

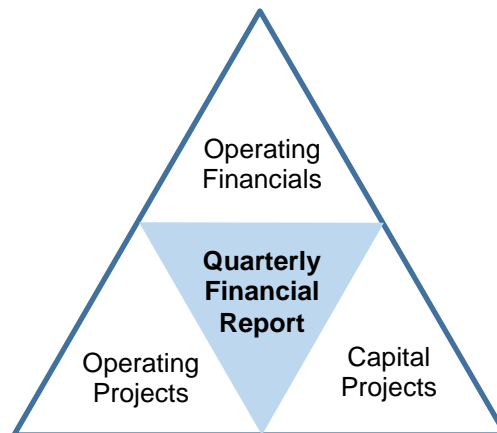
To: City Manager
From: Ron Bowles, GM Corporate Services
Authored By: Dennis Brodie, Acting Finance Reporting Supervisor
Date: May 11, 2017
Subject: **Quarterly Financial Report – Q1 2017**

Recommendation:

THAT the Quarterly Financial Report for the first quarter of 2017 (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 the City's approved projects in the capital plan.



Discussion:

Financial Overview from the City Manager

The first quarter financial report for 2017 identifies that the City's work plan is well underway for the year. Of the total 137 approved projects, 99 projects are in-progress and 24 are completed. The City's water supply project continues to be a key focus of the work plan for 2017 and into 2018; this project is funded over 75% by BC Hydro as it is necessitated by the John Hart generating station upgrade and is key to the City's delivery of water services to the community.

The City continues to focus on renewal and enhancement projects across the City including asphalt overlay, sidewalk infill, parks and recreation amenities, and facilities upgrades.

The work plan approved in 2017 balances Council's strategic priorities, operational services and capital renewal and upgrades which align with the City's Financial Stability & Resiliency Program.

Deborah Sargent, City Manager

Operating Financial Report

The first quarter consists of 3 months, or 25% of the fiscal year, however this does not necessarily result in 25% of budgeted revenues and expenses being realized in the quarter. This is because the City offers many seasonal programs, which may or may not yet be underway, as well as fluctuations throughout the year due to the cyclical nature of revenues and expenses.

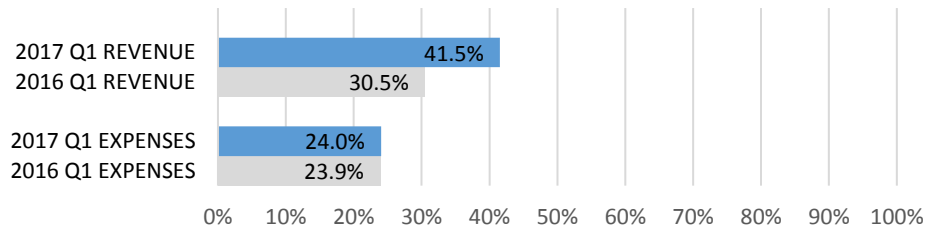
The City's departmental operational revenues and expenses by core service area are summarized below, with a comparison to the same quarter in 2016 as well as the variance to the approved 2017 budget. Overall, City revenues are at 10.4% of budget and expenses are at 17.2% of budget. This is within expectation, and comparable to past years, due to the seasonality of many of the City's operations.

	2016 Q1	2017 Q1	2017 Budget	2017 Variance \$	2017 Variance %
Revenue					
GOVERNANCE	(40,045)	(56,492)	(136,013)	(79,521)	41.5%
RCMP	(48,446)	(53,387)	(795,262)	(741,875)	6.7%
FIRE	(295,627)	(324,233)	(1,739,367)	(1,415,134)	18.6%
CORPORATE SERVICES	(240,241)	(345,056)	(2,728,800)	(2,383,744)	12.6%
FACILITIES & SUPPLY MANAGEMENT	(94,883)	(89,779)	(382,106)	(292,327)	23.5%
OPERATIONS	(228,673)	(279,448)	(3,337,184)	(3,057,736)	8.4%
PARKS, RECREATION & CULTURE	(261,952)	(241,971)	(930,676)	(688,705)	26.0%
DEVELOPMENT SERVICES	(272,109)	(401,840)	(1,179,600)	(777,760)	34.1%
AIRPORT	(320,322)	(353,779)	(2,068,674)	(1,714,895)	17.1%
SEWER	(232,623)	(260,415)	(6,359,675)	(6,099,260)	4.1%
WATER	(285,169)	(399,319)	(7,212,883)	(6,813,564)	5.5%
Revenue Total	(2,320,091)	(2,805,719)	(26,870,240)	(24,064,521)	10.4%
Expense					
GOVERNANCE	575,107	607,169	2,527,463	1,920,294	24.0%
RCMP	396,038	435,714	9,426,196	8,990,482	4.6%
FIRE	1,445,549	1,409,176	5,585,120	4,175,944	25.2%
CORPORATE SERVICES	1,236,497	1,149,360	4,260,062	3,110,702	27.0%
FACILITIES & SUPPLY MANAGEMENT	875,030	827,743	3,679,686	2,851,943	22.5%
OPERATIONS	1,135,616	892,447	7,091,142	6,198,695	12.6%
PARKS, RECREATION & CULTURE	1,135,652	1,148,712	5,394,450	4,245,738	21.3%
DEVELOPMENT SERVICES	569,400	509,249	3,084,250	2,575,001	16.5%
AIRPORT	309,003	370,063	1,936,063	1,566,000	19.1%
SEWER	417,695	550,519	2,457,148	1,906,629	22.4%
WATER	498,379	460,539	3,283,464	2,822,925	14.0%
Expense Total	8,593,966	8,360,693	48,725,044	40,364,351	17.2%
Grand Total	6,273,876	5,554,974	21,854,804	16,299,830	25.4%

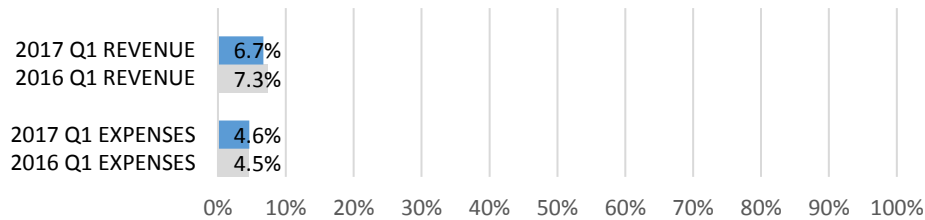
It is important to note that the report does not include financial information that provides minimal value on quarterly basis. Excluded data includes: tax revenue, cost allocations/internal administration charges, debt servicing, and amortization expense.

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 2017 and 2016 for comparison.

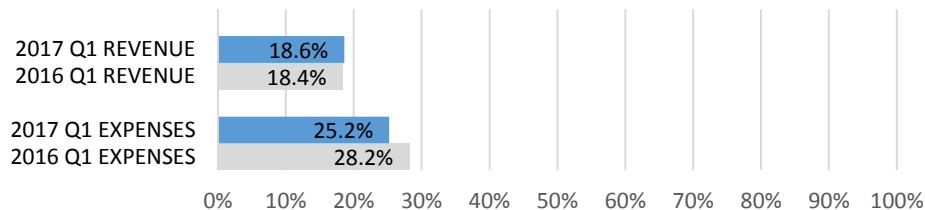
GOVERNANCE – Revenues are higher than expected due to bylaw services remedial action work carried out in Q1. Expenses are higher than last year due to an increase in the City’s liability insurance premiums but are overall within expectation.



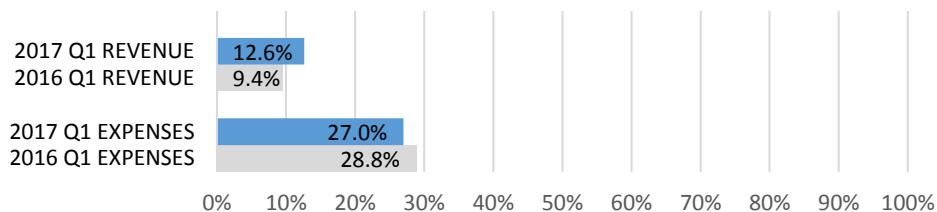
RCMP – Revenues are in line with 2016 and are within expectation for this time of year; SCIF Traffic Fine grants are not received until mid-year. Expenses are in line with 2016 given RCMP billings are received subsequent to each quarter throughout the year.



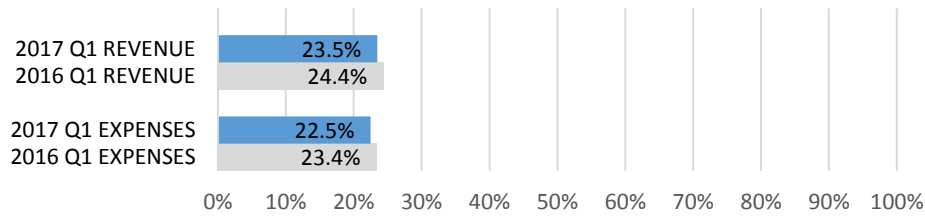
FIRE – Revenues are within expectation for this time of year. Fire servicing agreements with the Strathcona Regional District and the 3 First Nations will be billed and collected in Q3. Expenses are within expectation with the base budget realignment approved for 2017.



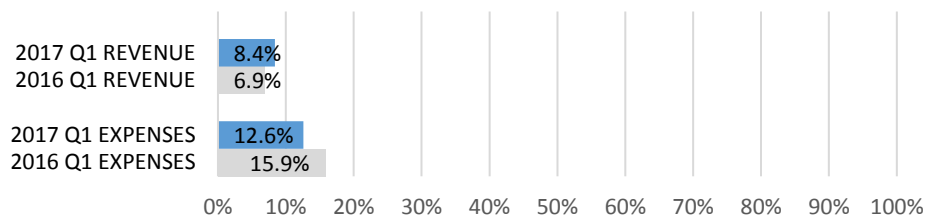
CORPORATE SERVICES – Revenues are higher than 2016 due to higher FortisBC franchise fees with 2017 being the first full year for this new revenue source. Corporate services revenues including gaming grants and servicing agreements with First Nations are collected later in the year. Expenses are higher than expected as in the prior year due to many IT software licenses being paid early in the year.



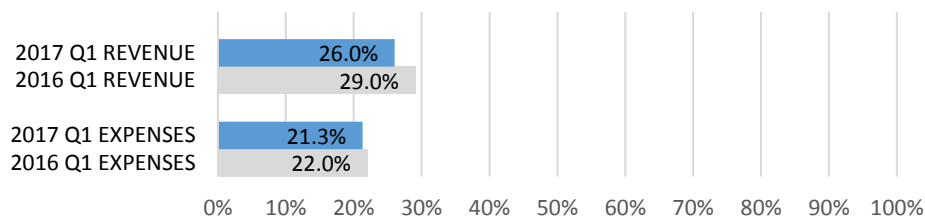
FACILITIES & SUPPLY MANAGEMENT – Revenues are slightly lower than the prior year. Expenses are lower than budget due to a vacancy and lower than expected facilities repairs and maintenance expenses to date.



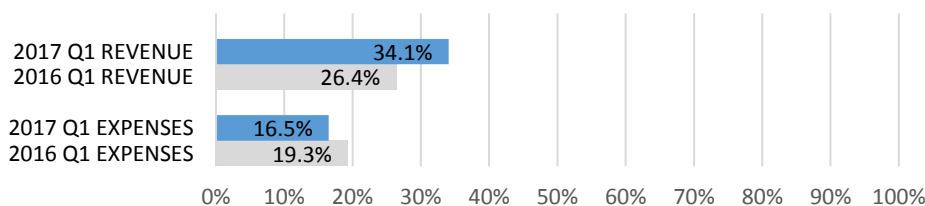
OPERATIONS – Revenues are higher than expectation due to revenues from MMBC recycling being recorded within the quarter as compared to 2016. Expenses are lower than expected because both BC Transit & Emterra solid waste contracted services invoices have not yet been received within the quarter.



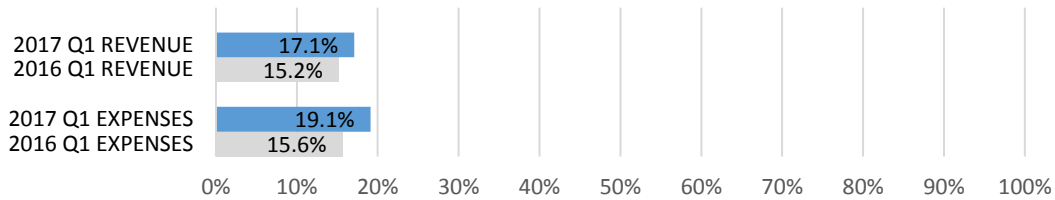
PARKS, RECREATION & CULTURE – Revenues are within expectation for this point in the year. Expenses are lower than budget due to the seasonality of recreation services, for example Centennial Pool, which operates in Q2 and Q3.



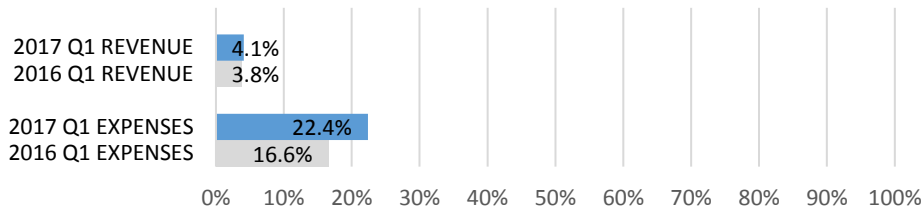
DEVELOPMENT SERVICES – Revenues are significantly higher than last year due to a change in business license billing; all business licenses are now invoiced and collected in Q1 rather than throughout the year. Building permit revenues and development permit fees are also up over last year. Expenses are lower than last year and below budget due to structural changes in the economic development and tourism delivery model, as well as due to vacancies in building inspection.



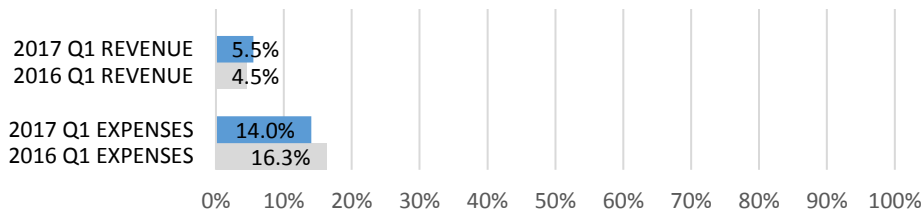
AIRPORT – Revenues are higher than last year due to higher volumes of passengers in 2017, increased jet fuel sales, and increased parking revenues. Overall revenues are below budget but this is expected due to the high seasonality of the airport operation where most revenues are earned in the months of June-September. Expenses are higher than last year due to the purchase of additional jet fuel to support the increased sales. As well, heating costs and runway de-icing were significantly higher due to the winter weather in early 2017.



SEWER – Revenues have increased over last year due to an increase in the sewer user fee of 6% per approved bylaw increases. Overall revenues are below budget because sewer revenues for single family dwellings are billed in on the property tax notice in May. Expenses are higher than 2016 due to two operational projects currently underway (chemical grouting & lift station auto-cleaning).

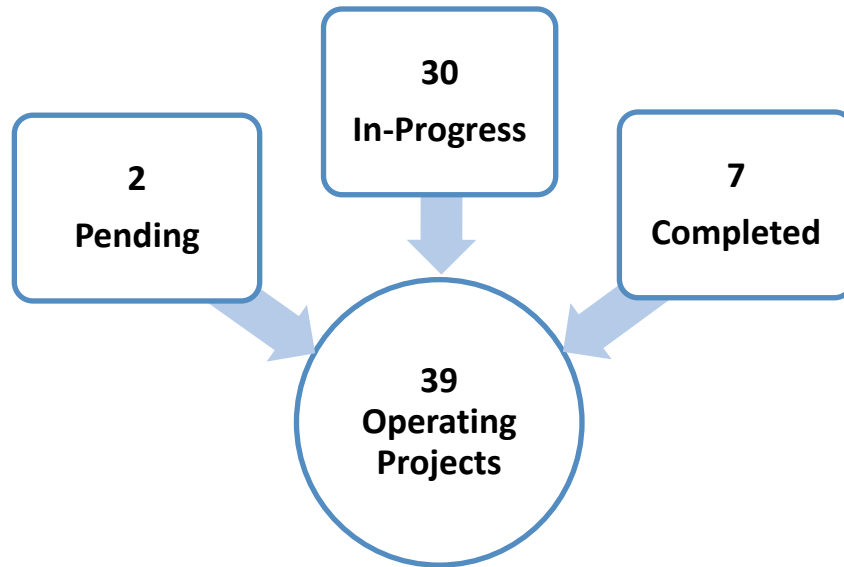


WATER – Revenues are higher than 2016 due mainly to an increase in the water user fee of 10% per approved bylaw increases. Overall revenues are below budget because water revenues for single family dwellings are billed in May on the property tax notice. Expenses are lower than expectation as much of the supplies and contracted services budgets will be spent later in the year.



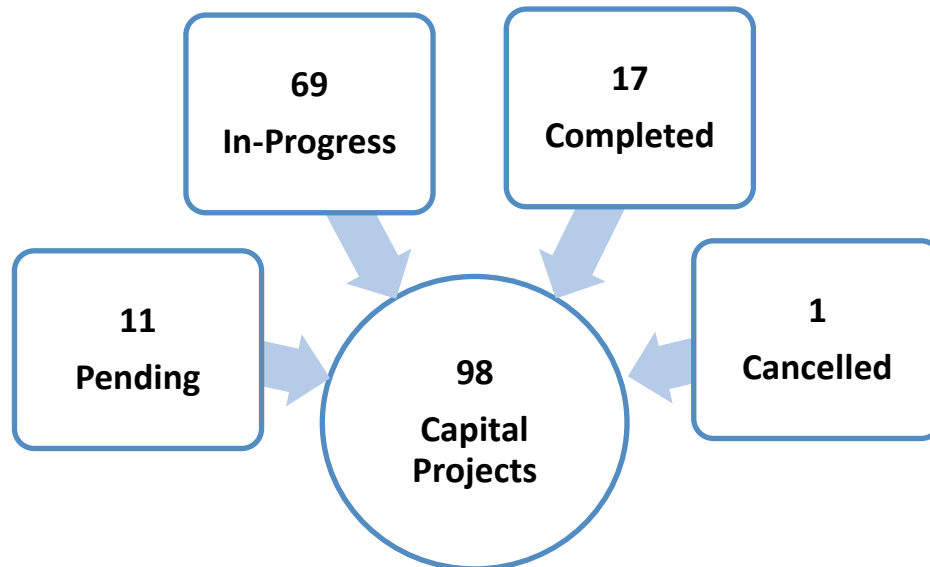
Operating Projects

There are 34 operating projects with a total budget of \$2.1M for 2017. These projects were approved during 2017-2026 Financial Planning as one-time projects planned for completion within the year. The total spend for the first quarter on operating projects is \$312,000 or 15% of budget. Of the 39 planned projects, 30 are currently in progress and 7 have been completed. Appendix 1 provides the detail on the status for each operating project.



Capital Projects

There are 98 capital projects with a total budget of \$25.8M for 2017. These projects were approved during the 2017-2026 Financial Planning. The most significant of these projects continues to be the water supply project which is slated for completion later this year with commissioning and operation of the new water system complete in 2018. The total spend for the first quarter on capital projects is \$3.4M or 13% of budget. Overall, 69 of 98 capital projects are currently underway and 17 have been completed. Appendix 2 provides the detail on the status for each capital project.



Conclusion:

Financial results for the City's departmental operating budgets are within expectation for the first quarter of 2017 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,



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Report reviewed by,



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Report reviewed/endorsed by,



Ron Bowles
GM Corporate Services

Attachments:

- Appendix 1 – Operating Projects (Q1 2017)
- Appendix 2 – Capital Projects (Q1 2017)

Operating Projects - Q1 2017

Project Statuses:
A - Not Started
B - Planning / Request for Proposal / Design
C - In Construction / In Progress
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X - Cancelled
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Index	Department	Project Name	March 2017 (YTD)	2017 Budget	\$ Variance	% Variance	Status	Comments
Strategic Initiatives Projects								
1	Mayor & Council	AVICC Convention Hosts	-	15,000	15,000	0.0%	D ✓	Event held April 7-9, 2016.
2	Mayor & Council	Council Contingency - Fibre Marketing	-	25,000	25,000	0.0%	A	Marketing funds to be used later this year.
3	Mayor & Council	Council Contingency - Habitat for Humanity 129 Westgate	-	29,073	29,073	0.0%	B	Council endorsed paying application fees and waiving bonds and security.
4	Mayor & Council	Council Contingency - CRYSA Facility Rental Fee	1,570	1,200	(370)	130.9%	D ✓	Event held February 2017.
5	Mayor & Council	Tribal Journeys	-	25,000	25,000	0.0%	B	Event taking place August 5-7 2017; funding to support event was paid in Q2.
6	Mayor & Council	Forestry Task Force Operating Budget	7,885	27,398	19,513	28.8%	C	On-going throughout 2017.
7	Mayor & Council	3.5 Acre Task Force	269	125,000	124,731	0.2%	B	RFP awarded and City currently coordinating with consultant to prepare a working schedule with the waterfront task force.
8	Mayor & Council	Beautification Grants	-	60,000	60,000	0.0%	C	Applications received from Downtown BIA, WP BIA. Applications expected before end of May for Campbellton & Pier Street Associations.
9	Mayor & Council	Social Grants	-	25,000	25,000	0.0%	B	Preliminary feedback received from Council on social grant policy. Staff will bring forward revised policy for Council in Q2.
10	Mayor & Council	Council Contingency - Annual Allocation	8,912	150,000	141,088	5.9%	B	A total of \$26,878 is currently committed for 2017.
11	Mayor & Council	Centennial Pool and Operating Budget Fund	-	375,000	375,000	0.0%	B	Gaming funds used to offset centennial pool and other operating programs. Funding will be recorded in Q2.
12	Mayor & Council	BC Elders Gathering	-	15,000	15,000	0.0%	B	Request for assistance received from BC Elders. Council approved assistance in May.
13	Mayor & Council	Homelessness Count	-	2,000	2,000	0.0%	B	In progress; Council working with group that did last count.
14	Planning & Development	Campbellton Planning Projects	-	15,000	15,000	0.0%	B	Meetings have been held with Campbellton Neighbourhood Assn and UVIC in December 2016.
15	Planning & Development	Downtown Small Initiatives Fund	2,035	68,427	66,392	3.0%	B	2017 work plan is in progress. A deposit has been made on the movie for CR Live Streets.
16	Planning & Development	Downtown Signage Incentive Program	-	35,000	35,000	0.0%	B	Implementation logistics are being reviewed. Staff are coordinating with the sign bylaw update.
17	Planning & Development	Façade Storefront Downtown Revitalization	-	50,000	50,000	0.0%	B	Implementation logistics are being reviewed. Staff are coordinating with the sign bylaw update.
18	Recreation & Culture	Public Art	3,407	57,808	54,401	5.9%	C	Looking for approval on rainbow crosswalk, refreshed crosswalk, planning for future.
19	Recreation & Culture	Increase Spirit Square Program Budget	-	12,000	12,000	0.0%	B	Planning for summer programming is underway.
20	Recreation & Culture	Campbell River Seniors Centre Society-Kitchen Lunch Program	45,000	45,000	-	100.0%	D ✓	Funding to support the kitchen program has been provided.

Operating Projects - Q1 2017

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Financial Stabilization Projects								
21	Planning & Development	Downtown Revitalization - Plan & Design	-	5,924	5,924	0.0%	D ✓	Downtown Refresh document has been finalized.
22	Planning & Development	Sea Level Rise Assessment	-	65,000	65,000	0.0%	B	Scope of work currently being finalized. Co-op student has been hired with 90% funding from Pacific Institute for Climate Studies.
23	Parks	Parks Resource Management Plan	-	20,000	20,000	0.0%	B	Asset collection to start in June.
Other Projects								
24	Economic Development	Tourism Transition	-	13,763	13,763	0.0%	D ✓	Project complete. Destination Think! awarded contract for tourism services.
25	Facilities	Tidemark & Library Painting	-	26,932	26,932	0.0%	C	Painting is approx. 50% complete but requires an extended dry period to allow for final top coats. Project will be wrapped up as soon as weather allows, anticipated by early June.
26	Facilities	Facilities Master Plan/Condition Assessment	38,732	225,000	186,268	17.2%	C	Work is nearing completion. All on-site work is complete and staff are now in the review process of the assessments and master plan.
27	Planning & Development	Zoning/OCP Update	1,140	79,112	77,972	1.4%	B	First open house for community engagement has been held.
28	Planning & Development	Community Energy Efficiency Program	25,198	170,055	144,857	14.8%	C	Have hosted builder's workshop on new home energy efficiency initiatives; City facility benchmarking is underway.
29	Airport	Business Development Opportunity Fund	4,290	45,000	40,710	9.5%	C	Planned initiatives for 2017 include a contribution to the annual Wings n' Wheels event. \$26,000 remains uncommitted.
30	Sewer	Reclaimed Water Study	275	10,419	10,144	2.6%	C	Final draft being completed by consultant.
31	Sewer	Transformer Repair at Lift Station #11	-	25,000	25,000	0.0%	C	To be completed in May.
32	Sewer	Chemical Grouting Program	138,254	141,820	3,566	97.5%	D ✓	Complete.
33	Sewer	Downtown Sewer Study	7,808	20,028	12,220	39.0%	C	Final draft under review.
34	Sewer	Lift Station Auto - Cleaning	26,014	30,000	3,986	86.7%	D ✓	Complete.
35	Water	Water Conservation Plan	-	23,158	23,158	0.0%	C	Presented at May 9 COW to set targets.
36	Water	Confined Space Entry Alternate Procedures	-	15,000	15,000	0.0%	A	Scheduled to be completed by Q4.
37	Sewer	Biosolids Management Options Study	-	50,000	50,000	0.0%	B	Terms of reference being developed.
38	Sewer	Confined Space Entry Alternate Procedures	1,371	15,000	13,629	9.1%	C	Underway.
39	Recreation & Culture	Sportsplex Space Assessment-Conceptual Design	-	5,461	5,461	0.0%	C	Conceptual Design is complete. Some communications with the public still to be planned.
TOTAL			312,161	2,144,578	1,832,417	14.6%		

Capital Projects - Q1 2017

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Strategic Priorities Projects								
1	External Request	Larwood-Erickson Sewer Upgrade	-	300,000	300,000	0.0%	B	Design consultant engaged.
2	IT	Municipal Broadband Network - DT	4,900	180,795	175,895	2.7%	C	Phase 1 progressing as scheduled.
3	IT	Municipal Broadband Network - CW	-	193,000	193,000	0.0%	C	Construction in Q2.
4	Facilities	Tidemark Theatre Lower Roof Replacement	-	20,000	20,000	0.0%	C	Tender has been awarded. Awaiting clear weather to undertake work. Projected to be completed by end of June.
5	Facilities	Discovery Pier Structural Repairs and Refurbishment	33,345	196,758	163,413	16.9%	C	Majority of concession and washroom renovations are complete.
6	Facilities	MHC Envelope Repairs	-	25,000	25,000	0.0%	B	Assessment complete, project needs to be tendered, tentative construction late summer.
7	Roads	Ferry Terminal Access Improvements	2,912	20,000	17,088	14.6%	C	Consultant engaged in review and stakeholder meetings with MOTI and BCF will be occurring soon.
8	Roads	Pier Street, Sign and MHC Entrance Improvements	-	25,000	25,000	0.0%	A	Project scheduled for fall 2017.
9	Roads	Parking Lot Improvements	-	40,000	40,000	0.0%	B	Coordinating work. Project completion in summer 2017.
10	Multi-Department	Lower Shoppers Row - St. Ann's to 11th Ave	-	250,000	250,000	0.0%	A	On hold pending planning.
11	Storm Drains	Downtown Storm Mitigation	-	30,000	30,000	0.0%	B	In discussion with the proponent.
12	Airport	Fueling Facility - Cfwd	7,877	14,320	6,443	55.0%	C	Carry forward money left from 2016; available as contingency against fuel system upgrade project.
13	Airport	Fueling Facility - Fuel Trucks	-	509,408	509,408	0.0%	C	Trucks ordered, delivery in Fall 2017.
14	Airport	Fueling Facility - Medivac	-	71,235	71,235	0.0%	B	Once new fuel system is in operation and old facility is removed, the medevac parking area will be finalized.
15	Airport	Fueling Facility - Civil Works	-	572,475	572,475	0.0%	C	Construction underway scheduled completion end Q3.
16	Sewer	Lift Station #10 Upgrades	126,221	155,723	29,502	81.1%	D ✓	Final landscaping to be complete in May.
17	Sewer	MHC Sewer Chamber Improvements	3,007	56,138	53,131	5.4%	D ✓	Final landscaping to be complete in May.
18	Sewer	Waterfront Sewer Forcemain	-	300,000	300,000	0.0%	B	RFP for engineering issued and presently open.
19	Water	Water Intake Project	1,361,943	5,318,173	3,956,230	25.6%	C	Building site and foundations underway, lockup Q3.
20	Water	CR Water Supply - Additional City Work	1,084,559	3,950,055	2,865,496	27.5%	C	Building site and foundations underway, lockup Q3.
21	Water	Water Facility Renewal	6,855	3,161,603	3,154,748	0.2%	C	Building site and foundations underway, lockup Q3.
22	Water	System Mod's for Water Supply Project	16,443	900,000	883,557	1.8%	B	Design nearing completion, Hwy 28 valves pricing.
23	Parks	Ostler Park Redevelopment	69,897	311,055	241,158	22.5%	D ✓	Rip Rap repair complete, drainage concept proven.
24	Parks	Big Rock Boat Ramp	17,444	655,000	637,556	2.7%	B	Planning 2017, construction 2018.
25	Parks	Robron Field House	-	408,000	408,000	0.0%	B	Early stages of project - quantity survey to determine construction costs under review.

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Other Capital Projects								
26	Finance	Asset Management	-	50,000	50,000	0.0%	B	AIM Committee is meeting on a regular basis working on various initiatives. Spending of AM funding will occur later in 2017.
27	IT	Recreation Management Software	8,657	152,137	143,480	5.7%	C	Completing user acceptance testing. Expected go-live in Mid-May 2017.
28	IT	Dogwood DOC Phone System	-	35,000	35,000	0.0%	B	Scheduled for Q3 implementation.
29	IT	Vadim E3 Upgrade	6,989	7,000	11	99.8%	D	Completed.
30	IT	Internet Security Hardware	-	35,000	35,000	0.0%	B	Scheduled for Q2 completion.
31	IT	Printer/Peripheral Replacement	3,132	15,000	11,868	20.9%	C	On-going through 2017.
32	IT	Workstation/Laptop Replacement	23,970	36,000	12,030	66.6%	C	On-going through 2017.
33	Fire Protection	#1 Fire Station Replacement	-	489,899	489,899	0.0%	B	Site studies underway.
34	Fire Protection	Refurbish Existing Ladder Truck	62,554	240,000	177,446	26.1%	C	In progress, expected completion in June 2017.
35	Fire Protection	Small Equipment Replacement	-	15,000	15,000	0.0%	B	Acquiring quotes for equipment.
36	Fire Protection	Pumper Rescue Replacement	2,709	890,000	887,291	0.3%	C	RFP awarded to Fort Garry Fire Trucks on April 24, 2017.
37	Fleet	Fleet Replacement Plan	266,047	941,672	675,625	28.3%	C	Of the 7 planned replacements, 2 have been received and are in service, 2 have been tendered and awarded with the City awaiting delivery, 1 is currently out to RFP, and 2 will be tendered in May.
38	Capital Works	Capital Works Management	87,308	349,233	261,925	25.0%	C	Capital works is managing several capital projects across the capital plan.
39	Facilities	Roof Replacement 1180 Fir Street	-	13,000	13,000	0.0%	C	Project tendered and awarded. Work will be completed as soon as weather allows.
40	Facilities	Dick Murphy Park Viewing Platform Construction	-	45,000	45,000	0.0%	C	Project design has been finalized with Rotary undertaking construction. Currently finalizing project oversight details with construction this summer.
41	Facilities	City Hall Space Planning Allowance	51,471	68,482	17,011	75.2%	C	Renovation works are 80% complete, remainder to be completed in May.
42	Facilities	City Facilities Fall Protection	-	40,000	40,000	0.0%	C	Assessment has been bundled with Facilities Master Condition Assessment project and is currently underway.
43	Facilities	Fleet Maintenance Coordinator Vehicle	-	40,000	40,000	0.0%	B	RFP has closed and is currently in evaluation phase.
44	Facilities	Video Surveillance Cameras	-	30,000	30,000	0.0%	B	Currently evaluating technical specifications and exact camera locations with vendor.
45	Facilities	Library Air Handler Replacement	-	150,000	150,000	0.0%	B	Specifications finalized, RFP to be issued in May.
46	Facilities	CRCC Front Desk Safety Improvements	-	20,000	20,000	0.0%	A	Project design to be undertaken in summer 2017 with construction tentatively scheduled for fall 2017.
47	Facilities	Small Equipment	-	30,000	30,000	0.0%	B	Several pieces of equipment have been tendered and awarded.
48	Facilities	Energy and Water Consumption Reduction Projects	8,115	25,000	16,885	32.5%	D	Budget is now fully expended on lighting projects at City Hall and lighting/water reduction projects at Discovery Pier.

Capital Projects - Q1 2017

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Index	Department	Project Name	March 2017 (YTD)	Budget	\$ Variance	% Variance	Status	Comments
49	Facilities	Mobile Column Lifts for Airport Maintenance Shop	-	80,000	80,000	0.0%	A	Project not started, will go to market in summer for Fall acquisition.
50	Facilities	ERT Materials Transfer Pit Site Improvements	-	50,000	50,000	0.0%	A	Project not started.
51	Roads	Pedestrian Signal Crossing Lights	24,000	30,000	6,000	80.0%	D ✓	Completed Larwood/Hwy 19A & Alder/Robron.
52	Roads	Transit Bus Shelters	-	74,396	74,396	0.0%	B	In consultation with BC Transit on shelter partnership.
53	Roads	Sidewalk Infill	11,317	45,132	33,815	25.1%	B	Projects commencing in late spring 2017.
54	Roads	Street Light Infill	-	52,393	52,393	0.0%	A	Expected to commence later in 2017.
55	Roads	Traffic Control Upgrades - Replacement	1,085	192,010	190,925	0.6%	D ✓	Dogwood/16th is complete. Minor civil works outstanding for the City.
56	Roads	Pavement Management Plan	-	25,000	25,000	0.0%	B	RFP to be issued.
57	Roads	LED Light Conversion	-	50,000	50,000	0.0%	B	To be completed by fall 2017.
58	Roads	Cycling Infrastructure	-	15,000	15,000	0.0%	A	To be completed by fall 2017.
59	Roads	Asphalt Overlays	-	500,000	500,000	0.0%	B	Work to begin in May.
60	Storm Drains	Annual Drainage Improvements	-	150,000	150,000	0.0%	B	Work to be done in summer 2017.
61	Airport	Parking Machine	11,054	20,000	8,946	55.3%	D ✓	Purchased and in use.
62	Airport	Runway Condition Reporting Equip.	-	40,000	40,000	0.0%	B	ACAP agreements signed, RFP to be issued in May.
63	Airport	Airport Snowblower	-	420,000	420,000	0.0%	B	ACAP agreements signed, RFP to be issued in late spring 2017 after staff review specifications.
64	Airport	Airport Development Servicing	-	70,000	70,000	0.0%	A	Expected to commence later in 2017.
65	Airport	Security Fencing - South Dev. Area	-	40,000	40,000	0.0%	A	Expected to commence later in 2017.
66	Sewer	Lift Station #11 Upgrade	33	52,588	52,555	0.1%	D ✓	Maintenance period.
67	Sewer	NWEC Upgrade Phase 2	19,987	200,000	180,013	10.0%	D ✓	Maintenance period.
68	Sewer	NWEC Boiler / DDC Replacement	-	47,130	47,130	0.0%	B	Tender issued.
69	Sewer	Sewer Main Replacement - 2016	2,710	20,000	17,290	13.6%	D ✓	Maintenance period.
70	Sewer	Storage Shelter for Vacuum Truck NWEC	-	60,000	60,000	0.0%	C	To be completed in May.
71	Sewer	Lift Station Generators	4,480	423,967	419,487	1.1%	B	Construction tender in Q3 .
72	Water	Watermain Renewal - Cedar	-	10,000	10,000	0.0%	D ✓	Maintenance period.
73	Water	Area D Connection Improvements	-	20,000	20,000	0.0%	A	Scheduled to start in Q2.
74	Water	Water Preventative Maintenance Truck	-	60,000	60,000	0.0%	B	RFP issued.
75	Water	Water Dept. Temporary Location	-	300,000	300,000	0.0%	X	Not currently required due to extension of lease.
76	Water	WM Cathodic Protection	5,176	35,000	29,824	14.8%	B	Surveying and renewing test points. Completion scheduled for Q3/Q4.
77	Water	CRIB/CCR Water Improvements	-	20,000	20,000	0.0%	A	Scheduled to start in Q2.
78	Water	Water Service Renewal	-	50,000	50,000	0.0%	C	On-going project.
79	Water	Fire Hydrant Renewal	7,618	50,000	42,382	15.2%	C	On-going project.

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80	Utilities	SCADA Platform	2,407	229,730	227,323	1.0%	C	Consultant engaged. Phases 1 and 2 scheduled to be complete by end of Q3. Phase 3 to start in Q4.
81	Utilities	Meter Renewal	16,465	100,000	83,535	16.5%	C	On-going project.
82	Parks	Nunns Creek Master Plan	438	32,154	31,716	1.4%	C	Site studies underway.
83	Parks	Robron Park Upgrade - Artificial Turf	-	29,724	29,724	0.0%	D	✓ Maintenance period.
84	Parks	Hwy 28 Elk Falls Cemetery Expansion	-	125,692	125,692	0.0%	C	Delayed to late spring. Project scheduled to start in May.
85	Parks	Shade Sails Installation	-	29,000	29,000	0.0%	B	RFO was awarded at the end of April. Delivery time is in approximately 9 weeks.
86	Parks	Dog Park Development	6,197	20,093	13,896	30.8%	C	Construction is 40% complete.
87	Parks	Frank James Park Design	1,418	47,558	46,141	3.0%	C	To be completed by the end of July. Second open house scheduled for May 10.
88	Parks	Nunns Creek Park Electric Upgrade	-	299,921	299,921	0.0%	C	Electrical upgrades completed. Upgrade of lighting system pending Nunn's Creek Master Plan completion.
89	Parks	Incorporate 503 Isl Hwy into Sequoia Park	1,995	20,505	18,510	9.7%	C	Report in progress.
90	Parks	Spirit Square Benches	9,071	21,000	11,929	43.2%	D	✓ Complete.
91	Parks	Replacement Sand - Volleyball courts	-	27,000	27,000	0.0%	D	✓ Complete.
92	Parks	Baikie Island Bridge Re-Decking	4,359	15,000	10,641	29.1%	D	✓ Complete.
93	Parks	Robron Pump House Replacement	-	30,000	30,000	0.0%	C	Construction is 75% complete
94	Parks	Marine Foreshore Restoration	11,858	85,000	73,142	14.0%	B	Foreshore work to start in July.
95	Parks	Sybil Andrews' Cottage - Watering System	12,841	13,000	159	98.8%	D	✓ Complete.
96	Parks	End of Spruce Street Concept Plan	-	30,000	30,000	0.0%	B	In planning stages with Campbellton BIA.
97	Recreation & Culture	Recreation Equipment	-	25,670	25,670	0.0%	B	Planning/researching which equipment to purchase.
98	Recreation & Culture	Walter Morgan Studio - Rehabilitation	-	75,000	75,000	0.0%	B	RFP in preparation.
TOTAL			3,410,863	25,839,824	22,428,961	13.2%		