

Council Agenda Information

COTW [Click and type date of meeting] Regular Council September 09, 2019



City of Campbell River Report/ Recommendation to Council

Date: August 23, 2019
Submitted by: Finance Department
Subject: Quarterly Financial Report – Q2, 2019

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 August 23, 2019 from the Finance Department regarding the City's Quarterly Financial Report – Q2, 2019 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 2019 was originally adopted in early December 2018 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 – Q2, 2019

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Discussion

Overview from the City Manager

The second quarter financial report for 2019 identifies that the City's work plan is well underway for the year. Of the City's total 162 approved projects for 2019, 110 projects are currently in-progress and 24 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.

The City's 2019 capital plan focuses heavily on renewal of core assets and continued planning for the upgrades to Highway 19A between Simms Creek and the Big Rock Boat Ramp through an integrated waterfront project. This extensive three-year project includes the next phase of Highway 19A improvements between Rockland road and the southern limit of the Big Rock Boat Ramp site, as well as renewal of the waterfront sewer forcemain and several key lift stations between Rockland Road and the Maritime Heritage Centre. The first phase of the waterfront sewer forcemain work, up to 1st Avenue, was completed in the fall of 2018. This year, construction of the waterfront forcemain will continue south from 1st Avenue toward Rockland Road. The design for Highway 19A continues and construction on this project will commence in 2019 and continue through 2020.

The operational budget analysis indicates the City is generally on trend as compared to budget and prior year activity, indicating that the City continues to operate in a fiscally responsible manner.

2019 is another busy year for infrastructure replacement, and the overall 10-year Financial Plan ensures funding, employees, tools and equipment, programs and services to support community development and advancement, and plans ahead to spread out the costs of modest service enhancements.

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 2018, as well as the variance to the approved 2019 budget. There are no material financial concerns identified in the operating sections. Overall, City revenues are 80% of budget and expenses are 51% of budget.

Report/Recommendation to Council

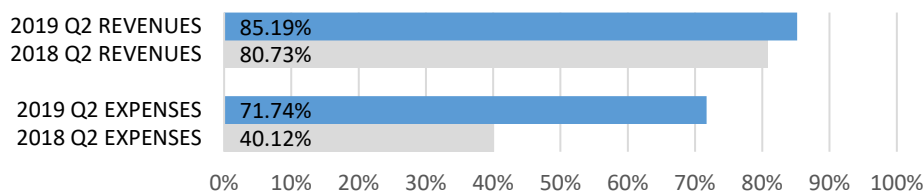
Quarterly Financial Report – Q2, 2019

August 23, 2019

	2018 Q2	2018 Budget	2019 Q2	2019 Budget	2019 Variance \$	2019 Variance %
REVENUE						
FISCAL SERVICES	(39,142,284)	(48,487,792)	(43,839,779)	(51,463,214)	(7,623,435)	85.2%
GOVERNANCE	-	-	-	-	-	0.0%
CORPORATE SERVICES	(186,625)	(402,487)	(202,277)	(414,663)	(212,386)	48.8%
RCMP	(544,923)	(764,743)	(522,713)	(761,263)	(238,550)	68.7%
FIRE	(709,055)	(1,780,668)	(693,983)	(1,845,973)	(1,151,990)	37.6%
ASSETS & OPERATIONS	(433,353)	(1,041,849)	(479,483)	(1,077,551)	(598,068)	44.5%
UTILITIES	(14,368,620)	(16,508,413)	(14,507,064)	(17,088,105)	(2,581,041)	84.9%
COMMUNITY DEVELOPMENT	(1,315,848)	(2,269,506)	(1,192,456)	(2,215,789)	(1,023,333)	53.8%
ECONOMIC DEV. & TOURISM	(109,490)	(355,000)	(100,544)	(504,000)	(403,456)	19.9%
AIRPORT	(688,269)	(2,102,871)	(731,075)	(2,113,387)	(1,382,312)	34.6%
REVENUE TOTAL	(57,498,467)	(73,713,329)	(62,269,374)	(77,483,945)	(15,214,571)	80.4%
EXPENSE						
FISCAL SERVICES	8,436,931	21,031,669	16,889,741	23,544,323	6,654,582	71.7%
GOVERNANCE	419,763	1,310,555	420,403	1,266,143	845,740	33.2%
CORPORATE SERVICES	2,437,384	4,844,264	2,301,429	4,869,166	2,567,737	47.3%
RCMP	2,530,138	9,758,167	2,730,074	9,875,966	7,145,892	27.6%
FIRE	3,095,149	6,099,914	3,282,826	6,234,082	2,951,256	52.7%
ASSETS & OPERATIONS	4,262,583	10,590,163	5,163,617	11,115,932	5,952,315	46.5%
UTILITIES	3,801,760	9,617,983	4,162,185	9,967,435	5,805,250	41.8%
COMMUNITY DEVELOPMENT	2,741,316	7,234,633	3,107,151	7,293,046	4,185,895	42.6%
ECONOMIC DEV. & TOURISM	537,286	999,758	789,031	1,164,938	375,907	67.7%
AIRPORT	828,351	2,226,223	963,977	2,152,914	1,188,937	44.8%
EXPENSE TOTAL	29,090,661	73,713,329	39,810,432	77,483,945	37,673,513	51.4%
GRAND TOTAL	(28,407,806)	-	(22,458,942)	-	22,458,942	0.0%

Each area of the City's operations has been analyzed below. Individual graphs show revenues and expenses as a percentage of budget for the first quarter of 2019 and 2018 for comparison.

0 - FISCAL SERVICES – Revenues are trending higher due to timing of capital reserves booked in the prior year. Expenses are also trending higher due to additional Sewer capital debt and higher principal payments on other all debt.

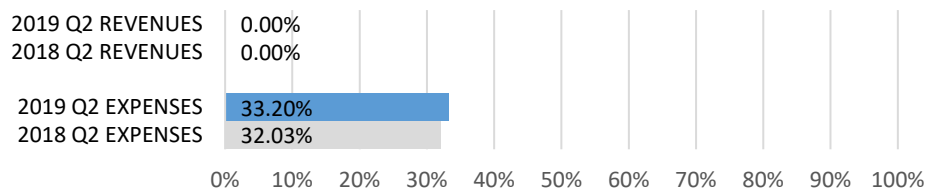


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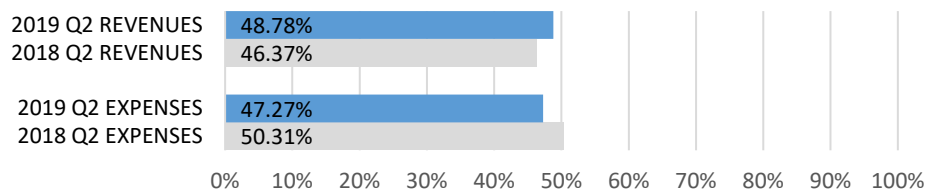
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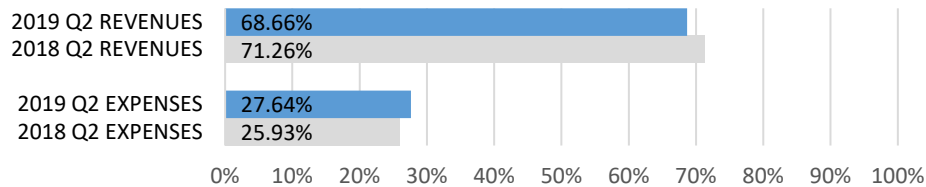
1 – GOVERNANCE – Expenses are on trend and on budget.



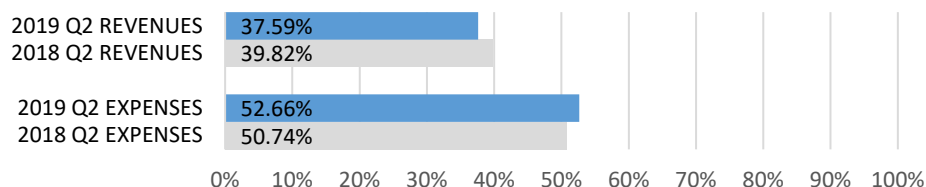
2 – CORPORATE SERVICES – Revenues are trending higher in 2019 as a result of increased rent from City owned properties. Expenses are lower than 2018 primarily due to staffing vacancies and a reduction in software licence expenditures to date. It is anticipated that the full software licence budget will be used before year end.



3 – RCMP – Revenue is trending lower due to a slight decrease in traffic fine revenue sharing. Expenses are on budget but trending higher mainly due to an increase in police costs from the additional member added.



4 – FIRE – Revenue is trending lower than 2018 due to timing of annual contracts processed in Q3. Expenses are on trend.

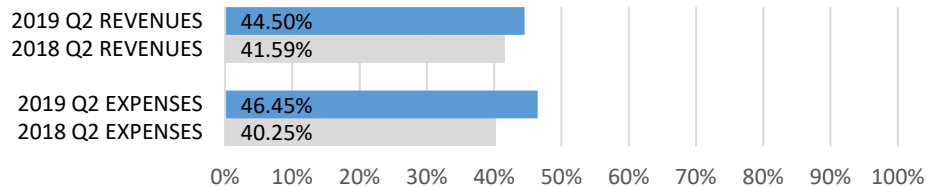


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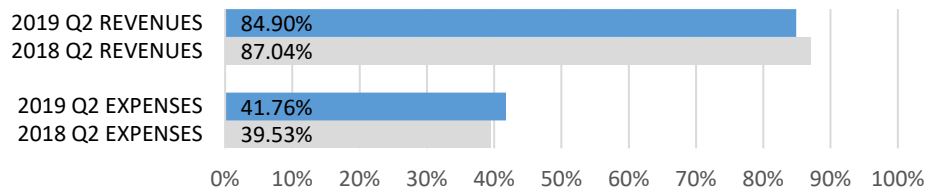
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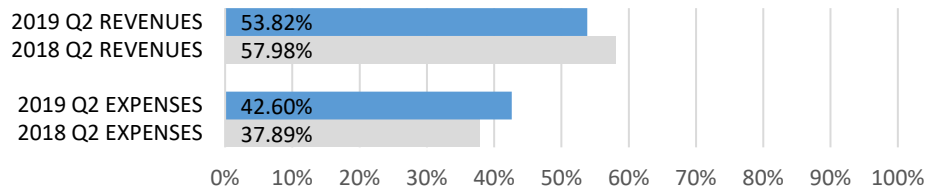
5 - ASSETS & OPERATIONS – Slight increase in revenues due to the timing of transit pass sales recorded earlier in Q2 than in the prior year. Expenses are trending higher due to an increase in public transit contracted services related to a timing difference in when the invoices were paid.



6 – UTILITIES – Revenue is on trend with 2018; however, is lower than 2018 as Q2 includes a billing correction to a major customer. Expenses are trending slightly higher than 2018 but lower than planned due to equipment allocations being posted in Q2 and a decrease in wages related to vacancies.



7 - COMMUNITY DEVELOPMENT – Revenue is trending lower than the prior year primarily due to a decrease in project specific grant funding, as well as, a reduction in building and development application and permit fees. Expenses are on budget, however, trending higher due to full staffing levels in this quarter, which includes a 3rd Bylaw officer, as well as a 3rd building inspector in 2019.

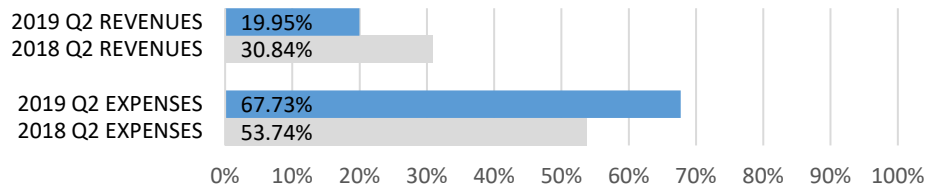


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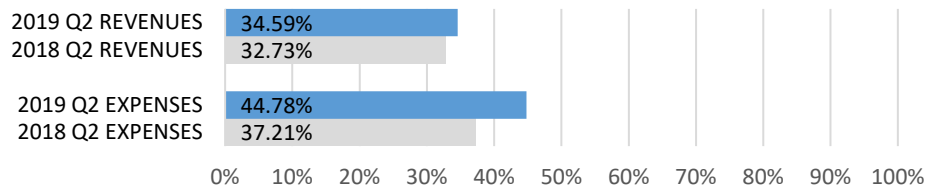
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8 – ECONOMIC DEV. & TOURISM – Revenues are trending lower than prior year due to a decrease in MRDT revenue – primarily caused by infrequent and irregular MRDT remittances to the Province by local hoteliers and short-term accommodation providers. Expenses are significantly higher than last year due to a planned increase in the Destination Think! contract which includes a kick off to the Spring campaign.



9 – AIRPORT – Revenue is trending higher than 2018 due to higher fuel sales; however, this is offset by a reduction in passenger service fees. Expenses are also trending higher than the prior year due to the increased cost of fuel sold as well as an increase in material supply costs. The net profit margin for fuel sales is 36%, which is the same as in 2018, as a result of the operation of the new fuel supply system.



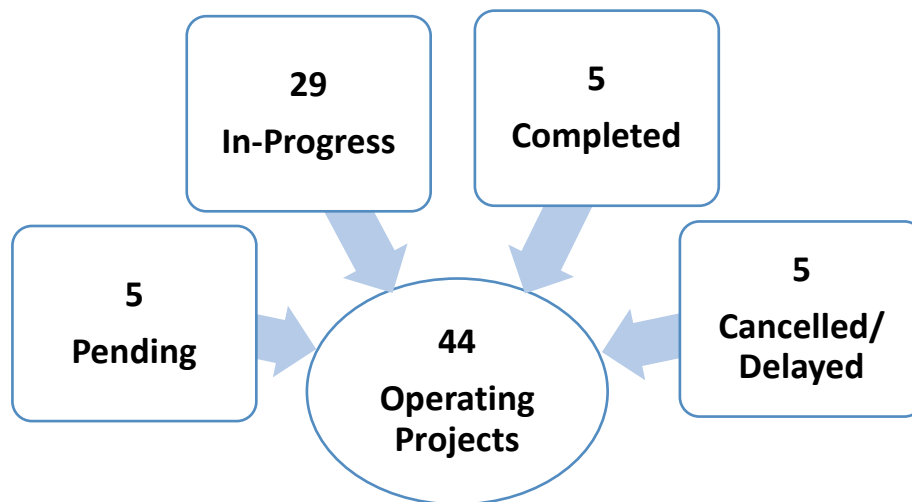
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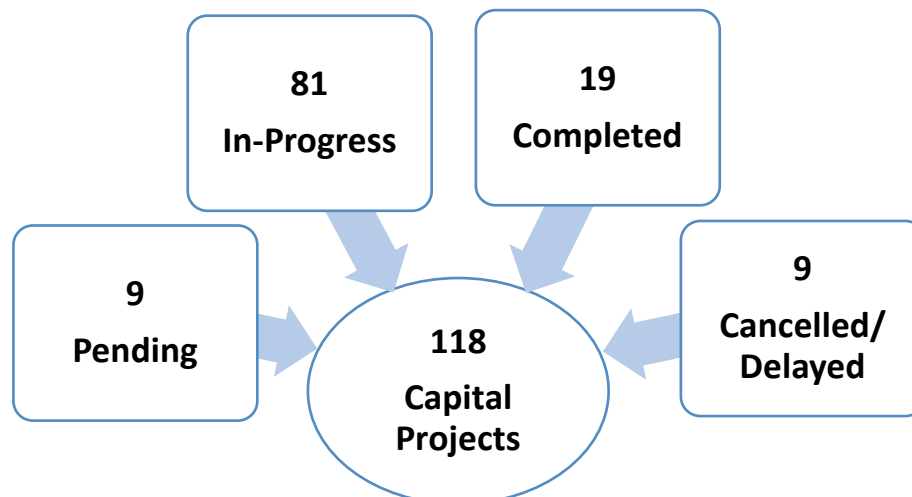
Operating Projects

There are 44 operating projects with a total budget of \$2.332M for 2019 as approved during Financial Planning. The total spend in the second quarter on operating projects to date is \$269K or 11.5% of budget. Of the 44 planned projects, 29 are currently in progress and 5 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 118 capital projects with a total budget of \$31.6M for 2019. The most significant capital works being undertaken in 2019 are the waterfront projects for the Highway 19A upgrades and renewal of the waterfront sewer forcemain. The total spend to the second quarter on capital projects is \$4.35M or 14% of budget. Overall, 81 of 118 capital projects are currently underway and 19 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.



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Quarterly Financial Report – Q2, 2019

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Communications




The Q2 quarterly financial report will be posted on the City's website with other financial reports to ensure the public has an opportunity to review the City's financial progress periodically throughout the year.

Conclusion

Financial results for the City's departmental operating budgets are within expectation for the second quarter of 2019 and no areas of concern have been identified. Operating and capital projects are well underway for the second quarter of the year with the majority of projects well into the planning or construction phase. The second and third quarters are typically the busiest for the City, with capital project works and operations crews completing a majority of their work during these months.

Attachments:

1. Appendix 1 – Operating Departmental Budget Segments
2. Appendix 2 – Operating Projects (Q2, 2019)
3. Appendix 3 – Capital Projects (Q2, 2019)

Prepared by:		Reviewed by:	
			
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Reviewed for Form and Content / Approved for Submission to Council:			
			
Ron Neufeld, MPA, P.Eng Deputy City Manager			
Corporate Review			Initials
Finance			AD/RB

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 3
CAPITAL PROJECTS
at June 30, 2019 (Q2)**

On Track
Possible Delay
Delayed/Cancelled

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	June 2019 (Q2)	2019 Budget	\$ Variance	% Variance	Project Status	Comments
Strategic Priorities Projects									
1	213 - IT	2018	Municipal Broadband Network	2,436	84,773	82,337	2.9%	Z	2020 Carry Forward.
2	322 - Fire Protection	1006	#1 Fire Station Replacement	57,503	436,646	379,143	13.2%	C	Feasibility study completed, report being presented to Community Health & Public Safety Committee in August for review and recommendations to Council.
3	450 - Facilities	4039	Big House Pavilion Deconstruction & Preservation	-	50,000	50,000	0.0%	B	In process of retaining engineering firm with appropriate heritage expertise to re-examine the structure and provide updated options/stakeholder consultation.
4	450 - Facilities	4064	Council Chambers Accessibility Improvements	1,880	35,000	33,120	5.4%	B	Revised conceptual plans presented to Council in March. Architect is further refining conceptual plans for review by Council in Q3.
5	446 - Properties	6041	Property Purchase Big Rock Boat Ramp	-	745,000	745,000	0.0%	Z	Property was not acquired. Project not proceeding in 2019.
6	532 - Roads	6033	3.5 Acre Walkway	189,008	349,550	160,542	54.1%	C	Plantings complete. Concrete infill still outstanding.
7	532 - Roads	6028	Cypress Street Improvements	745	219,139	218,394	0.3%	B	Curb gutter and sidewalk to be installed on east side of Cypress. Conflicts with water and sanitary required scale back of project.
8	532 - Roads	6034	Willis Road Pedestrian Upgrades Phase 2	-	352,443	352,443	0.0%	B/C	Walkway from Carolyn to Nickola under final review. Fish habitat installation ongoing at Willis and Peterson.
9	532 - Roads	6035	Willis Road Connection Concept	-	30,000	30,000	0.0%	B	Project underway, consultants engaged with Council information available for UBCM 2019.
10	532 - Roads	6009	Seagull Walkway Design	13,492	150,000	136,508	9.0%	B	Site investigations complete. Concept design underway with report and preliminary budget due in Q3.
11	532 - Roads	6018	Parking Lot Improvements	42,757	25,000	(17,757)	171.0%	D ✓	Complete.
12	532 - Roads	6040	Transit Stop at Carihi	-	200,000	200,000	0.0%	B	In detailed design.
13	532 - Roads	6037	Float Plane Entrance Parking Lot	-	100,000	100,000	0.0%	Z	Not started - consideration for a 2020 project.
14	Multi-Departmental	8008	Highway 19A - Phase 3	222,816	4,205,388	3,982,572	5.3%	C	Phase 1 construction underway. Detailed design advanced to 90% at end of August. DFO project review complete and project does not require authorization.
15	550 - Storm Drains	6502	Downtown Storm Mitigation	29,044	200,000	170,956	14.5%	C	Final storm lines have been inspected. Data sent to consultant for review.
16	570 - Airport	3011	Airport Development Servicing	7,292	60,166	52,874	12.1%	B	Legal review ongoing for active developments.
17	570 - Airport	3012	Security Fencing - South Development	-	40,000	40,000	0.0%	B	Legal review ongoing for active developments.
18	570 - Airport	3015	Fueling Facility	-	10,000	10,000	0.0%	C	Fuel storage tank and truck upgrades have been designed.



**APPENDIX 3
CAPITAL PROJECTS
at June 30, 2019 (Q2)**

On Track
Possible Delay
Delayed/Cancelled

Project Statuses:
A - Not Started
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C - In Construction / In Progress
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X - Cancelled
Z - Delayed Until Next Year

Index	Department	CC1	Project Name	June 2019 (Q2)	2019 Budget	\$ Variance	% Variance	Project Status	Comments
19	570 - Airport	3017	Aircraft De-icing Equipment	-	195,386	195,386	0.0%	X	Pacific Coastal has advised that they will be purchasing their own de-icing equipment for the 2019 winter season.
20	580 - Sewer	5002	Waterfront Sewer Forcemain	505,754	3,030,865	2,525,111	16.7%	C	Phase 2 construction underway and on schedule. Phase 3 design ongoing with 90% due in Q3.
21	580 - Sewer	5019	Larwood-Erickson Sewer Upgrade	647,646	2,151,563	1,503,917	30.1%	C	Construction on schedule with anticipated completion end of Q3.
22	580 - Sewer	5006	NWEC Upgrades - Phase 3	-	300,000	300,000	0.0%	B	Regulatory changes being evaluated against design requirements.
23	590 - Water	7031	System Modifications for Water Supply Project	28,725	394,840	366,115	7.3%	C	Construction commenced with work anticipated to be complete end of Q4.
24	720 - Parks	9035	Robron Field House Civil Works	-	617,990	617,990	0.0%	A	Project still under negotiations with CRYSA.
25	720 - Parks	9047	Robron Field House Washrooms	-	75,000	75,000	0.0%	A	Not started.
26	720 - Parks	9018	Big Rock Boat Ramp - Phase 1	89,923	176,421	86,498	51.0%	D ✓	Maintenance period.
27	720 - Parks	9041	Willow Point Park Field House Repairs	66,348	70,708	4,360	93.8%	D ✓	Complete.
28	720 - Parks	9015	Nunn's Creek Master Plan	8,567	23,030	14,463	37.2%	C	Project to be complete by Spring 2020.
Other Capital Projects									
29	212 - Finance	2020	Asset Management	-	50,000	50,000	0.0%	A	Overall corporate oversight of Asset Management is now with the City's Finance Department, as of June 2019.
30	213 - IT	2006	Recreation Management Software	13,787	28,517	14,730	48.3%	C	On track.
31	213 - IT	2014	Vadim E3 Upgrade	-	7,334	7,334	0.0%	D ✓	Completed.
32	213 - IT	2015	Scheduled Photocopier Replacement	-	10,000	10,000	0.0%	D ✓	Completed.
33	213 - IT	2001	Printer/Peripheral Replacement	2,179	15,000	12,821	14.5%	B	On-going throughout the year.
34	213 - IT	2002	Workstation/Laptop Replacement	16,179	36,000	19,821	44.9%	B	On-going throughout the year.
35	213 - IT	2029	CRadvantage Economic and Governance Strategy	-	25,000	25,000	0.0%	A	Planned Q4 completion.
36	213 - IT	2031	Firehall 1 Disaster Recovery Upgrades	-	25,000	25,000	0.0%	B	Planned Q3 completion.

**APPENDIX 3
CAPITAL PROJECTS
at June 30, 2019 (Q2)**

On Track	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
Possible Delay	
Delayed/Cancelled	

Index	Department	CC1	Project Name	June 2019 (Q2)	2019 Budget	\$ Variance	% Variance	Project Status	Comments
37	213 - IT	2032	Nimble Network Storage Controller	-	30,000	30,000	0.0%	B	Planned Q3 completion.
38	213 - IT	2030	Operations Management Software Replacement	-	500,000	500,000	0.0%	Z	Internal team is actively engaged but delayed in scope definition. Planned Fall tender will not be met.
39	322 - Fire Protection	1009	Pumper Rescue Replacement	6,339	20,000	13,661	31.7%	B	Award recommendation going to council Aug 12. Travel to vendor expected in September.
40	322 - Fire Protection	1010	Structure Protection Unit	60,829	65,000	4,171	93.6%	C	Completion imminent, final invoices being processed currently.
41	322 - Fire Protection	1004	Small Equipment Replacement	13,865	25,000	11,135	55.5%	C	Equipment on order, some equipment received.
42	446 - Properties	4054	Property Purchases	12,521	-	(12,521)	100.0%	D ✓	Waterfront Parcel Acquisition completed and added to city-owned property profile. No additional spend.
43	447 - Fleet	4009	Fleet Replacement Plan	175,813	1,071,057	895,244	16.4%	C	Five fleet replacements tendered and received. One unit tendered with no bids, staff are evaluating options for replacement. One unit was subject to Transport Canada ACAP Funding which was not successful in 2019 and will be re-budgeted in 2020.
44	448 - Capital Works	8006	Capital Works Management	219,171	486,808	267,637	45.0%	C	On schedule.
45	450 - Facilities	4050	Small Equipment	28,712	30,000	1,288	95.7%	D ✓	Annual expenditure substantially completed for 2019.
46	450 - Facilities	4052	Energy and Water Consumption Reduction Projects	20,648	25,000	4,352	82.6%	D ✓	Project fund fully expended. 2019 projects included water fixture replacements at Fire Halls 1 and 2 and City Hall in addition to energy efficient lighting upgrades at Dogwood Operations Centre.
47	450 - Facilities	4065	Video Surveillance System Ongoing Camera Renewal Program	-	15,000	15,000	0.0%	C	2019 camera replacements / enhancements mostly complete as of Aug 2019. 3 additional cameras on order awaiting installation.
48	450 - Facilities	4048	City Facilities Fall Protection	9,892	196,750	186,858	5.0%	B	Engineering design tender awarded July 2019. Currently in design phase, construction works to be tendered Q3 with construction anticipated in Q4.
49	450 - Facilities	4070	DOC Front Counter Safety Upgrades	68,331	38,995	(29,336)	175.2%	D ✓	Complete and in-service.
50	450 - Facilities	4061	ERT Materials Transfer Pit Site Improvements	29,586	93,306	63,720	31.7%	C	ESA Phase 2 complete. Consultants are recommending expanded drilling/sampling in one additional area which will happen in Q3. Anticipated that any necessary remediation works will occur in 2020. Initial results from ESA indicate a lower level of contamination than expected.
51	450 - Facilities	4062	CRCC Front Desk Safety Improvements	9,126	-	(9,126)	100.0%	D ✓	Complete and in use.
52	450 - Facilities	4078	Centennial Pool Rehabilitation	12,073	590,000	577,928	2.0%	C	Mechanical repairs and temporary leak repair completed prior to pool season opening July 1. Boiler to be replaced early September. Roof replacements tendered and awarded with construction in September. Finalizing construction design for gutter repair with construction anticipated in Q4. Pool Changehouse architectural design in tender phase with construction anticipated in 2020.
53	450 - Facilities	4076	Sportsplex Moveable Wall	-	50,000	50,000	0.0%	C	Tender awarded, awaiting delivery and installation late August.



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54	450 - Facilities	4077	Downtown Outdoor Washroom	-	200,000	200,000	0.0%	B	Tender closed award recommendation for Council approval Aug 2019.
55	450 - Facilities	4079	City Hall 2nd Floor Foyer Service Improvements	806	100,000	99,194	0.8%	B	Working through conceptual design with internal stakeholders, anticipated construction Q4.
56	450 - Facilities	4038	Discovery Pier Structural Repairs	3,838	125,000	121,163	3.1%	C	Electrical rehabilitation complete. Structural repairs tendered and awarded with construction scheduled for October/November 2019.
57	450 - Facilities	4080	Sportsplex Rehabilitation & Expansion Project	-	250,000	250,000	0.0%	B	Design consultant in place and preliminary design works underway. Anticipate conceptual report with updated budget information for 2020 capital planning process.
58	532 - Roads	6017	Pier Street, Sign and MHC Entrance Improvements	264,400	530,000	265,600	49.9%	B	In detailed design.
59	532 - Roads	6006	Sidewalk Infill	-	250,000	250,000	0.0%	B	Planning.
60	532 - Roads	6038	Dogwood Corridor Review	-	60,000	60,000	0.0%	A	Not started. Expected RFP in Q3 with review commencing in Q4.
61	532 - Roads	6007	Transit Bus Shelters	42,443	120,000	77,557	35.4%	C	Bus pads installed. Contractor to install shelters.
62	532 - Roads	6008	LED Light Conversion	36,045	50,000	13,955	72.1%	C	Project ongoing.
63	532 - Roads	6002	Intersection Improvements	9,383	245,000	235,617	3.8%	B	RFP awarded. Construction starting in August for October completion.
64	532 - Roads	6001	Cycling Infrastructure	-	15,000	15,000	0.0%	A	Greenways Loop signage to be installed by this fall.
65	532 - Roads	6025	Asphalt Overlays	300,851	746,071	445,220	40.3%	C	Project ongoing.
66	532 - Roads	6020	Traffic Control Upgrades - Replacement	12,862	200,000	187,138	6.4%	C	Final concrete repairs works still required.
67	532 - Roads	6024	Street Light Infill	-	90,000	90,000	0.0%	B	Planning/Design - installation of 4 new lights Shoppers Row.
68	532 - Roads	6027	Pavement Management Plan	14,452	-	(14,452)	100.0%	D ✓	Completed.
69	532 - Roads	6039	Master Transportation Plan Update	-	65,000	65,000	0.0%	Z	Project is pending completion of Urban Containment Boundary review.
70	550 - Storm Drains	6501	Annual Drainage Improvements	-	400,000	400,000	0.0%	B	Planning underway.
71	550 - Storm Drains	6036	Fir Street Upgrades	69,173	175,000	105,828	39.5%	D ✓	Construction complete.



**APPENDIX 3
CAPITAL PROJECTS
at June 30, 2019 (Q2)**

On Track	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
Possible Delay	
Delayed/Cancelled	

Index	Department	CC1	Project Name	June 2019 (Q2)	2019 Budget	\$ Variance	% Variance	Project Status	Comments
72	570 - Airport	3018	Airside Concrete Parking, Combined Taxi "C" Widening	-	60,000	60,000	0.0%	B	RFP for consulting services in Q3.
73	570 - Airport	3019	AvGas, Access and Parking for Aircraft	620	105,000	104,380	0.6%	B	RFQ 19-49 recommended award, construction to start mid August with completion in late August.
74	570 - Airport	3020	Roadway Paving	-	25,000	25,000	0.0%	B	Paving to be completed upon completion of RFQ 19-49, early September.
75	570 - Airport	3021	Shelter	-	20,000	20,000	0.0%	B	Terms of Reference are 90% complete, RFQ issued end of August.
76	570 - Airport	3022	Public Parking Lot Lighting Upgrade	-	70,000	70,000	0.0%	B	Terms of Reference have been started by airport personnel, issue RFP/RFQ late September.
77	570 - Airport	3023	Runway Deicing Trailer	-	100,000	100,000	0.0%	Z	In the ACAP system for 2020 funding. Funding announcement in April 2020.
78	580 - Sewer	5009	Lift Station Generators	-	143,161	143,161	0.0%	D ✓	Maintenance period.
79	580 - Sewer	5022	Biosolids Site Management	77,923	500,000	422,078	15.6%	D ✓	Phase 1 construction complete.
80	580 - Sewer	5026	Solids Separation Station	-	125,000	125,000	0.0%	B	Due to abundance of needles in sewage, a scope change is being anticipated. Working with consultant on a predesign and class c costing for a business case.
81	580 - Sewer	5026	Highway 19A Sewer Upgrade	-	200,000	200,000	0.0%	B	Needs analysis pending. Design RFP TBD.
82	580 - Sewer/590 - Water	5028	SCADA Phase 4	-	90,000	90,000	0.0%	A	Not started. Anticipated start in early Q3.
83	580 - Sewer	5020	Sewer Main Replacement (2018)	208,046	750,000	541,954	27.7%	D ✓	Construction complete.
84	580 - Sewer	5800	Sewer Main Replacement (2019)	2,183	1,000,000	997,817	0.2%	C	Tender awarded and lining scope definition underway.
85	580 - Sewer	5024	Sewer Facility Renewal	-	314,256	314,256	0.0%	B	RFP closed in April for Lift Station facelift. The single bid was over budget and therefore the competition was cancelled. Scope changed and awaiting quotes for design. NWECC roof design and tender document prep underway.
86	580 - Sewer	5025	NWECC Electrical Upgrade	46,660	1,600,000	1,553,340	2.9%	B	Electrical assessment is at final review stage and will be complete in Q3. Commence with design in Q3/Q4 with generator purchase possibly in Q4. Significant carryforward in 2020 as lead time on generator purchase is 6 months.
87	590 - Water	7033	Water Dept. Temporary Location	-	300,000	300,000	0.0%	A	Not started.
88	590 - Water	7025	WM Cathodic Protection	-	112,040	112,040	0.0%	B	On schedule to be completed in Q4.
89	590 - Water	7024	Shetland PRV	23,672	246,918	223,246	9.6%	C	Construction tender closed and awarded. Work anticipated in Q3/Q4.



**APPENDIX 3
CAPITAL PROJECTS
at June 30, 2019 (Q2)**

On Track
Possible Delay
Delayed/Cancelled

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Index	Department	CC1	Project Name	June 2019 (Q2)	2019 Budget	\$ Variance	% Variance	Project Status	Comments
90	590 - Water	7027	Water Service Renewal	29,764	50,000	20,236	59.5%	C	Ongoing program.
91	590 - Water	7026	Fire Hydrant Renewal	32,907	50,000	17,093	65.8%	C	Ongoing program.
92	590 - Water	7036	Watermain Renewal - Fir Street	184,693	997,255	812,562	18.5%	D	Construction complete.
93	590 - Water	7801	Watermain Renewal - Garfield/Penfield	2,813	950,000	947,187	0.3%	C	Construction underway. Anticipated completion in Q3.
93a	590 - Water	7802	Watermain Renewal - Hilchey Rd (Phase 1)	-	50,000	50,000	0.0%	B	In design phase, on schedule to be completed by Q4.
94	590 - Water	7040	Water Facility Renewal	9,049	500,000	490,951	1.8%	C	Construction commenced with work anticipated to be complete end of Q4.
95	590 - Water	7045	Water Facility Decommissioning	5,546	250,000	244,454	2.2%	B	Project timeline is influenced by BC Hydro decommissioning work.
96	590 - Water	7044	John Hart Pump Station Modifications	9,063	250,000	240,937	3.6%	C	Construction commenced with work anticipated to be complete end of Q4.
97	590 - Water	7038	Pressure Reducing Valve Abandonment	-	45,000	45,000	0.0%	B	Scheduled to be completed by Q4.
98	590 - Water	7043	Bathurst/McLean Pressure Valve Replacement	-	195,000	195,000	0.0%	C	Construction tender closed and under review. Work anticipated in Q3/Q4.
99	590 - Water	7039	Load Bank Testing Unit	-	25,000	25,000	0.0%	Z	Will be re-budgeted for 2020.
100	590 - Water	7041	Valve Maintenance Trailer	-	50,000	50,000	0.0%	C	Will be completed by Q3.
101	590 - Water	7042	SCADA Phase 3	-	50,000	50,000	0.0%	B	In design phase. On schedule to be completed by Q4.
102	580 - Sewer	8002	Meter Renewal	33,757	50,000	16,243	67.5%	C	Ongoing program.
103	590 - Water	8002	Meter Renewal	33,758	50,000	16,242	67.5%	C	Ongoing program.
104	580 - Sewer	5029	SCADA Communication Equipment Rehabilitation	-	37,500	37,500	0.0%	C	On schedule to be completed in Q4.
105	590 - Water	5029	SCADA Communication Equipment Rehabilitation	1,873	37,500	35,628	5.0%	C	On schedule to be completed in Q4.
106	720 - Parks	9008	Marine Foreshore Restoration	369	100,000	99,631	0.4%	C	To be completed by October 2019.



**APPENDIX 3
CAPITAL PROJECTS
at June 30, 2019 (Q2)**

On Track
Possible Delay
Delayed/Cancelled

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Index	Department	CC1	Project Name	June 2019 (Q2)	2019 Budget	\$ Variance	% Variance	Project Status	Comments
107	720 - Parks	9044	Parks Information and Sign Program	6,009	25,000	18,991	24.0%	C	Ostler and Rotary Park sign upgrades to be completed by October 2019.
108	720 - Parks	9045	Fence Upgrades and Replacements	-	20,000	20,000	0.0%	D ✓	Centennial and Harrogate Park fences have been completed.
109	720 - Parks	9046	Parks Irrigation Strategy	-	35,000	35,000	0.0%	B	To be completed by November 2019.
110	720 - Parks	9048	Asset Management - Parks Infrastructure Renewal Fund	6,955	100,000	93,045	7.0%	C	To be completed by November 2019.
111	720 - Parks	9049	Remote Variable Height Slope Mower	52,339	60,000	7,661	87.2%	D ✓	Mower has been purchased and is in operation.
112	720 - Parks	9051	Vehicle for Street Tree Maintenance	-	50,000	50,000	0.0%	D ✓	Received and in service.
113	720 - Parks	9050	Mountain Bike Skills Park - Sportsplex Lands	71,860	85,000	13,140	84.5%	C	Pump track has been built, fencing and shed remaining to be completed.
114	720 - Parks	9052	Ostler Park Greenspace Drainage and Turf Design	-	60,000	60,000	0.0%	B	RFP to be issued in Q3.
115	720 - Parks	9053	Elk Falls Cemetery Phase Two Detailed Design & Construction	2,692	40,000	37,308	6.7%	C	Detail design to be completed September 2019.
116	740 - Recreation & Culture	9904	Walter Morgan Studio - Rehabilitation	137,808	182,238	44,430	75.6%	C	Substantially complete. Perimeter drainage and painting still to finish.
117	740 - Recreation & Culture	9900	Recreation Equipment	-	32,000	32,000	0.0%	A	Not started.
118	740 - Recreation & Culture	9906	Weight Room/Lobby/Admin Concept Design Update - PT1	3,149	50,000	46,851	6.3%	Z	Delayed until Strathcona Gardens design is complete.
TOTAL				4,350,741	31,621,614	27,270,873	13.8%		

*2019 budget as approved.

**APPENDIX 2
OPERATING PROJECTS
at June 30, 2019 (Q2)**

On Track	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
Possible Delay	
Delayed/Cancelled	

Index	Department	CC3#	Project Name	June 2019 (Q2)	2019 Budget	\$ Variance	% Variance	Status	Comments
Strategic Projects									
1	Reserves	NA	Centennial Pool and Operating Budget Fund	-	300,000	300,000	0.0%	D ✓	Complete.
2	Economic Development	S120	Natural Resource Economic Development	-	24,202	24,202	0.0%	A	Funds are committed towards the following initiatives: Salmon Capital Eiko Jones/Telus Storyhive video \$10,000; National Forestry Week Event \$5,000.
3	Mayor & Council	Various	Council Contingency - Annual Allocation	7,639	150,000	142,361	5.1%	C	Ongoing - various projects.
4	Mayor & Council	X059	Council Contingency - Radiant Life Church Security	-	3,594	3,594	0.0%	A	Not started.
5	Mayor & Council	X051	Council Contingency - Incubate a Community Benefit Hub	-	3,305	3,305	0.0%	A	Not started.
6	Mayor & Council	X061	Council Contingency - Upland Excavating QP	15,103	20,000	4,897	75.5%	D ✓	Complete.
7	Mayor & Council	S053	Beautification Grants	11,950	78,560	66,610	15.2%	B	In progress. Grants awarded to Campbellton (\$10,000), Downtown (\$6,653), Willow Point (\$10,000), Pier St (\$10,000)
8	Mayor & Council	S078	Social Grants	15,056	111,800	96,744	13.5%	B	Formal 2019 Social Grant program set to go live in Q3 with the intention to award the balance of Social Grants in Q4.
9	Mayor & Council	S109	Safer Downtown	33,292	129,000	95,708	25.8%	C	Downtown Safety Office operations ongoing.
10	Mayor & Council	S083	Homelessness Count	-	2,500	2,500	0.0%	X	Project removed from the Financial Plan as per council resolution 19-0115.
11	Planning & Development	S054	Campbellton Planning Projects - VIU	-	10,000	10,000	0.0%	A	Not started.
12	Planning & Development	S084	Downtown Signage Incentive Program	-	35,616	35,616	0.0%	C	Program is ongoing. Low uptake in 2019.
13	Planning & Development	S038	Façade Storefront Downtown Revitalization	-	54,386	54,386	0.0%	C	Program is ongoing. Low uptake in 2019.
14	Planning & Development	S086	Public Art	-	25,000	25,000	0.0%	Z	Project will be based on master plan.
15	Planning & Development/Recreation	S067	Downtown Small Initiatives Fund	8,715	65,000	56,285	13.4%	C	Various projects underway.
16	Planning & Development	S101	Public Art Master Plan	-	12,008	12,008	0.0%	Z	Project will be reintitiated in Oct 2019 with planned completion Q2 2020.
17	Parks	S122	Tree Protection Bylaw	-	15,000	15,000	0.0%	C	Research of the tree protection bylaw done by VIU is nearing completion, presentation to council in the fall.
18	Recreation & Culture	S093	Increase Spirit Square Program Budget	-	12,000	12,000	0.0%	C	Contract is underway.
Corporate Projects									
19	Human Resources	S095	Strategic HR Management	54,209	107,000	52,791	50.7%	C	HR Advisor position is filled and actively working toward goals.
20	Human Resources	S111	Exempt Salary Survey	-	12,000	12,000	0.0%	C	Planning stage complete; survey was sent out in July and results are expected in September.
21	Human Resources	S112	CUPE Agreement Renewal	-	15,000	15,000	0.0%	C	Prep work has commenced. Bargaining dates have been set to commence Oct 24-27.
22	Finance	S094	DCC Review	-	75,000	75,000	0.0%	Z	Delayed until Urban Containment Boundary review is complete.
23	Economic Development	C046	Employment Lands Strategy	24,067	50,000	25,933	48.1%	C	The Employment Lands Strategy is expected to be complete by October 2019. Final draft is being reviewed and revised.
24	Economic Development	C047	Sector Profiles	-	27,000	27,000	0.0%	C	Sector profiles are underway. Sectors created include: 1-Forestry, 2-Aquaculture, 3-Technology (this will include creative and aerospace), 4-Tourism 5-Health/services, 6-Lands & Logistics. Profiles are expected to be complete by end of October 2019.
25	Roads	S106	Snow Clearing Lease Equipment	-	30,000	30,000	0.0%	A	With addition of new skid steer unit in 2018 it is not expected that this equipment lease will be necessary unless there are significant 2019 snow events.

**APPENDIX 2
OPERATING PROJECTS
at June 30, 2019 (Q2)**

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Possible Delay	
Delayed/Cancelled	

Index	Department	CC3#	Project Name	June 2019 (Q2)	2019 Budget	\$ Variance	% Variance	Status	Comments
26	Planning & Development	S087	Sea Level Rise Assessment	58,659	401,664	343,005	14.6%	C	\$140k recently received from FCM, \$75k expected imminently from UBCM.
27	Planning & Development	S069	Co-op Position - CEEP Project	-	17,984	17,984	0.0%	C	Reallocated to home energy rebate programs.
28	Recreation & Culture	S104	Enhanced Skatepark Environment	166	15,000	14,834	1.1%	C	Project is underway.
Operational Projects									
29	Planning & Development	C036	Zoning/OCP Update	4,907	68,592	63,685	7.2%	Z	\$20k contract signed with Dillon Consulting for housing market assessment work following RFP 19-23. Numerous updates have been identified. This is tied to both the Urban Containment Boundary project and affordable housing as well as required housekeeping updates.
30	Planning & Development	S069	Community Energy Efficiency Program	20,646	131,873	111,227	15.7%	C	Ongoing programs - some events have been held.
31	Planning & Development	S100	Development Process Update	-	32,387	32,387	0.0%	C	Staff are currently reviewing Prospero software to update alongside the Development Services website to ensure consistent process messaging.
32	Planning & Development	S113	Enviro Monitoring - Big Rock Boat Ramp	-	5,000	5,000	0.0%	C	Underway, no invoices/expenses received yet.
33	Airport	S015	Business Development Opportunity Fund	-	30,000	30,000	0.0%	B	Airport Advisory Committee looking at options for 2019.
34	Sewer	S055	Lift Station Auto - Cleaning	-	24,546	24,546	0.0%	B	Confined Space entry alternate procedures are required and being developed to allow access to work in these wetwells. Installation will take place in Q3.
35	Sewer	S090	Biosolids Management Options Study	-	10,000	10,000	0.0%	D ✓	Completed in 2018. CFwd not required.
36	Sewer	S089	Confined Space Entry Alternate Procedures	1,500	20,150	18,650	7.4%	C	Should be complete by Q3.
37	Sewer	S115	Sewer Infrastructure Maintenance & Monitoring	-	25,000	25,000	0.0%	B	Underway, work has been mostly completed but invoices not yet received or paid.
38	Sewer	S116	Sewer Right of Way Clearing	-	50,000	50,000	0.0%	B	Planning and surveying is complete - awaiting Environmental assessment report. RFQ to go out by third week of August.
39	Sewer	S119	Lift Station #11 Transfer Inspection	6,045	5,000	(1,045)	120.9%	D ✓	Completed in March.
40	Water	S117	Drinking Water Source Protection Plan	-	10,000	10,000	0.0%	B	On-going project is in the development/planning stage. We are on schedule.
41	Water	S118	Watershed Monitoring	-	20,000	20,000	0.0%	D ✓	Completed. Funded through Council Contingency (refer to Index #6).
42	Water	S089	Confined Space Entry Alternate Procedures	1,500	20,150	18,650	7.4%	C	Should be complete by Q3.
43	Water	S074	Water Conservation Program	5,223	75,000	69,777	7.0%	C	Ongoing project.
44	Recreation & Culture	S108	PLAY Campbell River	-	2,000	2,000	0.0%	C	Project is underway.

*2019 Budget as approved.

TOTAL \$ 268,677 \$ 2,332,317 \$ 2,063,640 11.5%