

TO: City Manager
FROM: Myriah Foort, Chief Financial Officer
AUTHORED BY: Dennis Brodie, Finance Reporting Supervisor
DATE: May 16, 2018
SUBJECT: **Quarterly Financial Report – Q1 2018**

Recommendation:

THAT the Quarterly Financial Report for the first quarter of 2018 (January 1– March 31) 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 carryforward balances on operating and capital projects based on the best information at the time. After the City's annual fiscal year cutoff, those carryforwards were adjusted to actual amounts remaining for completion of these projects. The results reported in this quarterly financial report are based on the revised carryforward amounts, and not the estimates approved during Financial Planning.

Discussion:

Overview from the City Manager

The first quarter financial report for 2018 identifies that the City's work plan is well underway for the year. Of the total 149 approved projects, 106 projects are in-progress and 13 are completed.

Several high profile capital projects are off to a strong start in 2018. The first quarter marks the substantial completion and commissioning of the City's new water supply project. The Waterfront project, an extensive three-year upgrade project begins this summer including three key upgrades: renewal of the waterfront sewer forcemain between Rockland Road and the Maritime Heritage Centre which includes upgrades to several key lift stations, a rebuild of the Big Rock Boar Ramp, and the next phase of Highway 19A improvements between Rockland road and the southern limit of the Big Rock Boat Ramp site. Design work for the Hwy 19A upgrades is underway; the Big Rock Boat ramp RFP for the supply of floating docks has been awarded; the tender results for the boat ramp reconstruction are in; and the tender process for the waterfront sewer force main is on track.

Operationally, the first quarter focus is on leveraging resources to meet the emerging needs of the community from the safer downtown initiative, to the Smart City Challenge grant application submission for a \$10M grant focused on transforming our downtown utilizing enabling technologies, to the Sea level assessment and planning work currently underway made possible in part by grant funding.

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.

Deborah Sargent, City Manager

Operating Financial Report

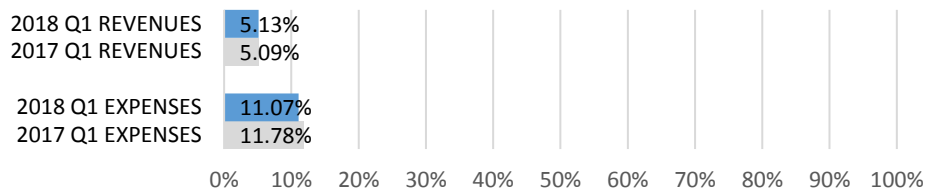
The City's departmental operational revenues and expenses by core service area are summarized below, with a comparison to the same quarter in 2017 as well as the variance to the approved 2018 budget. Overall, City revenues are 6% of budget and expenses are 15% of budget.

	2017 Q1	2017 Budget	2018 Q1	2018 Budget	2018 Variance \$	2018 Variance %
REVENUE						
FISCAL SERVICES	(2,192,055)	(43,049,025)	(2,287,955)	(44,565,121)	(42,277,166)	5.1%
GOVERNANCE	-	-	-	-	-	0.0%
CORPORATE SERVICES	(437,995)	(3,126,056)	(453,111)	(3,978,887)	(3,525,776)	11.4%
RCMP	(53,387)	(795,262)	(44,073)	(764,743)	(720,670)	5.8%
FIRE	(324,233)	(1,739,367)	(335,575)	(1,780,668)	(1,445,093)	18.8%
ASSETS & OPERATIONS	(218,192)	(1,098,222)	(210,627)	(1,041,849)	(831,222)	20.2%
UTILITIES	(766,026)	(15,929,277)	(331,367)	(16,508,413)	(16,177,046)	2.0%
COMMUNITY DEVELOPMENT	(659,140)	(1,988,382)	(765,149)	(1,944,506)	(1,179,357)	39.3%
ECONOMIC DEV. & TOURISM	-	(125,000)	(20,227)	(355,000)	(334,773)	5.7%
AIRPORT	(353,779)	(2,068,674)	(312,482)	(2,102,871)	(1,790,389)	14.9%
REVENUE TOTAL	(5,004,808)	(69,919,265)	(4,760,566)	(73,042,058)	(68,281,492)	6.5%
EXPENSE						
FISCAL SERVICES	2,406,964	20,428,044	2,518,611	22,761,428	20,242,817	11.1%
GOVERNANCE	195,178	1,323,753	186,359	1,235,555	1,049,196	15.1%
CORPORATE SERVICES	921,870	3,760,253	980,690	3,203,320	2,222,630	30.6%
RCMP	437,775	9,435,464	461,357	9,758,167	9,296,810	4.7%
FIRE	1,467,182	5,817,143	1,630,531	6,099,914	4,469,383	26.7%
ASSETS & OPERATIONS	1,913,068	10,559,673	1,882,842	10,530,221	8,647,379	17.9%
UTILITIES	1,550,021	9,618,138	1,735,484	9,628,651	7,893,167	18.0%
COMMUNITY DEVELOPMENT	1,278,839	5,922,614	1,264,839	6,598,821	5,333,982	19.2%
ECONOMIC DEV. & TOURISM	145,866	714,943	288,716	999,758	711,042	28.9%
AIRPORT	445,857	2,339,240	395,963	2,226,223	1,830,260	17.8%
EXPENSE TOTAL	10,762,619	69,919,265	11,345,392	73,042,058	61,696,666	15.5%
GRAND TOTAL	5,757,812	-	6,584,826	-	(6,584,826)	0.0%

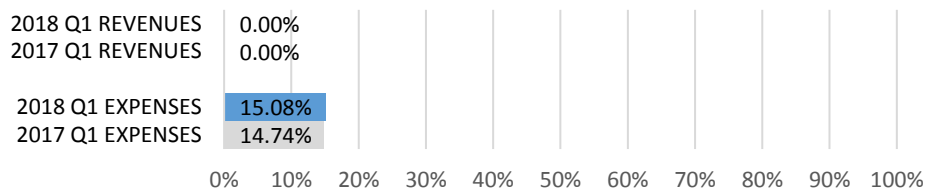
**2018 Budget was re-allocated for the corporate restructure that occurred in early 2018.*

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

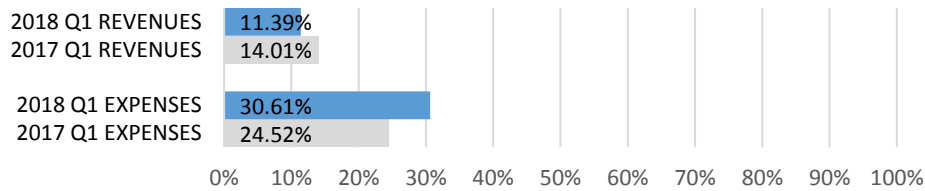
0 - FISCAL SERVICES – Expenses are trending higher than last year due to increased debt servicing costs related to funding of the new water intake system.



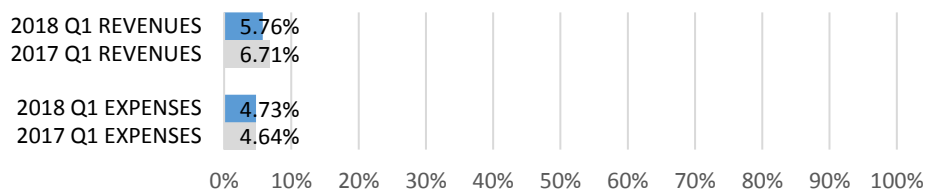
1 – GOVERNANCE – On trend with prior year. Operating projects for Council strategic initiatives generally occur later in the year.



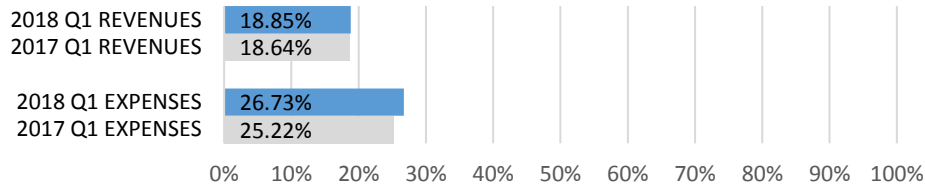
2 – CORPORATE SERVICES – Revenues mainly consist of liability insurance dividend which is paid out only once per year. Expenses are higher than the prior year due to one-time operating projects for strategic HR services as included in Appendix 2, as well as IT licenses that are paid early in the year.



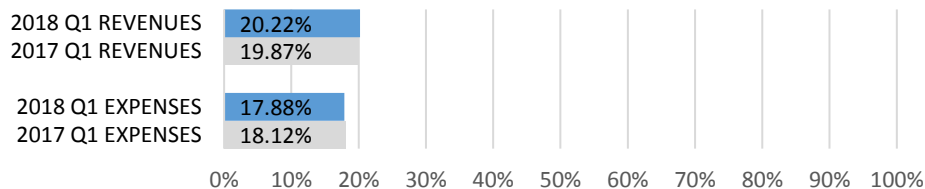
3 – RCMP – Slight decline in revenues due to an adjustment on the RCMP building lease; this amount was somewhat offset by increases in victim services grant revenues. Expenses are on trend with prior year; increase in benefits and labour are partially offset by reduced contracted services for police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



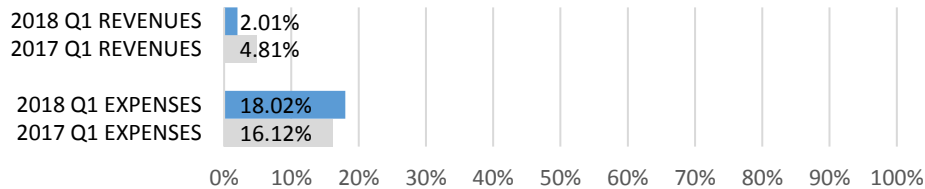
4 – FIRE – Revenues are on trend with prior year. Expenses trending higher than the prior year due to increased labour and benefits costs due to periodic training, call volume and increased auxiliary wages.



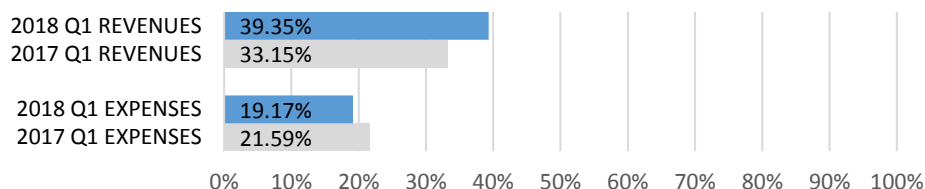
5 - ASSETS & OPERATIONS – On trend with prior year. The seasonal nature of roads operations will lower the overall expenditures for this segment in Q1 however spending will increase over the coming months.



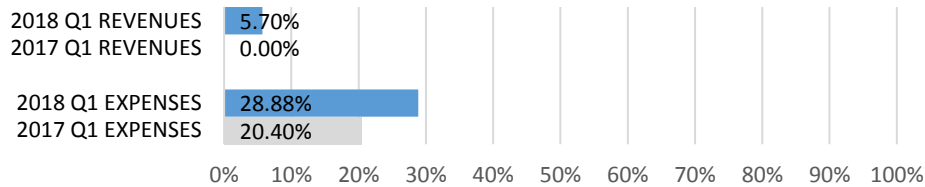
6 – UTILITIES – Utilities billings for the first 3 months are typically recognized in the second quarter. Additionally, an accounting change was made for the 2017 year-end based on auditor recommendations to recognize Q4 revenues in the proper fiscal year. As a result, 2017 had 5 quarters of billings to align billings to the correct fiscal year, which explains why 2018 revenues are trending lower than 2017 due to this one-time realignment. Expenses trending higher than the prior year due to increases in garbage and recycling contracts; this is somewhat offset by lower spending for Water/Sewer operating projects as summarized in Appendix 2.



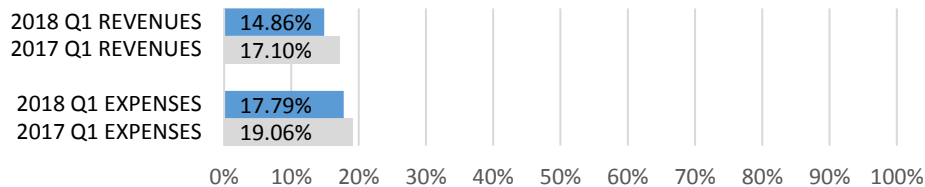
7 - COMMUNITY DEVELOPMENT – Revenues are trending higher than the prior year primarily due to an increase in sustainability grant activities including sea level rise. Additionally, multi-family building permits are up over 2017 and single family building permits are approximately the same as 2017 to date. Expenses are overall on trend with previous year; increases in operating project spending as summarized in Appendix 2 was generally offset with reductions in contracted services.



8 – ECONOMIC DEV. & TOURISM – Revenue is trending higher than the prior year due to increased MRDT which is being received for a full year in 2018 versus a start date of March in 2017. Expenses are trending higher than the prior year due to full implementation of the contract with Destination Think! versus a partial contract in 2017. Other expenses in 2018 include securing a booth at the 2018 Siggraph Conference in Vancouver, extra small business workshops, and the creation of newsletters bimonthly rather than quarterly which was supported by the additional funds allocated to economic development for 2018 as summarized in Appendix 2.

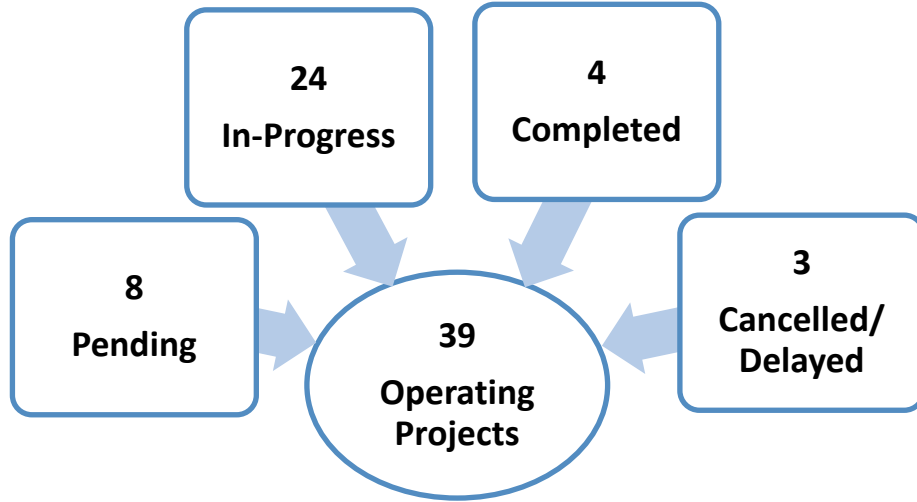


9 – AIRPORT – Revenues are trending lower than 2017 due to declines in both passenger levels and aviation fuel sales. Passenger numbers for the first quarter of 2018 were 12,123 – down a total of 2,301 from the same period last year. This decrease results in an overall passenger fee decrease of \$17,000 in the quarter. Fuel sales to date are \$47,000 which is a decreased from 2017 of \$15,700 – or 25%. This decrease is not concerning at this time as the vast majority of fuel sales are made over the busy June-September months. Expenses have decreased in Q1 from 2017 mainly due to fewer jet fuel purchases related to the overall decrease in sales.



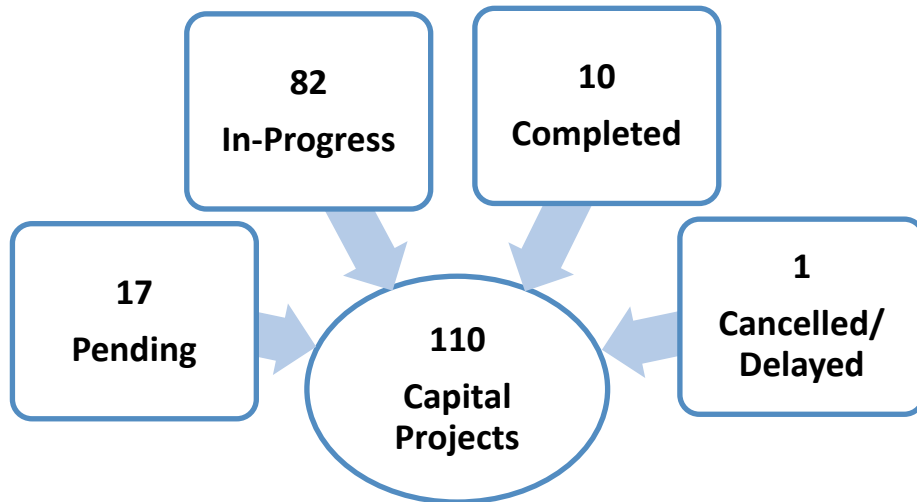
Operating Projects

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 first quarter on operating projects is \$128K or 5% 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 110 capital projects with a total budget of \$29M for 2018 as approved during Financial Planning. The most significant of these projects continues to be the Water Supply project which is slated for completion in 2018 with commissioning and operation of the new water system. The total spend in the first quarter on capital projects is \$1.25M or 4% of budget. Overall, 82 of 110 capital projects are currently underway and 10 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 first quarter of 2018 and no areas of concern have been identified. Operating and capital projects are well underway for the first 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,



Myriah Foort, BBA, CPA, CA
Chief Financial Officer

Attachments:

- Appendix 1 – Operating Departmental Budget Segments
 - Appendix 2 – Operating Projects (Q1 2018)
 - Appendix 3 – Capital Projects (Q1 2018)
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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 March 31, 2018 (Q1)**

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	Project Name	Mar 2018 (Q1)	2018 Budget	\$ Variance	% Variance	Status	Comments
Strategic Projects								
1	Mayor & Council	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*	12,426	225,000	212,574	5.5%	C	\$7,646 Development Permit for 477 Hilchey; \$4,280 Canada Smart Cities Project; \$500 CFR Bantam Tyees Provincial Tournament.
3	Mayor & Council	Council Contingency - Property management	-	12,000	12,000	0.0%	X	Cancelled as agreement was not executed.
4	Mayor & Council	Council Contingency - Property management	-	20,000	20,000	0.0%	D ✓	Earmarked for consulting fees to assess city properties. Work complete in Q1, invoice to be paid in Q2. Results to be presented to Council in Q2.
5	Mayor & Council	Forestry Task Force Operating Budget	318	25,000	24,682	1.3%	D ✓	The Forestry Task Force concluded the end of March. The remaining budget is proposed to be re-allocated to the Economic Development operational budget for continued work in promoting the forestry sector.
6	Mayor & Council	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	Beautification Grants	-	40,000	40,000	0.0%	B	Grant application deadline was April 30 and presentation will be made at the May 28th Council meeting
8	Mayor & Council	Social Grants	-	25,000	25,000	0.0%	A	Social grants policy draft planned for presentation to Council in Q3.
9	Mayor & Council	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%	B	Project plan endorsed by Council. Downtown office site secured and renovations underway for end of June opening. Consultation with social service providers has been initiated.
11	Planning & Development	Campbellton Planning Projects	-	7,500	7,500	0.0%	C	VIU students engaged to develop 5 year beautification action plan.
12	Planning & Development	Downtown Small Initiatives Fund	4,313	96,347	92,034	4.5%	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).
13	Planning & Development	Downtown Signage Incentive Program	9,407	70,000	60,593	13.4%	C	The Sign Bylaw Process is underway with Urban Systems engaged as the consultant and we will be promoting and developing the signage incentive program.
14	Planning & Development	Façade Storefront Downtown Revitalization	-	65,997	65,997	0.0%	B	Program promotion is beginning and staff have been working with the BIA to develop this year's program.
15	Recreation & Culture	Increase Spirit Square Program Budget	-	12,000	12,000	0.0%	D ✓	Additional budget has been allocated to the Spirit Square contract.
16	Recreation & Culture	Enhanced Skatepark Environment	-	15,000	15,000	0.0%	C	Pilot project is in planning stage. Will be operational for July/August.
17	Recreation & Culture	Public Art Master Plan	-	20,000	20,000	0.0%	C	RFP has been awarded. Kick-off meeting held May 2. Engagement schedule and communication plan to come.
18	Recreation & Culture	Public Art	-	48,000	48,000	0.0%	A	Public art projects on hold until master plan is complete.

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Corporate Projects								
19	Human Resources	Strategic HR Management	20,622	97,000	76,378	21.3%	C	HR Advisor position is in place.
20	Finance	DCC Review	-	75,000	75,000	0.0%	B	DCC Review planning has commenced, tender for consultant support planned to be released in Q2.
21	Economic Development	Enhance and Maintain Services	9,155	57,000	47,845	16.1%	C	Project currently in progress. Expenses to date include CR's Siggraph 2018 conference booth and costs related to the Smart Cities Challenge application.
22	Legislative Services	Municipal Election	-	51,000	51,000	0.0%	B	Planning activities underway for October 20, 2018 municipal election.
23	Planning & Development	Sea Level Rise Assessment*	25,632	505,000	479,368	5.1%	C	Phase 2 of the SLR Project is underway with NHC/Lanarc engaged to do the technical studies.
24	Planning & Development	Interim Development Services Manag	-	150,000	150,000	0.0%	X	No longer required with City organizational restructure that occurred in early 2018.
25	Roads	Snow Clearing - Sidewalks	-	30,000	30,000	0.0%	A	Seasonal project.
Operational Projects								
26	Economic Development	Tech Attraction Strategy	-	20,000	20,000	0.0%	B	RFP closing May 31, 2018.
27	Planning & Development	Zoning/OCP Update	9,453	84,000	74,547	11.3%	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	Community Energy Efficiency Program	14,535	70,000	55,465	20.8%	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	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.
30	Planning & Development	Development Process Update	1,908	40,000	38,092	4.8%	C	Update to Prospero/ Tempest Building mobile, intellisearch and E-inspection. Project underway.
31	Airport	Business Development Opportunity Fund	450	50,000	49,550	0.9%	C	Ongoing funding for Airport commission initiatives, (static display \$12,000 etc).
32	Airport	Crack Sealing	-	20,000	20,000	0.0%	A	RFP will be issued early summer.
33	Airport	Runway Line Painting	-	20,000	20,000	0.0%	A	RFP will be issued early summer.
34	Sewer	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	Biosolids Management Options Study	-	36,882	36,882	0.0%	B	Draft report complete. On-hold awaiting outcomes of short term biosolids management assessment.
36	Sewer	Confined Space Entry Alternate Procedures	5,800	14,314	8,514	40.5%	C	Underway. Completion anticipated in Q4.



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37	Water	Water Conservation Plan	-	103,158	103,158	0.0%	C	Anticipated to be completed in Q3.
38	Water	Confined Space Entry Alternate Procedures	-	14,314	14,314	0.0%	A	Work planned for Q3-Q4.
39	Recreation & Culture	PLAY Campbell River	515	30,000	29,485	1.7%	C	Project is underway. PLAY CR working group has been formed and has third meeting scheduled for May.

*2018 Budget as amended.

TOTAL \$ 128,167 \$ 2,828,358 \$ 2,700,191 4.5%

**APPENDIX 3
CAPITAL PROJECTS
at March 31, 2018 (Q1)**

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A - Not Started
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Index	Department	Project Name	Mar 2018 (Q1)	2018 Budget	\$ Variance	% Variance	Status	Comments
Strategic Priorities Projects								
1	322 - Fire Protection	#1 Fire Station Replacement	23,565	467,418	443,853	5.0%	B	Studies completed.
2	450 - Facilities	Big House Pavilion Deconstruction & Preservation	-	50,000	50,000	0.0%	B	Stakeholder review in progress.
3	450 - Facilities	Council Chambers Accessibility Improvements	-	35,000	35,000	0.0%	A	Design to be completed summer 2018.
4	532 - Roads	Cypress Street Improvements	4,997	33,021	28,024	15.1%	C	Design completed, work to be tendered for construction this summer.
5	532 - Roads	Pier Street, Sign and MHC Entrance Improvements	13,525	325,000	311,475	4.2%	B	Design underway.
6	532 - Roads	Ferry Terminal Access Improvements	-	9,837	9,837	0.0%	C	In progress - meetings with MOTI and BC Ferries required.
7	532 - Roads	Petersen/Shetland/Willis Walkability	-	60,000	60,000	0.0%	B	Planning and coordination with Storm work on Cheviot.
8	532 - Roads	Snow Clearing Equipment	-	50,000	50,000	0.0%	B	RFP to be issued by June.
9	532 - Roads	Street Lights – 10th Ave	-	10,000	10,000	0.0%	D	BC Hydro installed 5 additional lease light on existing poles. Looking at opportunities to improve DT lighting at 13th and Shoppers Row.
10	532 - Roads	3.5 Acre Walkway	-	500,000	500,000	0.0%	B	RFP for engineering services. Preliminary design to Council in June and construction to be completed before the end of September.
11	532 - Roads	Willis Road Pedestrian Upgrades Phase 2	-	355,000	355,000	0.0%	B	RFP for design.
12	532 - Roads	Willis Road Connection Concept	-	30,000	30,000	0.0%	B	Communications package to be developed with the assistance of ZINC.
13	532 - Roads	Seagull Walkway Design	-	150,000	150,000	0.0%	A	RFP for engineering services in the fall.
14	532 - Roads	Parking Lot Improvements	-	25,000	25,000	0.0%	C	Design for new parking lot layout on Birch completed. Lights to be installed and work completed before fall.
15	Multi-Departmental	Highway 19A - Phase 3	6,790	1,396,192	1,389,402	0.5%	B	Prelim design outcomes expected to Council Q3.
16	550 - Storm Drains	Downtown Storm Mitigation	132	274,908	274,776	0.0%	C	Reviewing projects options with consultant and evaluation of pipe conditions prior to additional work.
17	570 - Airport	Fueling Facility	300,124	481,481	181,357	62.3%	D	Fuel system and civil works complete. Medevac pad to be completed.

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18	570 - Airport	Airport Development Servicing	6,825	70,000	63,175	9.8%	C	Draft Engineering plans submitted to City staff for final approval - anticipated construction summer 2018.
19	570 - Airport	Security Fencing - South Development	-	40,000	40,000	0.0%	C	Will be undertaken with construction of item 18.
20	570 - Airport	Aircraft De-icing Equipment	-	200,000	200,000	0.0%	B	Letters sent to both airlines asking for input, staff to follow up with airlines.
21	580 - Sewer	Waterfront Sewer Forcemain	82,769	6,768,897	6,686,128	1.2%	B	Phase 1 Construction services tender to Council June/18 with construction work anticipated July-Oct/18. Phase 2 design commenced.
22	580 - Sewer	Larwood-Erickson Sewer Upgrade	-	3,100,000	3,100,000	0.0%	B	Construction services Tender to Council in June with construction work anticipated July through Oct.
23	580 - Sewer	NWEC Upgrades - Phase 3	-	300,000	300,000	0.0%	A	On-hold awaiting outcome of short term biosolids assessment.
24	590 - Water	Water Facility Renewal	467,872	1,361,160	893,288	34.4%	C	In construction.
25	720 - Parks	Robron Field House Civil Works	-	322,285	322,285	0.0%	B	Design on hold pending resolution of fieldhouse building.
26	720 - Parks	Big Rock Boat Ramp - Phase 1	18,812	1,900,000	1,881,188	1.0%	B	Construction Services tender to Council in May, anticipate construction July through Sep.
27	720 - Parks	Willow Point Park Field House Repairs	-	75,000	75,000	0.0%	B	Stakeholder review in progress, project scope to be finalized early summer, construction Fall 2018.
28	720 - Parks	Nunns Creek Master Plan	224	60,000	59,776	0.4%	B	Estimated completion date December 2018.
29	740 - Recreation & Culture	Sportsplex Renovation/ Expansion Detailed Design and Construction	-	80,000	80,000	0.0%	A	Presented at the April 24 COW. Have been asked to present more information at the June 12 COW.
Other Capital Projects								
30	212 - Finance	Asset Management	-	60,000	60,000	0.0%	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	Recreation Management Software	2,337	51,181	48,844	4.6%	C	PerfectMind is in use but there are still components of the software that are being configured/learned and additional pieces of hardware to incorporate into system.
32	213 - IT	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	Vadim E3 Upgrade	1,666	9,000	7,334	18.5%	B	In planning stage. Implementation planned for late Q2 2018.
34	213 - IT	Scheduled Photocopier Replacement	-	16,000	16,000	0.0%	B	Two photocopiers planned for replacement at DOC and Development Services.

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35	213 - IT	GIS Orthophotos	-	17,000	17,000	0.0%	B	RFP will be released in Q2 2018.
36	213 - IT	Printer/Peripheral Replacement	9,260	20,000	10,740	46.3%	B	On-going throughout 2018.
37	213 - IT	Workstation/Laptop Replacement	16,159	36,000	19,841	44.9%	B	On-going throughout 2018.
38	213 - IT	Primary File Server Replacement	-	15,000	15,000	0.0%	A	Anticipated replacement in Q3 2018.
39	213 - IT	Enterprise Centre Plotter	7,987	8,000	13	99.8%	D ✓	Implemented in Q1 2018.
40	213 - IT	Data Storage upgrade	28,409	30,000	1,591	94.7%	D ✓	Implemented in Q1 2018.
41	322 - Fire Protection	Pumper Rescue Replacement	-	901,696	901,696	0.0%	C	Will take delivery in June.
42	322 - Fire Protection	Small Equipment Replacement	-	15,000	15,000	0.0%	B	Will be ordering equipment in May.
43	447 - Fleet	Fleet Replacement Plan	32,203	856,084	823,881	3.8%	C	1 unit received and in service, 2 units awarded awaiting receipt, 4 units in design / specification phase. 1 CFWD unit in service. 1 CFWD unit to be in service by June 1st.
44	448 - Capital Works	Capital Works Management	118,621	477,263	358,642	24.9%	C	On schedule.
45	450 - Facilities	Dick Murphy Park Viewing Platform Construction	-	29,401	29,401	0.0%	C	Completion imminent. Expected opening in June.
46	450 - Facilities	Library Air Handler Replacement	7,457	58,422	50,965	12.8%	D ✓	Project complete.
47	450 - Facilities	Small Equipment	2,758	30,000	27,242	9.2%	C	Most replacements already completed but not fully invoiced.
48	450 - Facilities	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.
49	450 - Facilities	Video Surveillance System Ongoing Camera Renewal Program	7,626	60,000	52,374	12.7%	B	Some cameras and software licencing updates completed. Further expansion of storage capacity to be completed Q2. Camera installs downtown including downtown parking lots Q2. Locations prioritized with RMCP crime statistics.
50	450 - Facilities	City Facilities Fall Protection	-	200,000	200,000	0.0%	A	Tentative design in Q2, construction in Q4.
51	450 - Facilities	Contractor Coordinator Vehicle	-	45,000	45,000	0.0%	C	Contract awarded. Expected delivery Q2.

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52	450 - Facilities	City Hall Main Stairwell Carpet Replacement	-	35,000	35,000	0.0%	D ✓	Substantially complete.
53	450 - Facilities	CRCC Front Desk Safety Improvements	4,668	30,000	25,332	15.6%	B	Finalizing design with facility staff.
54	450 - Facilities	CRCC Kiln Exhaust System Replacement	-	15,000	15,000	0.0%	B	Finalizing plan for replacement. Anticipated Q3.
55	450 - Facilities	DOC Welding Bay Source Extraction Ventilation	-	20,000	20,000	0.0%	C	Exhaust fan sourced and on hand. Installation in June 2018.
56	450 - Facilities	DOC Front Counter Safety Upgrades	-	40,000	40,000	0.0%	B	Stakeholder review / design is nearing completion. Construction in Q3 or Q4.
57	450 - Facilities	Haig Brown House Chimney Rebuild	-	25,000	25,000	0.0%	A	To be completed summer 2018.
58	450 - Facilities	Sportsplex Building Envelope Condition Assessment	-	20,000	20,000	0.0%	A	To be completed summer 2018.
59	450 - Facilities	MHC Envelope Repairs	525	50,000	49,475	1.1%	B	Engineering report completed. Finalizing design details for tender in late Q2, construction summer 2018.
60	450 - Facilities	Tidemark Theatre HVAC / Exhaust Replacement	-	30,000	30,000	0.0%	B	Engineering report completed. Finalizing design details for tender in late Q2, construction summer 2018.
61	450 - Facilities	ERT Materials Transfer Pit Site Improvements	894	44,350	43,456	2.0%	A	To be completed Q3 2018.
62	450 - Facilities	Discovery Pier Structural Repairs	-	100,000	100,000	0.0%	D ✓	Complete.
63	532 - Roads	Sidewalk Infill	11,317	245,132	233,815	4.6%	B	Work on Cypress and Birch.
64	532 - Roads	Pedestrian Signal Crossing Lights	-	30,000	30,000	0.0%	C	Lights installed at Greenwood and 9th, additional lights to be installed at Greenwood and 12th and Alder and 5th.
65	532 - Roads	Transit Bus Shelters	-	40,000	40,000	0.0%	C	New shelter being installed at Petersen and Willis, 16th and Ironwood.
66	532 - Roads	Pavement Management Plan	-	65,000	65,000	0.0%	C	RFP Awarded, work to be completed over the summer.
67	532 - Roads	LED Light Conversion	9,884	50,000	40,116	19.8%	C	Ongoing work.
68	532 - Roads	Intersection Improvements	-	20,000	20,000	0.0%	B	RFP to be issued for civil/electrical design at Maryland.

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69	532 - Roads	Cycling Infrastructure	-	15,000	15,000	0.0%	B	Ongoing annual projects.
70	532 - Roads	Asphalt Overlays	-	500,000	500,000	0.0%	C	Larwood Overlay; repair work on Larwood Harrogate; Steelhead/Dolly Varden to Woodburne; 19th and Maple; Pengalley; misc mill and patch on Dogwood and Alder.
71	532 - Roads	Traffic Control Upgrades - Replacement	-	200,000	200,000	0.0%	B	Waiting for condition assessment by Raylec of Shoppers/St Anns and 13th and Dogwood.
72	550 - Storm Drains	Annual Drainage Improvements	1,030	300,000	298,970	0.3%	B	Larwood Stm updates (with Larwood Sewer updates) and Cheviot and Hoptin.
73	550 - Storm Drains	Fir Street Upgrades	259	175,000	174,741	0.1%	B	Design nearing completion anticipate tender for construction services in Q3.
74	570 - Airport	Airport Snowblower	-	40,000	40,000	0.0%	C	Snowblower received and undergoing minor outfitting / deficiency repair. 2018 budget represents City portion only; ACAP funds 95% of eligible projects.
75	570 - Airport	Airside Concrete Parking, Combined Taxi "C" Widening	-	60,000	60,000	0.0%	B	Preparing terms of reference for consultant.
76	570 - Airport	AvGas, Access and Parking for Aircraft	-	105,000	105,000	0.0%	B	Preparing drawings and spec's for RFP/RFI/Tender.
77	570 - Airport	Roadway Paving	-	25,000	25,000	0.0%	B	Will be asking tayco for timeline, may combine with airside paving of medivac area.
78	570 - Airport	Shelter	-	20,000	20,000	0.0%	B	Spec's 95% complete, RFQ issued in Q2.
79	580 - Sewer	Lift Station #11 Upgrade	-	45,248	45,248	0.0%	D ✓	Maintenance period.
80	580 - Sewer	NWEC Upgrade Phase 2	3,313	160,465	157,152	2.1%	D ✓	Maintenance period.
81	580 - Sewer	Lift Station Generators	5,703	416,527	410,824	1.4%	C	in Construction - anticipate completion in Q3.
82	580 - Sewer	Biosolids Site Management	-	500,000	500,000	0.0%	B	Report to be finalized in Q2. Construction timing will depend on recommendations included in the report.
83	580 - Sewer	Sewer Asset Registry	-	25,000	25,000	0.0%	A	Resourcing plan to be determined in Q2.
84	580 - Sewer	Sewer Main Replacement	-	1,000,000	1,000,000	0.0%	B	Design nearing completion - anticipate construction services tender in Q3.
85	580 - Sewer	Sewer Facility Renewal	-	220,000	220,000	0.0%	B	Diffusers purchased and to be installed in Q3. Aeration pipe lining methodologies being investigated. Lift Station #11 Hatches to be installed in Q3.

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86	580 - Sewer	NWEC Electrical Upgrade	-	200,000	200,000	0.0%	A	Assessment to start in Q2 and to be completed in Q3.
87	590 - Water	CRIB/CCR Water Improvements	-	20,000	20,000	0.0%	A	Start up delayed due to resourcing demands of the Water Supply Project. Project to start in Q2.
88	590 - Water	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.
89	590 - Water	WM Cathodic Protection	145	125,000	124,855	0.1%	B	Concept report due at end of Q2. Design will be done in Q3 with tender to follow. Work will be completed in 2019.
90	590 - Water	Petersen/Shetland PRV	-	40,000	40,000	0.0%	B	Design proposal under review. Anticipate detailed design in Q3/Q4.
91	590 - Water	Area D Connection Improvements	-	20,000	20,000	0.0%	B	Start up delayed due to resourcing demands of the Water Supply Project. Project to start in Q2.
92	590 - Water	Water Asset Registry	-	25,000	25,000	0.0%	A	Resourcing plan to be determined in Q2.
93	590 - Water	Water Service Renewal	1,050	50,000	48,950	2.1%	C	Work on-going Q1-Q4.
94	590 - Water	Fire Hydrant Renewal	4,318	50,000	45,682	8.6%	C	Work on-going Q1-Q4.
95	590 - Water	Watermain Renewal	-	1,000,000	1,000,000	0.0%	B	Design nearing completion anticipate tender for construction services in Q3.
96	Utilities	SCADA Platform	15,009	90,024	75,015	16.7%	C	Phases 1 and 2 complete. Phase 3 (addition of new facilities) to be completed in Q4. NWEC to be completed in 2019.
97	Utilities	Meter Renewal	18,226	100,000	81,774	18.2%	C	Work on-going Q1-Q4.
98	720 - Parks	Shade Sails Installation	-	29,000	29,000	0.0%	C	Estimated completion date July 2018.
99	720 - Parks	Campbellton Neighbourhood Association - End of Spruce Street Concept Plan	846	30,000	29,154	2.8%	C	Estimated completion date June 2018.
100	720 - Parks	Elk Falls Cemetery Parking Lot Pavement	554	65,000	64,446	0.9%	B	Estimated completion date July 2018.
101	720 - Parks	Seawalk Improvements	-	85,000	85,000	0.0%	A	Estimated start date of project August 2018.
102	720 - Parks	Willow Point In Field Mix Replacement	-	52,000	52,000	0.0%	A	Estimated start date of project September 2018.

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103	720 - Parks	Marine Foreshore Restoration	-	100,000	100,000	0.0%	A	Estimated start date of project July 2018.
104	720 - Parks	Parks Information and Sign Program	-	25,000	25,000	0.0%	B	Estimated completion date November 2018.
105	720 - Parks	Fence Upgrades and Replacements	-	20,000	20,000	0.0%	B	Estimated completion date November 2018.
106	720 - Parks	Parks Irrigation Strategy	-	35,000	35,000	0.0%	B	Estimated completion date November 2018.
107	740 - Recreation & Culture	Walter Morgan Studio - Rehabilitation	417	196,998	196,581	0.2%	B	Preparation of RFP in progress.
108	740 - Recreation & Culture	Recreation Equipment	-	9,000	9,000	0.0%	A	Items for purchase identified on schedule but not ordered yet. Items are typically ordered in Q4.
109	740 - Recreation & Culture	Centennial Pool Condition Assessment	-	30,000	30,000	0.0%	C	RFP awarded. Kick Off meeting held. On site visit planned for May.
110	740 - Recreation & Culture	Sportsplex Weight Room Equipment Replacement	-	150,000	150,000	0.0%	C	RFP's evaluated. Recommendation approved by Council in early May, equipment to be installed by end of August.
TOTAL			1,247,743	29,028,566	27,780,824	4.3%		