

**TO:** City Manager  
**FROM:** Ron Bowles, Chief Financial Officer  
**AUTHORED BY:** Dennis Brodie, Finance Reporting Supervisor  
**DATE:** Aug 3, 2018  
**SUBJECT:** Quarterly Financial Report – Q2 2018

---

**Recommendation:**

THAT the Quarterly Financial Report for the second quarter of 2018 (April 1– Jun 30) 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.

**Discussion:**

**Overview from the City Manager**

The second quarter financial report for 2018 identifies that the City's work plan is well underway for the year. Of the total 153 approved projects, 109 projects are in-progress and 20 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 has begun. Renewal of the Big Rock Boat Ramp is progressing towards a reopening this fall. To accommodate development in the southwest area of Campbell River, construction of an upgraded sewer main on Larwood and Erickson is underway.

The 2<sup>nd</sup> quarter marks the initiation & implementation of a new operating project focused on 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

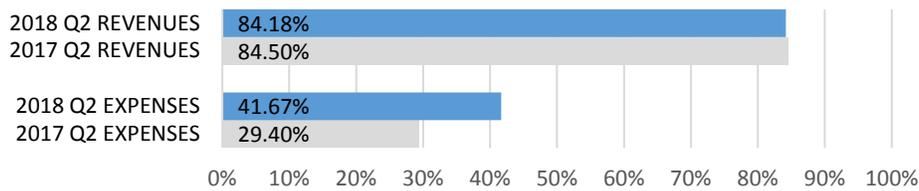
The City's departmental operational revenues and expenses by core service area are summarized below, with a comparison to the same quarter in 2017 as well as the variance to the approved 2018 budget. Overall, City revenues are 79% of budget and expenses are 40% of budget.

	2017 Q2	2017 Budget	2018 Q2	2018 Budget	2018 Variance \$	2018 Variance %
<b>REVENUE</b>						
FISCAL SERVICES	(36,375,349)	(43,049,025)	(37,516,906)	(44,565,121)	(7,048,215)	84.2%
GOVERNANCE	-	-	-	-	-	0.0%
CORPORATE SERVICES	(1,830,793)	(3,126,056)	(1,807,822)	(3,978,887)	(2,171,065)	45.4%
RCMP	(531,514)	(795,262)	(544,923)	(764,743)	(219,820)	71.3%
FIRE	(642,521)	(1,739,367)	(709,055)	(1,780,668)	(1,071,613)	39.8%
ASSETS & OPERATIONS	(455,100)	(1,098,222)	(433,353)	(1,041,849)	(608,496)	41.6%
UTILITIES	(13,997,349)	(15,929,277)	(14,368,620)	(16,508,413)	(2,139,793)	87.0%
COMMUNITY DEVELOPMENT	(1,120,955)	(1,988,382)	(1,315,888)	(1,944,506)	(628,618)	67.7%
ECONOMIC DEV. & TOURISM	(84,451)	(125,000)	(109,490)	(355,000)	(245,510)	30.8%
AIRPORT	(709,349)	(2,068,674)	(688,269)	(2,102,871)	(1,414,602)	32.7%
<b>REVENUE TOTAL</b>	<b>(55,747,381)</b>	<b>(69,919,265)</b>	<b>(57,494,327)</b>	<b>(73,042,058)</b>	<b>(15,547,731)</b>	<b>78.7%</b>
<b>EXPENSE</b>						
FISCAL SERVICES	6,004,917	20,428,044	9,484,407	22,761,428	13,277,021	41.7%
GOVERNANCE	442,971	1,323,753	419,763	1,235,555	815,792	34.0%
CORPORATE SERVICES	1,721,531	3,760,253	1,416,274	3,203,320	1,787,046	44.2%
RCMP	2,546,646	9,435,464	2,530,138	9,758,167	7,228,029	25.9%
FIRE	2,891,310	5,817,143	3,095,149	6,099,914	3,004,765	50.7%
ASSETS & OPERATIONS	4,606,930	10,559,673	4,349,512	10,530,221	6,180,709	41.3%
UTILITIES	3,697,430	9,618,138	3,801,760	9,628,651	5,826,891	39.5%
COMMUNITY DEVELOPMENT	2,544,093	5,922,614	2,628,021	6,598,821	3,970,800	39.8%
ECONOMIC DEV. & TOURISM	291,589	714,943	537,286	999,758	462,472	53.7%
AIRPORT	882,932	2,339,240	828,351	2,226,223	1,397,872	37.2%
<b>EXPENSE TOTAL</b>	<b>25,630,349</b>	<b>69,919,265</b>	<b>29,090,661</b>	<b>73,042,058</b>	<b>43,951,397</b>	<b>39.8%</b>
<b>GRAND TOTAL</b>	<b>(30,117,032)</b>	<b>-</b>	<b>(28,403,666)</b>	<b>-</b>	<b>28,403,666</b>	<b>0.0%</b>

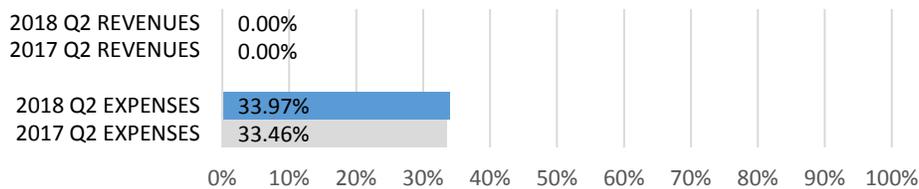
*\*2018 Budget was re-allocated for the corporate restructure that occurred in early 2018.*

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

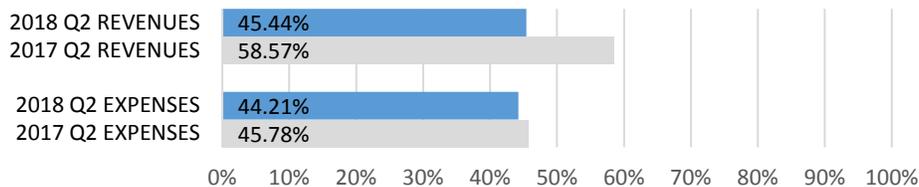
**0 - FISCAL SERVICES** – Expenses are trending higher than last year due to increased debt servicing costs related to funding of the new water intake system.



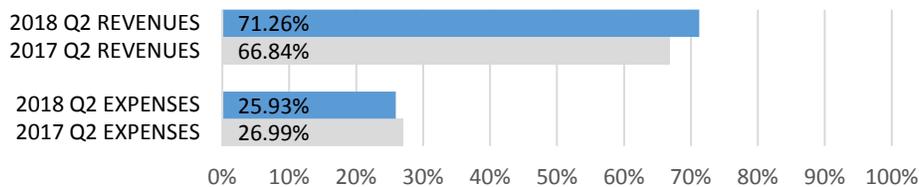
**1 – GOVERNANCE** – On trend with prior year. Operating projects for Council strategic initiatives generally occur later in the year.



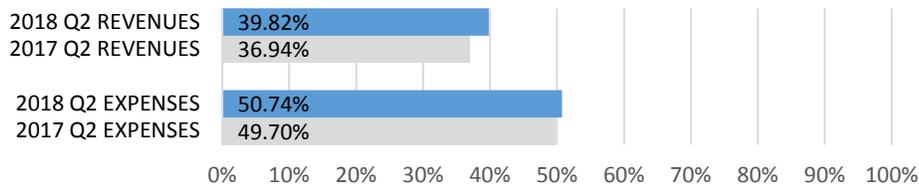
**2 – CORPORATE SERVICES** – Decline in revenues relates to how interest revenues from the Municipal Finance Authority have been accounted for. In 2017 they were recorded on a monthly basis, but have been deferred to later in 2018. The prior year also had revenues from the IT service contract with the SRD. Expenses are on par with the prior year.



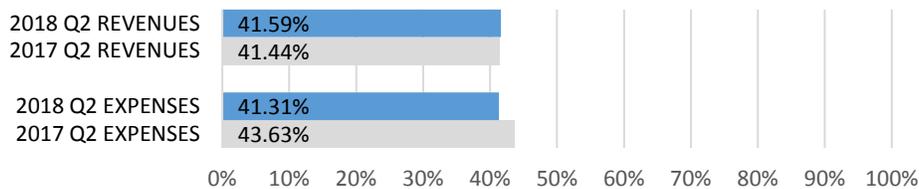
**3 – RCMP** – Slight decline in revenues due to an adjustment on the RCMP building lease; this amount was somewhat offset by increases in victim services grant revenues. Expenses are on trend with prior year; increase in benefits and labour are partially offset by reduced contracted services for police municipal operations. RCMP contract billings are generally received subsequent to quarterly cutoff.



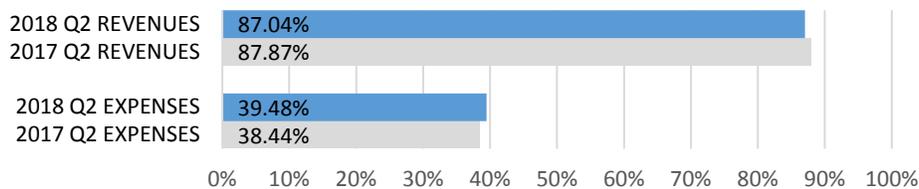
**4 – FIRE** – Revenues are on trend with prior year. Expenses are trending higher than the prior year due to increased labour and benefits costs as there was an E911 operator vacancy in 2017, changes in training schedules, call volume and increased auxiliary wages.



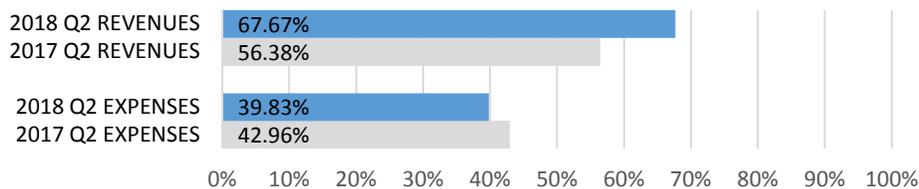
**5 - ASSETS & OPERATIONS** – On trend with prior year. The seasonal nature of roads operations will lower the overall expenditures, compared to the annual budget, for the first half of the year before the spend rate increases.



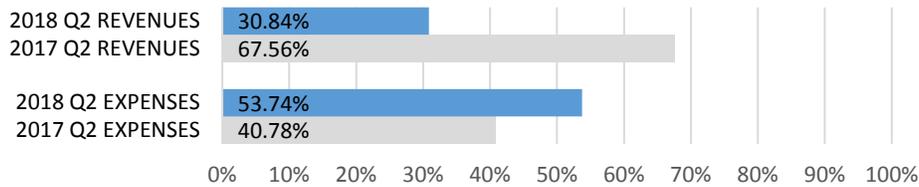
**6 – UTILITIES** – Revenues overall on trend with prior year. 2018 revenues reflect one quarterly billing (2018 Q1) for metered accounts whereas 2017 reflect 2016 Q4 and 2017 Q1. Expenses trending higher than the prior year due to timing of operating projects and increases to recycling and yard waste contracts.



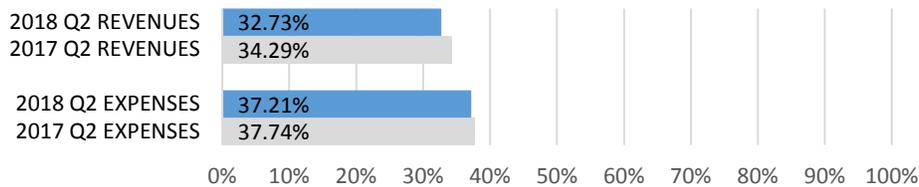
**7 - COMMUNITY DEVELOPMENT** – Revenues are trending higher than the prior year primarily due to an increase in sustainability grant activities including sea level rise. Additionally, multi-family building permits are up over 2017 and single family building permits are approximately the same as 2017 to date. Expenses are overall on trend with previous year with notable decreases in insurance and advertising expenses.



**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 trending higher than the prior year due to full implementation of the contract with Destination Think! versus a partial contract in 2017.

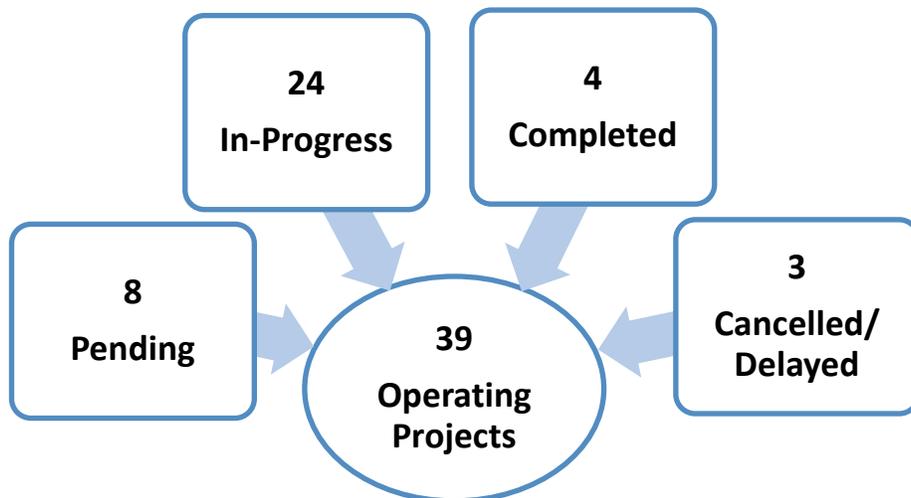


**9 – AIRPORT** – Revenues are trending lower than 2017 due to lower overall fuel sales; however the vast majority of fuel sales are made over the busy June-September months. The decline in fuel sales was somewhat offset by increased service and concession fees. Expenses trending lower than the prior year due to reduced cost of fuel sold and other supplies purchased.



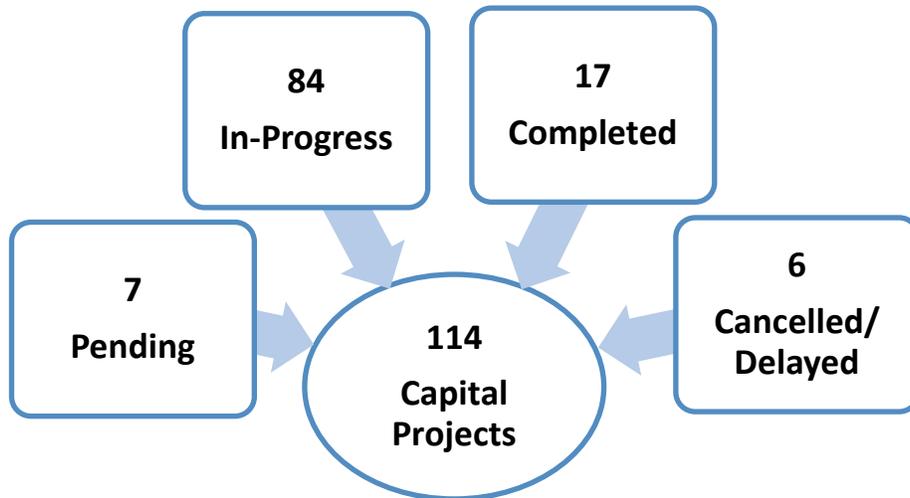
**Operating Projects**

There are 39 operating projects with a total budget of \$2.8M for 2018 as approved during Financial Planning, including amendments. The total spend in the second quarter on operating projects to date is \$286K or 10% of budget. Of the 39 planned projects, 24 are currently in progress and 4 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 in the first quarter on capital projects was \$3.8M or 12.4% of the budget. Overall, 84 of 114 capital projects are currently underway and 17 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.



### **Conclusion:**

Financial results for the City's departmental operating budgets are within expectation for the second quarter of 2018 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.

Report authored by,

Dennis Brodie  
Finance Reporting Supervisor

Report reviewed/endorsed by,

Ron Bowles  
Chief Financial Officer

### **Attachments:**

- Appendix 1 – Operating Departmental Budget Segments
  - Appendix 2 – Operating Projects (Q2 2018)
  - Appendix 3 – Capital Projects (Q2 2018)
-

## Appendix 1 - Operating Departmental Budget Segments

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

**APPENDIX 2  
OPERATING PROJECTS  
at June 30, 2018 (Q2)**

**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	Jun 2018 (Q2)	2018 Budget	\$ Variance	% Variance	Status	Comments
<b>Strategic Projects</b>									
1	Mayor & Council	NA	Centennial Pool and Operating Budget Fund	-	300,000	300,000	0.0%	A	Allocation from Gaming Reserve will be recorded in Q2 with taxation revenue collection.
2	Mayor & Council		Council Contingency - Annual Allocation*	24,026	225,000	200,974	10.7%	C	\$7,646 Development Permit for 477 Hilchey; \$4,280 Canada Smart Cities Project; \$500 CFR Bantam Tyees Provincial Tournament.
3	Mayor & Council	X043	Council Contingency - Property management	-	12,000	12,000	0.0%	C	These funds are being utilized in Q2 and Q3 for contracted security services.
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 the end of March.
6	Mayor & Council	S076	3.5 Acre Task Force	-	131,846	131,846	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%	A	Beautification Grants approved. Payments are pending execution of partnership agreements and anticipated in Q3.
8	Mayor & Council	S078	Social Grants	-	25,000	25,000	0.0%	A	Social grants policy draft planned for presentation to Council in Q3.
9	Mayor & Council	S097	Ishikari Anniversary Celebration	-	25,000	25,000	0.0%	X	Next Ishikari Celebration not occurring until 2023.
10	Mayor & Council		Safer Downtown*	-	176,000	176,000	0.0%	C	Office was operational by the end of June 2018. Final works are still to be completed.
11	Planning & Development	S054	Campbellton Planning Projects	-	7,500	7,500	0.0%	C	VIU students developing a 5 year beautification grant funding plan. Visioning session July 24.
12	Planning & Development	S067	Downtown Small Initiatives Fund	16,838	96,347	79,509	17.5%	C	Projects are underway including CR Live Streets, and a range of small initiative projects including improved lighting, parklets, and maintenance improvements in the downtown (eg. landscaping outside the Tidemark Theatre); improvements to the Downtown Safety Office, a CPTED
13	Planning & Development	S084	Downtown Signage Incentive Program	27,084	70,000	42,916	38.7%	C	The Sign Bylaw Process is underway with Urban Systems engaged as the consultant. Signage incentive program was adopted by council on July 16. Sign Bylaw final draft is being compiled.
14	Planning & Development	S038	Façade Storefront Downtown Revitalization	2,442	65,997	63,555	3.7%	C	The agreement with the BIA has been signed and promotion of the program is underway.
15	Recreation & Culture	S093	Increase Spirit Square Program Budget	9,000	12,000	3,000	75.0%	C	Spirit Square programming in progress.
16	Recreation & Culture	S104	Enhanced Skatepark Environment	-	15,000	15,000	0.0%	C	Skatepark pilot project in progress.
17	Recreation & Culture	S101	Public Art Master Plan	3,996	20,000	16,004	20.0%	Z	Master planning will continue in early 2019.
18	Recreation & Culture	S086	Public Art	-	48,000	48,000	0.0%	Z	On hold until master plan is complete.

**APPENDIX 2  
OPERATING PROJECTS  
at June 30, 2018 (Q2)**

**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	Jun 2018 (Q2)	2018 Budget	\$ Variance	% Variance	Status	Comments
<b>Corporate Projects</b>									
19	Human Resources	S095	Strategic HR Management	48,922	97,000	48,078	50.4%	C	HR Advisor position is in place.
20	Finance	S094	DCC Review	-	75,000	75,000	0.0%	B	DCC Review planning has commenced, tender for consultant support planned to be released in Q3.
21	Economic Development	S105	Enhance and Maintain Services	21,282	57,000	35,718	37.3%	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%	B	Planning activities underway for October 20, 2018 municipal election.
23	Planning & Development	S087	Sea Level Rise Assessment*	30,285	505,000	474,715	6.0%	C	Phase 2 of the SLR Project is underway with NHC/Lanarc engaged to do the technical studies and public engagement which will begin in the late fall/early winter.
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.
<b>Operational Projects</b>									
26	Economic Development	S098	Tech Attraction Strategy	-	20,000	20,000	0.0%	C	RFP closed on May 31, 2018 and was awarded to Innovation Island. Estimated completion date is end of October.
27	Planning & Development	C036	Zoning/OCP Update	10,773	84,000	73,227	12.8%	C	The update to the Zoning Bylaw is underway with a reduced scope as per Council direction (focusing on legal & administrative changes).
28	Planning & Development	S069	Community Energy Efficiency Program	29,534	70,000	40,466	42.2%	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	3,628	40,000	36,372	9.1%	C	Update to Prospero/ Tempest Building mobile, intellisearch and E-inspection. Project underway. To implement mobile inspections in Q3.
31	Airport	S015	Business Development Opportunity Fund	3,412	50,000	46,588	6.8%	C	Ongoing funding for Airport commission initiatives, (static display \$12,000 etc).
32	Airport	S049	Crack Sealing	-	20,000	20,000	0.0%	A	RFP will be issued early summer.
33	Airport	S048	Runway Line Painting	-	20,000	20,000	0.0%	A	RFP will be issued early summer.
34	Sewer	S055	Lift Station Auto - Cleaning	13,633	30,000	16,367	45.4%	C	Equipment purchased. Installation to happen in Q3 following completion of confined space entry procedures.
35	Sewer	S090	Biosolids Management Options Study	-	103,158	103,158	0.0%	B	Draft report complete. On-hold awaiting outcomes of short term biosolids management assessment.
36	Sewer	S089	Confined Space Entry Alternate Procedures	4,400	14,314	9,914	30.7%	C	Underway. Completion anticipated in Q4.
37	Water	S089	Water Conservation Plan	-	36,882	36,882	0.0%	C	Anticipated to be completed in Q3.
38	Water	S074	Confined Space Entry Alternate Procedures	4,400	14,314	9,914	30.7%	A	Work planned for Q3-Q4.



**APPENDIX 2  
OPERATING PROJECTS  
at June 30, 2018 (Q2)**

**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	Jun 2018 (Q2)	2018 Budget	\$ Variance	% Variance	Status	Comments
39	Recreation & Culture	S108	PLAY Campbell River	12,536	30,000	17,464	41.8%	C	Steering Committee completed vision, mission, values. Working on plans to enhance physical literacy.
<b>TOTAL</b>				<b>\$ 286,617</b>	<b>\$ 2,828,358</b>	<b>\$ 2,541,741</b>	<b>10.1%</b>		

\*2018 Budget as amended.

**APPENDIX 3  
CAPITAL PROJECTS  
at June 30, 2018 (Q2)**

**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	Jun 2018 (Q2)	2018 Budget	\$ Variance	% Variance	Status	Comments
<b>Strategic Priorities Projects</b>									
1	322 - Fire Protection	1006	#1 Fire Station Replacement	27,572	467,418	439,846	5.9%	B	Staff consultation completed, feasibility study to be initiated.
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%	A	Conceptual design options to be brought to Council in Fall 2018 and finalized to detailed design stage in late 2018.
4	532 - Roads	6028	Cypress Street Improvements	4,997	33,021	28,024	15.1%	B	Design finalized - tender to be developed and posted shortly
5	532 - Roads	6017	Pier Street, Sign and MHC Entrance Improvements	13,525	325,000	311,475	4.2%	C	Design work to be completed this fall. Construction in 2019 (CFWD approx. \$290K). Project will be reviewed at FP process this fall as additional funding will be required to build the roundabout and installation of new signage at the
6	532 - Roads	6016	Ferry Terminal Access Improvements	-	9,837	9,837	0.0%	B	In progress - meetings with MOTI and BC Ferries required (no construction/changes planned until 2020)
7	532 - Roads	6030	Petersen/Shetland/Willis Walkability	-	60,000	60,000	0.0%	B	Design - Cheviot/Hopton ditch culverting and shoulder widening
8	532 - Roads	6031	Snow Clearing Equipment	-	50,000	50,000	0.0%	B	Tender being finalized
9	532 - Roads	6032	Street Lights – 10th Ave	-	10,000	10,000	0.0%	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	-	500,000	500,000	0.0%	C	Tender issued at end of July. Work expected to be completed by mid October. Working on agreement and design features with partners
11	532 - Roads	6034	Willis Road Pedestrian Upgrades Phase 2	-	355,000	355,000	0.0%	B	Design and Tender soon - south side shoulder extension/ditch improvements - Carolyn to Nikola
12	532 - Roads	6035	Willis Road Connection Concept	-	30,000	30,000	0.0%	B	Met with MoTI to discuss the project and options to move this project forward
13	532 - Roads	6009	Seagull Walkway Design	-	150,000	150,000	0.0%	B	RFP to be issued in the fall for engineering services
14	532 - Roads	6018	Parking Lot Improvements	-	25,000	25,000	0.0%	C	installation of new lights/electrical August 13-17. new line work and concrete repairs to be completed asap afterwards
15	Multi-Departmental	8008	Highway 19A - Phase 3	60,063	1,396,192	1,336,129	4.3%	B	Preliminary design due to Council at Sept.18 COW
16	550 - Storm Drains	6502	Downtown Storm Mitigation	265	274,908	274,643	0.1%	B	Downtown Flushing and Cameraing to be completed end September. Repairs/upgrades in 2019
17	570 - Airport	****	Fueling Facility	302,630	481,481	178,851	62.9%	D ✓	Fuel system and civil works complete. Medevac pad to be completed end of July. Paving scheduled for mid August.
18	570 - Airport	3011	Airport Development Servicing	7,208	70,000	62,792	10.3%	C	Draft Engineering plans submitted to City staff for final approval - anticipated construction summer 2018.

**APPENDIX 3  
CAPITAL PROJECTS  
at June 30, 2018 (Q2)**

**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	Jun 2018 (Q2)	2018 Budget	\$ Variance	% Variance	Status	Comments
19	570 - Airport	3012	Security Fencing - South Development	-	40,000	40,000	0.0%	C	Will be undertaken with construction of item 18.
20	570 - Airport	3017	Aircraft De-icing Equipment	-	200,000	200,000	0.0%	B	RFP being prepared.
21	580 - Sewer	5002	Waterfront Sewer Force main	112,456	6,768,897	6,656,441	1.7%	C	Phase 1 in construction w/ expected completion late fall. Phase 2 preliminary design review underway. Phase 3 pending.
22	580 - Sewer	5019	Larwood-Erickson Sewer Upgrade	-	3,900,000	3,900,000	0.0%	C	Construction Underway w/ expected completion late fall 2018
23	580 - Sewer	5006	NWEC Upgrades - Phase 3	-	300,000	300,000	0.0%	B	Fall procurement for consulting resources.
24	590 - Water	****	Water Facility Renewal	1,308,427	1,361,160	52,733	96.1%	C	North System Connection underway. CRWSC maintenance period.
25	720 - Parks	9035	Robron Field House Civil Works	470	622,285	621,815	0.1%	B	Design on hold pending resolution of fieldhouse building.
26	720 - Parks	9018	Big Rock Boat Ramp - Phase 1	127,869	2,176,000	2,048,131	5.9%	C	Construction underway anticipate completion late August/Early September
27	720 - Parks	9041	Willow Point Park Field House Repairs	473	75,000	74,528	0.6%	C	Repairs are underway and will be finalized by Fall 2018.
28	720 - Parks	9015	Nunn's Creek Master Plan	224	60,000	59,776	0.4%	B	Estimated completion date December 2018.
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.
<b>Other Capital Projects</b>									
30	212 - Finance	2020	Asset Management	14,756	60,000	45,244	24.6%	B	The 2018 work plan involves supporting the \$95k AM grant received, planning for Cartegraph software replacement, and AM training as the City moves forward to AM implementation by 2021.
31	213 - IT	2006	Recreation Management Software	7,153	51,181	44,028	14.0%	C	Project still in progress. Parks and field bookings transitioning from Parks to Recreation and Culture. Ongoing configuration and feature development.
32	213 - IT	2012	Dogwood DOC Phone System	9,469	24,576	15,107	38.5%	C	Phone system went live in Q1 2018. Peripherals still being purchased and implemented.
33	213 - IT	2014	Vadim E3 Upgrade	1,666	9,000	7,334	18.5%	B	In planning stage. Implementation planned for late Q3 2018.
34	213 - IT	2015	Scheduled Photocopier Replacement	8,555	16,000	7,445	53.5%	C	One photocopier installed at Enterprise Centre. Second scheduled for install at DOC in Q3
35	213 - IT	2016	GIS Orthophotos	-	17,000	17,000	0.0%	C	Successful proponent announced July 18. Completion anticipated in late Q3
36	213 - IT	2001	Printer/Peripheral Replacement	18,602	20,000	1,398	93.0%	B	On-going throughout 2018.

**APPENDIX 3  
CAPITAL PROJECTS  
at June 30, 2018 (Q2)**

**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	Jun 2018 (Q2)	2018 Budget	\$ Variance	% Variance	Status	Comments
37	213 - IT	2002	Workstation/Laptop Replacement	24,388	36,000	11,612	67.7%	B	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	6,565	-	-	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	14,205	901,696	887,491	1.6%	C	Vehicle delivered and being commissioned. 10% payment being held for 60 days.
43	322 - Fire Protection	1004	Small Equipment Replacement	-	15,000	15,000	0.0%	B	Awaiting prices from vendor. Will be ordered Q3.
44	447 - Fleet	4009	Fleet Replacement Plan	321,893	856,084	534,191	37.6%	C	1 unit received, 4 units awarded awaiting receipt, 2 units in tender stage, 2 CFWD units in service
45	448 - Capital Works	8006	Capital Works Management	237,242	477,263	240,022	49.7%	C	On Schedule
46	450 - Facilities	4047	Dick Murphy Park Viewing Platform Construction	1,423	29,401	27,978	4.8%	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	-	25,000	25,000	0.0%	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	12,291	60,000	47,709	20.5%	C	Cameras installed in downtown core and replacements at Spirit Square x 2. Software licencing updated and storage capacity on video servers has been expanded. Additional cameras to be installed later in 2018.
51	450 - Facilities	4048	City Facilities Fall Protection	-	200,000	200,000	0.0%	A	Design/Engineering to be completed in early Q3, construction Q4.
52	450 - Facilities	4066	Contractor Coordinator Vehicle	-	45,000	45,000	0.0%	C	Contract awarded, delivery imminent.
53	450 - Facilities	4067	City Hall Main Stairwell Carpet Replacement	-	35,000	35,000	0.0%	D	Complete.
54	450 - Facilities	4062	CRCC Front Desk Safety Improvements	4,668	30,000	25,332	15.6%	B	Design complete, undertaking project planning for construction in Q3/Q4.
55	450 - Facilities	4068	CRCC Kiln Exhaust System Replacement	-	15,000	15,000	0.0%	B	Finalizing plan for replacement, Anticipated Q3.

**APPENDIX 3  
CAPITAL PROJECTS  
at June 30, 2018 (Q2)**

**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	Jun 2018 (Q2)	2018 Budget	\$ Variance	% Variance	Status	Comments
56	450 - Facilities	4069	DOC Welding Bay Source Extraction Ventilation	5,616	20,000	14,384	28.1%	C	Materials on hand, construction to be coordinated with other works in DOC shop in Q3.
57	450 - Facilities	4070	DOC Front Counter Safety Upgrades	-	40,000	40,000	0.0%	B	Preliminary design complete, detailed design underway. Construction late Q3 or early Q4.
58	450 - Facilities	4071	Haig Brown House Chimney Rebuild	-	25,000	25,000	0.0%	A	To be completed late summer 2018.
59	450 - Facilities	4072	Sportsplex Building Envelope Condition Assessment	-	20,000	20,000	0.0%	B	Preparing RFP documents.
60	450 - Facilities	4058	MHC Envelope Repairs	525	50,000	49,475	1.1%	B	Tender documents being finalized, construction in Q3.
61	450 - Facilities	4073	Tidemark Theatre HVAC / Exhaust Replacement	5,125	30,000	24,875	17.1%	C	Minor works already completed. Project scope may require expanded work in 2019 based on engineers detailed assessment.
62	450 - Facilities	4061	ERT Materials Transfer Pit Site Improvements	1,044	44,350	43,306	2.4%	A	Assessment to be completed in Q3.
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	12,503	-	(12,503)	100.0%	C	Work on-going throughout the year.
65	450 - Facilities		Downtown Security Office	2,992	-	(2,992)	100.0%	D ✓	Substantially complete. Operational as of July 16.
66	532 - Roads	6006	Sidewalk Infill	22,634	245,132	222,499	9.2%	B	Cypress and Hidden Harbour hill projects to be completed this fall
67	532 - Roads	6012	Pedestrian Signal Crossing Lights	13,875	30,000	16,125	46.3%	C	awarded to Raylec - installation soon - 12th at Greenwood and Alder at 5th
68	532 - Roads	6007	Transit Bus Shelters	-	40,000	40,000	0.0%	C	New Shelters to be installed In Aug (Glass shelters) in 3 location 2 additional shelters requested as part of BC Transit shelter program
69	532 - Roads	6027	Pavement Management Plan	-	65,000	65,000	0.0%	C	contractor on site - data/report for end of September
70	532 - Roads	6008	LED Light Conversion	18,383	50,000	31,617	36.8%	C	Contractor completed retrofit - minor locations still to be completed
71	532 - Roads	6002	Intersection Improvements	-	20,000	20,000	0.0%	B	RFP to be issued for civil/electrical design at Maryland.
72	532 - Roads	6001	Cycling Infrastructure	-	15,000	15,000	0.0%	B	Ongoing annual projects.
73	532 - Roads	6025	Asphalt Overlays	125,613	500,000	374,387	25.1%	C	Dolly Varden/Pengelley complete. Dogwood 2nd to 4th next. Waiting on Larwood/Harrogate Capital to finish remaining 250,000
74	532 - Roads	6020	Traffic Control Upgrades - Replacement	-	200,000	200,000	0.0%	B	RFP to be issued in August for replacement traffic lights at St. Ann's/Shoppers intersection (will include advance indicators for all legs)

**APPENDIX 3  
CAPITAL PROJECTS  
at June 30, 2018 (Q2)**

**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	Jun 2018 (Q2)	2018 Budget	\$ Variance	% Variance	Status	Comments
75	550 - Storm Drains	6501	Annual Drainage Improvements	(3,438)	300,000	303,438	-1.1%	C	Larwood Storm upgrade
76	550 - Storm Drains	6036	Fir Street Upgrades	2,745	175,000	172,255	1.6%	B	Design nearing completion anticipate tender for construction services in Q3.
77	570 - Airport	3010	Airport Snowblower	440,856	420,000	(20,856)	105.0%	C	Snowblower received and currently in final stages of deficiency repair / outfitting.
78	570 - Airport	3018	Airside Concrete Parking, Combined Taxi "C" Widening	-	60,000	60,000	0.0%	B	Preparing terms of reference for consultant.
79	570 - Airport	3019	AvGas, Access and Parking for Aircraft	-	105,000	105,000	0.0%	B	Preparing drawings and spec's for RFP/RFI/Tender.
80	570 - Airport	3020	Roadway Paving	-	25,000	25,000	0.0%	B	scheduled for mid august
81	570 - Airport	3021	Shelter	-	20,000	20,000	0.0%	B	RFQ being issued in August.
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	3,313	160,465	157,152	2.1%	D ✓	Maintenance Period.
84	580 - Sewer	5009	Lift Station Generators	67,764	416,527	348,763	16.3%	D ✓	Substantial Performance achieved - maintenance period
85	580 - Sewer	5022	Biosolids Site Management	-	500,000	500,000	0.0%	B	Report to be finalized in Q3. Construction timing will depend on recommendations included in the report.
86	580 - Sewer	5023	Sewer Asset Registry	-	25,000	25,000	0.0%	Z	Deferred to future year due to lack staff capacity.
87	580 - Sewer	5020	Sewer Main Replacement	-	1,000,000	1,000,000	0.0%	C	Contract awarded construction to commence in August and be complete Q3/2018
88	580 - Sewer	5024	Sewer Facility Renewal	-	220,000	220,000	0.0%	C	Digester diffusers - complete. Oxidation Ditch diffusers - installation underway, to be completed in Q3. Aeration pipe lining methodologies being investigated. Lift Station #11 Hatches delivered, to be installed in Q3.
89	580 - Sewer	5025	NWEC Electrical Upgrade	-	200,000	200,000	0.0%	A	Start up delayed due to resourcing demands of the Water Supply Project. Assessment to start in Q3.
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	7,759	125,000	117,241	6.2%	B	Concept report due early Q3. Design will be done in the fall with tender to follow. Work will be completed in 2019.

**APPENDIX 3  
CAPITAL PROJECTS  
at June 30, 2018 (Q2)**

**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	Jun 2018 (Q2)	2018 Budget	\$ Variance	% Variance	Status	Comments
93	590 - Water	7024	Petersen/Shetland PRV	4,700	40,000	35,300	11.8%	B	Design underway anticipate completion by end of 2018
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 staff capacity.
96	590 - Water	7027	Water Service Renewal	22,540	50,000	27,460	45.1%	C	Work on-going Q1-Q4.
97	590 - Water	7026	Fire Hydrant Renewal	4,318	50,000	45,682	8.6%	C	Work on-going Q1-Q4.
98	590 - Water	7036	Watermain Renewal	-	1,000,000	1,000,000	0.0%	B	Design nearing completion anticipate tender for construction services in Q3/2018
99	590 - Water		Forklift	47,615	-		100.0%	D	Complete
100	Utilities	8000	SCADA Platform	56,476	90,024	33,548	62.7%	C	Phases 1 and 2 complete. Phase 3 (addition of new facilities) to be completed in Q4. NWEC to be completed in 2019.
101	Utilities	8002	Meter Renewal	26,388	100,000	73,612	26.4%	C	Work on-going Q1-Q4.
102	720 - Parks	9021	Shade Sails Installation	33,830	29,000	(4,830)	116.7%	D	Complete. The Q2 report at this time is showing an overrun but there was a invoice coded wrong and will be corrected for the Q3 report. Project was on completed within the budgeted amount.
103	720 - Parks	9905	Campbellton Neighbourhood Association - End of Spruce Street Concept Plan	5,468	30,000	24,532	18.2%	C	Completion date end of July 2018.
104	720 - Parks	9042	Elk Falls Cemetery Parking Lot Pavement	2,140	65,000	62,860	3.3%	C	Completion date end of August 2018.
105	720 - Parks	9030	Seawalk Improvements	-	85,000	85,000	0.0%	C	Phase one complete, Phase two and Three estimated completion date end of September
106	720 - Parks	9043	Willow Point In Field Mix Replacement	-	52,000	52,000	0.0%	A	Estimated start date of project September 2018.
107	720 - Parks	9008	Marine Foreshore Restoration	4,485	100,000	95,515	4.5%	B	Estimated start date of project July 2018.
108	720 - Parks	9044	Parks Information and Sign Program	-	25,000	25,000	0.0%	B	Estimated completion date November 2018.
109	720 - Parks	9045	Fence Upgrades and Replacements	-	20,000	20,000	0.0%	C	Estimated completion date November 2018.
110	720 - Parks	9046	Parks Irrigation Strategy	23,966	35,000	11,034	68.5%	C	Estimated completion date November 2018.
111	740 - Recreation & Culture	9904	Walter Morgan Studio - Rehabilitation	3,396	196,998	193,603	1.7%	C	RFP for structural framework in process. Heritage components to follow.



**APPENDIX 3  
CAPITAL PROJECTS  
at June 30, 2018 (Q2)**

**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	Jun 2018 (Q2)	2018 Budget	\$ Variance	% Variance	Status	Comments
112	740 - Recreation & Culture	9900	Recreation Equipment	-	9,000	9,000	0.0%	A	Equipment to be ordered in fall as per usual practice.
113	740 - Recreation & Culture	9907	Centennial Pool Condition Assessment	662	30,000	29,338	2.2%	C	Consultant has prepared analysis and 3 options for consideration. Working on cost estimate for preferred option.
114	740 - Recreation & Culture	9908	Sportsplex Weight Room Equipment Replacement	-	150,000	150,000	0.0%	C	Equipment ordered and will be installed last week of August.
<b>TOTAL</b>				<b>3,806,455</b>	<b>30,784,566</b>	<b>27,032,290</b>	<b>12.4%</b>		