

TO: City Manager
FROM: Ron Bowles, GM Corporate Services
AUTHORED BY: Myriah Foort, Chief Financial Officer
DATE: July 21, 2017
SUBJECT: Quarterly Financial Report – Q2 2017

Recommendation:

THAT the Quarterly Financial Report for the second quarter of 2017 (April 1 – June 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 the City's approved projects in the capital plan.



Discussion:

Financial Overview from the City Manager

The second quarter financial report for 2017 identifies that the City's work plan is well underway for the year. Of the total 137 approved projects, 98 projects are in-progress and 31 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 operational budget analysis indicates the City is 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

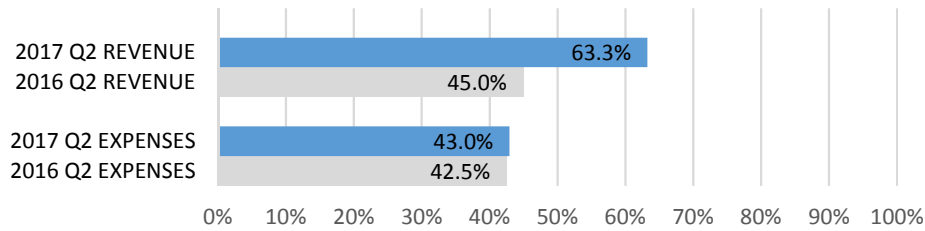
The City's departmental operational revenues and expenses by core service area are summarized below, with a comparison to the same quarter in 2016 as well as the variance to the approved 2017 budget. Overall, City revenues are at 72% of budget and expenses are at 40% of budget. This is within expectation, and comparable to past years, due to the seasonality of many of the City's operations.

	2016 Q2	2017 Q2	2017 Budget	2017 Variance \$	2017 Variance %
Revenue					
GOVERNANCE	(59,108)	(86,061)	(136,013)	(49,952)	63.27%
RCMP	(582,722)	(531,514)	(795,262)	(263,748)	66.84%
FIRE	(976,191)	(642,521)	(1,739,367)	(1,096,846)	36.94%
CORPORATE SERVICES	(1,665,038)	(1,643,077)	(2,728,800)	(1,085,723)	60.21%
FACILITIES & SUPPLY MANAGEMENT OPERATIONS	(203,991)	(188,129)	(382,106)	(193,977)	49.23%
	(2,452,625)	(2,527,545)	(3,337,184)	(809,639)	75.74%
PARKS, RECREATION & CULTURE	(478,300)	(455,353)	(930,676)	(475,323)	48.93%
DEVELOPMENT SERVICES	(576,552)	(646,269)	(1,054,600)	(408,331)	61.28%
ECONOMIC DEVELOPMENT & TOURISM	-	(84,451)	(125,000)	(40,549)	67.56%
AIRPORT	(743,085)	(709,349)	(2,068,674)	(1,359,325)	34.29%
SEWER	(5,423,736)	(5,689,899)	(6,359,675)	(669,776)	89.47%
WATER	(5,557,204)	(6,162,127)	(7,212,883)	(1,050,756)	85.43%
Revenue Total	(18,718,552)	(19,366,294)	(26,870,240)	(7,503,946)	72.07%
Expense					
GOVERNANCE	1,034,770	1,095,009	2,548,971	1,453,962	42.96%
RCMP	2,413,610	2,546,646	9,435,464	6,888,818	26.99%
FIRE	2,858,874	2,891,310	5,817,143	2,925,833	49.70%
CORPORATE SERVICES	1,092,637	1,075,709	1,952,230	876,521	55.10%
FACILITIES & SUPPLY MANAGEMENT OPERATIONS	1,623,033	1,833,928	3,714,099	1,880,171	49.38%
	3,187,493	2,847,472	7,671,894	4,824,422	37.12%
PARKS, RECREATION & CULTURE	2,483,661	2,615,110	5,743,669	3,128,559	45.53%
DEVELOPMENT SERVICES	838,375	761,401	2,153,433	1,392,032	35.36%
ECONOMIC DEVELOPMENT & TOURISM	303,291	291,589	714,943	423,354	40.78%
AIRPORT	848,924	882,932	2,239,240	1,356,308	39.43%
SEWER	1,161,251	1,308,728	3,026,294	1,717,566	43.25%
WATER	1,348,347	1,475,599	3,777,002	2,301,403	39.07%
Expense Total	19,194,266	19,625,431	48,794,382	29,168,951	40.22%
Grand Total	475,714	259,137	21,924,142	21,665,005	1.18%

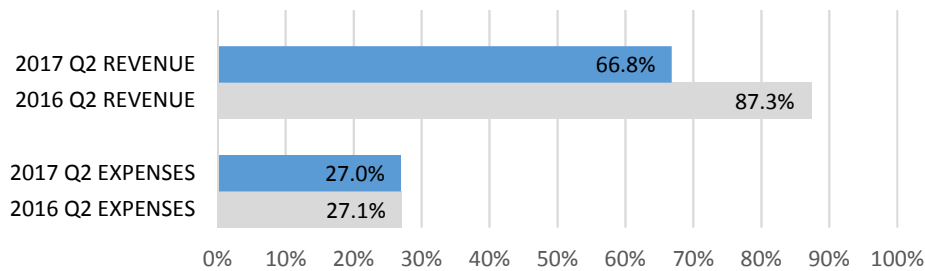
It is important to note that the report does not include financial information that provides minimal value on quarterly basis. Excluded data includes tax revenue, debt servicing, and amortization expense.

Each area of the City's operations has been analyzed below. Individual graphs show revenues and expenses as a percentage of budget for the second quarter of 2017 and 2016 for comparison.

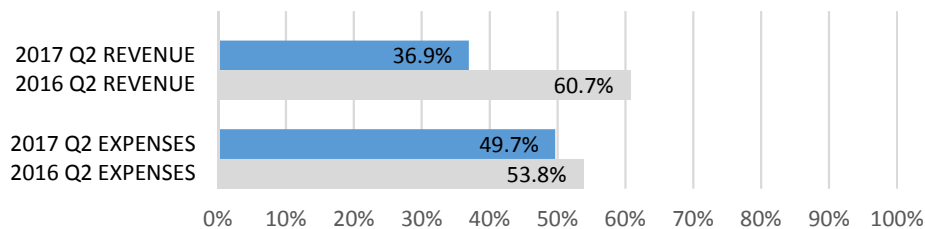
GOVERNANCE – Revenues are higher than expected due to bylaw services remedial action work under taken this year. Expenses are higher than last year due to an increase in the City’s liability insurance premiums but are overall within budget.



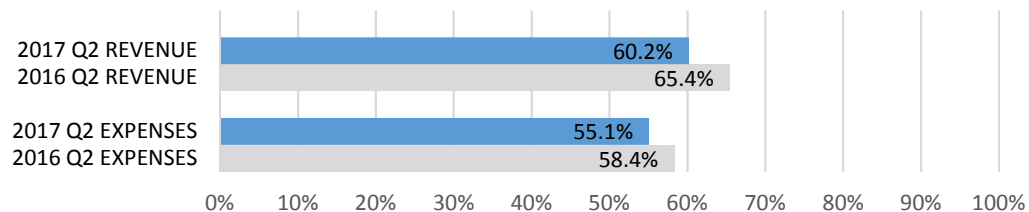
RCMP – Revenues are lower than 2016 and are lower than budget as less funding was received from SCIF Traffic Fine grants, \$380,000 to \$422,000 budget. These revenues have been decreasing slightly in recent years therefore the budget for 2018 is likely to be reduced slightly to reflect this trend. Expenses are in line with 2016 given RCMP billings are received subsequent to each quarter throughout the year.



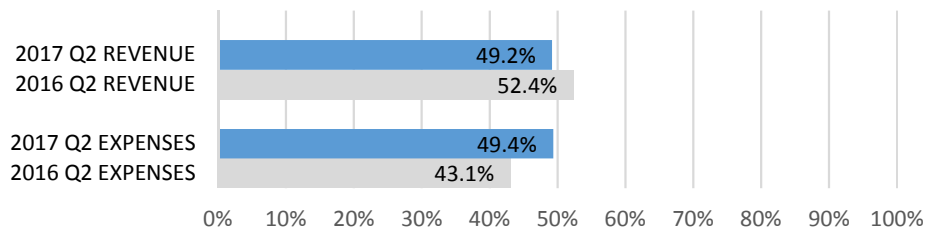
FIRE – Revenues are lower than 2016 and are lower than budget due to a billing timing difference. Fire servicing agreements with the Strathcona Regional District and the three First Nations will be billed and collected in Q3. Expenses are within expectation with the base budget realignment approved for 2017.



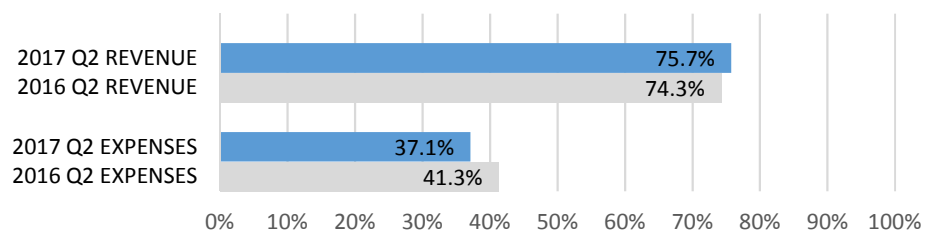
CORPORATE SERVICES – Revenues are lower than 2016 due to a lower contract agreement with SRD for IT services. Expenses are trending slightly higher than budget due to emerging projects and events including the AVICC Conference technical costs.



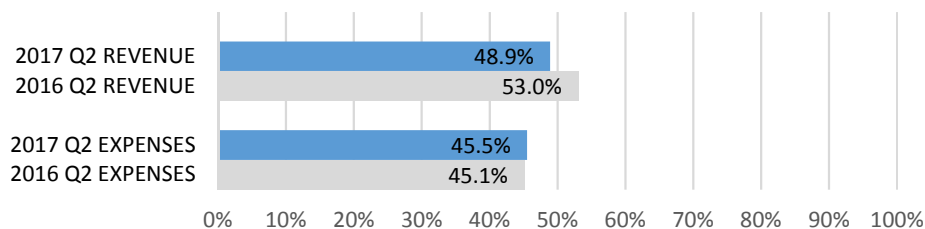
FACILITIES & SUPPLY MANAGEMENT – Revenues are slightly lower than the prior year due to reduced lease revenues with external lease agreements at two City facilities. Expenses overall are trending close to budget, with properties and fleet expenses trending slightly higher than budget due to increased activity, while supply management, stores, and facilities are trending low due to a vacancy and lower than expected repairs and maintenance expenses to date.



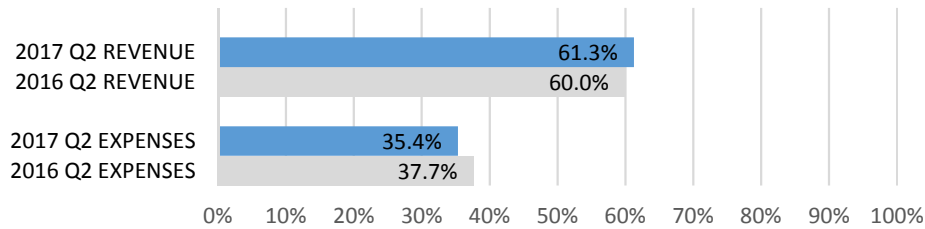
OPERATIONS – Revenues are higher than year to date expectation as solid waste user fees are collected in Q2 with property tax billings. Expenses are lower than expected due to external contracts for solid waste and transit billings to be processed in the third quarter, and lower activity to date for roads and storm water due to a longer winter season with planned works for the summer months as weather improves.



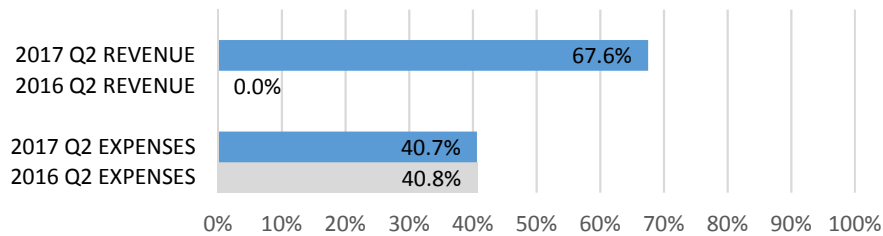
PARKS, RECREATION & CULTURE – Revenues are trending down compared to the prior year due to lower donation receipts on legacy landmark benches and a slight decrease in park user fees to date. Expenses are lower than budget due to the seasonality of parks and recreation services, for example Centennial Pool, which operates in Q2 and Q3. Urban Forestry management is \$3,000 over spent as in prior years due to necessary expenses for tree management in the community.



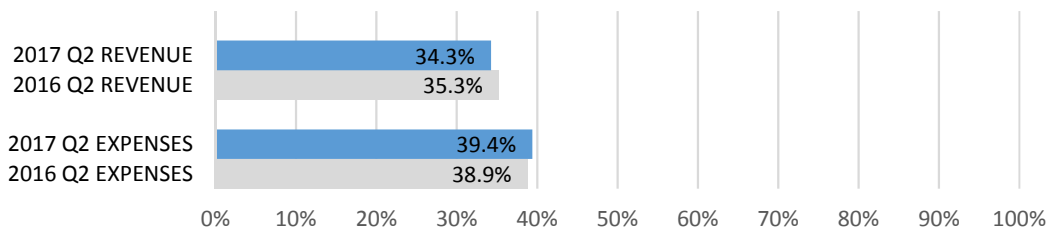
DEVELOPMENT SERVICES – Planning and development revenues are strong to date with building permits at 52% of budget, and development fees at 80% of budget at the end of the second quarter. Business licenses have been billed for the year and are at 107% of budget, while the community land development account for waiving fees on community projects has not been used to date and sustainability grants are expected to be utilized in the remaining part of the year. Expenses are lower than last year due to vacancies in building inspection and planning and sustainability grant funded programs to occur later in the year.



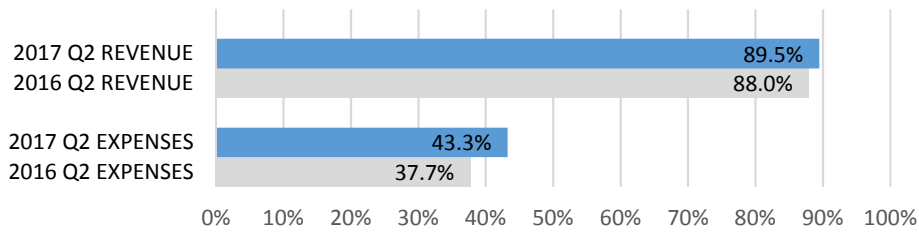
ECONOMIC DEVELOPMENT & TOURISM – The City is receiving revenues for economic development tourism activities starting in 2017 with the new tourism and economic development delivery model. As of March 1st, the City enrolled in the MRDT (Hotel Tax) program; payments received to date total \$51,000 which includes March and April as payments have a two month time lag. Additionally, the City has received grant funding for visitor information services. Expenses are trending slightly low year to date; however, the City has a new contract with Destination Think! to deliver tourism services and the economic development officer is focusing on many initiatives for the City including marketing CR Advantage, and the City is expected to fully utilize the economic development and tourism budget for 2017.



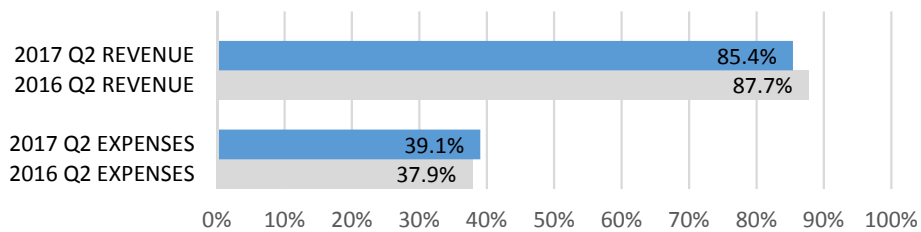
AIRPORT – Revenues are lower than last year due to June fuel sales, passenger and landing fees not being posted in time for the Q2 report; these amounts will be included in Q3. Overall revenues are below budget but this is expected due to the high seasonality of the airport operation where most revenues are earned in the months of June-September. Expenses are similar to the prior year, however June cost of fuel will be included in the Q3 report. Heating costs and runway de-icing were significantly higher this year due to the winter weather in early 2017.



SEWER – Residential utility user fees are billed with the property tax billings in May therefore a majority of the utility user fees have been collected, with commercial metered billings still to occur for the third and fourth quarter. Expenses are higher than 2016 due to several operational projects currently underway (chemical grouting, lift station auto-cleaning, biosolids).

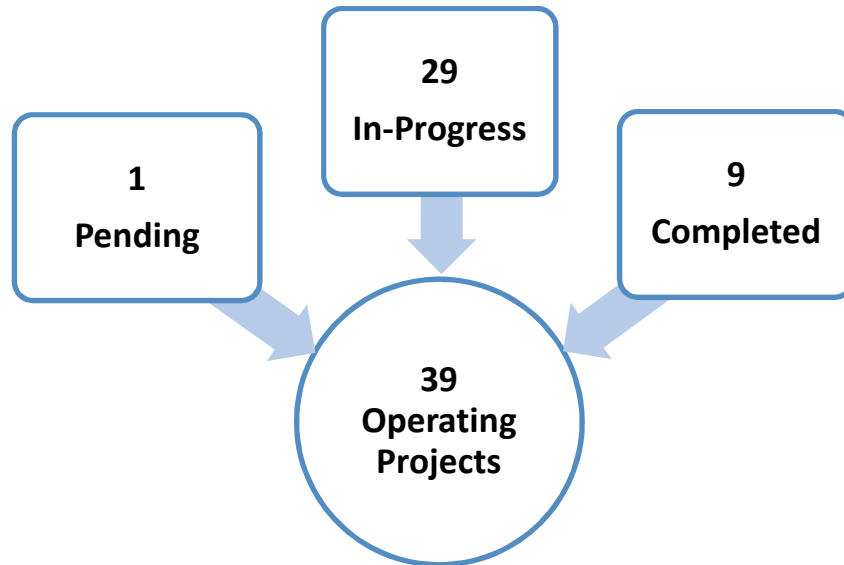


WATER – Residential utility user fees are billed with the property tax billings in May therefore a majority of the utility user fees have been collected, with commercial metered billings still to occur for the third and fourth quarter. Expenses are lower than anticipated due to vacancies, additionally water supply project costs are anticipated for later in the year as the system enters the commissioning phase. Expenses related to main breaks are trending higher than last year, with a substantial impact from the repairs on Thulin.



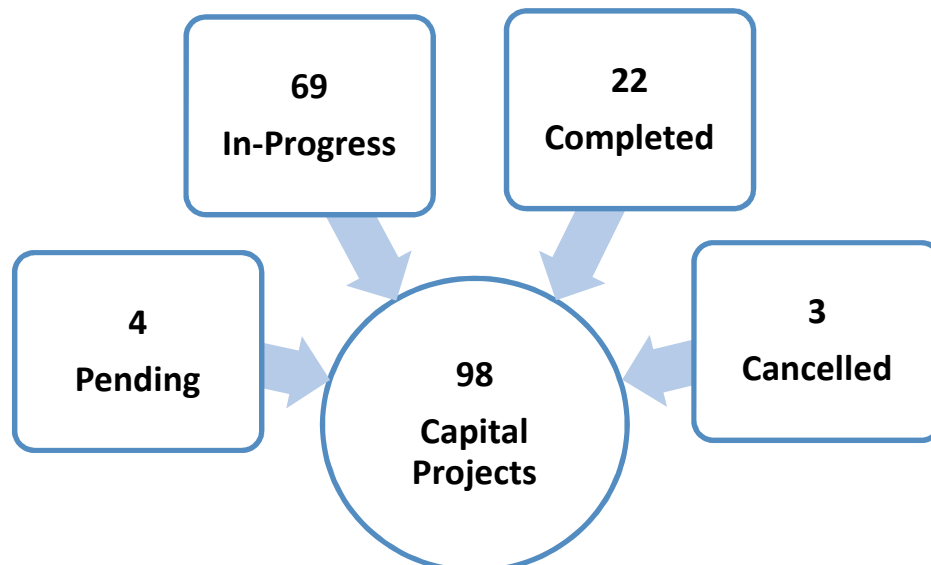
Operating Projects

There are 39 operating projects with a total budget of \$2.1M for 2017 as approved during Financial Planning as one-time projects planned for completion within the year. The total spend for the first quarter on operating projects is \$913,856 or 43% 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; green highlighted projects are on track with expected project delivery timelines, yellow projects could be delayed and result in a carryforward to 2018, and red projects have been delayed or cancelled.



Capital Projects

There are 98 capital projects with a total budget of \$25.8M for 2017 as approved during Financial Planning. 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 second quarter on capital projects is \$6.8M or 26% of budget. Overall, 69 of 98 capital projects are currently underway and 22 have been completed. Appendix 2 provides the detail on the status for each capital project; green highlighted projects are on track with expected project delivery timelines, yellow projects could be delayed and result in a carryforward to 2018, and red projects have been delayed or cancelled.



Conclusion:

Financial results for the City's departmental operating budgets are overall within expectation for the second quarter of 2017 and there are no significant areas of concern that 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. Any project highlighted yellow or red appendices is an indication to Council that the project may not be completed in 2017 and staff would have already communicated this to Council, or a follow up report will be forthcoming to explain the project status to Council.

Report authored by,



Myriah Foort, BBA, CPA, CA
Chief Financial Officer

Report reviewed/endorsed by,



Ron Bowles
GM Corporate Services

Attachments:

Appendix 1 – Operating Projects (Q2 2017)
Appendix 2 – Capital Projects (Q2 2017)

**APPENDIX 1
OPERATING PROJECTS
April 1 - June 30, 2017 (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	Project Name	Jun 2017 (Q2)	2017 Budget	\$ Variance	% Variance	Status	Comments
Strategic Initiatives								
1	Mayor & Council	AVICC Convention Hosts	12,007	15,000	2,993	80.0%	D ✓	Event held April 7-9, 2016.
2	Mayor & Council	Council Contingency - Fibre Marketing	-	25,000	25,000	0.0%	C	Marketing plan, brochure, website and tech engagement completed.
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	-	100.0%	B	Event taking place August 5-7 2017; funding to support event was paid in Q2.
6	Mayor & Council	Forestry Task Force Operating Budget	7,326	27,398	20,072	26.7%	C	On-going throughout 2017.
7	Mayor & Council	3.5 Acre Task Force	296	125,000	124,704	0.2%	B	RFP awarded and regular meetings occurring; one public open house held to date.
8	Mayor & Council	Beautification Grants	20,000	60,000	40,000	33.3%	C	Applications received for all 4 organizations at the end of May; staff were completing final review and proposed agreements presented on July 24th Council meeting.
9	Mayor & Council	Social Grants	-	25,000	25,000	0.0%	B	Preliminary feedback received from Council on social grant policy in early 2017; staff plans to bring forward a recommendation for next steps in Q3.
10	Mayor & Council	Council Contingency - Annual Allocation	-	150,000	150,000	0.0%	B	A total of \$27,378 is currently committed for 2017.
11	Mayor & Council	Centennial Pool and Operating Budget Fund	375,000	375,000	-	100.0%	B	Gaming funds used to offset centennial pool and other operating programs. Funding recorded in Q2.
12	Mayor & Council	BC Elders Gathering	15,000	15,000	-	100.0%	D ✓	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	Outreach to VIU is underway on project topic and discussions held with Campbellton in Spring. Still needs to be defined as to project topic.
15	Planning & Development	Downtown Small Initiatives Fund	3,179	68,427	65,248	4.6%	C	2017 work plan is in progress. A deposit has been made on the movie for CR Live Streets. And advertising costs. First event is July 26.
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	7,907	57,808	49,901	13.7%	C	Projects on hold until governance review and strategic plan are complete. Phase 1 of strategic plan is complete.
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.

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Financial Stabilization								
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	4,257	65,000	60,743	6.5%	C	FCM Grant Application being submitted. RFP to be issued for assessment of 9.5 acre site and estuary areas. Co-op student hired with 90% funding from Pacific Institute for Climate Studies doing inventory of shoreline assets at risk.
23	Parks	Parks Resource Management Plan	-	20,000	20,000	0.0%	C	RFP awarded in July and project to start in August.
Other Funds								
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%	D ✓	Painting substantially complete with only minor touch-ups remaining.
26	Facilities	Facilities Master Plan/Condition Assessment	142,740	225,000	82,260	63.4%	C	Draft space plan and long-range facilities capital plan are now complete and are in review phase.
27	Planning & Development	Zoning/OCP Update	15,170	79,112	63,942	19.2%	C	Working group meetings underway and draft documents underway.
28	Planning & Development	Community Energy Efficiency Program	53,712	170,055	116,343	31.6%	C	City facility benchmarking & key performance indicators for Community Energy and Emissions Plan being completed. Power Down Campbell River incentive program extended and development of Energy Step Code program underway.
29	Airport	Business Development Opportunity Fund	5,071	45,000	39,929	11.3%	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	Waiting for contractor availability. To be completed in Q3.
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. Scheduled for a future COW to confirm reduction methods.
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	6,900	50,000	43,100	13.8%	C	Project underway, but may be delayed due to uncertainty around the participation in the regional compost facility and a delay in the amendment to the Organic Matter Recycling Regulation.
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			\$ 913,856	\$ 2,144,578	\$ 1,230,721	42.6%		

**APPENDIX 2
CAPITAL PROJECTS
April 1 - June 30, 2017 (Q2)**

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D - Completed / In Use
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Index	Department	Project Name	June 2017 (Q2)	2017 Budget	\$ Variance	% Variance	Status	Comments
Strategic Priorities Projects								
1	External Request	Larwood-Erickson Sewer Upgrade	-	300,000	300,000	0.0%	B	50% design report submitted.
2	IT	Municipal Broadband Network - DT	51,128	180,795	129,667	28.3%	C	Construction underway with scheduled completion in Q3.
3	IT	Municipal Broadband Network - CW	367	193,000	192,633	0.2%	C	Construction underway with scheduled completion in Q3.
4	Facilities	Tidemark Theatre Lower Roof Replacement	-	20,000	20,000	0.0%	C	Work is substantially complete however some additional maintenance was discovered which requires repair before final completion.
5	Facilities	Discovery Pier Structural Repairs and Refurbishment	201,640	196,758	(4,882)	102.5%	C	Concession and washroom renovations complete. Piling replacement to be completed in the fall after concession closes.
6	Facilities	MHC Envelope Repairs	-	25,000	25,000	0.0%	B	Specifications complete; project to be tendered shortly. Tentative repair works to be completed in late August/early September.
7	Roads	Ferry Terminal Access Improvements	6,174	20,000	13,827	30.9%	C	Consultant engaged in review and stakeholder meetings with Ministry of Transportation and Infrastructure and BC Ferries are required.
8	Roads	Pier Street, Sign and MHC Entrance Improvements	-	25,000	25,000	0.0%	B	Design work; scheduled for fall 2017.
9	Roads	Parking Lot Improvements	-	40,000	40,000	0.0%	B	Coordinating work with Downtown Refresh and Sidewalk Infill. Project completion in fall 2017.
10	Multi-Department	Lower Shoppers Row - St. Ann's to 11th Ave	-	250,000	250,000	0.0%	Z	Project rescheduled to align with Strategic Priorities Fund grant application with a project timeline with Upper Shoppers Row and 11th Avenue of 2018 to 2021.
11	Storm Drains	Downtown Storm Mitigation	-	30,000	30,000	0.0%	C	Work underway. Completion expected in fall of 2017.
12	Airport	Fueling Facility - C fwd	10,440	14,320	3,880	72.9%	C	Carry forward money left from 2016; available as contingency against fuel system upgrade project.
13	Airport	Fueling Facility - Fuel Trucks	61,435	509,408	447,973	12.1%	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	12,408	572,475	560,067	2.2%	C	Civil work complete. Tank system scheduled for Q3 install.
16	Sewer	Lift Station #10 Upgrades	130,174	155,723	25,549	83.6%	D ✓	Complete.
17	Sewer	MHC Sewer Chamber Improvements	12,048	56,138	44,090	21.5%	D ✓	Complete.
18	Sewer	Waterfront Sewer Forcemain	-	300,000	300,000	0.0%	B	Consulting service awarded. Design underway.
19	Water	Water Intake Project	2,434,357	5,318,173	2,883,816	45.8%	C	Multi-year project; building site and foundations underway, lockup Q3. Commissioning scheduled for Q4.
20	Water	CR Water Supply - Additional City Work	2,175,125	3,950,055	1,774,930	55.1%	C	Multi-year project; building site and foundations underway, lockup Q3. Commissioning scheduled for Q4.
21	Water	Water Facility Renewal	155,446	3,161,603	3,006,157	4.9%	C	Multi-year project; building site and foundations underway, lockup Q3. Commissioning scheduled for Q4.
22	Water	System Mod's for Water Supply Project	48,320	900,000	851,680	5.4%	C	Hwy 28 works design complete, in construction. North System connection in design to be completes in Q3.



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23	Parks	Ostler Park Redevelopment	75,209	311,055	235,846	24.2%	D ✓	Rip Rap repair complete, drainage concept proven.
24	Parks	Big Rock Boat Ramp	28,565	655,000	626,435	4.4%	B	Redesign underway. DFO Application scheduled for Q4.
25	Parks	Robron Field House	-	408,000	408,000	0.0%	B	Early stages of project; quantity survey to determine construction costs under review.
Other Capital Projects								
26	Finance	Asset Management	2,300	50,000	47,700	4.6%	B	AIM Committee is meeting on a regular basis working on various initiatives including Facilities, Fleet and Parks plans. A grant has been applied for a high level corporate asset management plan to help guide asset management implementation at the City.
27	IT	Recreation Management Software	76,234	152,137	75,903	50.1%	C	Soft launch was May 24; system being used internally. Online registration go live planned for August 29.
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	25,960	35,000	9,040	74.2%	C	Fortinet Firewall installed. Training still on-going.
31	IT	Printer/Peripheral Replacement	9,941	15,000	5,059	66.3%	C	On-going through 2017.
32	IT	Workstation/Laptop Replacement	24,081	36,000	11,919	66.9%	C	On-going through 2017.
33	Fire Protection	#1 Fire Station Replacement	13,260	489,899	476,639	2.7%	B	Multi-year project; capital construction below the line. Site studies underway.
34	Fire Protection	Refurbish Existing Ladder Truck	62,554	240,000	177,446	26.1%	C	In progress, expected completion in July 2017.
35	Fire Protection	Small Equipment Replacement	13,027	15,000	1,973	86.8%	C	Currently working with vendor.
36	Fire Protection	Pumper Rescue Replacement	1,790	890,000	888,210	0.2%	C	Multi-year project; pre-construction completed May 2017, build underway. Estimated delivery Q3 2018.
37	Fleet	Fleet Replacement Plan	271,221	941,672	670,451	28.8%	C	Of the 7 planned replacements, 2 have been received with the remaining 5 already tendered with the City awaiting delivery. 1-2 units may not be delivered until early 2018 due to lengthy manufacturing times.
38	Capital Works	Capital Works Management	174,616	349,233	174,617	50.0%	C	Capital works is managing several capital projects across the capital plan.
39	Facilities	Roof Replacement 1180 Fir Street	18,711	13,000	(5,711)	143.9%	D ✓	Completed.
40	Facilities	Dick Murphy Park Viewing Platform Construction	12,500	45,000	32,500	27.8%	C	Work underway, expected completion by end of August/early September.
41	Facilities	City Hall Space Planning Allowance	51,471	68,482	17,011	75.2%	C	Renovation works substantially complete.
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%	C	RFP awarded. Expected delivery August 2017.
44	Facilities	Video Surveillance Cameras	-	30,000	30,000	0.0%	B	Cameras on order with additional installations in the fall.
45	Facilities	Library Air Handler Replacement	-	150,000	150,000	0.0%	C	Contract awarded with installation expected in September.

**APPENDIX 2
CAPITAL PROJECTS
April 1 - June 30, 2017 (Q2)**

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Index	Department	Project Name	June 2017 (Q2)	2017 Budget	\$ Variance	% Variance	Status	Comments
46	Facilities	CRCC Front Desk Safety Improvements	-	20,000	20,000	0.0%	A	Project packaged with other renovations occurring in the facility. Expected completion late 2017.
47	Facilities	Small Equipment	21,524	30,000	8,476	71.7%	D ✓	Several pieces of equipment already in service with some pieces still to be invoiced. Completed.
48	Facilities	Energy and Water Consumption Reduction Projects	12,315	25,000	12,685	49.3%	D ✓	Budget is now fully expended on lighting projects at City Hall and lighting/water reduction projects at Discovery Pier.
49	Facilities	Mobile Column Lifts for Airport Maintenance Shop	-	80,000	80,000	0.0%	B	Project to be tendered in August with expected delivery in the Fall of 2017.
50	Facilities	ERT Materials Transfer Pit Site Improvements	-	50,000	50,000	0.0%	Z	Project deferred to 2018.
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	4,366	74,396	70,030	5.9%	C	Awaiting shelters to be installed by Contractor. Completion fall 2017.
53	Roads	Sidewalk Infill	-	45,132	45,132	0.0%	B	Working with DT Refresh and Parking lots for sidewalk infill project on Cypress and 11th Ave.
54	Roads	Street Light Infill	-	52,393	52,393	0.0%	A	Expected to commence later in 2017.
55	Roads	Traffic Control Upgrades - Replacement	217,223	192,010	(25,213)	113.1%	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 in Q3.
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%	B	Considering upgrades on Hwy 19A; works planned for Fall 2017.
59	Roads	Asphalt Overlays	-	500,000	500,000	0.0%	B	Work to be completed in Q3; weather delayed start in Q2 as originally planned.
60	Storm Drains	Annual Drainage Improvements	-	150,000	150,000	0.0%	B	Works to start in later summer to align with fisheries windows.
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%	C	ACAP agreements signed, RFP to be issued imminently, expected in service late Q3.
63	Airport	Airport Snowblower	-	420,000	420,000	0.0%	B	ACAP agreements signed, RFP to be issued imminently with expected delivery in early 2018.
64	Airport	Airport Development Servicing	-	70,000	70,000	0.0%	B	Staff have completed external review and are in the process of completing the design with construction anticipated in the fall.
65	Airport	Security Fencing - South Dev. Area	-	40,000	40,000	0.0%	B	Staff have completed external review and are in the process of completing the design with construction anticipated in the fall.
66	Sewer	Lift Station #11 Upgrade	33	52,588	52,555	0.1%	D ✓	Maintenance period.
67	Sewer	NWEC Upgrade Phase 2	39,535	200,000	160,465	19.8%	D ✓	Maintenance period.
68	Sewer	NWEC Boiler / DDC Replacement	-	47,130	47,130	0.0%	B	Tender to be re-issued with reduced scope of work after first tender came in over budget.
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	63,817	60,000	(3,817)	106.4%	D ✓	Completed.
71	Sewer	Lift Station Generators	4,480	423,967	419,487	1.1%	B	Construction tender in Q3. Could be delayed to 2018 due to project involvement with social procurement.
72	Water	Watermain Renewal - Cedar	-	10,000	10,000	0.0%	D ✓	Maintenance period.

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Index	Department	Project Name	June 2017 (Q2)	2017 Budget	\$ Variance	% Variance	Status	Comments
73	Water	Area D Connection Improvements	-	20,000	20,000	0.0%	A	Concept funds; project scheduled to start in Q3. Project could be delayed due to 2018.
74	Water	Water Preventative Maintenance Truck	-	60,000	60,000	0.0%	C	RFP awarded. Expected delivery August 2017.
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	5,600	35,000	29,400	16.0%	B	Surveying and renewing test points. Completion scheduled for Q3/Q4.
77	Water	CRIB/CCR Water Improvements	-	20,000	20,000	0.0%	A	Design work; scheduled to start in Q3.
78	Water	Water Service Renewal	5,681	50,000	44,319	11.4%	C	On-going project.
79	Water	Fire Hydrant Renewal	8,676	50,000	41,324	17.4%	C	On-going project.
80	Utilities	SCADA Platform	11,499	229,730	218,231	5.0%	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	27,441	100,000	72,559	27.4%	C	On-going project.
82	Parks	Nunns Creek Master Plan	538	32,154	31,616	1.7%	C	Site studies underway.
83	Parks	Robron Park Upgrade - Artificial Turf	9,758	29,724	19,966	32.8%	D ✓	Maintenance period.
84	Parks	Hwy 28 Elk Falls Cemetery Expansion	1,300	125,692	124,392	1.0%	C	Project scheduled to start in August.
85	Parks	Shade Sails Installation	-	29,000	29,000	0.0%	B	Delivery of shade sail has been delayed by supplier. Delivery now expected in early August.
86	Parks	Dog Park Development	14,600	20,093	5,493	72.7%	C	Construction of park is complete, now waiting for equipment from supplier. Scheduled to be open in September.
87	Parks	Frank James Park Design	25,384	47,558	22,174	53.4%	D ✓	Complete. Master plan approved.
88	Parks	Nunns Creek Park Electric Upgrade	4,405	299,921	295,516	1.5%	C	Electrical upgrades completed. Upgrade of lighting system pending Nunn's Creek Master Plan completion.
89	Parks	Incorporate 503 Island Hwy into Sequoia Park	1,995	20,505	18,510	9.7%	C	Report in progress.
90	Parks	Spirit Square Benches	9,082	21,000	11,918	43.2%	D ✓	Complete.
91	Parks	Replacement Sand - Volleyball courts	25,472	27,000	1,528	94.3%	D ✓	Complete.
92	Parks	Baikie Island Bridge Re-Decking	9,731	15,000	5,269	64.9%	D ✓	Complete.
93	Parks	Robron Pump House Replacement	10,323	30,000	19,677	34.4%	D ✓	Complete.
94	Parks	Marine Foreshore Restoration	17,363	85,000	67,637	20.4%	C	Foreshore work is complete, waiting for summary reports.
95	Parks	Sybil Andrews' Cottage - Watering System	13,008	13,000	(8)	100.1%	D ✓	Complete.
96	Parks	End of Spruce Street Concept Plan	-	30,000	30,000	0.0%	B	Staff have reviewed Campbellton proposal and will bring forward a report to Council for direction on next steps on this project.
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%	C	Minor site and interior cleanup works completed. Additional structural work has been identified; project is being reviewed by heritage consultant and structural engineer to determine next steps.
TOTAL			6,770,407	25,839,824	19,069,417	26.2%		