

## Council Agenda Information

COTW [Click and type date of meeting]  Regular Council May 10, 2019



# City of Campbell River Report/ Recommendation to Council

Date: April 30, 2019  
Submitted by: Finance Department  
Subject: Quarterly Financial Report – Q1, 2019

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## Purpose / Introduction

Council receives a quarterly financial report for information to ensure that the City governance structure has continued oversight of the City's ongoing financial results.

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## Recommended Resolutions

**THAT the report dated April 30, 2019 from the Finance Department regarding the City's Quarterly Financial Report – Q1, 2019 be received for information.**

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## Background

The Quarterly Financial Report provides regular and timely information to Council on the progress of the work plan approved during Financial Planning. This report also ensures that the actual results are aligning with approved budgets and any variances are investigated and explained. The report includes the three core components of the budget, which are operating departmental budgets, one-time operating projects, and capital projects.

The Financial Plan Bylaw for 2019 was originally adopted in early December 2018 with projected carry forward balances on operating and capital projects based on the best information at the time. After the City's annual fiscal year cut-off, those carry forwards were adjusted to actual amounts remaining for completion of these projects. The results reported in this quarterly financial report are based on the revised carry forward amounts, and not the estimates approved during Financial Planning.

## Report/Recommendation to Council

Quarterly Financial Report – Q1, 2019

April 30, 2019

## Discussion

### Overview from the City Manager

The first quarter financial report for 2019 identifies that the City's work plan is well underway for the year. There has been a focus on completing 2018 carry-forward projects, which will continue into the second quarter. Of the City's total 162 approved projects for 2019, 113 projects are currently in-progress and 10 are completed.

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

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

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

Deborah Sargent, City Manager

### Operating Financial Report

The City's departmental operational revenues and expenses by core service area are summarized below, with a comparison to the same quarter in 2018, as well as the variance to the approved 2019 budget. There are no material financial concerns identified in the operating sections. Overall, City revenues are 6% of budget and expenses are 15% of budget.

## Report/Recommendation to Council

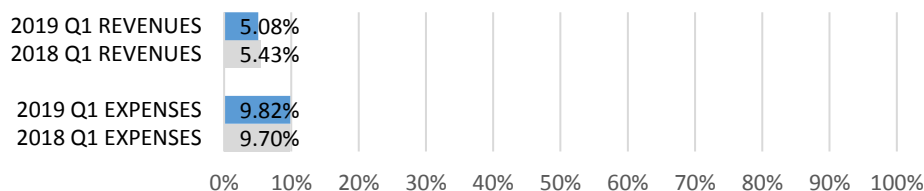
Quarterly Financial Report – Q1, 2019

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	2018 Q1	2018 Budget	2019 Q1	2019 Budget	2019 Variance \$	2019 Variance %
<b>REVENUE</b>						
FISCAL SERVICES	(2,631,674)	(48,487,792)	(2,611,796)	(51,463,214)	(48,851,418)	5.1%
GOVERNANCE	-	-	-	-	-	0.0%
CORPORATE SERVICES	(109,391)	(402,487)	(99,929)	(414,663)	(314,734)	24.1%
RCMP	(44,073)	(764,743)	(65,248)	(761,263)	(696,015)	8.6%
FIRE	(335,575)	(1,780,668)	(359,927)	(1,845,973)	(1,486,046)	19.5%
ASSETS & OPERATIONS	(210,627)	(1,041,849)	(236,015)	(1,077,551)	(841,536)	21.9%
UTILITIES	(331,367)	(16,508,413)	(235,445)	(17,088,105)	(16,852,661)	1.4%
COMMUNITY DEVELOPMENT	(765,149)	(2,269,506)	(625,067)	(2,215,789)	(1,590,722)	28.2%
ECONOMIC DEV. & TOURISM	(20,227)	(355,000)	(19,165)	(504,000)	(484,835)	3.8%
AIRPORT	(312,482)	(2,102,871)	(331,211)	(2,113,387)	(1,782,176)	15.7%
<b>REVENUE TOTAL</b>	<b>(4,760,566)</b>	<b>(73,713,329)</b>	<b>(4,583,803)</b>	<b>(77,483,945)</b>	<b>(72,900,142)</b>	<b>5.9%</b>
<b>EXPENSE</b>						
FISCAL SERVICES	2,039,989	21,031,669	2,311,609	23,544,323	21,232,714	9.8%
GOVERNANCE	186,359	1,310,555	202,245	1,266,143	1,063,898	16.0%
CORPORATE SERVICES	1,432,843	4,844,264	1,271,877	4,869,166	3,597,289	26.1%
RCMP	461,357	9,758,167	465,972	9,875,966	9,409,994	4.7%
FIRE	1,630,531	6,099,914	1,629,113	6,234,082	4,604,969	26.1%
ASSETS & OPERATIONS	1,848,247	10,590,163	2,022,166	11,115,932	9,093,766	18.2%
UTILITIES	1,735,484	9,617,983	1,762,091	9,967,435	8,205,344	17.7%
COMMUNITY DEVELOPMENT	1,325,904	7,234,633	1,486,649	7,293,046	5,806,397	20.4%
ECONOMIC DEV. & TOURISM	288,716	999,758	492,059	1,164,938	672,879	42.2%
AIRPORT	395,963	2,226,223	436,215	2,152,914	1,716,699	20.3%
<b>EXPENSE TOTAL</b>	<b>11,345,392</b>	<b>73,713,329</b>	<b>12,079,998</b>	<b>77,483,945</b>	<b>65,403,947</b>	<b>15.6%</b>
<b>GRAND TOTAL</b>	<b>6,584,826</b>	<b>-</b>	<b>7,496,195</b>	<b>-</b>	<b>(7,496,195)</b>	<b>0.0%</b>

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

**0 - FISCAL SERVICES** – Revenues are trending lower due to investment interest now being recorded at year end. Expenses are on trend with the prior year.

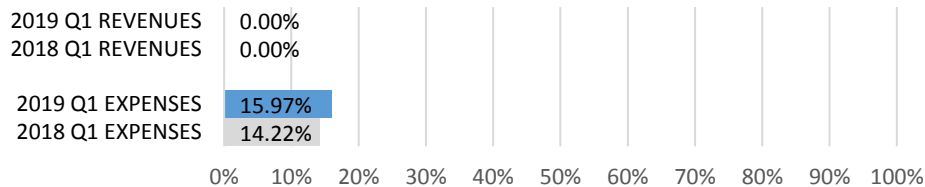


## Report/Recommendation to Council

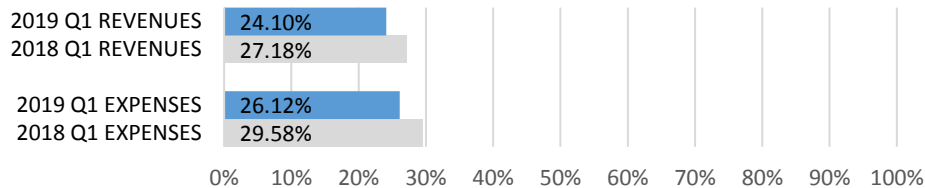
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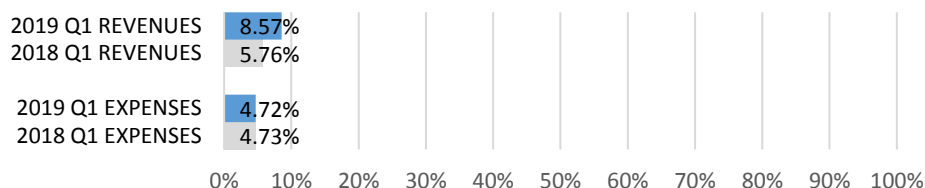
**1 – GOVERNANCE** – Expenses are trending higher than the prior year due to an increase in 2019 carry forward and service level change request projects; this is slightly offset by reduced Council contingency spending.



**2 – CORPORATE SERVICES** – Revenues are trending lower in 2019 as a result of Municipal Insurance Association annual dividend not yet reported. Expenses are lower than 2018 primarily due to staffing vacancies and a reduction in software licences to date. It is anticipated that the full software licence budget will be used before year end.



**3 – RCMP** – Revenue is trending higher due to an increase in a property lease rate, as well as, a reconciliation to the 2017 lease that resulted in additional revenue. Expenses are on trend with the prior year and on budget which includes the addition of one new RCMP member. RCMP contract billings are generally received subsequent to quarterly cut-off.

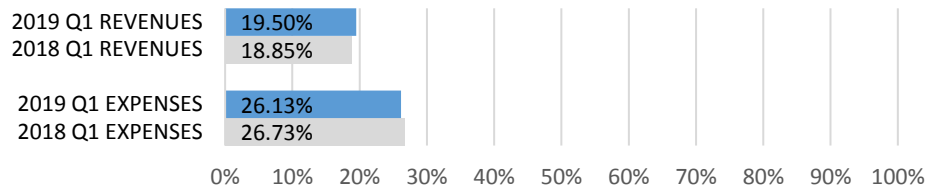


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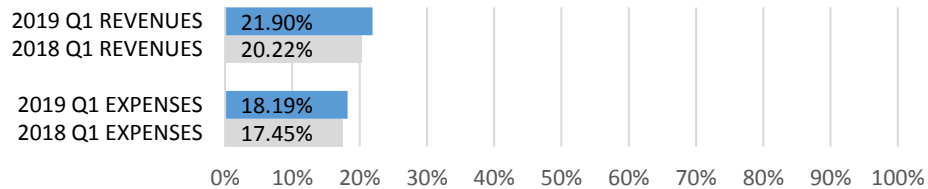
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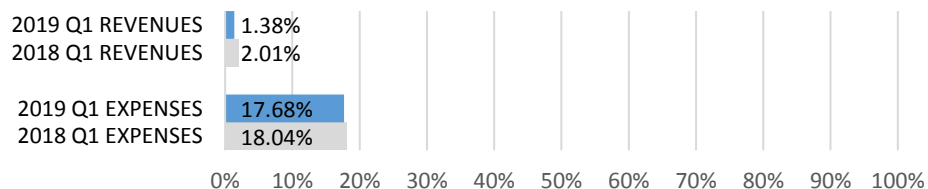
**4 – FIRE** – Revenue is trending higher than 2018 from an increase in training and rescue services rendered. Expenses are on trend.



**5 - ASSETS & OPERATIONS** – Slight increase in revenues due to the timing of transit pass sales recorded earlier in Q1 than in the prior year. Expenses are anticipated to be on trend and on budget.



**6 – UTILITIES** – Revenue is on trend with 2018; however, is lower than 2018 as Q1 includes a billing correction to a major customer. Expenses are trending lower due to equipment allocations being posted in Q2.

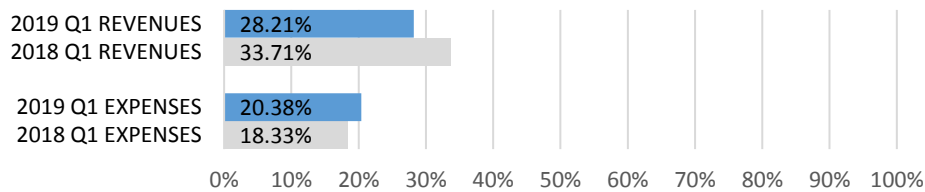


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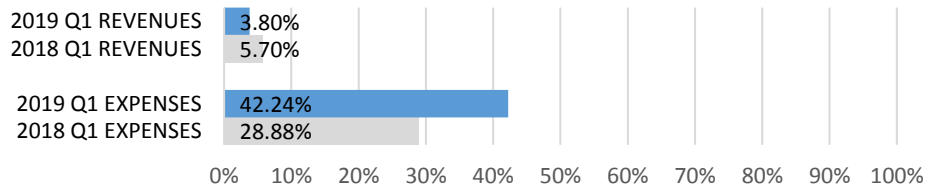
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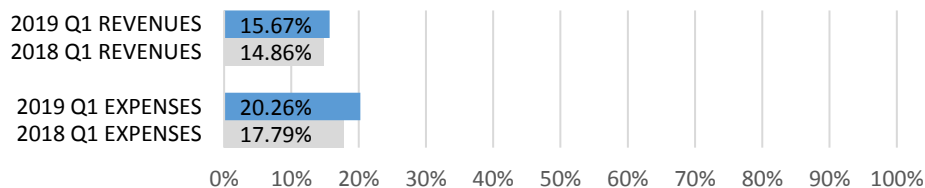
**7 - COMMUNITY DEVELOPMENT** – Revenue is trending lower than the prior year primarily due to a decrease in project specific grant funding, as well as, a reduction in building and development application and permit fees. Expenses are on budget, however, trending higher due to full staffing levels in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



**8 – ECONOMIC DEV. & TOURISM** – Revenues are trending lower than prior year due to a decrease in MRDT revenue. Expenses are significantly higher than last year due to a planned increase in the Destination Think! contract which includes a kick off to the Spring campaign.



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



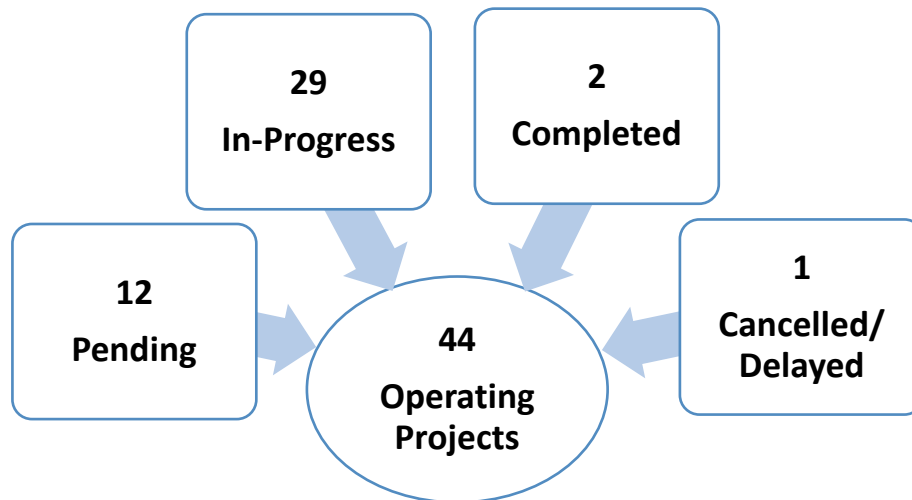
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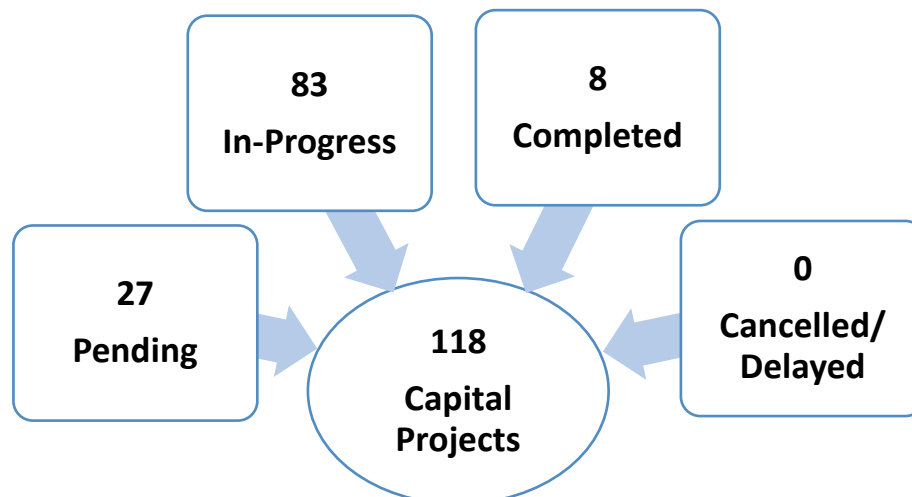
### Operating Projects

There are 44 operating projects with a total budget of \$2.335M for 2019 as approved during Financial Planning. The total spend in the first quarter on operating projects to date is \$122K or 5% of budget. Of the 44 planned projects, 30 are currently in progress and 2 have been completed. Appendix 2 provides the detail on the status for each operating project; green highlighted projects are on track with expected project delivery timelines, yellow projects could be delayed, and red projects have been delayed or cancelled.



### Capital Projects

There are 118 capital projects with a total budget of \$31.6M for 2019. The most significant capital works being undertaken in 2019 are the waterfront projects for the Highway 19A upgrades and renewal of the waterfront sewer forcemain. The total spend to the first quarter on capital projects is \$805K or 2.5% of budget. Overall, 83 of 118 capital projects are currently underway and 8 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.



## Report/Recommendation to Council

Quarterly Financial Report – Q1, 2019

April 30, 2019

## Communications




The Q1 quarterly financial report will be posted on the City's website with other financial reports to ensure the public has an opportunity to review the City's financial progress periodically throughout the year.

## Conclusion

Financial results for the City's departmental operating budgets are within expectation for the first quarter of 2019 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.

## Attachments:

1. Appendix 1 – Operating Departmental Budget Segments
2. Appendix 2 – Operating Projects (Q1, 2019)
3. Appendix 3 – Capital Projects (Q1, 2019)

<b>Prepared by:</b>		<b>Reviewed by:</b>	
 _____		 _____	
Dennis Brodie Finance Reporting Supervisor		Alaina Maher, BCom, CPA, CMA Finance Manager	
<b>Reviewed for Form and Content / Approved for Submission to Council:</b>			
 _____			
Deborah Sargent, MCIP, RPP City Manager			
<b>Corporate Review</b>			<b>Initials</b>
Finance			RB



## Appendix 1 - Operating Departmental Budget Segments

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

**APPENDIX 2  
OPERATING PROJECTS  
at March 31, 2019 (Q1)**

<b>On Track</b>	<b>Project Statuses:</b>
<b>Possible Delay</b>	A - Not Started
<b>Delayed/Cancelled</b>	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	March 2019 (Q1)	2019 Budget	\$ Variance	% Variance	Status	Comments
<b>Strategic Projects</b>								
1	Reserves	Centennial Pool and Operating Budget Fund	-	300,000	300,000	0.0%	A	Scheduled for Q2.
2	Economic Development	Natural Resource Economic Development	-	24,202	24,202	0.0%	A	This project is expected to begin in second half of 2019.
7	Mayor & Council	Beautification Grants	11,950	78,560	66,610	15.2%	B	Project underway.
8	Mayor & Council	Social Grants	3,571	111,800	108,229	3.2%	B	Report to Council in Q2.
9	Mayor & Council	Safer Downtown	24,116	129,000	104,884	18.7%	C	Downtown Safety Office operations ongoing.
10	Mayor & Council	Homelessness Count	-	2,500	2,500	0.0%	B	Transferred from Leg Services to Long Range Planning & Development Services department. Currently in planning stage.
11	Planning & Development	Campbellton Planning Projects - VIU	-	10,000	10,000	0.0%	A	Not started.
12	Planning & Development	Downtown Signage Incentive Program	-	35,616	35,616	0.0%	C	Program is ongoing. One application is currently in progress.
13	Planning & Development	Façade Storefront Downtown Revitalization	-	54,386	54,386	0.0%	C	Program is ongoing. One application is currently in progress.
14	Planning & Development	Public Art	-	25,000	25,000	0.0%	A	Public Art remains on hold pending creation/adoption of a masterplan.
15	Planning & Development/Recreation	Downtown Small Initiatives Fund	3,334	65,000	61,666	5.1%	C	Various projects underway.
16	Planning & Development	Public Art Master Plan	-	12,008	12,008	0.0%	C	Not started.
17	Parks	Tree Protection Bylaw	-	15,000	15,000	0.0%	B	Contract drafted with VIU, value \$5k. Total expected project will likely be under budget, depending on Council preferences.
18	Recreation & Culture	Increase Spirit Square Program Budget	-	12,000	12,000	0.0%	C	Contract is underway.
<b>Corporate Projects</b>								
19	Human Resources	Strategic HR Management	28,957	107,000	78,043	27.1%	C	Ongoing.
20	Human Resources	Exempt Salary Survey	-	12,000	12,000	0.0%	C	Anticipated completion in May - July timeframe.
21	Human Resources	CUPE Agreement Renewal	-	15,000	15,000	0.0%	C	Pre-work has commenced.
22	Finance	DCC Review	-	75,000	75,000	0.0%	Z	Delayed until Urban Containment Boundary review is complete.
23	Economic Development	Employment Lands Strategy	-	50,000	50,000	0.0%	C	The Employment Lands Strategy is expected to be complete by end of May 2019. Consultant came to Campbell River in March to undertake some community consultation. Stakeholder surveys have also been distributed.
24	Economic Development	Sector Profiles	-	27,000	27,000	0.0%	C	Sector profiles are underway. Sectors created include: 1-Forestry, 2-Aquaculture, 3-Technology (this will include creative and aerospace), 4-Tourism 5-Health/services, 6-Lands & Logistics
25	Roads	Snow Clearing Lease Equipment	-	30,000	30,000	0.0%	A	Not started.
26	Planning & Development	Sea Level Rise Assessment	10,458	401,664	391,206	2.6%	C	\$140k recently received from FCM, \$75k expected imminently from UBCM
27	Planning & Development	Co-op Position - CEEP Project	-	17,984	17,984	0.0%	A	Not started.
28	Recreation & Culture	Enhanced Skatepark Environment	66	15,000	14,934	0.4%	A	Not started.



**APPENDIX 2  
OPERATING PROJECTS  
at March 31, 2019 (Q1)**

<b>On Track</b>	<b>Project Statuses:</b>
<b>Possible Delay</b>	<b>A - Not Started</b>
<b>Delayed/Cancelled</b>	<b>B - Planning / Request for Proposal / Design</b>
	<b>C - In Construction / In Progress</b>
	<b>D - Completed / In Use</b>
	<b>X - Cancelled</b>
	<b>Z - Delayed Until Next Year</b>

Index	Department	Project Name	March 2019 (Q1)	2019 Budget	\$ Variance	% Variance	Status	Comments
<b>Operational Projects</b>								
29	Planning & Development	Zoning/OCP Update	-	68,592	68,592	0.0%	C	\$20k contract signed with Dillon Consulting for housing market assessment work following RFP 19-23. Numerous updates have been identified. This is tied to both the Urban Containment Boundary project and affordable housing as well as required housekeeping updates.
30	Planning & Development	Community Energy Efficiency Program	10,722	131,873	121,151	8.1%	C	Ongoing programs - some events have been held.
31	Planning & Development	Development Process Update	-	32,387	32,387	0.0%	C	Staff are currently reviewing Prospero to update and to tie these updates with updates to the Development Services website to ensure consistent process messaging.
32	Planning & Development	Enviro Monitoring - Big Rock Boat Ramp	-	5,000	5,000	0.0%	C	Underway, no invoices/expenses received yet.
33	Airport	Business Development Opportunity Fund	-	30,000	30,000	0.0%	B	Airport Advisory Committee looking at options for 2019.
34	Sewer	Lift Station Auto - Cleaning	-	24,546	24,546	0.0%	B	Confined Space entry alternate procedures are required and being developed to allow access to work in these wetwells. Installation will take place in Q3.
35	Sewer	Biosolids Management Options Study	-	10,000	10,000	0.0%	D ✓	Completed in 2018. No CFwd required.
36	Sewer	Confined Space Entry Alternate Procedures	375	20,150	19,775	1.9%	C	Should be complete by Q3.
37	Sewer	Sewer Infrastructure Maintenance & Monitoring	-	25,000	25,000	0.0%	A	Not started.
38	Sewer	Sewer Right of Way Clearing	-	50,000	50,000	0.0%	B	Planning is complete - Next step is surveying the ROWs and clearing.
39	Sewer	Lift Station #11 Transfer Inspection	6,045	5,000	(1,045)	120.9%	D ✓	Completed in March.
40	Water	Drinking Water Source Protection Plan	-	10,000	10,000	0.0%	B	On-going project is in the development/planning stage. We are on schedule.
41	Water	Watershed Monitoring	15,103	20,000	4,897	75.5%	C	Will be completed in Q2.
42	Water	Confined Space Entry Alternate Procedures	375	20,150	19,775	1.9%	C	Should be complete by Q3.
43	Water	Water Conservation Program	2,083	75,000	72,917	2.8%	C	Ongoing project.
44	Recreation & Culture	PLAY Campbell River	-	2,000	2,000	0.0%	A	Not started.
<b>TOTAL</b>			<b>\$ 121,654</b>	<b>\$ 2,332,317</b>	<b>\$ 2,210,663</b>	<b>5.2%</b>		

**APPENDIX 3  
CAPITAL PROJECTS  
at March 31, 2019 (Q1)**

On Track
Possible Delay
Delayed/Cancelled

<b>Project Statuses:</b>
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 2019 (Q1)	2019 Budget	\$ Variance	% Variance	Project Status	Comments
<b>Strategic Priorities Projects</b>								
1	213 - IT	Municipal Broadband Network	(311)	84,773	85,084	-0.4%	B	Waiting on Cypress Street revitalization project (Roads) to proceed. Fibre civil design, council approved budget and proponent selection all completed.
2	322 - Fire Protection	#1 Fire Station Replacement	24,310	436,646	412,336	5.6%	B	Feasibility Study in progress. Final report due Q2.
3	450 - Facilities	Big House Pavilion Deconstruction & Preservation	-	50,000	50,000	0.0%	B	Retained heritage consultant to update 2016 condition assessment. Planning to bring back update and presentation in Q2 to determine next steps.
4	450 - Facilities	Council Chambers Accessibility Improvements	-	35,000	35,000	0.0%	B	Revised conceptual plans presented to Council in March. Architect is further refining conceptual plans for review by Council in Q2.
5	446 - Properties	Property Purchase Big Rock Boat Ramp	-	745,000	745,000	0.0%	B	Preliminary discussions regarding proposed acquisition.
6	532 - Roads	3.5 Acre Walkway	78,664	349,550	270,886	22.5%	C	Plantings complete. Concrete infill still outstanding.
7	532 - Roads	Cypress Street Improvements	745	219,139	218,394	0.3%	A	Re-evaluating the project as additional work is required. Possible delay until 2020 due to required additional work.
8	532 - Roads	Willis Road Pedestrian Upgrades Phase 2	-	352,443	352,443	0.0%	B	In design.
9	532 - Roads	Willis Road Connection Concept	-	30,000	30,000	0.0%	A	Not started.
10	532 - Roads	Seagull Walkway Design	-	150,000	150,000	0.0%	B	Design RFP awarded in Q1 and pre-design work underway.
11	532 - Roads	Parking Lot Improvements	9,994	25,000	15,006	40.0%	D ✓	Completed.
12	532 - Roads	Transit Stop at Carihi	-	200,000	200,000	0.0%	A	Not started.
13	532 - Roads	Float Plane Entrance Parking Lot	-	100,000	100,000	0.0%	A	Not started.
14	Multi-Departmental	Highway 19A - Phase 3	31,822	4,205,388	4,173,566	0.8%	C	Phase 1 construction tender completed and awarded. Work to start in Q2. Phase 2 detailed design advanced to 50%. DFO project review submitted.
15	550 - Storm Drains	Downtown Storm Mitigation	29,044	200,000	170,956	14.5%	C	Final lines camera'd. Data sent to Stantec for review.
16	570 - Airport	Airport Development Servicing	663	60,166	59,504	1.1%	B	In detailed design stage.

**APPENDIX 3  
CAPITAL PROJECTS  
at March 31, 2019 (Q1)**

On Track

Possible Delay

Delayed/Cancelled

**Project Statuses:**

A - Not Started  
B - Planning / Request for Proposal / Design  
C - In Construction / In Progress  
D - Completed / In Use  
X - Cancelled  
Z - Delayed Until Next Year

Index	Department	Project Name	Mar 2019 (Q1)	2019 Budget	\$ Variance	% Variance	Project Status	Comments
17	570 - Airport	Security Fencing - South Development	-	40,000	40,000	0.0%	A	To be completed after Airport Development Servicing project.
18	570 - Airport	Fueling Facility	-	10,000	10,000	0.0%	C	Decal is made, contractor to install. Should be completed in Q2. Fuel storage tank and truck upgrades have been designed and will receive quote in Q2.
19	570 - Airport	Aircraft De-icing Equipment	-	195,386	195,386	0.0%	A	Tenders too high. Revised business case being prepared.
20	580 - Sewer	Waterfront Sewer Forcemain	144,527	3,030,865	2,886,338	4.8%	C	Phase 1 complete, Phase 2 construction tender complete and work to commence Q2. Phase 3 design to be complete in Q4.
21	580 - Sewer	Larwood-Erickson Sewer Upgrade	125	2,151,563	2,151,438	0.0%	C	Construction resumed on schedule with anticipated completion Q3.
22	580 - Sewer	NWEC Upgrades - Phase 3	-	300,000	300,000	0.0%	B	Regulatory changes being evaluated against design requirements.
23	590 - Water	System Modifications for Water Supply Project	1,672	394,840	393,168	0.4%	C	Design complete and scope currently being costed with expected completion in Q4.
24	720 - Parks	Robron Field House Civil Works	-	617,990	617,990	0.0%	B	Site civil works design updated to contemplate 525 S. Dogwood site connection. On hold pending resolve of agreement with CRYSA.
25	720 - Parks	Robron Field House Washrooms	-	75,000	75,000	0.0%	A	Not started.
26	720 - Parks	Big Rock Boat Ramp - Phase 1	34,662	176,421	141,759	19.6%	D	All storm damage remedial works now complete and facility in use.
27	720 - Parks	Willow Point Park Field House Repairs	-	70,708	70,708	0.0%	C	All exterior envelope and site works complete. Minor interior restoration to be complete by end of May.
28	720 - Parks	Nunn's Creek Master Plan	2,399	23,030	20,632	10.4%	C	Project to be complete by November 2019.
<b>Other Capital Projects</b>								
29	212 - Finance	Asset Management	-	50,000	50,000	0.0%	A	No progress.
30	213 - IT	Recreation Management Software	8,514	28,517	20,003	29.9%	C	On track.
31	213 - IT	Vadim E3 Upgrade	-	7,334	7,334	0.0%	B	Will be completed in early Q2.
32	213 - IT	Scheduled Photocopier Replacement	-	10,000	10,000	0.0%	B	Will be completed in late Q2.

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33	213 - IT	Printer/Peripheral Replacement	1,798	15,000	13,202	12.0%	B	On-going throughout the year.
34	213 - IT	Workstation/Laptop Replacement	-	36,000	36,000	0.0%	B	On-going throughout the year.
35	213 - IT	CRadvantage Economic and Governance Strategy	-	25,000	25,000	0.0%	A	Anticipated start in late Q2.
36	213 - IT	Firehall 1 Disaster Recovery Upgrades	-	25,000	25,000	0.0%	B	Planning started. Anticipated completion in Q3.
37	213 - IT	Nimble Network Storage Controller	-	30,000	30,000	0.0%	B	Planning started. Anticipated completion in Q3.
38	213 - IT	Operations Management Software Replacement	-	500,000	500,000	0.0%	B	Internal working group is drafting a project terms of reference. Tender is expected in the Fall. This is a multi-year project.
39	322 - Fire Protection	Pumper Rescue Replacement	1,327	20,000	18,673	6.6%	B	Draft RFP being written. Anticipate issuing the RFP in May.
40	322 - Fire Protection	Structure Protection Unit	206	65,000	64,794	0.3%	C	Awards issued. Equipment arriving. Anticipate completion in Q2.
41	322 - Fire Protection	Small Equipment Replacement	5,625	25,000	19,375	22.5%	C	Equipment on order, some equipment received.
42	446 - Properties	Property Purchases	12,521	-	(12,521)	100.0%	D ✓	Waterfront Parcel Acquisition completed and added to city-owned property profile. No additional spend.
43	447 - Fleet	Fleet Replacement Plan	-	1,071,057	1,071,057	0.0%	C	Five units tendered and awarded, awaiting delivery in Q2 or early Q3. One unit in specification phase for tendering in Q2. One unit was subject to Transport Canada ACAP Funding which was not successful in 2019.
44	448 - Capital Works	Capital Works Management	146,114	486,808	340,694	30.0%	C	2019 work plan on schedule.
45	450 - Facilities	Small Equipment	9,082	30,000	20,918	30.3%	C	Several items purchased and in use. Awaiting delivery on remainder.
46	450 - Facilities	Energy and Water Consumption Reduction Projects	2,563	25,000	22,437	10.3%	D ✓	Project fund fully expended. 2019 projects included water fixture replacements at Fire Halls 1 and 2 and City Hall in addition to energy efficient lighting upgrades at Dogwood Operations Centre.
47	450 - Facilities	Video Surveillance System Ongoing Camera Renewal Program	-	15,000	15,000	0.0%	B	Currently determining 2019 replacement priorities.
48	450 - Facilities	City Facilities Fall Protection	-	196,750	196,750	0.0%	B	Engineering and design works to be tendered in May 2019 with construction anticipated for late summer 2019.

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49	450 - Facilities	DOC Front Counter Safety Upgrades	31,812	38,995	7,183	81.6%	D ✓	Substantially complete and in service.
50	450 - Facilities	ERT Materials Transfer Pit Site Improvements	4,610	93,306	88,696	4.9%	C	ESA Phase 2 in final draft stages. Anticipate final report with recommendations in May 2019. Rehabilitation works to be initiated in Q3 subject to available budget.
51	450 - Facilities	CRCC Front Desk Safety Improvements	9,126	-	(9,126)	100.0%	D ✓	Completed and in use.
52	450 - Facilities	Centennial Pool Rehabilitation	3,843	590,000	586,158	0.7%	B	Various project elements in tender / design phase. Tentative construction timelines: temporary leak repair, pumps and chemical injector replacements - May/June, gutter rebuild, boiler replacement, roof replacements, interior architectural works September - December.
53	450 - Facilities	Sportsplex Moveable Wall	-	50,000	50,000	0.0%	C	Tender awarded, awaiting delivery and installation in Q2.
54	450 - Facilities	Downtown Outdoor Washroom	-	200,000	200,000	0.0%	A	Not started.
55	450 - Facilities	City Hall 2nd Floor Foyer Service Improvements	806	100,000	99,194	0.8%	A	Plan for conceptual design in Q2, detailed design in Q3 and construction in Q4.
56	450 - Facilities	Discovery Pier Structural Repairs	3,263	125,000	121,738	2.6%	B	Electrical rehabilitation complete. Structural repairs tender closes April 24. Construction works to be scheduled after October 15, 2019.
57	450 - Facilities	Sportsplex Rehabilitation & Expansion Project	-	250,000	250,000	0.0%	B	Building condition assessment completed and RFP for design services posted with preliminary design and updated cost estimate to be presented to Council during 2020 budget deliberations.
58	532 - Roads	Pier Street, Sign and MHC Entrance Improvements	-	530,000	530,000	0.0%	B	In design.
59	532 - Roads	Sidewalk Infill	-	250,000	250,000	0.0%	B	Planning.
60	532 - Roads	Dogwood Corridor Review	-	60,000	60,000	0.0%	A	Not started.
61	532 - Roads	Transit Bus Shelters	-	120,000	120,000	0.0%	B	Working with BC Transit to confirm locations and funding opportunities for 2019.
62	532 - Roads	LED Light Conversion	22,311	50,000	27,689	44.6%	C	Project ongoing.
63	532 - Roads	Intersection Improvements	-	245,000	245,000	0.0%	B	Final design revisions prior to tender.
64	532 - Roads	Cycling Infrastructure	-	15,000	15,000	0.0%	A	Not started.



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65	532 - Roads	Asphalt Overlays	-	746,071	746,071	0.0%	C	Project ongoing.
66	532 - Roads	Traffic Control Upgrades - Replacement	-	200,000	200,000	0.0%	C	Contract awarded.
67	532 - Roads	Street Light Infill	-	90,000	90,000	0.0%	A	Not started.
68	532 - Roads	Pavement Management Plan	14,452	-	(14,452)	100.0%	D ✓	Completed.
69	532 - Roads	Master Transportation Plan Update	-	65,000	65,000	0.0%	A	Tender project late summer/early fall. Project is pending completion of Urban Containment Boundary review.
70	550 - Storm Drains	Annual Drainage Improvements	-	400,000	400,000	0.0%	B	Planning underway for annual program.
71	550 - Storm Drains	Fir Street Upgrades	-	175,000	175,000	0.0%	C	Construction underway. Anticipated completion in Q3.
72	570 - Airport	Airside Concrete Parking, Combined Taxi "C" Widening	-	60,000	60,000	0.0%	B	RFP for consulting services in Q3.
73	570 - Airport	AvGas, Access and Parking for Aircraft	-	105,000	105,000	0.0%	A	Not started.
74	570 - Airport	Roadway Paving	-	25,000	25,000	0.0%	A	Not started.
75	570 - Airport	Shelter	-	20,000	20,000	0.0%	A	Not started.
76	570 - Airport	Public Parking Lot Lighting Upgrade	-	70,000	70,000	0.0%	A	Not started.
77	570 - Airport	Runway Deicing Trailer	-	100,000	100,000	0.0%	A	Not started.
78	580 - Sewer	Lift Station Generators	-	143,161	143,161	0.0%	D ✓	Maintenance period.
79	580 - Sewer	Biosolids Site Management	9,150	500,000	490,850	1.8%	C	Phase 1 design complete and construction tender to be posted in Q2. Phase 2 will be delayed until 2020 due to regulatory changes.
80	580 - Sewer	Solids Separation Station	-	125,000	125,000	0.0%	B	Design is complete. Waiting for CVRD to confirm that the compost facility will not be located on the land that this is slated to be built on. Construction will likely happen this summer.
81	580 - Sewer	Highway 19A Sewer Upgrade	-	200,000	200,000	0.0%	B	Needs analysis pending. Design RFP TBD.





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82	580 - Sewer/590 - Water	SCADA Phase 4	-	90,000	90,000	0.0%	A	Not started. Anticipated start in early Q3.
83	580 - Sewer	Sewer Main Replacement (2018)	21,302	750,000	728,698	2.8%	C	Deficiency completion underway.
84	580 - Sewer	Sewer Main Replacement (2019)	-	1,000,000	1,000,000	0.0%	B	RFP for CIPP services to be posted in Q2 with construction lining work scheduled in Q3/Q4.
85	580 - Sewer	Sewer Facility Renewal	-	314,256	314,256	0.0%	B	RFP closed in April for Lift Station #11 facelift. The single bid was over budget and therefore the competition was cancelled. Currently looking at plan B options.
86	580 - Sewer	NWEC Electrical Upgrade	-	1,600,000	1,600,000	0.0%	B	WSP is 50% through the NWEC electrical assessment that is required prior to generator design. Generator design will commence in July.
87	590 - Water	Water Dept. Temporary Location	-	300,000	300,000	0.0%	A	Not started.
88	590 - Water	WM Cathodic Protection	-	112,040	112,040	0.0%	B	On schedule to be completed in Q4.
89	590 - Water	Shetland PRV	12,223	246,918	234,695	5.0%	B	Design 95% complete. Anticipate construction tender in Q2 with construction in Q3/Q4.
90	590 - Water	Water Service Renewal	10,934	50,000	39,066	21.9%	C	Ongoing program.
91	590 - Water	Fire Hydrant Renewal	27,226	50,000	22,774	54.5%	C	Ongoing program.
92	590 - Water	Watermain Renewal - Fir Street	33	997,255	997,222	0.0%	C	Construction underway. Anticipated completion in Q3.
93	590 - Water	Watermain Renewal - Garfield/Penfield	-	1,000,000	1,000,000	0.0%	B	Design 95% complete. Anticipate construction tender in Q2 with construction in Q3/Q4.
94	590 - Water	Water Facility Renewal	-	500,000	500,000	0.0%	B	In design phase, on schedule to be completed by Q4.
95	590 - Water	Water Facility Decommissioning	3,259	250,000	246,741	1.3%	B	In design phase, on schedule to be completed by Q4.
96	590 - Water	John Hart Pump Station Modifications	7,939	250,000	242,061	3.2%	C	Design complete and scope currently being costed with expected completion in Q4.
97	590 - Water	Pressure Reducing Valve Abandonment	-	45,000	45,000	0.0%	B	In design phase, on schedule to be completed by Q4.
98	590 - Water	Bathurst/McLean Pressure Valve Replacement	-	195,000	195,000	0.0%	B	Design 95% complete. Anticipate construction tender in Q2 with construction in Q3/Q4.



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99	590 - Water	Load Bank Testing Unit	-	25,000	25,000	0.0%	B	Will be completed in Q2.
100	590 - Water	Valve Maintenance Trailer	-	50,000	50,000	0.0%	B	Will be completed in Q2.
101	590 - Water	SCADA Phase 3	-	50,000	50,000	0.0%	B	Planned start in Q2.
102	580 - Sewer	Meter Renewal	2,113	50,000	47,887	4.2%	C	Ongoing program.
103	590 - Water	Meter Renewal	2,113	50,000	47,887	4.2%	C	Ongoing program.
104	580 - Sewer	SCADA Communication Equipment Rehabilitation	-	37,500	37,500	0.0%	A	Planned start in Q2.
105	590 - Water	SCADA Communication Equipment Rehabilitation	-	37,500	37,500	0.0%	A	Planned start in Q2.
106	720 - Parks	Marine Foreshore Restoration	-	100,000	100,000	0.0%	B	To be completed by October 2019.
107	720 - Parks	Parks Information and Sign Program	6,009	25,000	18,991	24.0%	C	Ostler and Rotary Park sign upgrades to be completed by October 2019.
108	720 - Parks	Fence Upgrades and Replacements	-	20,000	20,000	0.0%	B	Centennial and Harrogate Park fence upgrades to be completed by September 2019.
109	720 - Parks	Parks Irrigation Strategy	-	35,000	35,000	0.0%	B	To be completed by November 2019.
110	720 - Parks	Asset Management - Parks Infrastructure Renewal Fund	-	100,000	100,000	0.0%	B	To be completed by October 2019.
111	720 - Parks	Remote Variable Height Slope Mower	-	60,000	60,000	0.0%	C	Tender awarded, delivery April 23, 2019.
112	720 - Parks	Vehicle for Street Tree Maintenance	-	50,000	50,000	0.0%	C	Tender awarded, awaiting delivery in Q2 or early Q3.
113	720 - Parks	Mountain Bike Skills Park - Sportsplex Lands	-	85,000	85,000	0.0%	C	To be completed Summer 2019.
114	720 - Parks	Ostler Park Greenspace Drainage and Turf Design	-	60,000	60,000	0.0%	A	RFP to be issued in Q2.
115	720 - Parks	Elk Falls Cemetery Phase Two Detailed Design & Construction	-	40,000	40,000	0.0%	C	Detail design to be completed September 2019.



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116	740 - Recreation & Culture	Walter Morgan Studio - Rehabilitation	66,723	182,238	115,515	36.6%	C	In progress and on track. Internal framework complete. Heritage restoration starting in May.
117	740 - Recreation & Culture	Recreation Equipment	-	32,000	32,000	0.0%	A	Not started.
118	740 - Recreation & Culture	Weight Room/Lobby/Admin Concept Design Update - PT1	-	50,000	50,000	0.0%	A	Not started.
<b>TOTAL</b>			<b>805,311</b>	<b>31,621,614</b>	<b>30,816,303</b>	<b>2.5%</b>		