 8, 2018

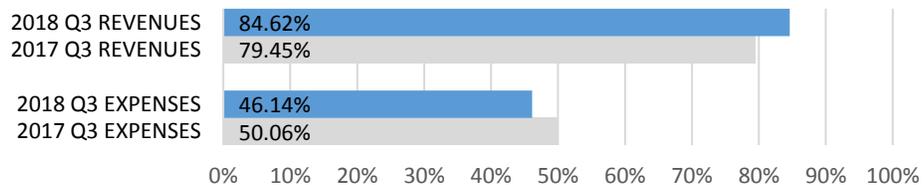
1 – GOVERNANCE – Trending lower than the prior year due to a reduction in 2018 carry forward and service level change request projects; slightly offset by increased contingency spending, specifically on the Geotechnical report on 10th Ave.



2 – CORPORATE SERVICES – On trend with prior year. 2017 had revenues from the IT service contract with the SRD. Expenses are on par with the prior year.



3 – RCMP – Revenues are trending higher due to an increase in victim services contracts and grants. Expenses are lower than budgeted due to timing of new officers bring hired during the year. RCMP contract billings are generally received subsequent to quarterly cutoff.

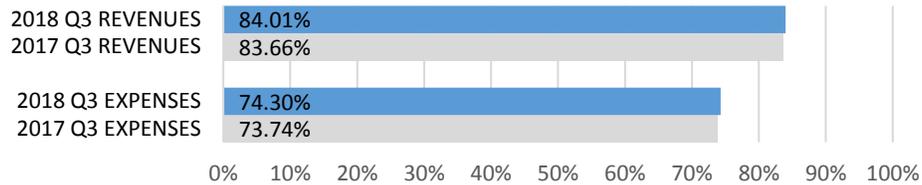


Report/Recommendation to Council

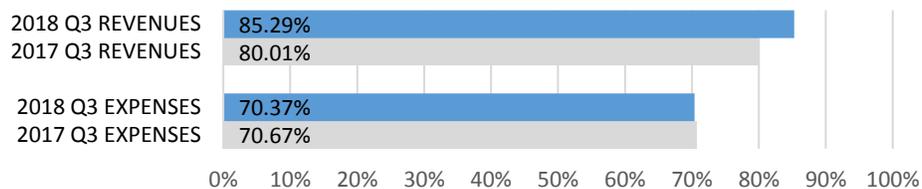
Quarterly Financial Report – Q3 2018

November 8, 2018

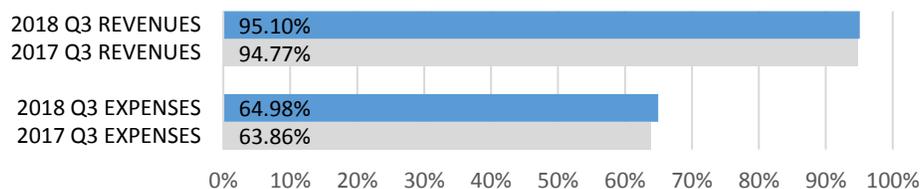
4 – FIRE – Revenues are on trend with prior year with a slight increase in contracted services. Expenses are trending higher than the prior year due to increased labour and benefits costs as there was an E911 operator vacancy in 2017, changes in training schedules, call volume and increased auxiliary wages.



5 - ASSETS & OPERATIONS – Revenues are higher than expected due to an increase in donations and grant funding. Expenses are on trend with prior year.



6 – UTILITIES – Revenues are trending higher in 2018 due to an increase in utility and garbage user fees. Expenses trending higher than the prior year due to increased labour and benefits costs, contracted services and supplies.

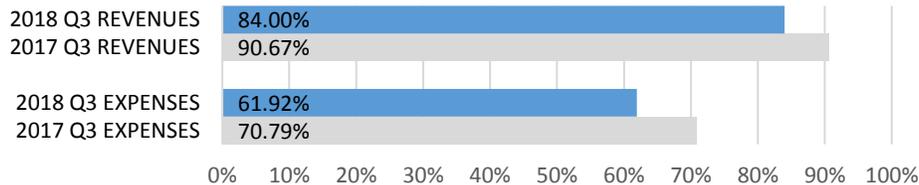


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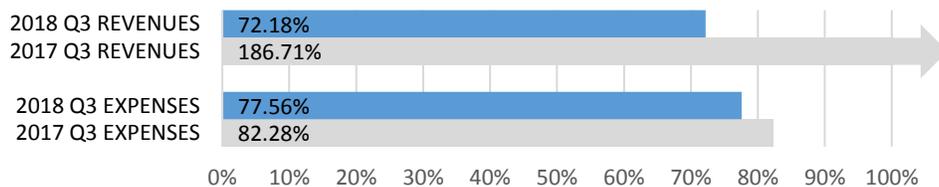
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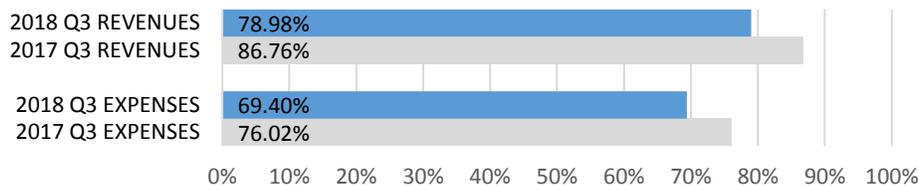
7 - COMMUNITY DEVELOPMENT – Revenues are trending lower than the prior year primarily due to a decrease in rentals at the Sportsplex and Community Centre. Expenses are trending lower in 2018 due to vacancies in Planning and Development Services; partially offset by increases related to the Downtown Security office and the new 3rd Bylaw officer.



8 – ECONOMIC DEV. & TOURISM – Revenue is anticipated to be within budget at the end of 2018. The City has received higher MRDT revenue than 2017; however, the 2018 budget was also increased in anticipation of this so it is trending less than 2017 due to the change in activity. Expenses are on trend and expected to be within budget by year end.



9 – AIRPORT – Revenues are trending lower than 2017 due to lower overall fuel sales. The decline in fuel sales was somewhat offset by increased service and concession fees. Expenses trending lower than the prior year due to reduced cost of fuel sold and other supplies purchased.



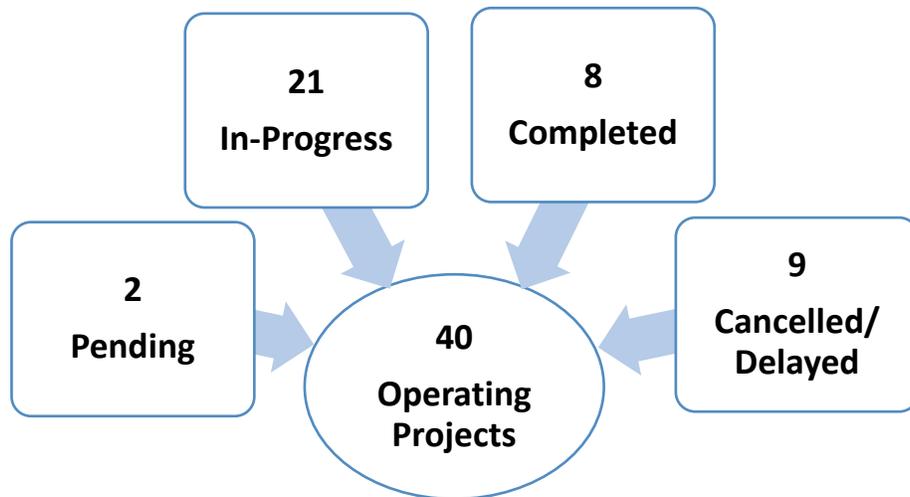
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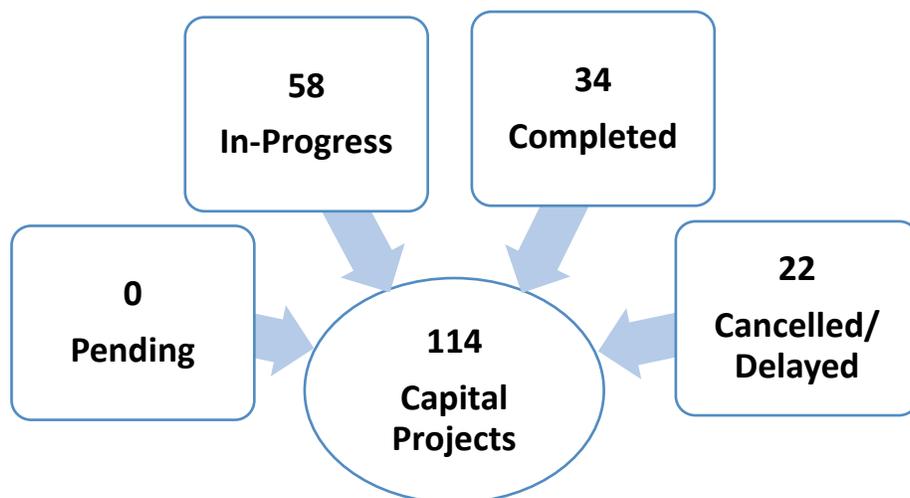
Operating Projects

There are 40 operating projects with a total budget of \$2.8M for 2018 as approved during Financial Planning, including amendments. The total spend in the third quarter on operating projects to date is \$507K or 18% of budget. Of the 40 planned projects, 21 are currently in progress and 8 have been completed. Appendix 2 provides the detail on the status for each operating project; green highlighted projects are on track with expected project delivery timelines, yellow projects could be delayed, and red projects have been delayed or cancelled.



Capital Projects

There are 114 capital projects with a total budget of \$31M for 2018. The most significant of these projects continues to be the Water Supply project which is now commissioned and operational. The total spend to the third quarter on capital projects is \$9M or 30% of budget. Overall, 58 of 114 capital projects are currently underway and 34 have been completed. Appendix 3 provides the detail on the status for each capital project; green highlighted projects are on track with expected project delivery timelines including multi-year projects, yellow projects could be delayed, and red projects have been delayed or cancelled.



Appendix 1 - Operating Departmental Budget Segments

0 - FISCAL SERVICES	00 Taxation 02 Miscellaneous Other 04 Debt Interest 05 Debt Principal 07 Fiscal Services 08 Reserves
1 – GOVERNANCE	10 Mayor & Council 15 City Manager
2 – CORPORATE SERVICES	20 Deputy City Manager 21 Legislative & Property Services 22 Communications 23 Human Resources 24 Information Technology 25 Finance
3 - RCMP	30 RCMP 31 Police Protection 35 Victim Services
4 - FIRE	40 Fire Protection 45 E911
5 - ASSETS & OPERATIONS	50 GM Assets & Operations 51 Capital Works 52 Stores 53 Fleet 54 Facilities 55 Roads & Transportation 56 Public Transit 58 Parks 59 Cemeteries
6 - UTILITIES	60 Storm Drains 65 Solid Waste 68 Sewer 69 Water
7 - COMMUNITY DEVELOPMENT	70 GM Community Development 71 Long Range Planning & Sustainability 72 Development Services & Business Licensing 74 Bylaw Enforcement 75 Animal Control 79 Recreation & Culture
8 – ECONOMIC DEVELOPMENT & TOURISM	80 Economic Development 85 Tourism
9 - AIRPORT	90 Airport

**APPENDIX 2
OPERATING PROJECTS
at September 30, 2018 (Q3)**

Project Statuses:
A - Not Started
B - Planning / Request for Proposal / Design
C - In Construction / In Progress
D - Completed / In Use
X - Cancelled
Z - Delayed Until Next Year

Index	Department	CC3#	Project Name	September 2018 (Q3)	2018	Budget	\$ Variance	% Variance	Status	2019 CFWD	Comments
Strategic Projects											
1	Mayor & Council	NA	Centennial Pool and Operating Budget Fund	-		300,000	300,000	0.0%	C		Allocation from Gaming Reserve will be recorded as part of the City's fiscal year end process.
2	Mayor & Council	Various	Council Contingency - Annual Allocation*	36,776		225,000	188,224	16.3%	C		A total of \$169,462 is currently committed for 2018.
3a	Mayor & Council	X043	Council Contingency - Grassroots Kind Heart Society	-		3,000	3,000	0.0%	X		Grassroots dinner program not scheduled.
3b	Mayor & Council	X059	Council Contingency - Radiant Life Church Security	4,500		9,000	4,500	50.0%	C		Reimbursement of security contracted services for dinner program. To be fully expended by year end.
4	Mayor & Council	X046	Council Contingency - Property management	19,048		20,000	952	95.2%	D	✓	Project Completed and presented to Council in Q2.
5	Mayor & Council	S059	Forestry Task Force Operating Budget	798		25,000	24,202	3.2%	D	✓	The Forestry Task Force concluded at the end of March.
6	Mayor & Council	S076	3.5 Acre Task Force	-		140,000	140,000	0.0%	A		Funding allocated to continue to develop concept of 3.5 Acre Task Force recommendations from 2017 for multi-purpose facility, including grant writing if determined applicable. Work pending consideration of 3.5 acre walkway design.
7	Mayor & Council	S053	Beautification Grants	-		40,000	40,000	0.0%	C		Beautification projects are underway by the associations and expected to be completed before the end of the year.
8	Mayor & Council	S078	Social Grants	-		25,000	25,000	0.0%	Z	YES	Project to be deferred to 2019 pending appointment of permanent CFO.
9	Mayor & Council	S097	Ishikari Anniversary Celebration	28		25,000	24,972	0.1%	X		Next Ishikari Celebration not occurring until 2023.
10	Mayor & Council		Safer Downtown*	37,560		176,000	138,440	21.3%	C		Office was operational by the end of June 2018. Final works are still being completed and some of this funding will be transferred to capital for office furnishings and improvements during the year end process.
11	Planning & Development	S054	Campbellton Planning Projects	5,405		7,500	2,095	72.1%	C		Final draft report received and expected to be presented to Council in November.
12	Planning & Development	S067	Downtown Small Initiatives Fund	61,465		93,000	31,535	66.1%	C		Projects in progress and further invoices expected.
13	Planning & Development	S084	Downtown Signage Incentive Program	34,341		70,000	35,659	49.1%	C		SIP program and handbook complete. Currently in initial implementation phase.
14	Planning & Development	S038	Façade Storefront Downtown Revitalization	11,568		75,000	63,432	15.4%	C	YES	Processing applications for improvement.
15	Recreation & Culture	S093	Increase Spirit Square Program Budget	12,000		12,000	-	100.0%	D	✓	Spirit Square programming is over for the year.
16	Recreation & Culture	S104	Enhanced Skatepark Environment	9,106		15,000	5,894	60.7%	D	✓	Pilot project is complete.
17	Recreation & Culture	S101	Public Art Master Plan	3,996		20,000	16,004	20.0%	Z	YES	Master planning will continue in early 2019.
18	Recreation & Culture	S086	Public Art	-		48,000	48,000	0.0%	Z	YES	On hold until master plan is complete.

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Corporate Projects										
19	Human Resources	S095	Strategic HR Management	72,938	97,000	24,062	75.2%	C		SHRM to date has focused on organizational development, primarily related to the strategic management plan; holistic workforce planning; enhanced recruitment strategies; and engagement with working groups.
20	Finance	S094	DCC Review	-	75,000	75,000	0.0%	Z	YES	Project to be deferred to 2019 pending appointment of permanent CFO.
21	Economic Development	S105	Enhance and Maintain Services	27,894	57,000	29,106	48.9%	C		Project currently in progress. Expenses to date include CR's Siggraph 2018 conference, Comox Seafood Expo sponsorship, International Communities Forum conference, and costs related to the Smart Cities Challenge application.
22	Legislative Services	S102	Municipal Election	580	51,000	50,420	1.1%	D	✓	Municipal election is complete but expenses are largely in Q4.
23	Planning & Development	S087	Sea Level Rise Assessment*	40,856	505,000	464,144	8.1%	C	YES	Technical reports nearing completion.
24	Planning & Development	S096	Interim Development Services Manager	-	150,000	150,000	0.0%	D	✓	No longer a term position with City organizational restructure that occurred in early 2018. Moved to base operating budget.
25	Roads	S106	Snow Clearing - Sidewalks	-	30,000	30,000	0.0%	A		Seasonal project.
Operational Projects										
26	Economic Development	S098	Tech Attraction Strategy	-	20,000	20,000	0.0%	C		The project will be concluded and paid for in November.
27	Planning & Development	C036	Zoning/OCP Update	10,773	84,000	73,227	12.8%	Z	YES	This project will resume in 2019 in a phased approach. The update focused on legal changes for 2018 and will move into further phased updates for key issues in 2019 (e.g.. shipping containers, building height, secondary suites etc.).
28	Planning & Development	S069	Community Energy Efficiency Program	70,251	70,000	(251)	100.4%	C		The City is continuing to offer \$250 home energy rebates for existing homes, a top up to the Provincial Oil to Heat Pump program, and Energy Step Code Incentives for new buildings.
29	Planning & Development	S099	BC Hydro Energy Retrofit Program	-	16,000	16,000	0.0%	D	✓	This funding is for the DC Fast Charger (EV Charging Station) which has been commissioned at the Community Centre. Invoicing is yet to be received from BC Hydro.
30	Planning & Development	S100	Development Process Update	7,613	40,000	32,387	19.0%	C	YES	Mobile inspections have been launched. Have implemented intelli-search. Will require CFWD to complete all Prospero works.
31	Airport	S015	Business Development Opportunity Fund	3,982	50,000	46,018	8.0%	D	✓	Project complete - remaining spending of \$28.6K to be recorded in Q4.
32	Airport	S049	Crack Sealing	-	20,000	20,000	0.0%	X	YES	Delayed to 2019.
33	Airport	S048	Runway Line Painting	-	20,000	20,000	0.0%	X	YES	Delayed to 2019.
34	Sewer	S055	Lift Station Auto - Cleaning	13,633	30,000	16,367	45.4%	C	YES	Equipment purchased for 2018 and 2019. Installation to happen in Spring 2019 following completion of confined space entry procedures.
35	Sewer	S090	Biosolids Management Options Study	899	103,000	102,101	0.9%	B	YES	Draft report complete. On-hold awaiting outcomes of short term biosolids management assessment.
36	Sewer	S089	Confined Space Entry Alternate Procedures	4,250	10,000	5,750	42.5%	C	YES	Underway. Completion anticipated in 2019.
37	Water	S089	Water Conservation Plan	-	35,000	35,000	0.0%	C		Anticipated to be completed in Q4.
38	Water	S074	Confined Space Entry Alternate Procedures	4,250	10,000	5,750	42.5%	C	YES	Underway. Completion anticipated in 2019.
39	Recreation & Culture	S108	PLAY Campbell River	12,536	30,000	17,464	41.8%	C		PLAY Campbell River committee continues to meet and plan initiatives for the community.
				TOTAL	\$ 507,044	\$ 2,831,500	\$ 2,324,456	17.9%		

*2018 Budget as amended.

**APPENDIX 3
CAPITAL PROJECTS
at September 30, 2018 (Q3)**

Project Statuses:
A - Not Started
B - Planning / Request for Proposal / Design
C - In Construction / In Progress
D - Completed / In Use
X - Cancelled
Z - Delayed Until Next Year

Index	Department	CC1	Project Name	Sep 2018 (Q3)	2018 Budget	\$ Variance	% Variance	Status	2019 CFWD	Comments
Strategic Priorities Projects										
NEW	213 - IT	2018	Broadband - Phase 2*	7,135	100,000	92,865	7.1%	Z	YES	Council approved this project in 2018. This small network expansion takes advantage of a planned revitalization along Cypress Street. Project will coincide with Cypress Street revitalization.
1	322 - Fire Protection	1006	#1 Fire Station Replacement	27,572	467,418	439,846	5.9%	B	YES	Staff consultation complete, RFP for feasibility study issued.
2	450 - Facilities	4039	Big House Pavilion Deconstruction & Preservation	-	50,000	50,000	0.0%	B		Stakeholder review in progress.
3	450 - Facilities	4064	Council Chambers Accessibility Improvements	-	35,000	35,000	0.0%	B		Conceptual design options to be brought to COW in November 2018 with intent to undertake engineered design prior to end of 2018.
4	532 - Roads	6028	Cypress Street Improvements	4,997	33,021	28,024	15.1%	Z	YES	Tendered only one response significantly over budget. To be re-tendered early in 2019.
5	532 - Roads	6017	Pier Street, Sign and MHC Entrance Improvements	14,168	325,000	310,832	4.4%	Z	YES	Design underway. To be added to the 2019 Financial Plan for reconsideration due to insignificant budget based on conceptual designs.
6	532 - Roads	6016	Ferry Terminal Access Improvements	-	9,837	9,837	0.0%	Z		BC Ferries has just started a review of their capital reinvestment in the Campbell River Terminal. This project is on hold as not to duplicate their program and potential improvements.
7	532 - Roads	6030	Petersen/Shetland/Willis Walkability	-	60,000	60,000	0.0%	C		Work underway on Hopkin and Cheviot.
8	532 - Roads	6031	Snow Clearing Equipment	-	50,000	50,000	0.0%	B		Equipment ordered, delivery expected before year end.
9	532 - Roads	6032	Street Lights – 10th Ave	7,746	10,000	2,254	77.5%	D ✓		Hydro installed lights on requested pole - additional funds used for Spirit Square/downtown bylaw office lighting.
10	532 - Roads	6033	3.5 Acre Walkway	9,486	500,000	490,514	1.9%	C	YES	Project is underway. Phase 1 to be completed in 2018. Landscaping to be completed in 2019.
11	532 - Roads	6034	Willis Road Pedestrian Upgrades Phase 2	-	355,000	355,000	0.0%	Z		Project to commence in 2019 due to delays in engineering work and allowable fisheries schedules.
12	532 - Roads	6035	Willis Road Connection Concept	-	30,000	30,000	0.0%	B		Awaiting information on a shared review of this project with MOTI.
13	532 - Roads	6009	Seagull Walkway Design	-	150,000	150,000	0.0%	B		Project ready for tender but due to staff resourcing has not yet been posted.
14	532 - Roads	6018	Parking Lot Improvements	23,750	25,000	1,250	95.0%	D ✓		Complete
15	Multi-Departmental	8008	Highway 19A - Phase 3	183,169	1,396,192	1,213,023	13.1%	B	YES	Council approved preliminary design and project to enter detailed design. 50% submission due end Q4.
16	550 - Storm Drains	6502	Downtown Storm Mitigation	331	274,908	274,577	0.1%	C		Ongoing works for the next 3-5 years.
17	570 - Airport	****	Fueling Facility	339,753	481,481	141,728	70.6%	D ✓		Project complete.

**APPENDIX 3
CAPITAL PROJECTS
at September 30, 2018 (Q3)**

Project Statuses:
A - Not Started
B - Planning / Request for Proposal / Design
C - In Construction / In Progress
D - Completed / In Use
X - Cancelled
Z - Delayed Until Next Year

Index	Department	CC1	Project Name	Sep 2018 (Q3)	2018 Budget	\$ Variance	% Variance	Status	2019 CFWD	Comments
18	570 - Airport	3011	Airport Development Servicing	9,834	70,000	60,166	14.0%	C	YES	Draft Engineering plans submitted to City staff for final approval - anticipated construction Fall / Winter 2018.
19	570 - Airport	3012	Security Fencing - South Development	-	40,000	40,000	0.0%	C	YES	Will be undertaken with construction of item 18 (Airport Development Servicing).
20	570 - Airport	3017	Aircraft De-icing Equipment	-	200,000	200,000	0.0%	C		Proposals being evaluated.
21	580 - Sewer	5002	Waterfront Sewer Force main	1,299,763	6,768,897	5,469,134	19.2%	C	YES	Phase 1 construction on schedule for Q4 completion. Phase 2 design review underway; anticipate construction tender in 2019 pending resolution of property impacts.
22	580 - Sewer	5019	Larwood-Erickson Sewer Upgrade	586,847	4,100,000	3,513,153	14.3%	Z	YES	Contractor has encountered unforeseen conditions resulting in significant delay. Work will be suspended over winter months and resumed in early 2019 with adjusted completion date of July 2019.
23	580 - Sewer	5006	NWEC Upgrades - Phase 3	-	300,000	300,000	0.0%	Z	YES	Awaiting Scope confirmation.
24	590 - Water	****	Water Facility Renewal	1,391,686	1,361,160	(30,526)	102.2%	D ✓		Final works completed, North system connection to be submitted as separate project for 2019.
25	720 - Parks	9035	Robron Field House Civil Works	1,643	622,285	620,642	0.3%	B	YES	Awaiting direction from SMT.
26	720 - Parks	9018	Big Rock Boat Ramp - Phase 1	1,310,306	2,176,000	865,694	60.2%	D ✓	YES	Substantially complete and in use.
27	720 - Parks	9041	Willow Point Park Field House Repairs	473	75,000	74,528	0.6%	Z	YES	To be carried forward into 2019.
28	720 - Parks	9015	Nunn's Creek Master Plan	224	60,000	59,776	0.4%	Z	YES	Estimated completion date Summer 2019 due to additional site investigation.
29	740 - Recreation & Culture	9906	Sportsplex Renovation/ Expansion Detailed Design and Construction	-	80,000	80,000	0.0%	Z		Phases I and III delayed until 2019 for further discussion with Council. Phase II to be incorporated with Sportsplex roof and HVAC replacement.
Other Capital Projects										
30	212 - Finance	2020	Asset Management	15,544	60,000	44,456	25.9%	B	YES	Tender to be issued in Q4.
31	213 - IT	2006	Recreation Management Software	14,784	51,181	36,397	28.9%	Z	YES	Project still in progress. Parks and field bookings transitioning from Parks to Recreation and Culture. Ongoing configuration, feature development and report configuration.
32	213 - IT	2012	Dogwood DOC Phone System	9,469	24,576	15,107	38.5%	C		Phone system went live in Q1. Will require peripheral purchases in Q4.
33	213 - IT	2014	Vadim E3 Upgrade	1,666	9,000	7,334	18.5%	B		In planning stage. Implementation planned for early Q4 2018.
34	213 - IT	2015	Scheduled Photocopier Replacement	10,475	16,000	5,525	65.5%	D ✓		Completed early Q4
35	213 - IT	2016	GIS Orthophotos	-	17,000	17,000	0.0%	C		Orthophotos are under review by proponent. Completion anticipated in early Q4

**APPENDIX 3
CAPITAL PROJECTS
at September 30, 2018 (Q3)**

Project Statuses:
A - Not Started
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Index	Department	CC1	Project Name	Sep 2018 (Q3)	2018 Budget	\$ Variance	% Variance	Status	2019 CFWD	Comments
36	213 - IT	2001	Printer/Peripheral Replacement	18,319	20,000	1,681	91.6%	C		On-going throughout 2018.
37	213 - IT	2002	Workstation/Laptop Replacement	29,840	36,000	6,160	82.9%	C		On-going throughout 2018.
38	213 - IT	2023	Primary File Server Replacement	15,084	15,000	(84)	100.6%	D ✓		Completed early Q2
39	213 - IT	2024	Enterprise Centre Plotter	7,987	8,000	13	99.8%	D ✓		Implemented in Q1 2018.
40	213 - IT	2025	Data Storage upgrade	28,409	30,000	1,591	94.7%	D ✓		Implemented in Q1 2018.
41	213 - IT	2026	Emergency Operations Center Inventory	12,110	-	-	100.0%	C		This project is 100% grant funded. Inventory purchases complete; waiting on JIBC coursework to take place in November to finalize.
42	322 - Fire Protection	1009	Pumper Rescue Replacement	912,999	901,696	(11,303)	101.3%	D ✓		Vehicle in service
43	322 - Fire Protection	1004	Small Equipment Replacement	-	15,000	15,000	0.0%	C		Equipment on order - delivery Q4.
44	447 - Fleet	4009	Fleet Replacement Plan	520,335	856,084	335,749	60.8%	C	YES	5 units received, 3 units awaiting delivery and 1 unit deferred to 2019.
45	448 - Capital Works	8006	Capital Works Management	355,862	477,263	121,401	74.6%	C		On Schedule.
46	450 - Facilities	4047	Dick Murphy Park Viewing Platform Construction	16,561	29,401	12,840	56.3%	D ✓		Construction complete and viewing platform in use.
47	450 - Facilities	4049	Library Air Handler Replacement	21,865	58,422	36,557	37.4%	D ✓		Construction complete.
48	450 - Facilities	4050	Small Equipment	25,739	30,000	4,261	85.8%	D ✓		Minor acquisitions still to come but fund nearly fully expended. Utilized to replace road safety barricades, heated pressure washers x 2 and small gas powered equipment in 2018.
49	450 - Facilities	4052	Energy and Water Consumption Reduction Projects	23,810	25,000	1,190	95.2%	D ✓		LED lighting retrofit to all squash / racquetball courts at the Sportsplex. Nearing completion.
50	450 - Facilities	4065	Video Surveillance System Ongoing Camera Renewal Program	35,451	60,000	24,549	59.1%	C		Cameras installed in downtown and replaced at Spirit Square x2. Software updated and storage capacity has been expanded. Several additional cameras will be replaced prior to year-end.
51	450 - Facilities	4048	City Facilities Fall Protection	-	200,000	200,000	0.0%	B	YES	Engineering is underway. Anticipated tender in Q4, construction in early Q1, 2019.
52	450 - Facilities	4066	Contractor Coordinator Vehicle	42,300	45,000	2,700	94.0%	D ✓		Vehicle delivered and in service.
53	450 - Facilities	4067	City Hall Main Stairwell Carpet Replacement	34,574	35,000	426	98.8%	D ✓		Complete.

**APPENDIX 3
CAPITAL PROJECTS
at September 30, 2018 (Q3)**

Project Statuses:	
A	- Not Started
B	- Planning / Request for Proposal / Design
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Index	Department	CC1	Project Name	Sep 2018 (Q3)	2018 Budget	\$ Variance	% Variance	Status	2019 CFWD	Comments
54	450 - Facilities	4062	CRCC Front Desk Safety Improvements	4,668	30,000	25,332	15.6%	C		Construction underway, to be completed November, 2018.
55	450 - Facilities	4068	CRCC Kiln Exhaust System Replacement	-	15,000	15,000	0.0%	X		An emergency repair of this equipment was undertaken in late 2017 including replacing the main exhaust fan motor after the finalization of the 2018 capital plan. Replacement no longer needed.
56	450 - Facilities	4069	DOC Welding Bay Source Extraction Ventilation	5,616	20,000	14,384	28.1%	C		Project to be completed in Q4.
57	450 - Facilities	4070	DOC Front Counter Safety Upgrades	-	40,000	40,000	0.0%	B	YES	Detailed design / engineering in final stages. Anticipated construction in late Q4 or Q1, 2019.
58	450 - Facilities	4071	Haig Brown House Chimney Rebuild	-	25,000	25,000	0.0%	X		Project no longer necessary.
59	450 - Facilities	4072	Sportsplex Building Envelope Condition Assessment	-	20,000	20,000	0.0%	D ✓		Complete.
60	450 - Facilities	4058	MHC Envelope Repairs	1,341	50,000	48,659	2.7%	C	YES	Tender issued but came in substantially over budget. Emergency repairs will be undertaken on most critical areas of the envelope with a larger envelope rehabilitation scheduled in future years.
61	450 - Facilities	4073	Tidemark Theatre HVAC / Exhaust Replacement	5,125	30,000	24,875	17.1%	D ✓		Repairs complete. A portion of the work will be reviewed in 2019 based on engineering assessment of entire building HVAC systems.
62	450 - Facilities	4061	ERT Materials Transfer Pit Site Improvements	1,044	44,350	43,306	2.4%	C	YES	Environmental Site Assessment underway. Site inspection and drilling complete. Awaiting final report with recommendations.
63	450 - Facilities	4038	Discovery Pier Structural Repairs	95,029	100,000	4,971	95.0%	D ✓		Complete.
64	450 - Facilities		Misc. Facilities Project/Purchases	52,634	-	(52,634)	100.0%	C		Work ongoing throughout year.
65	450 - Facilities		Downtown Security Office	78,422	-	(78,422)	100.0%	D ✓		Complete. Operational as of July 16.
66	532 - Roads	6006	Sidewalk Infill	33,950	245,132	211,182	13.8%	B	YES	CFWD to 2019 - Tied in with the Cypress Street Project - Tendered with bids greatly exceeding the budget.
67	532 - Roads	6012	Pedestrian Signal Crossing Lights	41,675	30,000	(11,675)	138.9%	D ✓		Complete
68	532 - Roads	6007	Transit Bus Shelters	-	40,000	40,000	0.0%	C		To be completed by the end of November.
69	532 - Roads	6027	Pavement Management Plan	1,502	65,000	63,498	2.3%	C		Reviewing final report.
70	532 - Roads	6008	LED Light Conversion	43,580	50,000	6,420	87.2%	D ✓		2018 work is complete.
71	532 - Roads	6002	Intersection Improvements	-	20,000	20,000	0.0%	B		Tender to be issued before the end of October for design work for Maryland.

**APPENDIX 3
CAPITAL PROJECTS
at September 30, 2018 (Q3)**

Project Statuses:	
A	- Not Started
B	- Planning / Request for Proposal / Design
C	- In Construction / In Progress
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Index	Department	CC1	Project Name	Sep 2018 (Q3)	2018 Budget	\$ Variance	% Variance	Status	2019 CFWD	Comments
72	532 - Roads	6001	Cycling Infrastructure	1,371	15,000	13,629	9.1%	D ✓		2018 works completed.
73	532 - Roads	6025	Asphalt Overlays	125,613	500,000	374,387	25.1%	C	YES	2018 work to be completed by the end of November. \$250,000 funding to Larwood - awaiting contractor.
74	532 - Roads	6020	Traffic Control Upgrades - Replacement	-	200,000	200,000	0.0%	B	YES	Tender to be issued before the end of October for St Ann's/Shoppers intersection.
75	550 - Storm Drains	6501	Annual Drainage Improvements	(4,983)	100,000	104,983	-5.0%	D ✓		Work for 2018 is completed.
76	550 - Storm Drains	6036	Fir Street Upgrades	2,745	175,000	172,255	1.6%	B	YES	Design complete, project to be tendered in Q4 with 2019 construction.
77	570 - Airport	3010	Airport Snowblower	440,856	420,000	(20,856)	105.0%	D ✓		Equipment received and in service.
78	570 - Airport	3018	Airside Concrete Parking, Combined Taxi "C" Widening	-	60,000	60,000	0.0%	B	YES	Preparing terms of reference for consultant. Project to be submitted to ACAP for April 1, 2019.
79	570 - Airport	3019	AvGas, Access and Parking for Aircraft	-	105,000	105,000	0.0%	B	YES	Preparing drawings and spec's for RFP/RFI/Tender.
80	570 - Airport	3020	Roadway Paving	-	25,000	25,000	0.0%	Z	YES	To be completed after construction of item 79 (AvGas, Access and Parking for Aircraft).
81	570 - Airport	3021	Shelter	-	20,000	20,000	0.0%	B	YES	RFQ being developed, issued in November.
82	580 - Sewer	5003	Lift Station #11 Upgrade	-	45,248	45,248	0.0%	D ✓		Maintenance Period.
83	580 - Sewer	5005	NWEC Upgrade Phase 2	31,121	160,465	129,344	19.4%	D ✓		Maintenance Period.
84	580 - Sewer	5009	Lift Station Generators	267,611	416,527	148,916	64.2%	D ✓	YES	Substantial Performance achieved - maintenance period.
85	580 - Sewer	5022	Biosolids Site Management	11,600	500,000	488,400	2.3%	Z	YES	Awaiting Council recommendation regarding compost facility.
86	580 - Sewer	5023	Sewer Asset Registry	-	25,000	25,000	0.0%	Z		Deferred to future year due to lack of staff capacity.
87	580 - Sewer	5020	Sewer Main Replacement	-	1,000,000	1,000,000	0.0%	C	YES	Cured In Place Pipe (CIPP) contract awarded and work underway; scheduled for Q4 completion.
88	580 - Sewer	5024	Sewer Facility Renewal	82,199	220,000	137,801	37.4%	C	YES	Digester diffusers - complete. Oxidation Ditch diffusers - complete. LS #11 Hatches - installed. Aeration pipe lining method being investigated - if lining is possible it will be completed by November.
89	580 - Sewer	5025	NWEC Electrical Upgrade	-	200,000	200,000	0.0%	B	YES	Plant Operations leading design process currently underway. Design RFQ under review with Construction 2019.

**APPENDIX 3
CAPITAL PROJECTS
at September 30, 2018 (Q3)**

Project Statuses:
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90	590 - Water	7034	CRIB/CCR Water Improvements	-	20,000	20,000	0.0%	Z		Deferred to future year due to lack staff capacity.
91	590 - Water	7033	Water Dept. Temporary Location	-	300,000	300,000	0.0%	Z		Existing lease has been extended to mid-2019. New location not needed until 2019.
92	590 - Water	7025	WM Cathodic Protection	9,612	125,000	115,388	7.7%	Z	YES	Report received in Q3. Work will be designed and tendered in Q1-2019. Scheduled to be completed in 2019.
93	590 - Water	7024	Petersen/Shetland PRV	9,050	40,000	30,950	22.6%	Z	Yes	Design to be finalized by end of Q4-2018. Project will be tendered and completed in 2019.
94	590 - Water	7023	Area D Connection Improvements	-	20,000	20,000	0.0%	Z		Deferred to future year due to lack staff capacity.
95	590 - Water	7035	Water Asset Registry	-	25,000	25,000	0.0%	Z		Deferred to future year due to lack of staff capacity.
96	590 - Water	7027	Water Service Renewal	27,122	50,000	22,878	54.2%	C		Work on-going Q1-Q4.
97	590 - Water	7026	Fire Hydrant Renewal	13,168	50,000	36,832	26.3%	C		Work on-going Q1-Q4.
98	590 - Water	7036	Watermain Renewal	-	1,000,000	1,000,000	0.0%	B	YES	Design nearing completion anticipate tender for construction services in Q4/2018.
99	590 - Water		Forklift	47,615	-		100.0%	D ✓		Complete.
100	Utilities	8000	SCADA Platform	111,626	90,024	(21,602)	124.0%	D ✓		Phase 1 and 2 completed.
101	Utilities	8002	Meter Renewal	31,153	100,000	68,847	31.2%	C		Work on-going Q1-Q4.
102	720 - Parks	9021	Shade Sails Installation	28,816	29,000	184	99.4%	D ✓		Complete.
103	720 - Parks	9905	Campbellton Neighbourhood Association - End of Spruce Street Concept Plan	27,020	30,000	2,980	90.1%	D ✓		Complete.
104	720 - Parks	9042	Elk Falls Cemetery Parking Lot Pavement	55,439	65,000	9,561	85.3%	C		Majority of the project is complete; a couple of small items remain and will be completed by the end of November.
105	720 - Parks	9030	Seawalk Improvements	3,435	85,000	81,565	4.0%	C		Phase one complete, phase two and three have been delayed due to the paving contractor's busy schedule, estimated completion date end of November.
106	720 - Parks	9043	Willow Point In Field Mix Replacement	-	52,000	52,000	0.0%	D ✓		Complete.
107	720 - Parks	9008	Marine Foreshore Restoration	48,070	100,000	51,930	48.1%	D ✓		Complete.



**APPENDIX 3
CAPITAL PROJECTS
at September 30, 2018 (Q3)**

Project Statuses:
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D - Completed / In Use
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108	720 - Parks	9044	Parks Information and Sign Program	5,014	25,000	19,986	20.1%	C		Completion date mid December 2018.
109	720 - Parks	9045	Fence Upgrades and Replacements	2,399	20,000	17,601	12.0%	C		Completion date mid December 2018.
110	720 - Parks	9046	Parks Irrigation Strategy	25,518	35,000	9,482	72.9%	C		Completion date mid December 2018.
111	740 - Recreation & Culture	9904	Walter Morgan Studio - Rehabilitation	10,896	196,998	186,103	5.5%	B	YES	RFQ for structural framework closes on Oct 30. RFP for remainder of heritage restoration works to be posted when internal support is complete.
112	740 - Recreation & Culture	9900	Recreation Equipment	2,866	9,000	6,134	31.8%	C		Fitness equipment has been received. Facility services equipment on order.
113	740 - Recreation & Culture	9907	Centennial Pool Condition Assessment	21,845	30,000	8,155	72.8%	C		Final report in process. 3 options for consideration.
114	740 - Recreation & Culture	9908	Sportsplex Weight Room Equipment Replacement	2,670	150,000	147,330	1.8%	C		Majority of equipment has been delivered and installed and is in use. Invoice received in Q4.
TOTAL				9,178,115	30,884,566	21,766,176	29.7%			