



City of  
**Parksville**

**2016-2020 Draft  
Provisional  
Financial Plan**

**December 14, 2015**

# Presentation Overview

- Fund Overview
  - Approved Budget Adjustments
  - Approved 2016 Spending Packages
  - Pending Items
  - 2017 – 2020 Items
  - 20 Year Capital Summary
  - 2016 Provisional Financial Plan
  - Accumulated Surplus
  - Water Fund
  - Sewer Fund

# 2016 Approved Budget Adjustments

- **Operating**

- Revenue -Western Diversification Grant - \$ 72,000  
( for PCCC renovation projects)

## Expenditures

- Admin Training - Sauder Business School - \$ 5,200
- HR Training – OHS Masters Program - \$ 10,000
- Health & Wellness Initiatives - \$ 6,000
- Misc. Labour Consultations - \$ 15,000
- Training for In-house Insights Facilitator - \$ 5,000
- Unused Vacation payout for Retiring Fire Chief - \$ 55,000

# Other Approved Budget Adjustments

- Operating Expenditures
  - Low Flush Toilet Rebate - \$ 5,000
  - Rain Barrel Rebate - \$ 5,000
  - Canada's 100<sup>th</sup> Birthday Celebration - \$ 40,000

# Approved Spending Packages

- OPERATING - 2016

○ Bylaw Enforcement Officer	\$ 88,600
○ Tempest E-Commerce Configuration	\$ 6,000
○ PT Accountant	\$ 31,620
○ FD Parking Lot Lighting	\$ 10,000
○ FD Casual Position	\$ 14,500
○ FD Class 3 Drivers Licensing	\$ 9,800
○ FD Replacement of Pavers	\$ 10,000
○ FD Instructors Conference	\$ 10,000
○ FD Standby Pay	\$ 36,500
○ LED Street Light Replacement	\$ 22,000
○ PW/Parks labourer ( funded by existing budget and the labour component of the two new programs below)	\$ 0
○ Drought Management	\$ 30,000
○ Stream & Foreshore Maintenance	<u>\$ 40,000</u>
Total Operating	<u>\$329,020</u>

# Approved Spending Packages

- **CAPITAL - 2016**

○ New Vehicle for Bylaw Officer	\$ 36,000
○ FD Training Tower	\$200,000
○ Community Park Sports field Cistern	\$280,000
TOTAL	<u>\$516,000</u>

# 2016 Pending Items

- **OPERATING - 2016**

- Morning Star Golf Tournament ( Contingency) \$ 2,500

TOTAL \$ 2,500

- **CAPITAL - 2016**

- Hwy 19A/Weld Street Sidewalk Refurbishment \$ 95,000

TOTAL \$ 95,000

# Other items to be considered

- Provincial Download – DNA testing \$ 4,000
- Wi-Fi in Downtown \$67,000\*
- PDBA – Wayfinding Design Plan \$ 7,500

\*Dependant on provider and methodology used



# 2017 - 2020 Budget Adjustments

- **Operating**

- Revenue -Western Diversification Grant - \$ 69,225  
( for PCCC renovation projects)

## Expenditures

- Bylaw Officer - increase by .4 FTE - \$ 31,500
- Misc. Labour Consultations - \$ 15,000
- RCMP 17<sup>th</sup> Officer - \$ 117,600

# New Spending Packages

Future years 2017 - 2020

2017

◦ IT Summer Student	\$ 23,910
◦ Emergency Program Coordinator - .6 FTE	\$ 59,400
◦ FD Assistant	\$ 84,000
◦ FD 75 <sup>th</sup> Anniversary Celebration	\$ 7,500
◦ Paid Call System Implementation	\$ 60,000
◦ Parks & Trails Master Plan	\$ 50,000

2018

◦ HR Advisor	\$ 90,000
◦ Engineering Technician	\$ 81,185

2020

◦ Demolition – Shelly Road Building	<u>\$ 30,000</u>
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Total Future Years \$ 485,995

# New Spending Packages

## Capital Future years 2017 - 2024

### 2017

- Community Park Playground Resurfacing \$ 120,000
- Community Park Water Park Cistern \$ 115,000
- Bulk Fuel Storage/Backup Generator \$ 380,000

### 2018

- Community Park Mobility Challenged Access Ramp) \$ 250,000
- Community Park Arbutus Point Kiosk/Plaza \$ 250,000
- Pickle Ball Courts \$ 120,000
- Springwood Park Playing Field Cistern \$ 280,000

### 2019

- Community Park Plaza ( Sandcastle Expansion) \$ 300,000
- District 69 Track & Field ( City Portion) \$ 300,000

### 2020

- Community Park Clubhouse/Washrooms \$ 500,000

### 2024

- All Weather Playing field \$2,000,000

Total Capital Projects \$4,615,000

# 20 Year Capital Plan

## City of Parksville Summary of Minor & Major Capital Expenditures 2016-2035

	Capital Expenditures						
	2016	2017	2018	2019	2020	2021-2035	Total
<b>Expenditures</b>							
Legislative	36,000	23,000	5,000	0	0	46,000	110,000
Finance/Common services	0	8,000	0	0	0	361,000	369,000
Information Technology	156,000	155,000	140,750	65,000	55,000	1,604,750	2,176,500
RCMP	0	0	0	0	0	0	0
Fire	548,600	739,600	959,600	20,000	65,000	3,438,500	5,771,300
Engineering	0						0
Community Development	0	7,000	0	10,000	0	71,000	88,000
Parks and Recreation	135,000	835,000	945,000	946,250	947,500	4,657,500	8,466,250
Facilities	120,000	50,500	126,400	31,800	74,100	565,600	968,400
Public Works	1,945,250	2,523,250	5,421,250	3,271,000	3,988,842	51,141,118	68,290,710
	2,940,850	4,341,350	7,598,000	4,344,050	5,130,442	61,885,468	86,240,160
<b>Funding Sources</b>							
General Operations	2,440,850	3,763,635	5,759,743	3,465,543	4,333,442	49,495,411	69,258,624
General Capital	0	0	0	0	0	0	0
Land Sale Reserve	0	0	0	0	0	0	0
Open Spaces DCC Reserve	0	49,500	0	49,500	297,000	891,000	1,287,000
Roads DCC Reserve	0	0	1,187,511	0	0	7,894,983	9,082,494
Storm Sewer DCC Reserve	0	28,215	150,746	329,007	0	104,074	612,042
General Parkland Reserve	0	0	0	0	0	0	0
Parking Reserve	0	0	0	0	0	0	0
Grants	500,000	500,000	500,000	500,000	500,000	3,500,000	6,000,000
Donations	0	0	0	0	0	0	0
	2,940,850	4,341,350	7,598,000	4,344,050	5,130,442	61,885,468	86,240,160

## 2016 - 2020 DRAFT Provisional Financial Plan

### General Revenue Fund

		<u>2016</u>	<u>2017</u>	<u>2,018</u>	<u>2,019</u>	<u>2020</u>
<b>Funding Sources</b>						
	Property Taxes	12,671,000	13,236,365	13,939,136	14,675,461	15,444,972
	Fees and Charges					
	Executive	32,700	33,969	46,032	35,666	36,529
	Finance	519,280	579,297	552,442	469,131	460,012
	Police	12,000	12,379	12,641	12,907	13,176
	Fire	339,750	339,750	339,750	339,750	339,750
	Community Planning	301,700	313,407	321,173	329,062	337,026
	Engineering	50,250	52,200	53,493	54,807	56,134
	Parks	146,500	149,200	152,643	156,166	159,784
	Facilities	76,400	28,658	86,100	17,095	17,317
	Public Works	1,000	0	0	0	0
	Solid Waste Collection	662,000	685,118	709,208	734,114	759,746
	Provincial Grants	486,600	486,600	486,600	486,600	486,600
	Capital Grants and Developer Contributions	500,000	510,000	520,200	530,600	541,200
	Transfers From Reserves					
	DCC Funds	0	79,269	1,392,322	401,671	321,473
<b>Total Funding Sources</b>		<b>15,799,180</b>	<b>16,506,212</b>	<b>18,611,740</b>	<b>18,243,030</b>	<b>18,973,719</b>
<b>Expenditures</b>						
	Municipal Purposes					
	Executive	1,554,925	1,752,299	1,863,585	1,784,242	1,850,526
	Finance	639,392	661,225	687,377	714,297	742,058
	Police	2,548,038	2,738,266	2,863,948	2,962,288	3,063,944
	Fire	1,309,918	1,476,420	1,695,243	1,478,236	1,523,893
	Community Planning	933,154	961,903	982,984	1,226,304	1,041,816
	Engineering	643,458	628,575	740,397	770,415	801,478
	Parks	1,543,640	1,574,513	1,565,679	1,583,220	1,622,178
	Facilities	741,000	684,930	780,763	699,210	762,312
	Public Works	1,733,902	1,718,930	1,763,438	1,809,003	1,820,653
	Solid Waste Collection	583,700	621,299	643,264	665,975	689,350
	Library and Cultural Services	601,000	617,391	635,189	653,469	672,269
	Interest on Long Term Debt	70,100	67,952	65,829	63,652	61,419
	Amortization of Tangible Capital Assets	2,471,400	2,471,400	2,471,400	2,471,400	2,471,400
<b>Total Expenditures</b>		<b>15,373,627</b>	<b>15,975,103</b>	<b>16,759,096</b>	<b>16,881,711</b>	<b>17,123,296</b>
<b>Net Income from Operations</b>		<b>425,553</b>	<b>531,109</b>	<b>1,852,644</b>	<b>1,361,319</b>	<b>1,850,423</b>

## 2016 - 2020 DRAFT Provisional Financial Plan

### General Revenue Fund

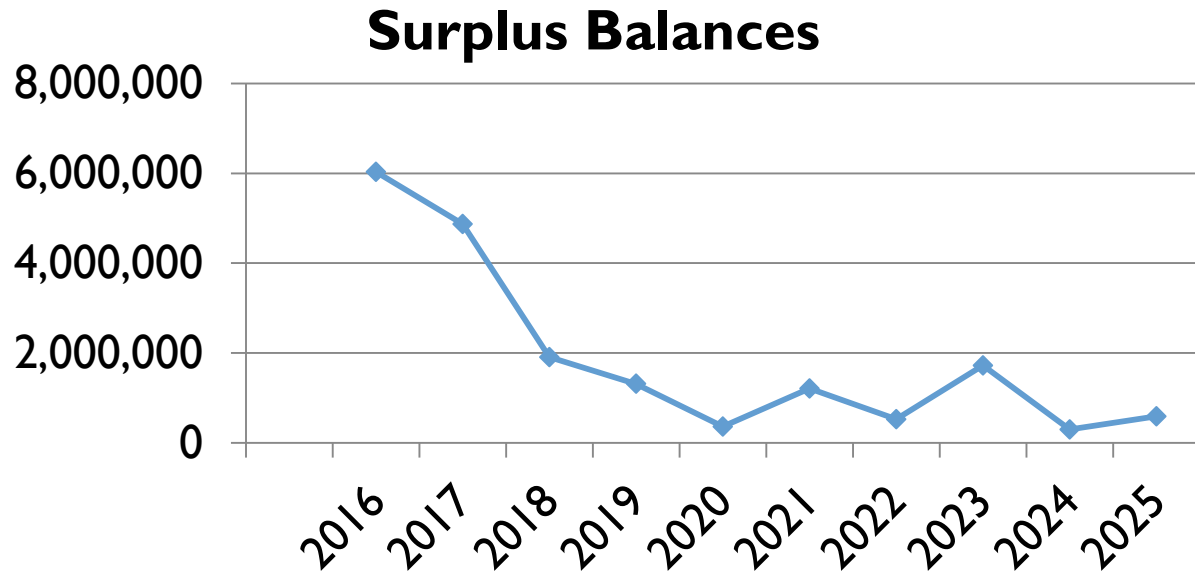
		<u>2016</u>	<u>2017</u>	<u>2,018</u>	<u>2,019</u>	<u>2020</u>
<b>Other non operating budget items</b>						
	Capital Expenditures	(2,504,850)	(4,100,247)	(7,231,665)	(4,374,532)	(5,278,153)
	Long term debt principal payments	(94,973)	(95,995)	(97,044)	(98,118)	(99,221)
	Transfer to appropriated reserves	(23,100)	(23,100)	(23,100)	(23,100)	(23,100)
	Transfers from appropriated reserves					
	Capital Reserves	-	-	0	0	-
	Carryforward reserve	-	-	0	0	-
	Capital borrowing	-	-	0	0	-
	Actuarial Reduction of Debt	51,600	57,100	62,600	68,100	73,600
	Amortization of Tangible Capital Assets	2,471,400	2,471,400	2,471,400	2,471,400	2,471,400
	<b>Annual cash surplus (deficit)</b>	<b>325,630</b>	<b>(1,159,733)</b>	<b>(2,965,165)</b>	<b>(594,931)</b>	<b>(1,005,051)</b>
<b>Transfers to/from Surplus Reserves</b>						
	Transfer from Unrestricted Surplus	-	1,159,733	2,965,165	594,931	1,005,051
	Transfer to Unrestricted Surplus	(325,630)	-	0	0	-
	<b>Financial Plan Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROJECTED GENERAL FUND UNRESTRICTED SURPLUS  
AT END OF YEAR**

Year	2016	2017	2018	2019	2020
Balance	6,031,630	4,871,897	1,906,733	1,311,802	306,751

Year	2021	2022	2023	2024	2025
Balance	1,211,001	526,041	1,723,866	297,995	589,417





# WATER FUND





- **2016 – 2020 Building Blocks**

- Assumes Plan B of ERWS Treatment/Intake Project (16 ml per day capacity)
- Grants included
  - 2016 and 2017 - \$2,200,000 each year
- Long-term borrowing
  - \$2.9 million - 2016
  - \$2.7 million – 2017

# 2016 Budget Adjustments

- Operating
  - Revised rate increases
    - 2.5% - 2016 - 2017
    - 2.0% - 2018 - 2020

# 2016 Spending Packages

- **OPERATING**

- Public Works Shop Water line servicing \$ 95,000

# 20 Year Capital Plan

## Summary of Minor & Major Capital Expenditures 2016-2035

	Capital Expenditures						
	2016	2017	2018	2019	2020	2021-2035	Total
<b>Expenditures</b>							
Water Utility Fund	10,070,900	10,128,590	1,843,060	1,381,050	2,125,700	28,954,325	54,503,625
	10,070,900	10,128,590	1,843,060	1,381,050	2,125,700	28,954,325	54,503,625
<b>Funding Sources</b>							
Water Operations	3,496,138	3,790,517	1,560,078	1,381,050	1,779,200	13,864,225	25,871,208
Water Capital	0	0	0	0	0	0	0
Water DCC Reserve	1,454,762	1,418,073	282,982	0	346,500	7,415,100	10,917,417
Sewer DCC Reserve	0	0	0	0	0	0	0
Long Term Debt	2,900,000	2,700,000	0	0	0	4,425,000	10,025,000
Grants	2,220,000	2,220,000				3,250,000	7,690,000
	10,070,900	10,128,590	1,843,060	1,381,050	2,125,700	28,954,325	54,503,625

**2016 - 2020 DRAFT Provisional Financial Plan**

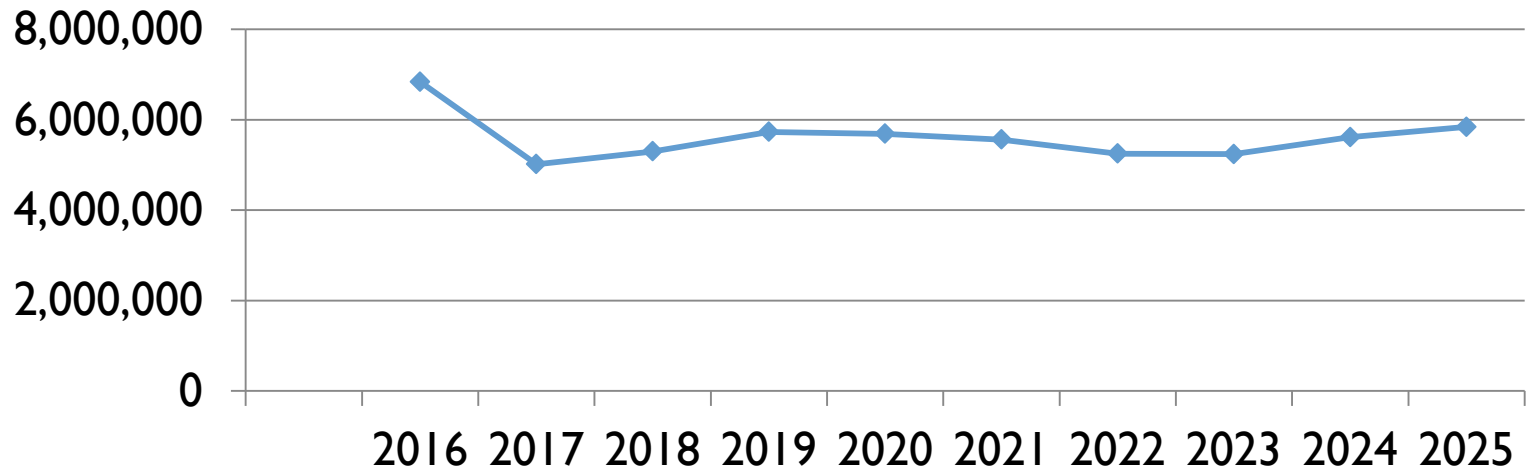
**Water Utility Fund**

	2016	2017	2018	2019	2020
<b>Funding Sources</b>					
Waterer Parcel Taxes	56,100	57,503	58,653	59,825	61,020
<b>Fees and Charges</b>					
User Fees	3,475,400	3,661,149	3,736,567	3,865,951	3,998,341
Other	7,500	7,906	8,182	8,466	8,756
Interest on Reserves	85,000	148,185	128,942	137,915	142,802
Capital grants and developer contributions	2,220,000	2,264,400	0	0	0
Acturial Reduction of Debt	132,000	144,000	156,000	11,300	12,300
<b>Transfers From Other Funds &amp; Reserves</b>					
DCC Funds	1,533,241	1,677,668	667,867	301,552	676,604
General Revenue Fund	53,900	55,701	57,485	59,322	61,209
Sewer Utility Fund	12,200	12,322	12,445	12,570	12,695
<b>Total Funding Sources</b>	<b>7,575,341</b>	<b>8,028,834</b>	<b>4,826,141</b>	<b>4,456,901</b>	<b>4,973,727</b>
<b>Expenditures</b>					
<b>Municipal Purposes</b>					
Administration	743,750	758,625	777,591	797,003	816,935
Service of Supply	510,107	520,309	533,317	546,631	560,302
Purification and Treatment	111,228	122,735	376,937	328,952	438,798
Trans & Distribution	410,400	428,948	439,671	456,005	467,410
Pumping	0	0	0	0	0
Customer Bill & Collect	28,500	29,567	30,576	31,615	32,685
Minor capital	300,000	91,800	94,095	96,444	98,856
Interest on Long Term Debt	156,250	234,550	279,550	160,045	160,045
Amortization of tangible capital assets	606,000	606,000	828,600	848,600	848,600
<b>Total Expenditures</b>	<b>2,866,235</b>	<b>2,792,534</b>	<b>3,360,337</b>	<b>3,265,295</b>	<b>3,423,631</b>
<b>Surplus -Deficit</b>	<b>4,709,106</b>	<b>5,236,300</b>	<b>1,465,804</b>	<b>1,191,606</b>	<b>1,550,096</b>
<b>Other non operating budget items</b>					
Capital expenditures	(10,070,900)	(10,331,162)	(1,917,520)	(1,465,570)	(2,300,858)
Principal payments on Long Term Debt	(104,639)	(179,094)	(248,413)	(152,544)	(152,544)
<b>Transfers from appropriated reserves</b>					
Capital reserve funds	0	0	0	0	0
Carryforward reserve	0	0	0	0	0
Capital borrowing	2,900,000	2,700,000	0	0	0
Actuarial Reduction of Debt	132,000	144,000	156,000	11,300	12,300
Amortization of tangible capital assets	606,000	606,000	828,600	848,600	848,600
<b>Annual cash surplus (deficit)</b>	<b>(1,828,433)</b>	<b>(1,823,956)</b>	<b>284,471</b>	<b>433,392</b>	<b>(42,406)</b>
<b>Transfers from (to) unappropriated reserves</b>					
From Unrestricted Surplus	1,828,433	1,823,956	0	0	42,406
To Unrestricted Surplus	0	0	(284,471)	(433,392)	0
<b>Financial Plan Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROJECTED WATER UTILITY FUND UNRESTRICTED SURPLUS AT END OF YEAR**


Year	2016	2017	2018	2019	2020
Balance	6,839,386	5,015,430	5,299,901	5,733,293	5,690,887
Year	2021	2022	2023	2024	2025
Balance	5,562,061	5,250,866	5,238,770	5,615,846	5,841,698

**Surplus Balances**





# SEWER FUND

- 
- **2016 – 2020 Building Blocks**
    - Rate increase 5%



# Spending Packages

- Operating

◦ Martindale Lift station Upgrade	\$ 35,000
◦ Craig Bay Lift Station Upgrade	\$ 35,000
◦ Public works shop sewer servicing	<u>\$ 80,000</u>
Total	\$150,000

# 20 Year Capital Plan

## Summary of Minor & Major Capital Expenditures 2016-2035

	Capital Expenditures						
	2016	2017	2018	2019	2020	2021-2035	Total
<b>Expenditure</b>							
Sewer Utility Fund	286,250	373,400	1,171,600	156,650	655,013	3,224,900	5,867,813
	286,250	373,400	1,171,600	156,650	655,013	3,224,900	5,867,813
<b>Funding Sources</b>							
Sewer Operations	286,250	373,400	1,110,210	156,650	355,013	3,224,900	5,806,423
Sewer Capital	0	0	0	0	300,000	0	0
Sewer DCC Reserve	0	0	61,390	0	0	0	61,390
	286,250	373,400	1,171,600	156,650	655,013	3,224,900	5,867,813

**CITY OF PARKSVILLE**  
**2016 - 2020 DRAFT Provisional Financial Plan**

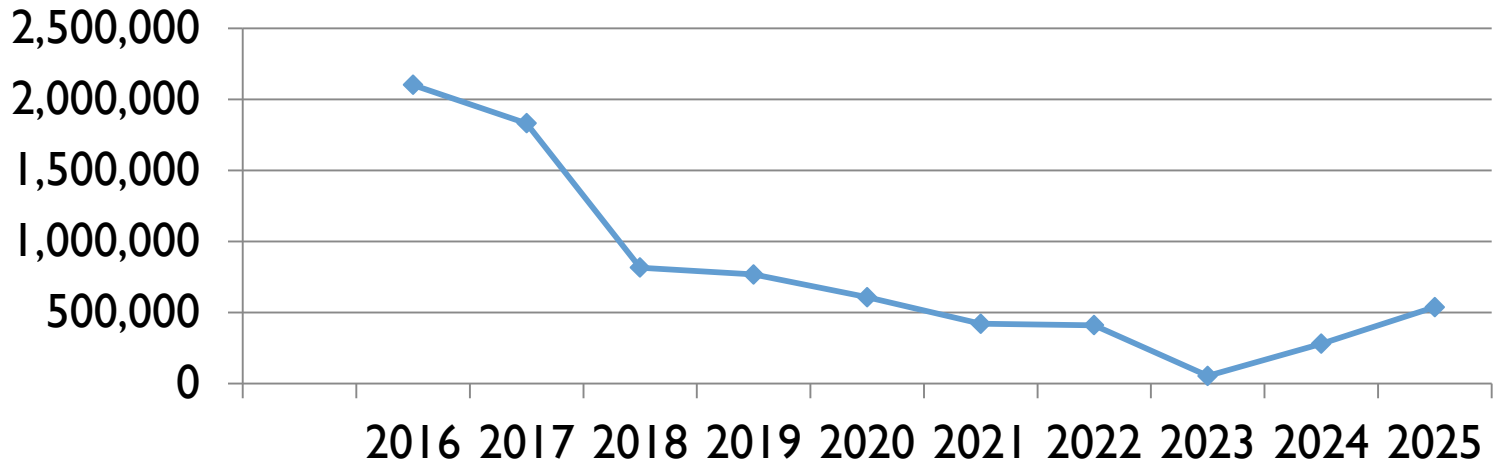
**Sewer Utility Fund**

	2016	2017	2018	2019	2020
<b>Funding Sources</b>					
Sewer Parcel Taxes	30,500	32,025	33,626	35,307	37,073
Fees and Charges					
User Fees	1,091,000	1,178,243	1,255,267	1,337,019	1,423,652
Other	5,500	5,555	5,611	5,667	5,723
Interest on Reserves	53,000	59,021	39,712	23,742	20,621
Capital grants and developer contributions	0	0	0	0	0
Transfers From Other Funds & Reserves					
DCC Funds	0	0	61,390	0	0
<b>Total Funding Sources</b>	<b>1,180,000</b>	<b>1,274,844</b>	<b>1,395,606</b>	<b>1,401,735</b>	<b>1,487,069</b>
<b>Expenditures</b>					
Municipal Purposes					
Administration	719,550	734,840	753,696	773,010	792,847
Collection System	167,100	173,933	180,176	186,615	193,228
Lift Station Maintenance	172,900	177,615	182,736	187,995	193,403
Customer Bill & Collect	11,000	11,380	11,751	12,133	12,526
Minor capital	265,000	66,300	67,958	123,234	71,396
Interest on Long Term Debt	0	0	0	0	0
Amortization of tangible capital assets	284,000	284,000	284,000	284,000	284,000
<b>Total Expenditures</b>	<b>1,619,550</b>	<b>1,448,068</b>	<b>1,480,317</b>	<b>1,566,987</b>	<b>1,547,400</b>
<b>Surplus -Deficit</b>	<b>\$ (439,550)</b>	<b>\$ (173,224)</b>	<b>\$ (84,711)</b>	<b>\$ (165,252)</b>	<b>\$ (60,331)</b>
<b>Other non operating budget items</b>					
Capital expenditures	(286,250)	(380,868)	(1,218,933)	-166,237	(708,986)
Principal payments on Long Term Debt	0	0	0	0	0
Transfers from appropriated reserves					
Capital reserve funds	0	0	0	0	324,720
Carryforward reserve	0	0	0	0	0
Amortization of tangible capital assets	284,000	284,000	284,000	284,000	284,000
<b>Annual cash surplus (deficit)</b>	<b>(441,800)</b>	<b>(270,092)</b>	<b>(1,019,644)</b>	<b>(47,489)</b>	<b>(485,317)</b>
Transfers from (to) unappropriated reserves					
From Unrestricted Surplus	441,800	270,092	1,019,644	47,489	485,317
To Unrestricted Surplus	0	0	0	0	0
<b>Financial Plan Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROJECTED SEWER UTILITY FUND UNRESTRICTED SURPLUS AT END OF YEAR**

Year	2016	2017	2018	2019	2020
Balance	2,102,402	1,832,310	815,146	767,657	607,060
Year	2021	2022	2023	2024	2025
Balance	420,547	410,027	52,766	279,399	537,435

**Surplus Balances**





**QUESTIONS/ INPUT FROM COUNCIL**

**QUESTIONS/INPUT FROM THE PUBLIC**