



Hamilton

INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration
COMMITTEE DATE:	February 10, 2014
SUBJECT/REPORT NO:	Capital Projects' Status as of November 30, 2013 (FCS13066(a)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Janie Hartwell ext. 4522
SUBMITTED BY:	Mike Zegarac Acting General Manager Finance & Corporate Services
SIGNATURE:	

Council Direction:

On December 14, 2011, Council approved Report (FCS11073(a)) which directed staff to review a process where departments will report on the status of the Capital Work-in-Progress projects to their respective Standing Committees. As a result of this Council direction, and consistent with the Capital Status and Closing Policy, this report includes the status of active capital projects as of November 30th, 2013 for Corporate Services and the City Manager's Office. Capital project closings remain with the Capital Budgets Section of the Financial Planning and Policy Division and are reported through the Capital Closing Report.

Information:

This report presents the status of Corporate Services and the City Manager's Office Capital Projects based on actual and committed expenditures to November 30th, 2013. Appendix "A" to Report FCS13066(a) reflects the capital status of each project by Division and consists of projects totalling \$15,871,003, of which \$10,245,215, or 65%, has been spent or committed as of November 30, 2013.

The following table is a summary of Appendix "A" to Report FCS13066(a)

CITY OF HAMILTON					
CAPITAL PROJECT STATUS SUMMARY					
CORPORATE SERVICES and CITY MANAGER'S OFFICE					
AS OF JUNE 30TH, 2013					
	Approved Budget	Revenues	Expenditures/ Commitments	Available Balance	Completion Percentage
	\$	\$	\$	\$	%
	a	b	c*	d = a-c	e = c/a
Human Resources (CMO)	277,000	277,999	239,782	37,218	86.6%
Information Services	7,632,176	6,683,711	3,885,766	3,746,410	50.9%
Customer Services	2,034,027	2,034,027	1,498,881	535,146	73.7%
Clerks	800,000	800,000	779,177	20,823	97.4%
Financials Program	5,127,800	4,812,194	3,841,607	1,286,193	74.9%
Total Corporate Services	15,871,003	14,607,931	10,245,213	5,625,790	64.6%

**CITY OF HAMILTON
CAPITAL PROJECTS' STATUS REPORT
CORPORATE SERVICES AND CITY MANAGER'S DEPARTMENT
AS OF NOVEMBER 30, 2013**

YEAR APPROVED	PROJECTID	DESCRIPTION/ TITLE	BUDGET	ACTUAL REVENUES	ACTUAL EXPENDITURES	COMMITMENTS	AVAILABLE BALANCE	% COMPLETE	TARGET COMPLETION DATE	ON TARGET (Y/N)	PROJECT MANAGER	STATUS EXPLANATION
			a	b	c	d	e = a-c-d	f = (c+d)/a				
CITY MANAGER												
<i>Human Resources</i>												
2011	2051157101	Optimize PeopleSoft System	182,000	182,190	182,190	0	-190	100.1%	2013	Y	A. Filice	Acquire Succession Plan project completed Q3 2013. Remaining funds have been reallocated towards Fit Gap for Strat Plan 3.4(i) Automated Workflow & Approvals and Employee & Manager Self Service. Appropriation form has been submitted.
2013	3201357301	Automated Workflow-Approvals	95,000	95,809	57,592	0	37,408	60.6%	2013	Y	A. Filice	This project was successfully completed in Q3. Remaining funds to rollover to 2014 for development/implementation phase.
TOTAL CITY MANAGER			\$ 277,000	\$ 277,999	\$ 239,782	\$ -	\$ 37,218	86.6%				
CORPORATE SERVICES												
<i>Information Services</i>												
2013	3501357205	Automated Vehicle Locator	300,000	300,000	0	0	300,000	0.0%	2014	Y	A. Little	Cross Departmental Working Group has been established. EMS continuing as Project Sponsor. Project Manager assigned. Several planning meetings have taken place. Project Plan and Charter will be developed early in 2014. Project spending commences after project planning process.
2013	3501357301	IS Process Audit Improvements	385,000	385,000	0	0	385,000	0.0%	2014	Y	F. Janicas	A number of projects have been started to complete the IS Business Process Audit Improvements.
2013	3501357302	Common Address Database	150,000	150,000	0	0	150,000	0.0%	2014	Y	A. Little	Project Plan and Charter created. Executive Sponsor (Tim McCabe) on board (transitioned to Gerry Davis), Cross-Departmental Steering Committee established, kick-off meeting has been held. Project Manager assigned, and several planning meetings have taken place. Project spending commences after project planning process.
2013	3501357303	GIS Upgrades	200,000	200,000	0	0	200,000	0.0%	2014	Y	A. Little	Project Charter has been created. Project Manager has been assigned. Cross-Department Working Group has been established. Several project planning meetings have taken place. Project spending commences after project planning process.
2013	3501357304	IS Infrastructure Upgrades	300,000	300,000	0	0	300,000	0.0%	2013	Y	F. Janicas	Network equipment replacement plan will continue its implementation in 2014. Equipment currently supporting the City's voice and data network is end of-life with more than 10 years of use.
2013	3501357305	IS Security Improvements	135,000	135,000	0	0	135,000	0.0%	2013	N	P. MacNeil	High level risk assessment completed for SMT in June 2013 identified the projects that we need to review. This work will begin in the fall of 2013 and continue through 2014.
2012	3501241208	IS Accommodations	507,580	438,579	442,946	89,810	-25,176	105.0%	2012	N	P. MacNeil	Construction complete. Project will be closed in Q1 2014.
2012	3501257201	IS Infrastructure Upgrades	240,000	240,000	170,752	44,517	24,731	89.7%	2013	Y	F. Janicas	Earmarked for network equipment upgrades. It is anticipated the remaining funds will be used within 2013. Equipment currently supporting the City's voice and data network is end-of-life with more than 10 years of use.

**CITY OF HAMILTON
CAPITAL PROJECTS' STATUS REPORT
CORPORATE SERVICES AND CITY MANAGER'S DEPARTMENT
AS OF NOVEMBER 30, 2013**

YEAR APPROVED	PROJECTID	DESCRIPTION/ TITLE	BUDGET a	ACTUAL REVENUES b	ACTUAL EXPENDITURES c	COMMITMENTS d	AVAILABLE BALANCE e = a-c-d	% COMPLETE f = (c+d)/a	TARGET COMPLETION DATE	ON TARGET (Y/N)	PROJECT MANAGER	STATUS EXPLANATION
2011	3501151104	IS Datacentre Upgrades	113,250	113,250	24,356	0	88,894	21.5%	2013	N	F. Janicas	Funds to be used for server hardware and associated accessories to increase server consolidation. The server consolidation project will continue into 2014.
2011	3501157101	Information Systems-Apps	265,000	265,000	64,741	0	200,259	24.4%	2013	N	A. Little	Funds will be utilized to create a roadmap for the future of EDMS and sustain the existing system until replaced. Direction provided by Cross-Departmental Steering Committee.
2011	3501157102	PeopleSoft Systems-Upgrades	448,565	448,565	86,199	7,000	355,367	20.8%	2012	N	A. Little	Remaining funds will be utilized to fund Data Archiving Project projected for 2013/2014 and the creation of a roadmap for PeopleSoft Financial's similar to HR's Human Capital Management Blueprint. A new project governance model will be considered in 2014.
2011	3501157105	IS Infrastructure	243,631	244,167	244,167	0	-536	100.2%	2013	Y	F. Janicas	Used for VOIP Upgrade, Unity Implementation, replacement of network switches. ***Can be closed.
2011	3501157106	IS Security Improvements	157,400	157,401	69,337	18,075	69,988	55.5%	2012	N	P. MacNeil	Upgraded perimeter firewall to be installed in Q1 2014 to replace current aging firewall.
2010	3501057001	Microsoft Licensing	1,700,000	1,700,000	1,407,288	89,272	203,440	88.0%	2010	N	F. Janicas	The balance of this capital account is earmarked for Microsoft licensing and the Office 2010 / Windows 7 computer deployment which is currently being implemented in 2012, 2013 and 2014 as per the computer life cycle policy approved by Council.
2009	350094190	Disaster Recover Facility	1,986,750	1,106,750	649,225	38,884	1,298,641	34.6%	2011	N	P. MacNeil	Construction began in Nov 2013 with expected completion in Q2 2014.
2007	205075770	FF-Wireless Infrastructure	500,000	500,000	439,198	0	60,802	87.8%	2012	N	F. Janicas	Remaining funds to be used to pay for the dismantling of the Wireless Hamilton infrastructure and wireless branding as approved by Council. Anticipate this project will be closed later in 2014.
Sub-Total Information Services			7,632,176	6,683,712	3,598,208	287,558	3,746,410	50.9%				
Customer Services												
2013	3451353702	Anti-Racism Training Plan	80,000	80,000	7,836	0	72,164	9.8%	2014	Y	J. Lee	Multi-year program; work ongoing.
2013	3451355301	Employment Systems Review	120,000	120,000	27,119	57,350	35,531	70.4%	2013	Y	J. Lee	RFP awarded; work to be completed by Q1 2014.
2011	3451153100	AODA & Web Accessibility Improvements	197,697	197,697	0	0	197,697	0.0%	2015	Y	J. Lee	AODA Integrated Standard reqs - work to be completed 2013-2015 (website improvements and integrated standards implementation).
2009	3450953900	AODA Customer Service Std	250,000	250,000	212,915	1,321	35,764	85.7%	2009	N	J. Lee	Final expenditures expected to be completed in 2014.
2008	3450853800	ODA-AODA Bylaw Policy Review	50,000	50,000	41,000	1,000	8,000	84.0%	2013	Y	J. Lee	Work underway; to be completed in first quarter, 2014.
2007	3450753702	Anti-Racism Training Plan	218,000	218,000	218,556	0	-556	100.3%	2013	Y	J. Lee	Account to be closed.
2005	3450553100	New Diversity & Equity Policy	100,000	100,000	82,264	14,000	3,736	96.3%	2012	N	J. Lee	Final expenditures in first quarter, 2014.
2001	2110141021	Customer Contact Cntr Ph 2 & 3	1,018,330	1,018,330	800,119	35,401	182,810	82.0%	2012	N	J. Lee	Majority of work expected to be completed 2013 - 2014.
Sub-Total Customer Services			2,034,027	2,034,027	1,389,809	109,072	535,146	73.7%				
Clerks												
2011	3521141100	Records Storage Facility-Ph2	150,000	150,000	108,954	18,856	22,190	85.2%	2011	N	L. Barroso	Shelving installation partially completed. To be complete in Q2, 2014
2004	3520457100	Records & Info Mngmnt Program	650,000	650,000	539,473	111,894	-1,366	100.2%	2008	N	L. Barroso	Renovation substantially complete. To be closed Q1, 2014.
Sub-Total Clerks			800,000	800,000	648,427	130,750	20,823	97.4%				

Financials Program

**CITY OF HAMILTON
CAPITAL PROJECTS' STATUS REPORT
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AS OF NOVEMBER 30, 2013**

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2013	2051357301	AP Automated Workflow	666,000	666,000	591,354	74,785	-140	100.0%	2013	Y	B. Neill	System testing underway - Go Live Public Health & Community Services January 2014.
2013	3381355301	2014 DC Study and Appeals	600,000	600,000	52,742	548,170	-912	100.2%	2014	Y	J. Spiler	Ongoing multi-year project.
2012	2051255203	Service Delivery Review	535,000	535,000	406,128	48,985	79,887	85.1%	2014	Y	J. DiDomenico	First phase of work (Profiles) was undertaken in 2012, 2nd phase (Opportunities - Fleet Services) anticipated to be complete in Q1 2014. Balance of funding to be confirmed for use by Service Delivery Strategy Team
2012	2051257201	Website Redevelopment	954,800	954,828	102,866	70,341	781,593	18.1%	2013	Y	A. Little	Project is now underway with expected completion of Phase 1 in Q1 2014.
2012	3381255201	D.C. Bylaws - Outstanding OMB Appeals	300,000	0	143,435	156,565	-0	100.0%	2012	N	J. Spiler	Appeal work on-going.
2012	3381257202	Capital Budget System Upgrade	50,000	34,366	34,374	0	15,626	68.7%	2012	N	J. Spiler	Upgrade work on-going.
2011	2051157100	Operating Budget System - Upgrade	142,000	141,854	141,854	0	146	99.9%	2013	Y	T. Hewitson	Project Complete.
2009	2050957900	Operating Budget System - Pilot	180,000	180,146	16,212	0	163,788	9.0%	2014	N	T. Hewitson	A \$20,000 payment will be processed in early December increasing % complete to about 22%. An additional 100 users are expected to be added by end of 2013. Costs are being extremely well managed utilizing in-house resources.
2007	2050757700	Tangible Capital Asset Project	1,700,000	1,700,000	1,453,794	0	246,206	85.5%	2016	Y	T. Del Monaco	Review of potential software upgrades expected during 2014 / 2015. Enhancements to existing software expected 3Q 2014.
Sub-Total Financials Program			5,127,800	4,812,194	2,942,760	898,847	1,286,194	74.9%				
TOTAL CORPORATE SERVICES			\$ 15,594,003	\$ 14,329,932	\$ 8,579,204	\$ 1,426,227	\$ 5,588,573	64.2%				