

TOWNSHIP OF ESQUIMALT

Appendix 3

Operational Project Variance Report

As at December 31, 2023

Project	2023 Budget \$	2023 Actual \$	Budget Remaining \$	Budget Remaining %	Status	Estimated Completion	Comments
General Administration	\$ 1,481,544	\$ 965,818	\$ 515,726	34.81%			
Conference Costs	\$ 47,460	\$ 31,494	\$ 15,966	34%	Complete		
Volunteer Appreciation	7,000	-	7,000	100%	Complete		Absorbed Within Existing Budget
Council Furniture	8,500	12,944	(4,444)	-52%	Complete		
Code of Conduct - Legal	10,000	1,725	8,275	83%	Complete		
Website Project	20,000	11,250	8,750	44%	In Progress	First Period 2024	
Brand Refresh	10,000	10,000	-	0%	Complete		
Contract Support - FOI Requests	25,000	27,562	(2,562)	-10%	Complete		
Public Engagement Software	10,000	9,732	268	3%	Complete		
Walking Tours Brochure	2,500	2,238	262	10%	Complete		
Furniture/Equipment - New Staff	10,000	7,514	2,486	25%	Complete		
Electronic Fund Transfer Module	6,000	-	6,000	100%	Not Started	Third Period 2024	Delayed - Staff Turnover
Occupational Health & Safety Manager	66,045	66,045	-	0%	Complete		
Licencing Clerk	38,614	37,400	1,214	3%	Complete		
Electronic and Paper Filing Clerk (Auxiliary)	70,885	16,303	54,582	77%	In Progress	Second Period 2024	Remainder Carried to 2024
Façade Improvement Program	100,000	15,000	85,000	85%	Complete		Remainder Carried to 2024
Information Technology							
Adobe Subscriptions	3,500	2,135	1,365	39%	Complete		
ArcGIS Subscription	2,500	2,400	100	4%	Complete		
Bluebeam Construction Software	1,500	1,310	190	13%	Complete		
Citrix Upgrade	15,000	13,926	1,074	7%	Complete		
Civil 3D Licences	6,200	6,096	104	2%	Complete		
Cloud Licence Renewal - Security Camera	8,500	5,897	2,603	31%	Complete		
Internet Costs - Archives and Pavilion	3,132	1,044	2,088	67%	Complete		Monthly Billing
Mobile Device Management System	2,500	216	2,284	91%	Complete		
Online Functionality Maintenance	8,700	5,896	2,804	32%	Complete		
Printer Leases	6,000	731	5,269	88%	Complete		
Server Licences and Support	4,500	1,710	2,790	62%	Complete		

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Protective Services							
Restorative Justice	5,468	5,468	-	0%	Complete		
Deer Management	87,656	87,656	-	0%	Complete		
Bylaw Officer - Workshop Attendance	1,500	1,555	(55)	-4%	Complete		
School Crossing Guards	24,030	24,030	-	0%	Complete		
Fire Fighter Positions	208,974	208,974	-	0%	Complete		
Public Works and Engineering							
Blinds Replacement - Municipal Hall	6,000	5,188	812	14%	Complete		
Garbage Bin Replacements	40,000	40,545	(545)	-1%	Complete		
Sewer Management Plan	300,000	97,822	202,178	67%	In Progress	First Period 2024	Remainder Carried to 2024
Development Services							
Conference Costs - Development Services	7,500	7,200	300	4%	Complete		
Development Capacity Assessment	75,000	-	75,000	100%	In Progress	First Period 2024	Balance Carried to 2024
Parks and Recreation							
Lifeguard Certification Support	5,000	4,000	1,000	20%	Complete		
Asset Management Inventory and Plan Development	45,000	23,000	22,000	49%	In Progress	First Period 2024	Remainder Carried to 2024
Staff Mileage Reimbursement	900	600	300	33%	Complete		Monthly Billing
Pool Skimmer Refurbishment	24,000	24,937	(937)	-4%	Complete		
Toilet Autoflusher Replacement	10,000	10,137	(137)	-1%	Complete		
Janitorial Supplies - Increase	9,300	9,200	100	1%	Complete		
Pool Pod Access - Maintenance Agreement	3,500	3,500	-	0%	Complete		
Compressor Overhaul	9,200	9,994	(794)	-9%	Complete		
Japanese Garden Pond Repairs	5,000	4,898	102	2%	Complete		
Lampson Park Infield Maintenance	10,000	10,000	-	0%	Complete		
Janitorial Supplies - Increase	8,500	10,286	(1,786)	-21%	Complete		
Playground Equipment - Replacement	20,000	20,000	-	0%	Complete		
Retrofit Bluetooth Controllers	13,500	13,180	320	2%	Complete		
Repair Irrigation System - Esquimalt Road	20,000	6,500	13,500	68%	In Progress	Second Period 2024	Project with PW Dept
Parks Worker - Additional Hours	47,480	46,580	900	2%	Complete		