

GENERAL FUND BUDGET BYLAW

CITY OF PARKSVILLE
2018 - 2022 Final Financial Plan
General Revenue Fund
Budget Bylaw

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Revenues					
Property Taxes	\$ 14,144,000	\$ 14,862,385	\$ 15,611,665	\$ 16,392,554	\$ 17,154,201
Fees and Charges					
General Government	698,100	642,525	646,202	673,971	653,798
Protective Services	558,200	591,811	592,291	607,770	575,442
Community Planning	243,900	253,533	259,682	265,869	272,035
Parks and Sports Fields	146,500	101,143	103,596	106,064	108,524
Engineering & Operations	159,200	188,122	192,096	196,170	200,326
Solid Waste Collection	694,300	718,409	743,230	768,651	794,597
Operating Grants	519,600	514,141	515,987	517,845	519,695
Capital Grants and Developer contributions	978,600	557,000	557,000	557,000	578,215
Actuarial Reduction of Debt	62,500	68,400	74,600	81,000	35,300
Transfer from DCC Funds	1,749,824	52,020	649,720	26,265	2,879,367
Total Funding Sources	19,954,724	18,549,489	19,946,069	20,193,159	23,771,500
Expenses					
Municipal Purposes					
General Government	3,771,900	3,081,121	3,083,033	3,188,758	3,404,361
Protective Services	4,433,300	4,297,062	4,560,936	4,729,762	4,845,907
Community Planning	998,300	1,220,987	1,046,015	1,076,895	1,218,829
Parks and Sports Fields	1,977,900	1,744,551	1,787,367	1,892,853	1,927,593
Engineering & Operations	3,833,300	3,456,386	3,540,674	3,618,960	4,005,003
Solid Waste Collection	641,300	646,732	669,299	692,413	716,007
Library	668,000	689,699	709,472	729,803	750,580
Interest on Long Term Debt	52,200	50,002	47,769	45,480	24,757
Amortization of tangible capital assets	2,589,100	2,589,100	2,589,100	2,589,100	2,589,100
Total Expenditures	18,965,300	17,775,640	18,033,665	18,564,024	19,482,137
Net Income from Operations	989,424	773,849	1,912,404	1,629,135	4,289,363
Other non operating budget items					
Capital Expenditures	\$ (11,452,700)	\$ (3,240,713)	\$ (3,645,509)	\$ (5,399,863)	\$ (7,448,590)
Principal payments on Long Term Debt	(97,100)	(98,118)	(99,221)	(100,351)	(69,756)
Transfers to appropriated reserves	(580,100)	(580,100)	(580,100)	(580,100)	(580,100)
Transfers from appropriated reserves					
Capital Reserves	91,500	83,130	-	392,060	102,828
Carryforward reserve	5,602,269	-	-	-	-
Land Sale Reserve	-	-	-	-	-
Gas Tax Reserve	1,079,200	277,000	334,120	583,660	108,240
Transfers from Other Funds	-	-	-	-	-
Capital Borrowing	-	-	-	-	-
Actuarial Reduction of Debt	(62,500)	(68,400)	(74,600)	(81,000)	(35,300)
Amortization of Tangible Capital Assets	2,589,100	2,589,100	2,589,100	2,589,100	2,589,100
Annual cash surplus (deficit)	(1,840,907)	(264,252)	436,194	(967,359)	(1,044,215)
Transfers from (to) unappropriated reserves					
From Accumulated Surplus	1,840,907	264,252	-	967,359	1,044,215
To Accumulated Surplus	-	-	(436,194)	-	-
Financial Plan Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -

BUDGET DETAIL

THE CITY OF PARKSVILLE
2018 Final Budget
Budget Revenue & Expense

	2016 ACTUAL YTD	2017 ACTUAL YTD	2018 PROVISIONAL BUDGET	2018 FINAL BUDGET	BUDGET CHANGE Incr/(Decr)
GENERAL FUND					
EXECUTIVE					
<u>Legislative</u>					
<u>Revenue</u>					
Special Events/Projects			11,000	11,000	
Election Recovery					
Total Revenue			11,000	11,000	
<u>Expense</u>					
Council Administration	159,760	176,769	198,400	203,900	5,500
Council Contingency	20,517	9,765	25,000	25,000	
Grants-in-Aid	25,935	40,704	42,200	53,800	11,600
Special Events/Projects	16,621	126,819	137,000	122,000	(15,000)
Elections	25,336	15	49,000	49,000	
Development Waivers		20,624		450,500	450,500
Total Council Expenses	248,170	374,697	451,600	904,200	452,600
Net Council Cost	248,170	374,697	440,600	893,200	452,600
<u>Administration</u>					
<u>Revenue</u>					
Fees and Charges	1,800	6,474			
Cost Allocation to Water/Sewer	390,850	420,950	533,000	567,000	34,000
Total Revenue	392,650	427,424	533,000	567,000	34,000
<u>Expense</u>					
Administration	562,608	560,256	573,000	574,600	1,600
Communications	117,175	120,542	139,600	145,400	5,800
Human Resources	258,845	300,154	490,400	542,500	52,100
Records management	316	450	5,600	5,600	
Corporate Training	19,830	16,246	25,800	31,500	5,700
Safety	40,594	91,842	107,200	145,500	38,300
Joint Health & Safety Committee		940	15,500	18,000	2,500
Information systems (IT)	319,589	326,466	420,200	428,200	8,000
Total Operating Expenses	1,318,957	1,416,895	1,777,300	1,891,300	114,000
<u>Minor Capital</u>					
<u>Revenue</u>					
Information Systems	17,665	5,985		21,300	21,300
	17,665	5,985		21,300	21,300
<u>Expense</u>					
Administration			21,000	25,000	4,000
Information Systems	35,059	40,299	99,000	120,300	21,300
Emergency Program				10,000	10,000
	35,059	40,299	120,000	155,300	35,300
Net Minor Capital	17,394	34,314	120,000	134,000	14,000
Net Admin Operating Cost	943,701	1,023,786	1,364,300	1,458,300	94,000

THE CITY OF PARKSVILLE
2018 Final Budget
Budget Revenue & Expense

	2016 ACTUAL YTD	2017 ACTUAL YTD	2018 PROVISIONAL BUDGET	2018 FINAL BUDGET	BUDGET CHANGE Incr/(Decr)
<u>Bylaw Enforcement Revenue</u>					
Bylaw Enforcement	6,608	4,075	5,000	5,000	
Parking Enforcement	11,459	6,513	12,000	12,000	
Dog Licences and Fines	17,189	17,838	15,700	15,700	
Total Bylaw Revenues	35,255	28,426	32,700	32,700	
<u>Expense</u>					
Bylaw Enforcement	205,686	270,162	303,900	303,800	(100)
Parking Enforcement	10,308	1,120	1,800	1,800	
Animal Control	8,720	9,318	17,000	16,900	(100)
Total Bylaw Expense	224,713	280,601	322,700	322,500	(200)
Net Business Licence	189,459	252,175	290,000	289,800	(200)
<u>Business Licences Revenue</u>					
Business Licences	148,803	161,760	160,000	160,000	
<u>Expense</u>					
Chamber of Commerce Grant	43,856	44,777	43,000	43,000	
Business Licence Administration	12,704	7,942	8,900	8,800	(100)
Total Business Licence Expense	56,560	52,719	51,900	51,800	(100)
Net Business Licence	(92,243)	(109,041)	(108,100)	(108,200)	(100)
<u>Emergency Program Revenue</u>					
Emergency Program	41,166	46,129	76,600	76,600	
	41,166	46,129	76,600	76,600	
<u>Expense</u>					
Emergency Program	104,743	208,074	281,300	287,700	6,400
	104,743	208,074	281,300	287,700	6,400
Net Emergency Program	63,577	161,945	204,700	211,100	6,400
Amortization of Capital Assets	216,357	203,910	216,400	203,900	(12,500)
NET EXECUTIVE OPERATING COSTS	\$1,569,020	\$1,907,471	\$2,407,900	\$2,948,100	\$540,200
<u>Capital Funding</u>					
Property Acquisition		\$659,000			
PCTC Equipment & Furniture				69,000	69,000
Office Equipment				23,000	23,000
Computer Network	12,800				
Emergency Program Equipment				25,000	25,000
Total Funding	12,800	659,000		117,000	117,000
<u>Expenditures</u>					
Property Acquisition	8,578	668,625			
PCTC Equipment & Furniture				88,000	88,000
Equipment	24,862	39,485		23,000	23,000
Computer Network	12,810		46,500	46,500	
Emergency Program Equipment				44,650	44,650
Total Expenditures	46,250	708,110	46,500	202,150	155,650
Net Capital Cost	\$33,450	\$49,110	\$46,500	\$85,150	\$38,650
TOTAL EXECUTIVE	\$1,602,469	\$1,956,581	\$2,454,400	\$3,033,250	\$578,850

THE CITY OF PARKSVILLE
2018 Final Budget
Budget Revenue & Expense

	2016 ACTUAL YTD	2017 ACTUAL YTD	2018 PROVISIONAL BUDGET	2018 FINAL BUDGET	BUDGET CHANGE Incr/(Decr)
FINANCE					
Property Taxes					
Property Taxes - General	\$11,563,105	\$12,250,969	\$12,907,000	\$12,960,500	\$53,500
Property Taxes - Debt	102,929	89,286	89,400	90,500	1,100
Local Improvement Taxes	74,028	74,028	74,000	74,000	
1% Utility Tax	293,372	298,300	300,000	300,000	
Library Tax	605,743	643,684	668,000	668,000	
Provincial Gov't Properties GIL	19,396	19,538	20,000	20,000	
Federal Gov't Properties GIL	25,703	31,774	31,000	31,000	
	<u>12,684,275</u>	<u>13,407,579</u>	<u>14,089,400</u>	<u>14,144,000</u>	<u>54,600</u>
Fees and Charges					
Tax Certificates	20,921	19,615	18,000	18,000	
Bus Day Pass	634	550	700	700	
Bus Month Pass	337	485	400	400	
Photocopying Fees	95	283			
10% Admin. Fees (RE: Outside	535	3,377	1,000	1,000	
NSF and Refunds Admin Fee	1,715	1,305	1,500	1,500	
Cell Tower Revenue	22,009	21,330	21,600	21,600	
Other	31,479	27,103	13,700	13,700	
	<u>77,724</u>	<u>74,048</u>	<u>56,900</u>	<u>56,900</u>	
Other Revenue					
Tax penalties	77,682	80,960	79,700	79,700	
Interest - Arrears Taxes	12,337	10,881	14,000	14,000	
Interest - Delinquent Taxes	2,746	1,940	3,000	3,000	
Interest on Investments	277,916	334,753	175,000	175,000	
Cash Short/Over	28	13			
Commercial Plates - Revenue	3,057	3,064	3,100	3,100	
School Tax Admin Fee Revenue	7,724	7,646	7,700	7,700	
Loss/(Gain) On Disposal Of TCA'S	(269,607)	344,965			
US \$ Exchange (Gains)/Losses	1,662	1,076			
Actuarial Debt Reductions	56,163	57,379	57,100	62,500	5,400
	<u>169,708</u>	<u>842,679</u>	<u>339,600</u>	<u>345,000</u>	<u>5,400</u>
Grant Revenue					
Small Communities Grant	332,173	330,600	330,000	330,000	
Other Grants - Provincial	7,993	7,248	8,000	8,000	
Federal Gas Tax	557,745	564,767	557,000	557,000	
Other Grants - Misc.					
	<u>897,911</u>	<u>902,615</u>	<u>895,000</u>	<u>895,000</u>	
Total Tax and Other Revenues	13,829,618	15,226,920	15,380,900	15,440,900	60,000
Finance/Common Services					
Revenue					
Finance					
Allocation to Water Fund	180,100	188,700	211,000	209,000	(2,000)
Allocation to Sewer Fund	180,100	188,700	211,000	209,000	(2,000)
Total Finance Revenues	<u>360,200</u>	<u>377,400</u>	<u>422,000</u>	<u>418,000</u>	<u>(4,000)</u>
Expense					
Finance Administration	709,732	753,913	766,700	764,900	(1,800)
Finance Other	14,824	14,282	15,200	15,200	
Common Services	188,872	184,562	287,000	278,000	(9,000)
Total Expenses	<u>913,427</u>	<u>952,757</u>	<u>1,068,900</u>	<u>1,058,100</u>	<u>(10,800)</u>
Net Finance/Common Service Cost	553,227	575,357	646,900	640,100	(6,800)
Interest Charges					
Long Term Debt Interest	68,419	53,897	52,200	52,200	
Interest on Tax Prepayments	2,909	5,408	6,000	6,000	
	<u>71,328</u>	<u>59,305</u>	<u>58,200</u>	<u>58,200</u>	

THE CITY OF PARKSVILLE
2018 Final Budget
Budget Revenue & Expense

	2016 ACTUAL YTD	2017 ACTUAL YTD	2018 PROVISIONAL BUDGET	2018 FINAL BUDGET	BUDGET CHANGE Incr/(Decr)
Parksville Civic and Technology Centre					
Revenue					
PCTC Library Lease	159,798	171,074	155,000	155,000	
PCTC Provincial Lease	1,680	1,680			
Total PCTC Revenues	161,478	172,754	155,000	155,000	
Expense					
PCTC-Library Cost Allocations	71,528	79,574	72,000	80,000	8,000
Total PCTC Expenses	71,528	79,574	72,000	80,000	8,000
Net PCTC Cost (Surplus)	(89,949)	(93,180)	(83,000)	(75,000)	8,000
Library Contract	605,532	643,368	668,000	668,000	
Other					
Revenue					
Water Parcel Taxes	56,280	57,318	59,200	59,200	
Sewer Parcel Taxes	27,678	27,372	29,300	29,300	
Transfer from Other Funds		725,000			
Transfer from TCA Equity	3,840,924	2,919,608			
Trans From Accumulated Surplus		(77,914)			
Total Other Revenue	3,924,882	3,651,384	88,500	88,500	
Expense					
Transfer to Water Utility - Parcel Tax	56,280	57,318	59,200	59,200	
Transfer to Sewer Utility - Parcel Tax	27,678	27,372	29,300	29,300	
Transfer to Cfwd. Reserve	1,613,810	2,894,545			
Transfer to Res. for Future Expend.	219,485	23,106	23,100	23,100	
Transfer to Gas Tax Reserve	557,745	564,767	557,000	557,000	
Total Other Transfers	2,474,998	3,567,109	668,600	668,600	
Net Other Items	(1,449,884)	(84,275)	580,100	580,100	
Collections for Other Governments					
Revenue					
School Tax - Non Residential	1,610,720	1,637,331	1,625,000	1,625,000	
School Tax - Residential	4,110,296	4,009,742	4,175,000	4,175,000	
Regional District Tax	4,969,451	5,186,173	5,250,000	5,250,000	
Regional Parks Parcel Taxes	93,296	94,486	100,000	100,000	
RDN Hospital District Tax	590,798	607,261	610,000	610,000	
B.C. Assessment Authority Tax	156,475	144,863	155,000	155,000	
Municipal Finance Authority Tax	546	613	500	500	
Downtown BIA Tax	160,000	165,000	170,000	170,000	
Total Tax Collected for Other Gov'ts	11,691,582	11,845,469	12,085,500	12,085,500	
Expenditure					
Sewer Utility - RDN Levy	2,362,070	2,507,255	2,550,000	2,550,000	
School Tax	5,721,016	5,647,073	5,800,000	5,800,000	
Regional District Tax	2,607,381	2,678,918	2,700,000	2,700,000	
Regional Parks Parcel Taxes	93,296	94,486	100,000	100,000	
RDN Hospital District Tax	590,798	607,261	610,000	610,000	
B.C. Assessment Authority Tax	156,475	144,863	155,000	155,000	
Municipal Finance Authority Tax	546	613	500	500	
Downtown BIA Tax	160,000	165,000	170,000	170,000	
Total Payments to Other Gov'ts	11,691,582	11,845,469	12,085,500	12,085,500	
Net Tax Collections for Other Gov'ts					
TOTAL FINANCE	(\$14,139,365)	(\$14,126,346)	(\$13,510,700)	(\$13,569,500)	(\$58,800)

THE CITY OF PARKSVILLE
2018 Final Budget
Budget Revenue & Expense

	2016 ACTUAL YTD	2017 ACTUAL YTD	2018 PROVISIONAL BUDGET	2018 FINAL BUDGET	BUDGET CHANGE Incr/(Decr)
<u>FIRE DEPT</u>					
<u>Revenue</u>					
RDN - French Creek Fire Protection	\$326,252	\$429,188			
Fire Dept - General Revenue	830	5,548	527,700	527,700	
Fire Permits	500	500	500	500	
Administration	7,315	36,760			
Training			16,000	16,000	
Small Equipment	500	4,620			
Minor capital				22,800	22,800
Proceeds on Capital Asset Disposal	27,500	28,000			
Total Revenue	362,897	504,616	544,200	567,000	22,800
<u>Expense</u>					
<u>Fire Administration Costs</u>					
Administration	563,681	638,437	812,300	816,800	4,500
Health & Safety	4,217	7,872	12,100	12,100	
Recruiting & Retention	14,188	19,181	21,500	21,500	
Fire Prevention	5,004	5,337	10,600	10,600	
Total Fire Administration Costs	587,089	670,828	856,500	861,000	4,500
<u>Training Costs</u>					
Training	125,337	114,868	128,600	128,600	
Training Ground	4,581	3,442	8,500	8,500	
Total Training Costs	129,918	118,310	137,100	137,100	
<u>Maintenance Costs</u>					
Equipment Maintenance	13,939	15,563	17,300	17,300	
Vehicle Maintenance	62,604	57,240	64,400	64,400	
Radio Equipment Maint.	11,332	5,973	13,100	19,100	6,000
Bldgs & Grounds Maintenance	40,779	38,748	49,100	49,100	
Hydrant Maintenance	58,283	53,900	67,500	67,500	
Total Maintenance Costs	186,937	171,424	211,400	217,400	6,000
<u>Other Costs</u>					
Small Equipment/Clothing/Supplies	58,711	72,828	70,500	70,500	
Minor Capital	15,844	25,310	340,000	365,800	25,800
Total Other Costs	74,555	98,138	410,500	436,300	25,800
Capital Amortization	171,350	155,177	176,200	176,200	
Total Expense	1,149,849	1,213,877	1,791,700	1,828,000	36,300
Net Operating Cost	\$786,952	\$709,261	\$1,247,500	\$1,261,000	\$13,500

THE CITY OF PARKSVILLE
2018 Final Budget
Budget Revenue & Expense

	2016 ACTUAL YTD	2017 ACTUAL YTD	2018 PROVISIONAL BUDGET	2018 FINAL BUDGET	BUDGET CHANGE Incr/(Decr)
Capital					
Funding					
Equipment				\$1,418,000	\$1,418,000
Training Ground		144,900		294,700	294,700
Total Funding		144,900		1,712,700	1,712,700
Expenditures					
Fire Protection, Equipment	49,679	40,679	823,000	2,223,000	1,400,000
Training Ground		144,928	20,000	314,700	294,700
Total Expenditures	49,679	185,607	843,000	2,537,700	1,694,700
Net Capital Cost	\$49,679	\$40,707	\$843,000	\$825,000	(\$18,000)
TOTAL FIRE DEPARTMENT	\$836,631	\$749,968	\$2,090,500	\$2,086,000	(\$4,500)

THE CITY OF PARKSVILLE
2018 Final Budget
Budget Revenue & Expense

	2016 ACTUAL YTD	2017 ACTUAL YTD	2018 PROVISIONAL BUDGET	2018 FINAL BUDGET	BUDGET CHANGE Incr/(Decr)
RCMP					
Revenue					
Document Service Fees	\$14,036	\$15,024	\$14,000	\$14,000	
Traffic Fine Provincial Grant	106,985	104,752	105,000	105,000	
Total Revenues	121,021	119,776	119,000	119,000	
Expense					
RCMP Contract	1,732,704	1,719,115	2,196,400	2,196,400	
Prisoner Expense Contract	70,615	93,450	80,000	80,000	
Administration	472,438	491,172	498,700	498,000	(700)
Community Policing	1,135	1,218	6,600	6,600	
Citizens On Patrol			500	500	
Total Expenses	2,276,892	2,304,955	2,782,200	2,781,500	(700)
TOTAL RCMP	\$2,155,871	\$2,185,180	\$2,663,200	\$2,662,500	(\$700)

THE CITY OF PARKSVILLE
2018 Final Budget
Budget Revenue & Expense

	2016 ACTUAL YTD	2017 ACTUAL YTD	2018 PROVISIONAL BUDGET	2018 FINAL BUDGET	BUDGET CHANGE Incr/(Decr)
COMMUNITY DEVELOPMENT					
<u>Planning Services</u>					
<u>Revenue</u>					
Development Permit/Variance Fees	\$44,085	\$58,541	\$15,000	\$15,000	
Subdivision Preliminary Exam Fee	100	100			
Subdivision Approval Application Fee	9,700	37,800	10,000	10,000	
Zoning (Rezoning) Bylaw Amendments	15,000	12,500	8,000	8,000	
OCP Amendment Application	7,500	5,500	2,500	2,500	
OCP, Zoning & Development Bylaw			1,000	1,000	
Planning Services	6,431	2,967	4,000	4,000	
Tree Permits		4,425	1,000	1,000	
Sign Permits			1,000	1,000	
Comfort Letters		1,200	1,000	1,000	
Total Planning Revenue	82,816	123,032	43,500	43,500	
<u>Expense</u>					
Planning Administration	509,390	531,896	671,600	665,200	(6,400)
Total Planning Expense	509,390	531,896	671,600	665,200	(6,400)
Net Planning Service Cost	426,573	408,864	628,100	621,700	(6,400)
<u>Building Inspection</u>					
<u>Revenue</u>					
Building & Plumbing Permits	371,618	310,999	200,000	200,000	
Building Inspections-Other	549	591	400	400	
	372,167	311,590	200,400	200,400	
<u>Expense</u>					
Building Inspection Administration	244,056	209,376	317,100	321,900	4,800
Net Building Inspection	(128,110)	(102,213)	116,700	121,500	4,800
Utility Model			11,200	11,200	
TOTAL COMMUNITY DEVELOPMENT	\$298,463	\$306,651	\$756,000	\$754,400	\$(1,600)

THE CITY OF PARKSVILLE
2018 Final Budget
Budget Revenue & Expense

	2016 ACTUAL YTD	2017 ACTUAL YTD	2018 PROVISIONAL BUDGET	2018 FINAL BUDGET	BUDGET CHANGE Incr/(Decr)
ENGINEERING					
Revenue					
Engineering & Operations - Other	\$1,300				
Engineering Admin Fees	96,499	83,353	97,000	97,000	
Reports-Eng. Spec./Drainage Fees	289		300	300	
Cost Allocation to Water/Sewer	246,550	253,850	314,000	312,000	(2,000)
Engineering Special Projects Cfd				144,000	144,000
Total Revenue	<u>344,638</u>	<u>337,203</u>	<u>411,300</u>	<u>553,300</u>	<u>142,000</u>
Expense					
Administration Engineering & Ops	765,177	747,449	947,000	940,000	(7,000)
Engineering Special Projects	17,961	12,414	25,000	169,000	144,000
Inspection Services	100,215	103,548	102,000	101,300	(700)
Total Administration Expenses	<u>883,353</u>	<u>863,411</u>	<u>1,074,000</u>	<u>1,210,300</u>	<u>136,300</u>
Capital Expenditures					
Engineering Equipment					
Total Capital					
TOTAL ENGINEERING	<u><u>\$538,714</u></u>	<u><u>\$526,208</u></u>	<u><u>\$662,700</u></u>	<u><u>\$657,000</u></u>	<u><u>(\$5,700)</u></u>

THE CITY OF PARKSVILLE
2018 Final Budget
Budget Revenue & Expense

	2016 ACTUAL YTD	2017 ACTUAL YTD	2018 PROVISIONAL BUDGET	2018 FINAL BUDGET	BUDGET CHANGE Incr/(Decr)
PARKS					
<u>Parks Administration</u>					
<u>Expense</u>					
Administration	\$180,027	\$179,682	\$214,800	\$213,500	(\$1,300)
Training	25,946	33,674	29,600	29,600	
Small tools	9,975	10,457	12,900	12,900	
Park Inspection	3,041	5,068	8,900	8,900	
Staff meetings	10,546	10,752	10,500	10,500	
Allocations from Works Yard	22,350	20,350	16,600	22,600	6,000
Net Parks Administration Costs	251,885	259,984	293,300	298,000	4,700
<u>Parks Maintenance</u>					
<u>Revenue</u>					
RDN Sports Field Contribution	142,185	164,700	135,000	135,000	
Summer Student Grants	12,000				
Springwood Park Lighting Tokens	1,440	400	3,500	3,500	
	155,625	165,100	138,500	138,500	
<u>Expense</u>					
Community Park	269,444	305,143	330,600	330,600	
Community Park Sports Fields	57,818	42,223	67,600	67,600	
Springwood Park	181,292	175,594	201,200	201,200	
Foster Park					
Outer Parks	173,481	166,076	192,800	192,800	
Top Bridge Park	8,725	5,645			
PCTC Park	5,786	5,962			
Dog Parks	3,317	5,558	8,900	8,900	
Parksville Wetlands			183,200	183,200	
Downtown	49,694	42,731	70,700	70,700	
Highway Streetscape	135,215	135,681	132,900	132,900	
Drought Management	325	7,987	20,000	20,000	
Waterfront Walkway	2,171	62	7,100	7,100	
Walkway Cleanup	6,141	12,648	4,500	4,500	
Irrigation	19,100	28,996	17,400	17,400	
Total Park Maintenance Expense	912,508	934,306	1,236,900	1,236,900	
Net Park Maintenance Costs	756,883	769,206	1,098,400	1,098,400	
<u>Horticulture</u>					
<u>Revenue</u>					
Tree Planting	1,062	2,500			
Total Horticulture Revenue	1,062	2,500			
<u>Expense</u>					
Tree Maintenance	93,953	62,970	70,000	70,000	
Wood Chipping	15,171	16,970	17,000	17,000	
Total Horticulture Expense	109,124	79,940	87,000	87,000	
Net Horticulture	108,062	77,440	87,000	87,000	
<u>Picnic Tables, Benches & Garbage Cans</u>					
<u>Revenue</u>					
Memorial Bench Contributions	6,650	12,200	8,000	8,000	
<u>Expense</u>					
Park Furniture Maintenance	40,526	42,888	58,000	58,000	
Total Furniture Costs	40,526	42,888	58,000	58,000	
Net Picnic Table/Bench Costs	33,876	30,688	50,000	50,000	

THE CITY OF PARKSVILLE
2018 Final Budget
Budget Revenue & Expense

	2016 ACTUAL YTD	2017 ACTUAL YTD	2018 PROVISIONAL BUDGET	2018 FINAL BUDGET	BUDGET CHANGE Incr/(Decr)
Other Parks Costs					
Expense					
Additional Park Security	1,257	859	1,500	1,500	
Geese Management	41,072	39,061	38,000	38,000	
Special Events	20,870	33,773	28,100	28,100	
Total Other Park Costs	63,199	73,693	67,600	67,600	
Minor Capital					
Revenue					
Other Minor Capital	35,000	52,677		118,900	118,900
Expense					
Other Minor Capital	79,226	116,722	74,500	230,400	155,900
Net Minor Capital	44,226	64,045	74,500	111,500	37,000
Amortization					
Expense					
Amortization of Capital Assets	197,375	201,554	197,400	201,600	4,200
Net Parks Costs	\$1,455,507	\$1,476,610	\$1,868,200	\$1,914,100	\$45,900
CAPITAL					
Funding					
Parkland Acquisition		\$700,000			
Rathrevor Trail Development	2,390	3,500	742,500	860,100	117,600
Community Park Erosion Control	22,000	138,400			
Sutherland Stairs Upgrade	1,300			43,700	43,700
Trail Development	28,710	12,747	24,750	24,750	
Replace Splash Park Equipment		19,300		173,500	173,500
Community Park Playground resurfacing				77,500	77,500
Jensen Greenway		47,082		372,400	372,400
Total Parks Capital Funding	54,400	921,029	767,250	1,551,950	784,700
Expenditures					
Parkland Acquisition		1,311,147			
Community Park Improvements			110,000		(110,000)
Springwood Park Improvements			150,000	150,000	
Rathrevor Trail Development	2,410	3,500	1,000,000	860,100	(139,900)
Community Park Erosion Control	22,025	218,398			
Sutherland Stairs Upgrade	1,300			43,700	43,700
Foster Park Improvements			80,000	80,000	
Trail Development	29,291	7,222	25,000	25,000	
New Community Park Washrooms			80,000	80,000	
Replace Splash Park Equipment		126,447		173,500	173,500
Comm Park Playground/Zip Line		42,525		77,500	77,500
Jensen Greenway	5,977	47,082		372,400	372,400
Pickleball Courts			120,000	120,000	
Community Park Resurfacing				95,000	95,000
Community Park Playground Lighting				15,000	15,000
Total Parks Capital Expenditures	61,004	1,756,321	1,565,000	2,092,200	527,200
Net Parks Capital Cost	\$6,604	\$835,292	\$797,750	\$540,250	(\$257,500)
TOTAL PARKS	\$1,462,110	\$2,311,902	\$2,665,950	\$2,454,350	(\$211,600)

THE CITY OF PARKSVILLE
2018 Final Budget
Budget Revenue & Expense

	2016 ACTUAL YTD	2017 ACTUAL YTD	2018 PROVISIONAL BUDGET	2018 FINAL BUDGET	BUDGET CHANGE Incr/(Decr)
<u>FACILITIES</u>					
<u>Revenue</u>					
Municipal House Rentals	17,100	17,240	17,800	17,800	
Other Rentals	3,596	1,463			
Community Park Concession Lease	16,875	18,750	8,000	28,100	20,100
Minor Capital	69,101	68,166		184,000	184,000
Total Rental Revenues	106,672	105,619	25,800	229,900	204,100
<u>Expense</u>					
Municipal Houses	7,228	1,442	6,500	6,500	
NonPark Vacant Land	8,415	13,330			
City Hall - PCTC	200,569	196,804	250,000	210,000	(40,000)
Community Park Buildings	72,751	95,509	70,900	70,900	
Springwood Park Washrooms	34,068	37,199	33,700	33,700	
Foster Park Washrooms	16,447	17,932	17,800	17,800	
Shelly Road Centre	4,224	7,381	5,000	5,000	
Parksville Community Centre	321,996	287,136	288,800	288,800	
Small Tools-Bldg Maintenance	1,839	1,041	2,000	2,000	
Pest control-Buildings	1,663	1,684	1,500	1,500	
Total Building Maint. Expenses	669,201	659,459	676,200	636,200	(40,000)
Minor Capital					
<u>Expense</u>					
Other Minor Capital	154,901	113,300	104,900	238,900	134,000
TOTAL FACILITIES	717,430	667,140	755,300	645,200	(110,100)
<u>FLEET</u>					
<u>Expense</u>					
Fleet Operating Supplies	11,684	4,751	43,500	23,500	(20,000)
Fleet Small Tools	5,948	5,122	6,200	9,200	3,000
Small Equip Repair & Maint.	18,393	17,667	22,700	22,700	
Fleet Administration	15,175	15,630	8,800	8,800	
Fleet New Vehilce Prep	9,968	10,865	10,300	10,300	
Vehicle Cleaning	2,992	2,833	3,800	3,800	
Winter Equipment Prep	19,401	29,128	20,400	20,400	
Fleet Minor Capital				20,000	20,000
TOTAL FLEET	83,560	85,996	115,700	118,700	3,000

THE CITY OF PARKSVILLE
2018 Final Budget
Budget Revenue & Expense

	2016 ACTUAL YTD	2017 ACTUAL YTD	2018 PROVISIONAL BUDGET	2018 FINAL BUDGET	BUDGET CHANGE Incr/(Decr)
PUBLIC WORKS					
General Revenue					
Provincial Grants	5,000				
PW Admin Allocation to Wtr/Swr	28,925	28,500	14,900	14,900	
	<u>33,925</u>	<u>28,500</u>	<u>14,900</u>	<u>14,900</u>	
Administration					
Expense					
Administration	\$268,939	\$264,260	\$279,400	\$278,300	(\$1,100)
Training	17,578	38,200	31,900	31,900	
Staff meetings	5,362	2,709	6,400	6,400	
First Aid	17,820	21,634	15,100	15,100	
Pager Pay	29,414	28,957	34,500	34,500	
PW small Tools	2,130	2,382	3,300	3,300	
Safety Supplies	43,799	41,464	33,000	33,000	
	<u>385,042</u>	<u>399,606</u>	<u>403,600</u>	<u>402,500</u>	<u>(1,100)</u>
Netl Administration Costs	351,117	371,106	388,700	387,600	(1,100)
Public Works Building and Yard					
Revenue					
Works Yard Allocation to Wtr/Swr	111,550	101,550	83,000	113,000	30,000
Total Revenue	<u>111,550</u>	<u>101,550</u>	<u>83,000</u>	<u>113,000</u>	<u>30,000</u>
Expense					
PW Building	161,628	149,396	122,200	166,600	44,400
Vandalism & Theft	1,793	13,008	3,000	3,000	
Total PW Building and Yard Exp	<u>163,420</u>	<u>162,404</u>	<u>125,200</u>	<u>169,600</u>	<u>44,400</u>
Net PW Building/Yard Costs	51,870	60,854	42,200	56,600	14,400
Road Maintenance					
Expense					
Road Repair	76,588	123,512	104,500	104,500	
Grade Gravel Roads	7,099	6,612	6,200	6,200	
Dust Control	1,345	15,156	3,500	3,500	
Road Line Painting	64,769	50,500	112,500	112,500	
Net Road Maintenance Costs	<u>149,800</u>	<u>195,780</u>	<u>226,700</u>	<u>226,700</u>	
Right of Way Maintenance					
Expense					
Shoulders	22,422	17,081	31,700	31,700	
Machine Brushing	50,168	23,060	65,000	65,000	
Weed Control	18,486	16,624	18,500	18,500	
Net Right of Way Maintenance	<u>91,076</u>	<u>56,766</u>	<u>115,200</u>	<u>115,200</u>	
Street Cleaning					
Expense					
Street Sweeping	68,393	64,216	71,000	71,000	
Litter Pickup	80,885	81,541	68,000	68,000	
Fall Leaf pickup	24,452	49,615	28,000	28,000	
Net Street Cleaning Costs	<u>173,729</u>	<u>195,372</u>	<u>167,000</u>	<u>167,000</u>	

THE CITY OF PARKSVILLE
2018 Final Budget
Budget Revenue & Expense

	2016 ACTUAL YTD	2017 ACTUAL YTD	2018 PROVISIONAL BUDGET	2018 FINAL BUDGET	BUDGET CHANGE Incr/(Decr)
<u>Snow Removal</u>					
<u>Expense</u>					
Sand Salt Supplies	15,462	53,829	20,000	20,000	
Plowing/sanding & Salt	60,698	137,188	62,800	62,800	
Net Snow Removal Costs	76,160	191,017	82,800	82,800	
<u>Sidewalk Maintenance</u>					
<u>Expense</u>					
Sidewalk Maintenance	32,518	29,734	82,500	82,500	
<u>Sign Installation/Maintenance</u>					
<u>Revenue</u>					
<u>Expense</u>					
Vandalism	3,659	3,137	10,000	10,000	
Sign maintenance	47,129	29,014	68,500	68,500	
No Post Guardrails/ delineators	2,630	2,758	5,000	5,000	
Total Signs Expense	53,419	34,909	83,500	83,500	
Net Sign Installation/Maint. Costs	53,419	34,909	83,500	83,500	
<u>Street Lights and Traffic Signals</u>					
<u>Revenue</u>					
Street Light Maintenance		26,641	22,000	22,000	
		26,641	22,000	22,000	
<u>Expense</u>					
Street Light Maintenance	212,623	246,021	249,600	249,600	
Traffic signal Maintenance	32,049	17,351	34,900	34,900	
Total Street Lights & Traffic Signals	244,672	263,372	284,500	284,500	
Net Street Lights & Traffic Signals	244,672	236,730	262,500	262,500	
<u>Electric Vehicle Charging Stations</u>					
<u>Expense</u>					
Electric Vehicle Charging Stations	772	439	1,500	1,500	
	772	439	1,500	1,500	
<u>Bus Shelter Maintenance</u>					
<u>Expense</u>					
Bus Shelter Maintenance			10,000	10,000	
			10,000	10,000	
<u>Open Drainage</u>					
<u>Expense</u>					
Ditch Cleaning	25,981	4,198	34,000	34,000	
Right of Way Interceptors	9,434	3,408	2,500	2,500	
Culvert cleaning	7,501	2,762	15,700	15,700	
Ditch enclosure	152	258	3,100	3,100	
Surface Drainage Monitoring	16,101	13,560	11,600	11,600	
Stream & Foreshore Maintenance	2,444	8,496	22,000	22,000	
Net Open Drainage Costs	61,614	32,682	88,900	88,900	
<u>Enclosed Drainage</u>					
<u>Revenue</u>					
Storm Drain Connection Fees			1,000	1,000	
<u>Expense</u>					
Storm Drain Connection	10,283	19,150	8,600	8,600	
Catch Basin Cleaning	19,830	21,430	33,000	33,000	
Storm Drain Cleaning	7,204	9,541	27,300	27,300	
Storm Drainage Repair	20,216	32,677	30,500	30,500	
Catch Basin Installation	9,723	14,443	10,500	10,500	
Total Enclosed Drainage Expense	67,256	97,241	109,900	109,900	
Net Enclosed Drainage Costs	67,256	97,241	108,900	108,900	

THE CITY OF PARKSVILLE
2018 Final Budget
Budget Revenue & Expense

	2016 ACTUAL YTD	2017 ACTUAL YTD	2018 PROVISIONAL BUDGET	2018 FINAL BUDGET	BUDGET CHANGE Incr/(Decr)
<u>Minor Capital</u>					
<u>Revenue</u>					
Other Minor Capital	19,200				
Total Minor Capital Revenue	19,200				
<u>Expense</u>					
Sidewalk Upgrades	9,397	14,227	40,000	40,000	
Minor road construction	17,858	24,088	60,000	60,000	
Other Minor Capital	48,442	95,040	84,500	84,500	
Work Adjacent to Development	7,741	9,064	40,000	40,000	
Storm Sewer Easements			10,000	20,000	10,000
Total Minor Capital Expense	83,438	142,419	234,500	244,500	10,000
Net Minor Capital Costs	64,238	142,419	234,500	244,500	10,000
Amortization of Capital Assets	1,814,481	2,007,361	1,814,500	2,007,400	192,900
Net Operating Cost	3,232,722	3,652,411	3,709,400	3,925,600	216,200

THE CITY OF PARKSVILLE
2018 Final Budget
Budget Revenue & Expense

	2016 ACTUAL YTD	2017 ACTUAL YTD	2018 PROVISIONAL BUDGET	2018 FINAL BUDGET	BUDGET CHANGE Incr/(Decr)
CAPITAL Funding					
Works Equipment				\$40,000	\$40,000
Corfield Street: Stanford to Jensen	18,610	56,117		691,600	691,600
Corfield Street: Jensen to Hwy 19A	12,851	124,903		896,800	896,800
Operations Garage (Hangar)	43,700	1,286,900		420,500	420,500
Temple: Chinook to Bay	1,272,966				
Banks Ave: Finholm to Acacia	249,800	2,700			
Intersection Shelly to Hwy 19A				280,000	280,000
McKinnon St: Hirst to Harnish		18,000		442,000	442,000
Wallis Street		11,100		118,900	118,900
PW Building Renovations	11,297				
Moss Ave: Hwy 4A to Craig		5,350	250,000	374,650	124,650
Renz Road Pedestrian Improvements				84,000	84,000
Sanderson Rd: Phillips to Pym				275,000	275,000
Forsyth: Acacia to Finholm		4,000			
Pym: Forsyth to Brice				60,000	60,000
Hirst Ave: Hwy 4A to McMillan				130,600	130,600
Jensen Ave. South				160,000	160,000
SS Forsyth: Acacia to Finholm	99,600				
SS Temple: Chinook to Bay	248,841				
SS Corfield St: Stanford to Jensen	9,500	30,300		273,700	273,700
SS Banks Ave: Finholm to Acacia	59,300				
SS Wallis St		10,500		104,500	104,500
SS Moss Ave: Hwy 4A to Bass		3,900		37,100	37,100
SS Moss AV: Bass to Craig		275	25,390	30,490	5,100
SS Craig Creek Culvert @ NWB Rd				143,500	143,500
SS McKinnon ST: Hirst to Harnish				393,700	393,700
SS Jensen Greenway		2,930		84,700	84,700
Total Funding	2,026,465	1,556,975	275,390	5,041,740	4,766,350
Expenditures					
Works Equipment		21,815	55,000	110,000	55,000
Asphalt Overlays	50,457	109,488	250,000	250,000	
Hwy 19a, Langara to Resort Dr.					
Corfield St: Stanford to Jensen	18,611	56,110		691,600	691,600
Corfield Street : Jensen to Hwy 19A	12,851	124,938		896,800	896,800
Operations Garage (Hangar)	43,719	2,325,482		420,500	420,500
Temple: Chinook to Bay	1,522,966				
Temple : Phillips to Chinook					
Banks Ave: Finholm to Acacia	315,233	2,657			
Intesection Shelly to Hwy 19A				280,000	280,000
Works yard					
McKinnon: Hirst to Harnish		18,060		442,000	442,000
Wallis Street		11,131		118,900	118,900
PW building renovations	56,423				
Moss Ave: Hwy 4a to Craig		5,357	625,000	749,650	124,650
Aberdeen: Temple to Kazan	159,346				
Pym: Hirst to Ermineskin	78,021				
Renz road Upgrade				84,000	84,000
Sanderson Road: Phillips to Pym				275,000	275,000
Forsyth: Acacia to Finholm	112,399	4,793			
Memorial Ave: Hwy 4A to McMillan			100,000	100,000	
Pym : Forsyth to Brice			240,000	60,000	(180,000)
Bulk Fuel Storage		32,100	350,000	350,000	
Hirst Ave: Hwy 4A to McMillan				130,600	130,600
Renz Road: Half Road Upgrade		180,656			
Sidewalk Upgrade - Jense St S.				160,000	160,000
Morison Ave: Finholm to Acacia Ped Impr			15,000	15,000	
PCTC EVCS		36,726			
SS Banks Ave: Finholm to Acacia	196,339	5,976			
SS Corfield Street: Stanford to Jensen	9,503	30,281		273,700	273,700
SS Forsyth: Acacia to Finholm	114,615	4,669			
SS Temple: Chinook to Bay	266,952				
SS Wallis Street		10,515		104,500	104,500
SS Moss Ave: Hwy 4A to Stanford		3,860	110,000	202,100	92,100
SS Moss Ave: Stanford to Bass			55,000		(55,000)
SS Memorial Ave: Hwy 4A to McMillan			45,000	45,000	
SS Shelly Road Outfall Access			45,000		(45,000)
SS Moss Ave: Bass to Craig		556	51,300	56,400	5,100
SS Craig Creek Culvert @ NWB Road		6,500	50,000	193,500	143,500
SS McKinnon St: Harnish to Hirst		20,698		393,700	393,700

THE CITY OF PARKSVILLE
2018 Final Budget
Budget Revenue & Expense

	2016 ACTUAL YTD	2017 ACTUAL YTD	2018 PROVISIONAL BUDGET	2018 FINAL BUDGET	BUDGET CHANGE Incr/(Decr)
SS Morison Ave: Bass to Craig			10,000	10,000	
SS Jensen Greenway		2,930		84,700	84,700
Works Adjacent to Development - capital		66,741	100,000	100,000	
Total Expenditures	<u>2,957,434</u>	<u>3,082,041</u>	<u>2,101,300</u>	<u>6,597,650</u>	<u>4,496,350</u>
Net Capital Cost	<u>\$930,969</u>	<u>\$1,525,066</u>	<u>\$1,825,910</u>	<u>\$1,555,910</u>	<u>(\$270,000)</u>
TOTAL PUBLIC WORKS	<u>\$4,163,691</u>	<u>\$5,177,476</u>	<u>\$5,535,310</u>	<u>\$5,481,510</u>	<u>(\$53,800)</u>

THE CITY OF PARKSVILLE
2018 Final Budget
Budget Revenue & Expense

	2016 ACTUAL YTD	2017 ACTUAL YTD	2018 PROVISIONAL BUDGET	2018 FINAL BUDGET	BUDGET CHANGE Incr/(Decr)
SOLID WASTE					
Revenue					
Collection Fees	\$717,497	\$728,250	\$750,400	\$750,400	
Collection Fee Discount	(61,351)	(64,726)	(67,500)	(67,500)	
Garbage Bag Tags	8,260	9,105	11,400	11,400	
Total Revenue	<u>664,405</u>	<u>672,628</u>	<u>694,300</u>	<u>694,300</u>	
Expense					
RDN Collection Expense	587,141	613,639	630,500	630,500	
Bag Tag Purchase Expense	7,843	8,664	10,800	10,800	
Total Expense	<u>594,984</u>	<u>622,303</u>	<u>641,300</u>	<u>641,300</u>	
Net Solid Waste (Surplus)\Cost	<u><u>(\$69,421)</u></u>	<u><u>(\$50,325)</u></u>	<u><u>(\$53,000)</u></u>	<u><u>(\$53,000)</u></u>	

5 YEAR FINANCIAL PLAN

General Revenue Fund
2018 - 2022
Final Financial Plan
Revenue and Expenditure Summary

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<u>Executive</u>					
Revenue					
Legislative	\$ 11,000	\$ -	\$ -	\$ 11,333	\$ -
Administration	-	-	-	-	-
Minor Capital	-	-	-	-	-
Bylaw Enforcement	32,700	33,991	34,816	35,645	36,472
Provincial Emergency Program	76,600	71,141	72,987	74,845	76,695
Business Licences	160,000	166,319	170,353	174,412	178,457
Carry forward funding	-	-	-	-	-
Capital Funding from Reserves	25,000	-	-	-	-
Total Revenue	305,300	271,451	278,156	296,235	291,624
Expenditures					
Legislative	904,200	348,399	326,930	322,439	404,586
Administration	580,200	596,484	613,595	631,187	649,167
Less Common Service Allocation	(567,000)	(581,175)	(595,690)	(610,602)	(625,855)
Communications	145,400	152,276	156,633	161,114	165,693
Human Resources	592,000	485,052	499,425	514,205	584,498
OHS	145,500	119,374	122,910	126,547	130,263
Computer Services	428,200	442,109	454,785	467,817	481,136
Minor capital	155,300	102,193	45,701	73,768	68,104
Bylaw Enforcement	322,500	331,438	340,946	350,722	360,713
Business Licences	51,800	53,250	54,659	56,107	57,588
Provincial Emergency Program	287,700	281,290	291,256	301,514	311,986
Amortization of Capital	203,900	203,900	203,900	203,900	203,900
Total Expenditures	3,249,700	2,534,590	2,515,050	2,598,718	2,791,779
Total Executive	(2,944,400)	(2,263,139)	(2,236,894)	(2,302,483)	(2,500,155)

General Revenue Fund
2018 - 2022
Final Financial Plan
Revenue and Expenditure Summary

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<u>Finance</u>					
Revenue					
General Taxation	12,960,500	13,654,186	14,380,663	15,138,161	15,927,240
General Debt	90,500	90,500	90,500	90,500	39,200
Library Tax	668,000	689,699	709,472	729,803	750,581
1% Taxation	300,000	303,000	306,030	309,090	312,180
Local Improvements	74,000	74,000	74,000	74,000	74,000
Grants in Lieu	51,000	51,000	51,000	51,000	51,000
	<hr/>				
Total Taxation	14,144,000	14,862,385	15,611,665	16,392,554	17,154,201
	<hr/>				
Int. and Other Income					
Investment Income	175,000	119,571	115,228	123,500	106,494
Pen. & Int. on Taxes	96,700	97,667	98,644	99,630	100,626
Miscellaneous Income	67,700	68,377	69,061	69,751	70,449
PCTC	155,000	156,600	158,100	159,700	161,300
Actuarial Reduction of Debt	62,500	68,400	74,600	81,000	35,300
	<hr/>				
Total Int. & Other	556,900	510,615	515,633	533,581	474,169
	<hr/>				
Provincial Grants	338,000	338,000	338,000	338,000	338,000
Federal Grants (Gas Tax)	557,000	557,000	557,000	557,000	557,000
C/F Funding from Reserves	-	-	-	-	-
Capital Funding From Res	-	-	-	-	-
	<hr/>				
Total Revenue	15,595,900	16,268,000	17,022,298	17,821,135	18,523,370
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General Revenue Fund
2018 - 2022
Final Financial Plan
Revenue and Expenditure Summary

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Finance cont.					
Expenditures					
Administration	764,900	789,746	812,388	835,668	859,460
Less Finance Com Serv Rec	(418,000)	(430,710)	(443,059)	(455,755)	(468,731)
Common Services	278,000	287,030	295,259	303,720	312,367
Other	-	-	-	-	-
PCTC	80,000	82,000	84,048	86,152	88,304
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	704,900	728,066	748,636	769,785	791,400
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Bank Chgs & Int. on PP Taxes	21,200	22,365	23,247	24,155	25,082
Long Term Debt	52,200	50,002	47,769	45,480	24,757
New Long Term Debt	-	-	-	-	-
Short Term Capital Borrowing	-	-	-	-	-
Reserve for Contingencies	-	-	-	-	-
Parkland Reserve	-	-	-	-	-
Library	668,000	689,699	709,472	729,803	750,581
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenditures	1,446,300	1,490,132	1,529,124	1,569,223	1,591,820
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Finance	14,149,600	14,777,868	15,493,174	16,251,912	16,931,550
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

General Revenue Fund
2018 - 2022
Final Financial Plan
Revenue and Expenditure Summary

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<u>Police</u>					
Revenue					
General	14,000	14,450	14,750	15,052	15,353
Provincial Grants	105,000	105,000	105,000	105,000	105,000
Capital Funding From Res	-	-	-	-	-
Total Revenue	119,000	119,450	119,750	120,052	120,353
Expenditures					
RCMP Contract	2,276,400	2,361,809	2,441,432	2,523,499	2,608,103
Other	505,100	525,287	542,260	559,721	577,556
Total Expenditures	2,781,500	2,887,096	2,983,692	3,083,220	3,185,659
Total Police	(2,662,500)	(2,767,646)	(2,863,942)	(2,963,168)	(3,065,306)

General Revenue Fund
2018 - 2022
Final Financial Plan
Revenue and Expenditure Summary

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<u>Fire</u>					
Revenue					
General	16,500	16,861	17,041	17,218	17,389
Local Area Fire Protection	527,700	560,500	560,500	560,500	527,700
ESS and EC Grant	-	-	-	-	-
Small Equipment	-	-	-	-	-
Gain on Sale	-	-	-	15,000	15,000
C/F Funding From Reserves	-	-	-	-	-
Capital Funding	18,000	-	-	-	-
	<hr/>				
Total Revenue	562,200	577,361	577,541	592,718	560,089
	<hr/>				
Expenditures					
Administration	838,300	946,915	994,985	1,113,470	1,144,481
Training/Health & Welfare	159,800	167,000	172,804	178,778	184,877
Small Equipment	70,500	73,676	76,237	78,873	81,563
Fire Hall #1	49,100	51,312	53,096	54,931	56,805
Equipment	100,800	100,934	102,699	108,140	109,996
Hydrant Maintenance	67,500	70,129	72,363	74,658	77,007
Minor capital	365,800	-	105,060	37,692	5,519
Amortization of Capital	176,200	176,200	176,200	176,200	176,200
	<hr/>				
Total Expenditures	1,828,000	1,586,166	1,753,444	1,822,742	1,836,448
	<hr/>				
Total Fire Department	(1,265,800)	(1,008,805)	(1,175,903)	(1,230,024)	(1,276,359)
	<hr/>				

General Revenue Fund

2018 - 2022
Final Financial Plan
Revenue and Expenditure Summary

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<u>Community Development</u>					
Revenue					
Fees	43,500	45,218	46,315	47,418	48,518
Special Projects	-	-	-	-	-
Building Permits	200,400	208,315	213,367	218,451	223,517
C/F Funding From Reserves	-	-	-	-	-
Capital Funding From Res	-	-	-	-	-
Total Revenue	243,900	253,533	259,682	265,869	272,035
Expenditure					
Planning	665,200	672,067	692,235	712,977	734,169
Special Projects	-	205,000	-	-	110,380
Building Inspections	321,900	332,356	341,885	351,682	361,695
Utility Services Model	11,200	11,564	11,895	12,236	12,585
Amortization					
Total Expenditures	998,300	1,220,987	1,046,015	1,076,895	1,218,829
Total Community Development	(754,400)	(967,454)	(786,333)	(811,026)	(946,794)

General Revenue Fund
2018 - 2022
Final Financial Plan
Revenue and Expenditure Summary

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<u>Engineering</u>					
Revenue					
Administration Fees	97,300	101,143	103,596	106,064	108,524
Special Projects	-	-	-	-	-
C/F Funding from Reserves	-	-	-	-	-
Capital Funded From Reserves	-	-	-	-	-
	<hr/>				
Total Revenue	97,300	101,143	103,596	106,064	108,524
	<hr/>				
Expenditures					
Engineering	1,041,300	1,090,401	1,129,550	1,169,845	1,193,323
Less Common Service Allocations	(312,000)	(322,670)	(329,690)	(336,755)	(343,805)
Special Projects	169,000	-	-	-	-
Amortization of Capital	-	-	-	-	-
	<hr/>				
Total Expenditures	898,300	767,731	799,860	833,090	849,518
	<hr/>				
Total Engineering	(801,000)	(666,588)	(696,264)	(727,026)	(740,994)
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General Revenue Fund
2018 - 2022
Final Financial Plan
Revenue and Expenditure Summary

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<u>Parks</u>					
Revenue					
Dist 69 Sports Field Contribution	135,000	138,375	141,831	145,382	149,013
Springwood Park Lights Tokens	3,500	3,500	3,500	3,500	3,500
Other (bench donations)	8,000	8,000	8,000	8,000	8,000
Minor Capital	-	-	-	-	-
C/F Funding From Reserves	-	-	-	-	-
Capital Funding From Res	938,974	25,245	334,749	26,265	830,471
Total Revenue	1,085,474	175,120	488,080	183,147	990,984
Expenditures					
Rec Commission	-	-	-	-	-
Administration	298,000	305,450	313,079	320,916	328,932
Park Maintenance	1,236,900	1,226,823	1,257,463	1,288,942	1,321,138
Urban Forestry	87,000	89,175	91,402	93,690	96,031
Park & Street Furnishings	58,000	59,450	60,935	62,460	64,020
General	67,600	33,415	34,250	35,107	35,984
Minor capital	230,400	30,238	30,238	91,738	81,488
Amortization of Capital	201,600	201,600	201,600	201,600	201,600
Total Expenditures	2,179,500	1,946,151	1,988,967	2,094,453	2,129,193
Total Parks	(1,094,026)	(1,771,031)	(1,500,887)	(1,911,306)	(1,138,209)

General Revenue Fund
2018 - 2022
Final Financial Plan
Revenue and Expenditure Summary

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<u>Facilities</u>					
Revenue					
Building Rental	45,900	37,237	37,745	38,258	38,772
Minor capital	15,000	-	-	-	-
C/F Funding From Reserves	-	-	-	-	-
Total Revenue	60,900	37,237	37,745	38,258	38,772
Expenditures					
Building Maintenance	636,200	652,105	666,816	683,508	700,582
Minor Capital	238,900	86,292	78,758	90,202	225,464
Total Expenditures	875,100	738,397	745,574	773,710	926,046
<u>Total Facilities</u>	(814,200)	(701,160)	(707,829)	(735,452)	(887,274)

General Revenue Fund
2018 - 2022
Final Financial Plan
Revenue and Expenditure Summary

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<u>Public Works</u>					
Revenue					0
Minor Capital	-	-	-	-	-
Storm Drain Connection Fees	1,000	1,010	1,020	1,030	1,041
Funding from Reserves	22,000	22,000	22,000	0	0
C/F Funding from Reserves	-	-	-	-	-
Capital Funding From Res	1,189,450	26,775	314,971	-	2,070,112
Total Revenue	1,212,450	49,785	337,991	1,030	2,071,153
Expenditures					
Administration	402,500	407,438	417,614	428,068	438,761
Less Common Ser. Admin Fees	(127,900)	(129,179)	(130,471)	(131,775)	(133,093)
PW Building & Yard	169,600	168,715	178,182	182,642	187,204
Fleet	98,700	101,168	103,694	106,290	108,945
Road Maintenance	226,700	232,368	238,171	244,133	415,801
Right of Way Maintenance	115,200	116,030	118,928	121,905	124,950
Street Cleaning	167,000	171,175	175,450	179,842	184,335
Snow Removal	82,800	84,870	86,990	89,167	91,395
Sidewalk Maintenance	82,500	84,563	86,675	88,844	91,064
Signs	83,500	85,588	87,725	89,921	92,167
Street Light Maintenance	284,500	291,613	309,402	282,686	289,748
EVCS	1,500	1,538	1,576	1,615	1,656
Bus Shelter Maintenance	10,000	8,200	8,405	8,615	8,830
Open Drainage	88,900	91,123	93,398	95,736	98,128
Enclose Drainage	109,900	112,648	115,461	118,351	121,308
Fleet Minor Capital	20,000	-	-	-	-
Minor Capital	244,500	122,400	104,040	106,120	108,240
Amortization of Capital	2,007,400	2,007,400	2,007,400	2,007,400	2,007,400
Total Expenditures	4,067,300	3,957,658	4,002,640	4,019,560	4,236,839
Total Public Works	(2,854,850)	(3,907,873)	(3,664,649)	(4,018,530)	(2,165,686)

General Revenue Fund
2018 - 2022
Final Financial Plan
Revenue and Expenditure Summary

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<u>Refuse</u>					
Revenue					
Refuse collection	682,900	706,811	731,474	756,735	782,521
Miscellaneous	11,400	11,598	11,756	11,916	12,076
Capital Funding From Res	-	-	-	-	-
Total Revenue	694,300	718,409	743,230	768,651	794,597
Expenditures					
Refuse Pickup Contract	641,300	646,732	669,299	692,413	716,007
Capital	-	-	-	-	-
Total Expenditures	641,300	646,732	669,299	692,413	716,007
Total Refuse	53,000	71,677	73,931	76,238	78,590
General Revenue Fund Net Income (Loss)	1,011,424	795,849	1,934,404	1,629,135	4,289,363

General Revenue Fund
2018 - 2022
Final Financial Plan
Revenue and Expenditure Summary

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Non Operating budget items					
Funding from Cfwd Reserves	5,602,269	-	-	-	-
Funding from Capital Reserve	91,500	83,130	-	392,060	102,828
Funding from Land Sale Reserve	-	-	-	-	-
Federal Gas Tax Reserve	1,057,200	255,000	312,120	583,660	108,240
Long term debt borrowing	-	-	-	-	-
	<u>6,750,969</u>	<u>338,130</u>	<u>312,120</u>	<u>975,720</u>	<u>211,068</u>
Capital Expenditures					
Administration	202,150	207,570	10,924	17,510	72,521
Finance	-	-	-	-	-
Police	-	-	-	-	-
Fire Services	2,537,700	20,400	52,020	39,264	40,049
Community Development	-	10,200	-	-	21,648
Engineering	-	-	-	-	-
Parks	2,092,200	858,075	564,417	778,656	1,672,308
Public Works	6,620,650	2,144,468	3,018,148	4,564,433	5,642,064
	<u>11,452,700</u>	<u>3,240,713</u>	<u>3,645,509</u>	<u>5,399,863</u>	<u>7,448,590</u>
Long Term Debt					
Long term debt principal payments	97,100	98,118	99,221	100,351	69,756
Short term Capital borrowing pmts	-	-	-	-	-
	<u>97,100</u>	<u>98,118</u>	<u>99,221</u>	<u>100,351</u>	<u>69,756</u>
Transfers to (from) reserves					
Transfer to PCTC maintenance reserve	23,100	23,100	23,100	23,100	23,100
Transfer to Gas Tax Reserve reserve	557,000	557,000	557,000	557,000	557,000
Transfer (From) Other Funds	-	-	-	-	-
	<u>580,100</u>	<u>580,100</u>	<u>580,100</u>	<u>580,100</u>	<u>580,100</u>
Actuarial Reduction of Debt	(62,500)	(68,400)	(74,600)	(81,000)	(35,300)
Amortization of Capital Assets	2,589,100	2,589,100	2,589,100	2,589,100	2,589,100
Net Surplus (Deficit)	(1,840,907)	(264,252)	436,194	(967,359)	(1,044,215)
Transfers from(to) Surplus Reserves					
Transfer from Accumulated Surplus	1,840,907	264,252	-	967,359	1,044,215
Transfer to Accumulated Surplus	-	-	(436,194)	-	-
Financial Plan Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL PROJECTS

City of Parksville
Summary of Minor & Major Capital Expenditures 2018-2031

[illegible]

[illegible]

PCCC																				
replace roofing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
New flooring	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Structural engineering assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Outer walls painting	507114	30,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Replace windows		0	0	0	0	0	0	0	0	0	0	35,000	0	0	0	0	0	0	0	0
Interior painting			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Replace appliances			0	25,000	15,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rtu's. Heat air ?		0	0	0	0	0	38,200	0	0	0	0	0	0	0	0	0	0	0	0	0
PCTC (JV Shared) - PCTC Minor Capital																				
Structural engineering assessment		0	0	0	0	0	0	0	0	0	0	34,500	0	0	0	0	0	0	0	0
Emergency generator		0	0	0	60,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Elevator upgrade.		0	0	0	0	55,200	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Painting Interior																				
Common Area	502602	6,900	0	0	0	0	0	0	0	17,300	0	0	0	0	0	0	0	0	0	0
Replace RTU's (3).		0	0	0	0	0	207,100	0	0	0	0	0	0	0	0	0	0	0	0	0
Paint exterior		0	0	20,700	0	0	0	0	0	0	0	0	20,700	0	0	0	0	0	0	0
Replace Flooring/carpets		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Library	502603	40,000	0	0	0	0	0	0	0	0	0	0	0	40,000	0	0	0	0	0	0
Common Areas		0	0	0	0	0	0	0	0	55,200	0	0	0	0	0	0	0	0	0	0
Roof repairs		0	0	0	0	0	0	0	0	0	0	0	0	0	15,900	0	0	0	0	0
Roof replacement		0	0	0	0	138,100	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Doors hardware replacement	502601	59,400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sliding doors		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Road/Parking Lot Maintenance		0	0	0	0	0	0	0	0	13,800	0	0	0	0	0	0	0	0	0	0
Replace exterior woodwork	502610	4,900	0	0	0	0	0	0	0	0	0	4,800	0	0	0	0	0	0	0	0
Replace flooring		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HVAC Computer Controls	502608	27,700	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Server Room Air Conditioner		0	27,700	0	0	0	0	0	0	0	0	0	17,300	0	0	0	0	0	0	0
Electronic Equipment in Forum		0	6,900	0	0	0	0	6,900	0	0	0	0	6,900	0	0	0	6,900	0	0	0
Security Upgrade (SP)	502609	50,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PCTC (City Only) - Facilities Minor capital																				
Cabinets & Counters for Building Inspections	507112	20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Replace Carpets - City	507117	0	50,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Painting Interior - City					25,000															
Total PCTC		208,900	84,600	20,700	85,000	193,300	207,100	6,900	0	86,300	0	4,800	41,400	38,000	40,000	15,900	0	6,900	0	0
PW building		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL FACILITIES		238,900	84,600	75,700	85,000	208,300	207,100	45,100	0	86,300	0	39,800	41,400	38,000	40,000	15,900	0	6,900	0	0
FLEET																				
Mobilization/demobilization of shop	507149	10,000																		
Furniture/Supplies for new Shop	507150	10,000																		
TOTAL Fleet		20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC WORKS																				
Roads																				
Minor Road Construction	332111	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Sidewalk and Accessibility Improvements	332121	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Works Adjacent to Development/Construction	327152	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Langara Silt Control	507151	20,000	20,000																	
Total Minor capital		160,000	120,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
General Storm Sewer																				
Drainage Easements (ROW's)	507190	20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drainage Master Plan	500008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Minor capital		20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other																				
Speed Reader boards		0																		
Construct New Sheds at PW																				
Demolish Old Sheds	507142	14,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bus Shelters & Benches	507152	50,000																		
Total Minor capital		64,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL PUBLIC WORKS		244,500	120,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
TOTAL MINOR CAPITAL		1,403,900	333,800	348,700	378,000	454,500	425,100	328,600	189,200	324,300	300,000	279,000	214,400	241,000	307,200	323,400	563,000	191,100	193,000	201,000
Minor Capital Source of Funds																				
Operations		912,900	333,800	348,700	378,000	454,500	425,100	328,600	189,200	324,300	300,000	279,000	214,400	241,000	307,200	323,400	563,000	191,100	193,000	201,000
Other Grants		15,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gas Tax Reserve			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry Forward reserve		476,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Minor Capital Source of Funds		1,403,900	333,800	348,700	378,000	454,500	425,100	328,600	189,200	324,300	300,000	279,000	214,400	241,000	307,200	323,400	563,000	191,100	193,000	201,000

CAPITAL

GENERAL GOVERNMENT

EXECUTIVE

###	Land Purchase		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Photocopier (Admin)	1-6-60-8004	23,000	0	0	0	0	23,000	0	0	0	0	23,000	0	0	0	0	0	0	0
	New Building Inpspector Vehicle		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Telephone System	1-6-60-8002	88,000																	
Total Major Capital			111,000	0	0	0	0	23,000	0	0	0	0	23,000	0	0	0	0	0	0	0
Executive Source of Funds																				
	Operations		42,000	0	0	0	0	23,000	0	0	0	0	23,000	0	0	0	0	0	0	0
	Grants		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Donations		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Land Sale Reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Off Street Parking Reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	General Capital Reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Carry Forward reserve		69,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Short Term Capital Borrowing		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Debt		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Executive Source of Funds			111,000	0	0	0	0	23,000	0	0	0	0	23,000	0	0	0	0	0	0	0
Capital																				
	Aerial Photography and GIS Update		0	20,000	0	0	20,000	0	0	20,000	0	0	20,000	0	0	20,000	0	0	20,000	0
	Electronic Document & Records Mgmt. System	558001	20,000	161,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Financial Statement/YE Software		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Mapping Integration Software		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Computer Operating Software		0	0	0	0	0	0	350,000	0	0	0	0	0	0	0	0	0	0	0
	Pavement Management System		0	0	0	0	25,000	0	0	0	25,000	0	0	0	0	0	0	0	0	0
	Asset Mgmt. Software		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Ivault Software		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Bylaw - Field Ticketing software		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Server Replacement	556010	16,500	22,000	10,500	16,500	22,000	10,500	16,500	22,000	10,500	16,500	22,000	10,500	16,500	22,000	10,500	16,500	22,000	22,000
	Service Connection Software	556011	10,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Payroll System Upgrade		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	GIS mapping Software		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Capital			46,500	203,500	10,500	16,500	67,000	10,500	16,500	392,000	10,500	41,500	42,000	10,500	16,500	42,000	10,500	16,500	42,000	22,000
IT Source of Funds																				
	Operations		23,500	122,000	10,500	16,500	67,000	10,500	16,500	392,000	10,500	41,500	42,000	10,500	16,500	42,000	10,500	16,500	42,000	22,000
	Donations		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	General Capital Reserve		0	81,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Carry Forward reserve		23,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Short Term Capital Borrowing		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Debt		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total IT Source of Funds			46,500	203,500	10,500	16,500	67,000	10,500	16,500	392,000	10,500	41,500	42,000	10,500	16,500	42,000	10,500	16,500	42,000	22,000
EMERGENCY PROGRAM																				
	Regional Pet Trailer	1-6-40-8031	26,650	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Pickup Truck	1-6-40-8031	18,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Emergency Program			44,650	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Emergency Program Source of Funds																				
	Operations		19,650	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Grants		25,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Carry Forward reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Emergency Program Source of Funds			44,650	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Administration Capital			202,150	203,500	10,500	16,500	67,000	33,500	16,500	392,000	10,500	41,500	42,000	33,500	16,500	42,000	10,500	16,500	42,000	22,000
Total Administration Major & Minor			357,450	303,200	54,000	85,000	128,700	117,000	88,000	446,700	69,000	137,000	96,700	77,000	80,000	124,700	61,000	85,000	96,700	83,700
COMMON SERVICES																				
	Furniture & Equipment (Folding/stuffing Machine)		0	0	0	0	0	15,000	0	0	0	0	0	0	0	0	0	15,000	0	0
	Financial /Taxation System		0	0	0	0	0	260,000	0	0	0	0	0	0	0	0	0	0	0	0
	Budget software Replacement		0	0	0	0	0	40,000	0	0	0	0	0	0	0	0	0	0	0	0
Total Finance			0	0	0	0	0	315,000	0	0	0	0	0	0	0	0	0	15,000	0	0
Finance Source of Funds																				
	Operations		0	0	0	0	0	315,000	0	0	0	0	0	0	0	0	0	15,000	0	0
	Grants		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Carry Forward reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Finance Source of Funds			0	0	0	0	0	315,000	0	0	0	0	0	0	0	0	0	15,000	0	0

POLICE																				
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Office Furniture	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
POLICE DEPARTMENT SOURCE OF FUNDS																				
Operations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Donations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry Forward reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Short Term Capital Borrowing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL POLICE DEPARTMENT SOURCE OF FUNDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FIRE DEPARTMENT																				
CAPITAL																				
Fire Hall #2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Addition to Fire Hall	0	0	0	0	0	50,000	1,350,000	0	0	0	0	0	0	0	0	0	0	0	0	0
Tanker Truck & Tank (Tender 47)	0	0	0	0	0	0	0	0	0	350,000	0	0	0	0	0	0	0	0	0	0
Replace C 41	0	0	0	37,000	0	0	0	0	37,000	0	0	0	0	0	37,000	0	0	0	37,000	0
Replace C-43 (Dodge P/U)	0	0	0	0	37,000	0	0	0	0	37,000	0	0	0	0	0	37,000	0	0	0	0
Replace C-42	554004	37,000	0	0	0	37,000	0	0	0	0	37,000	0	0	0	0	37,000	0	0	0	0
Medium Rescue Truck		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire Rescue Truck R-41	554005	775,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Replace E-41		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	750,000	0	0	0
Replace E-42		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
New Fire Truck E-43		0	0	0	0	0	0	0	0	0	0	750,000	0	0	750,000	0	0	0	0	0
Replace Ladder 41	554001	1,400,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Turnout Gear Cleaning apparatus		0	0	0	0	0	15,000	0	0	0	0	0	0	0	0	0	0	0	0	0
Replace Air Compressor		0	0	0	0	0	0	0	0	0	0	0	60,000	0	0	0	0	0	0	0
Replace Photocopier	554006	11,000	0	0	0	11,000	0	0	0	0	12,500	0	0	0	0	0	0	0	0	0
Auto Extrication Tools		0	0	50,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Training Ground Improvements	558027	314,700	20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total capital		2,537,700	20,000	50,000	37,000	37,000	98,000	1,365,000	0	37,000	387,000	49,500	750,000	60,000	787,000	37,000	37,000	750,000	0	37,000
Total Fire dept.		2,903,500	20,000	150,000	72,000	42,000	103,000	1,365,000	5,000	37,000	402,000	104,500	750,000	60,000	792,000	42,000	392,000	750,000	0	37,000
FIRE DEPARTMENT SOURCE OF FUNDS																				
Operations		825,000	20,000	50,000	37,000	37,000	98,000	1,365,000	0	37,000	387,000	49,500	750,000	60,000	787,000	37,000	37,000	750,000	0	37,000
Grants		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gas Tax Grant		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Donations		18,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Parkland Reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Off Street Parking Reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Land Sale Reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
General Capital Reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry Forward reserve		1,694,700	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Short Term Capital Borrowing		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL FIRE DEPARTMENT SOURCE OF FUNDS		2,537,700	20,000	50,000	37,000	37,000	98,000	1,365,000	0	37,000	387,000	49,500	750,000	60,000	787,000	37,000	37,000	750,000	0	37,000
COMMUNITY DEVELOPMENT																				
Capital																				
Plotter/ Large Format Printer		0	10,000	0	0	0	0	0	0	10,000	0	0	0	0	0	0	0	0	0	0
Plans/Document Scanner/Copier		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
File Storage contribution		0	0	0	0	20,000	0	0	0	0	0	0	0	0	0	20000	0	0	0	0
Total Capital		0	10,000	0	0	20,000	0	0	0	10,000	0	0	0	0	0	20,000	0	0	0	0
Total Community Planning		0	10,000	0	0	20,000	0	0	0	10,000	0	0	0	0	0	20,000	0	0	0	0
COMMUNITY DEVELOPMENT SOURCE OF FUNDS																				
Operations		0	10,000	0	0	20,000	0	0	0	10,000	0	0	0	0	0	20,000	0	0	0	0
Grants		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Donations		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry Forward reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Short Term Capital Borrowing		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL SOURCE OF FUNDS Community Development		0	10,000	0	0	20,000	0	0	0	10,000	0	0	0	0	0	20,000	0	0	0	0
PARKS & RECREATION																				
Beach viewpoint and Bench, Fairwinds, Gaetjen & Bay		0	10,000	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Park Master Plan Projects																				
Replace all Light Standards		0	0	0	37,500	150,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Park - Playground Resurfacing	1-6-70-8174	95,000	95,000	95,000	95,000	95,000	95,000	95,000	0	0	0	0	0	0	0	0	0	0	0	0
Community Park - Playground Lighting	1-6-70-8175	15,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Park - Ball field drainage		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Park - Tennis Court Drainage		0	0	0	6,250	25,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Com Pk. Washrooms upgrade		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Com Pk. NEW WASHROOMS, to replace Kin Hut	1-6-70-8166	80,000	0	0	420,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kin Hut deconstruction		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Park - Bleachers & Volleyball Center Court		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Park - Beachfest Expansion		0	0	0	0	300,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Park - Arbutus Point Kiosk / Plaza		0	0	0	250,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Park Playground Resurfacing / Zip Lines Repl	1-6-70-8169	77,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Park Cistern		0	0	0	0	0	250,000	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Park - Water Park Cistern		0	0	0	0	0	15,000	100,000	0	0	0	0	0	0	0	0	0	0	0	0
Equipment Storage Building		0	0	37,500	150,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pave Rafiki walkway Hirst to Morison		0	11,250	45,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Renz Park Open Link off Forsyth from Renz to Daffodil		0	0	0	0	0	0	0	0	0	0	0	2,500	10,000	0	0	0	0	0	0
Community Park Erosion Control		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Springwood park																				
Field resurfacing		0	250,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Upgrade Washrooms		0	0	0	0	0	0	0	0	0	0	0	0	0	16250	65000	0	0	0	0

[illegible]

[illegible]

DCC Roads Source of Funds																					
Operations																					
Existing	Formula	0	0	0	0	918,750	0	0	0	427,020	399,250	0	841,500	0	0	0	0	0	1,290,000	674,544	0
Municipal Assist	Formula	0	0	0	0	18,940	0	0	1,000	21,170	6,490	0	17,090	0	0	0	0	38,700	12,900	7,310	0
Total Operations		0	0	0	0	937,690	0	0	1,000	448,190	405,740	0	858,590	0	0	0	0	38,700	1,302,900	681,854	0
Grants		100,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Developer Contribution/Donations		3,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
General Capital Reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry-forward Reserve		260,868	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Federal Gas Tax reserve		446,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Road DCC Reserve	Formula	1,058,532	0	0	0	1,874,810	0	0	99,000	2,095,810	642,760	0	1,691,410	0	0	0	0	3,831,300	1,277,100	723,446	0
		1,868,400	0	0	0	2,812,500	0	0	100,000	2,544,000	1,048,500	0	2,550,000	0	0	0	0	3,870,000	2,580,000	1,405,300	0
General Storm Sewer																					
Capital																					
Aberdeen: Kazan to SRW		0	0	0	23,500	94,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bagshaw: Hwy 19A to plus outfall		0	0	0	0	25,000	200,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bagshaw: Stanford to 187 Bagshaw		0	0	0	0	0	0	0	25,000	125,000	0	0	0	0	0	0	0	0	0	0	0
Ballenas Pl: (Pipe 402)		0	0	0	0	0	0	0	16,250	65,000	0	0	0	0	0	0	0	0	0	0	0
Banks Ave: Moilliet east		0	0	28,750	115,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bass Ave: Moss South		0	0	0	0	0	17,750	71,000	0	0	0	0	0	0	0	0	0	0	0	0	0
Bernard Ave: Hwy 4A to Moilliet		0	0	0	0	0	0	0	22,500	90,000	0	0	0	0	0	0	0	0	0	0	0
Birch Ave: Moilliet East		0	0	0	0	0	0	0	0	0	0	0	0	0	26,500	106,000	0	0	0	0	0
Blower Road Culvert Replacement	1-6-71-8523	0	60,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cedar Street: Hirst to Harnish		0	0	0	0	0	0	0	0	0	76,250	305,000	0	0	0	0	0	0	0	0	0
Cheney St: Hirst to Jensen		0	0	0	0	0	0	0	0	4,750	19,000	0	0	0	0	0	0	0	0	0	0
Community Park Outfall replacement		0	0	25,000	100,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Corfield St: Stanford to Jensen	1-6-71-8511	273,700	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Craig Bay Outfall		0	5,000	20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Craig Creek Culvert @ NWB Rd	1-6-71-8532	193,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Craig Street: Hirst to Hwy 19A		0	0	0	0	0	165,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cypress St: Jensen Ave South		0	0	0	0	0	0	0	0	0	17,500	70,000	0	0	0	0	0	0	0	0	0
Despard Ave: Hwy 4a to Craig		0	0	0	0	0	0	0	0	115,500	462,000	0	0	0	0	0	0	0	0	0	0
Despard Ave: Moilliet to Hwy 4a		0	0	0	0	0	0	0	0	12,500	50,000	0	0	0	0	0	0	0	0	0	0
Digby Ave Storm Drainage		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	117,800	0	0
Dogwood: 330N to Rushton		0	0	0	0	85,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Evergreen St: Stanford north		0	0	0	0	125,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Finholm St: Rowen to Hirst		0	0	0	0	125,000	450,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forsyth Avenue: Pym to Cameron		0	0	25,000	100,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gerald Pl: Pym east (Pipe 5030) + 100AC Pipe 391		0	0	0	0	0	0	0	0	0	21,750	87,000	0	0	0	0	0	0	0	0	0
Harnish Ave: Moilliet to James		0	0	33,750	135,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Harrison Ave: Hwy 4A to Macmillian		0	0	0	0	0	0	0	0	0	0	0	0	0	25,000	100,000	0	0	0	0	0
Heath Ave & McVickers: Mills to Pioneer		0	0	0	0	0	0	8,750	35,000	0	0	0	0	0	0	0	0	0	0	0	0
Hickey Ave: Craig to Hwy 4A		0	0	0	0	0	0	0	27,500	110,000	0	0	0	0	0	0	0	0	0	0	0
Hickey Ave: Hwy 4A to Cypress		0	0	0	0	0	0	0	30,000	120,000	0	0	0	0	0	0	0	0	0	0	0
Highway 19A: Pym to Wright		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15,000	50,000	0	0
Highway 19A: Bay to Rushton lane		0	0	0	0	0	0	30,000	265,000	0	0	0	0	0	0	0	0	0	0	0	0
Hwy 19A: Englishmen to Shelly		0	0	10,000	85,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hirst Ave: Craig to McCarter		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80,000
Hwy 4A: Despard to Jensen		0	0	0	0	0	0	0	0	0	0	25,000	350,000	0	0	0	0	0	0	0	0
Jenkins Place: Pym east (pipe 5029) + 100 AC Pipe 390		0	0	0	0	0	0	23,000	92,000	0	0	0	0	0	0	0	0	0	0	0	0
Jensen Ave: Hwy 4A to Moilliet		0	0	105,000	420,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jensen Greenway Storm	1-6-71-8536	84,700	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Langara: Northwest Bay to Saltspring Place		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	125,000	0	0
Lee Ave: Hwy 4 to Craig		0	0	0	26,250	105,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lombardy St: Hay 19A to Morrison		0	0	0	23,750	95,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Maple Crescent		0	0	0	0	36,250	145,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Martindale Rd: Shelly Creek Culverts		0	0	0	0	0	0	0	20,000	80,000	0	0	0	0	0	0	0	0	0	0	0

Operations		270,000	370,000	285,000	1,481,000	1,131,500	1,541,750	660,250	985,750	812,750	646,500	487,000	391,250	305,000	613,750	241,500	106,000	20,000	312,800	0	80,000
Grants		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Developer Contribution/Donations		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
General Capital Reserve		0	0	0	93,750	0	156,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry-forward Reserve		952,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Federal Gas Tax reserve		84,700	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Short Term Capital Borrowing		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
City Share		1,307,200	370,000	285,000	1,574,750	1,131,500	1,697,750	660,250	985,750	812,750	646,500	487,000	391,250	305,000	613,750	241,500	106,000	20,000	312,800	0	80,000
DCC Storm Sewer																					
Bagshaw St: Stanford to Hwy 19A		48.00%	0	0	0	0	0			61,300	0	0	0	0	0	0	0	0	0	0	0
Digby 3-1 Gaetjen to Outfall		48.00%	0	0	129,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hirst Ave: MacMillian to Moilliet		80.50%	0	0	0	0	93,800	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hwy 19a: Shelly to Mills		50.00%	0	0	0	0	0	0	0	0	0	0	0	146,500	0	0	0	0	0	0	0
Jensen: Bagshaw to Hwy 19A		48.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	81,350	0
Jensen: Corfield to Bagshaw		48.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	176,300	0
Moss Ave: Bass to Craig	1-6-71-8531	50.00%	56,400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Turner Road	1-6-71-8535	50.00%	0	53,050	477,450	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			56,400	53,050	606,450	0	93,800	0	0	61,300	0	0	0	146,500	0	0	0	0	0	257,650	0
DCC Storm Sewer Source of Funds																					
Operations																					
Existing	Formula	25,650	26,530	300,650	0	75,510	0	0	0	29,420	0	0	0	73,250	0	0	0	0	0	123,670	0
Municipal Assist	Formula	257	270	3,060	0	180	0	0	0	320	0	0	0	730	0	0	0	0	0	1,340	0
Total Operations		25,907	26,800	303,710	0	75,690	0	0	0	29,740	0	0	0	73,980	0	0	0	0	0	125,010	0
Grants		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Developer Contribution/Donations		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Parkland Reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Off Street Parking Reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Land Sale Reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
General Capital Reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry-forward Reserve		2,575	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Storm DCC Zone IV	Formula	27,918	26,250	302,740	0	18,110	0	0	0	31,560	0	0	0	72,520	0	0	0	0	0	132,640	0
Short Term Capital Borrowing		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			56,400	53,050	606,450	0	93,800	0	0	61,300	0	0	0	146,500	0	0	0	0	0	257,650	0
Capital																					
WORKS YARD																					
Public Works Yard		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Renovate current building		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operations Garage (hangar)	1-6-71-8264	420,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Office roof replacement		0	0	0	0	0	0	0	0	0	0	60,000	0	0	0	0	0	0	0	0	0
Construct new outbuildings		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Shop roof replacement		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bulk Fuel Storage/Backup Generator	1-6-71-8299	350,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Works Equipment - Mini Excavator	557113	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Works Equipment - Vehicle Hoist	557114	15,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment - Brine Dust control quipment	557115	20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment - Fleet ServiceTruck	557116	35,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Capital		880,500	0	0	0	0	0	0	0	0	0	60,000	0	0	0	0	0	0	0	0	0
Total Buildings/facilities/Other		1,119,400	84,600	75,700	85,000	208,300	207,100	45,100	0	86,300	0	99,800	41,400	38,000	40,000	15,900	0	6,900	0	0	0
Other Source of Funds																					
Operations		420,000	0	0	0	0	0	0	0	0	0	60,000	0	0	0	0	0	0	0	0	0
Grants		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Developer Contribution/Donations		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Parkland Reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Off Street Parking Reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Land Sale Reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
General Capital Reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry-forward Reserve		460,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Short Term Capital Borrowing		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		880,500	0	0	0	0	0	0	0												

SOURCE C																				
Operations	3,006,307	2,794,670	2,579,460	4,144,250	4,006,780	4,867,500	4,874,750	5,418,000	3,935,930	2,079,490	2,217,750	2,498,590	1,358,730	3,965,250	3,472,000	3,734,750	1,450,950	2,929,850	1,650,614	1,002,250
Carryforward Reserve	5,126,269	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants	400,600	0	0	0	0	0	1,000,000	0	0	0	0	0	0	0	0	0	0	0	0	0
Developer Contribution/Donations	21,000	0	0	0	19,600	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Space DCC Reserve	663,374	24,750	321,750	24,750	767,250	24,750	24,750	321,750	24,750	24,750	24,750	24,750	321,750	24,750	24,750	24,750	24,750	321,750	24,750	24,750
Road DCC Reserve	1,058,532	0	0	0	1,874,810	0	0	99,000	2,095,810	642,760	0	1,691,410	0	0	0	0	3,831,300	1,277,100	723,446	0
Storm DCC Res Zone IV	27,918	26,250	302,740	0	18,110	0	0	0	31,560	0	0	0	72,520	0	0	0	0	0	132,640	0
Parkland Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Off Street Parking Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Land Sale Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
General Capital Reserve	91,500	81,500	0	369,450	95,000	156,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Federal Gas Tax Reserve	1,057,200	250,000	300,000	550,000	100,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Short Term Capital Borrowing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt	0	0	0	0	0	0	1,000,000	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	11,452,700	3,177,170	3,503,950	5,088,450	6,881,550	5,048,250	6,899,500	5,838,750	6,088,050	2,747,000	2,242,500	4,214,750	1,753,000	3,990,000	3,496,750	3,759,500	5,307,000	4,528,700	2,531,450	1,027,000

BUDGET CHANGES

City of Parksville
2018-2022 Final Financial Plan
Changes from 2018 -2022 Provisional Plan

General Revenue Fund

Operations

Carry forward Revenue

(491,000)

Carry Forward Expenditures

Photocopier (Finance Area)	8,000				RFP has been issued
HR Management Software	6,300				In Progress
Fire Hall Keyless Entry System	12,000				In Progress
Sound Proof Wall-Compressor area	3,500				In Progress
Enhanced CPR Trainer	7,300				Completed in 2018
Photocopier (Planning)	7,000				RFP has been issued
Parks and Trails Master Plan	45,000				In Progress
Community Park Cistern/Drainage Study	30,000				RFP being developed
CP Food Truck Plaza	8,900				In progress
CP Tennis Court Fencing	15,000				In progress
Springwood Park Sidewalk Connections	20,000				In progress
Asset Mgmt. Development Strategy	144,000				In Progress
PCCC Outer Walls Painting	30,000				In Progress
PCTC-Library Flooring	40,000				Flooring type under consideration
PCTC-Common Area Painting	6,900				Only washroom area remains
PCTC-Door Hardware/Sliding doors	59,400				Design being determined
PCTC HVAC Computer Controls	27,700				Not yet started
Cabinets/Counters for Bldg. Inspections	20,000				Design being determined

Capital

Carry forward Revenue

(8,103,250)

Carry Forward Expenditures

Photocopier (Admin)	23,000				RFP has been issued
PCTC Phone System	69,000				RFP is being developed
Replace Ladder Truck	1,400,000				In Progress
Training Ground	294,700				In Progress
Rathrevor Trail Development	860,100				In Progress
Sutherland Stairs	43,700				Pending Permits for MOE, Fisheries & Oceans
Replace Water Park Equipment	173,500				In Progress
Community Park Playground resurfacing	77,500				In Progress
Jensen Greenway	372,400				In Progress
Equipment (Mini Excavator)	40,000				Not started
PW Building (New Hanger)	420,500				In Progress
Aurora St: Meridian Way South	23,000				Not started
Corfield St: Stanford to Jensen	691,600				In Progress

City of Parksville
2018-2022 Final Financial Plan
Changes from 2018 -2022 Provisional Plan

	2018	2019	2020	2021	2022	
Corfield St: Jensen to 19a	896,800					In Progress
Hirst Ave: Hwy 4a to McMillan	130,600					Not started
McKinnon St: Hirst to Harnish	442,000					In Progress
Moss Ave: Hwy 4a to Craig	124,650					In Progress
Pym St: Forsyth to Brice	60,000					Not started
Wallis St: Morison St to End	118,900					Engineering started
Jensen Ave. South	160,000					Not started
Renz Rd: Pedestrian Improvements	84,000					Not started
Sanderson Rd: Phillips to Pym-Ped Improvements	275,000					Not started
Corfield SS: Stanford to Jensen	273,700					Construction underway
Craig Creek Culvert at NWB Rd.	143,500					Engineering started
Jensen Greenway Storm	84,700					Construction Ongoing
McKinnon St: Hirst to Harnish	393,700					Engineering started
Moss Ave SS: Hwy 4a to Bass	37,100					Engineering started
Moss Ave SS: Bass to Craig	5,100					Engineering started
Wallis St: Morison St to End	104,500					Engineering started
Intersection: Shelly & 19a	280,000					In progress with Developer
<u>Operating Changes</u>						
<u>Revenue - Incr(Decr)</u>						
Property Taxes	55,100	56,800	59,800	63,000	66,300	Increase in property taxes after receipt of revised assessment figures.
<u>Expenditures - Incr(Decr)</u>						
<u>Council</u>						
Grants in Aid	2,500	2,500	2,500	2,500	2,500	Increased Brant festival grant to \$5,000
Special Projects	(50,000)					Jensen Ave W citizen engagement removed from budget as per Council resolution 18-049
Council	450,500					Waiver of development Fees - Council resolution 18-090
Council	1,000					Donation for Military Service Recognition Book
Grants in Aid	2,500					Oceanside Makerspace
Grants in Aid	5,000					OCAC -Monet revisited exhibition/Phil Dwyer
Grants in Aid	2,000					Academy of Music
						OCAC - Aging Artfully
<u>Admin</u>						
<u>Bylaw Enforcement</u>						
Bylaw Enforcement	1,500	1,500	1,500	1,500	1,500	Increase in cost for cleanup of homeless camps
<u>Emergency Program</u>						
Emergency Program	4,500					Six laptops for Emergency Operations Centre

City of Parksville
2018-2022 Final Financial Plan
Changes from 2018 -2022 Provisional Plan

	2018	2019	2020	2021	2022	
Emergency Program	2,500					Digital EOC equipment (dedicated wireless system & storage device)
Emergency Program	2,500					Additional funds for 2018 Quake cottage
Emergency Program	3,000					Funds to update emergency communications equipment on Mt Pocahontas
<u>HR & OHS</u>						
Human Resources	1,300					Increase in furniture budget for ergonomical desk/chair for new HR advisor
Human Resources	50,000					Staffing Review - Council Resolution IC18-12
Corporate Training	4,700					Increase to corporate training budget
OHS	1,100					Ergonomical chair
JHSC	2,500					PACE review WSBC compliance agreement
<u>Fire Dept.</u>						
Administration	4,500					Funds requested for stand up desks and replacement of office chairs
Radio Equipment	6,000					Equipment ordered in 2017 and received until 2018
Minor Capital	3,000					Additional funds required to complete keyless entry system at Fire Hall
<u>Parks</u>						
Minor Capital	30,000					Additional \$30,000 for Parks & Trails Master Plan - approved by Council Resolution 17-369
<u>Facilities</u>						
Minor Capital	(50,000)	50,000				City offices carpet replacement - moved to 2019
<u>Fleet</u>						
Fleet Operating Supplies	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	Transfer costs for moving of old shop to new building to minor capital
Fleet Operating Supplies	(10,000)					Transfer budget funds to fleet small tools
Fleet Operating Supplies		(12,000)		(12,000)		Removed small tools budget from operating supplies. Transferred it to fleet small tools
Fleet Small tools	3,000	3,000	3,000	3,000	3,000	Increase small tools budget with transfer from operating supplies
Fleet Minor Capital	20,000					Transfer \$10,000 for moving old shop to new building for operating supplies. Added \$10,000 for purchase of new shop supplies
<u>Operations</u>						
Minor capital	10,000					Re-budget 2017 funding for storm sewer easements

City of Parksville
2018-2022 Final Financial Plan
Changes from 2018 -2022 Provisional Plan

Capital Changes

Revenue - Incr(Decr)

Expenditures - Incr(Decr)

Parks

Rath Trevor Tail

(1,000,000)

1,000,000

Move project out to 2022

Operations

Shelly Road Outfall Access

(45,000)

50,000

Move to 2019 and re-budget funds not used in 2017

SRW: Temple to future outfall

(240,000)

240,000

37,500

Re-budget of funds original budgeted in 2017 and not used

Pym: Forsyth to Brice

Aurora St: Meridian S

92,000

move project out 1 year
Reinstate project that was removed in error in provisional budget

New Spending Packages

Operating

WorksafeBC program and procedure update

6,000

Consulting fees for updates our WorksafeBC procedures and plan

Totem pole restoration

35,000

Increase position from 1 day a week to 2 days a week

Communications assistant - additional .2 FTE

8,300

12,400

12,400

12,400

12,400

Outside custodian - .5 FTE

44,400

44,400

44,400

44,400

Springwood Park - Stairs for scorekeepers box

7,000

OHS co-op student

16,000

Portable AED's (2)

4,000

Total Operating Costs

120,700

56,800

56,800

56,800

56,800

Capital

Regional pet trailer

25,000

Truck for pulling emergency trailers

22,500

Vehicle hoists for new shop

15,000

Transfer of replaced Fire Dept. pickup truck

Total Capital Costs

62,500

-

-

-

-

Total Spending Packages

183,200

56,800

56,800

56,800

56,800

2018 Final Budget Accumulated Surplus at End of Year

\$ 6,007,840

\$ 5,743,588

\$ 6,179,782

\$ 5,212,423

\$ 4,168,208

SPENDING PACKAGES

Spending Package Summary

Spending Package: AD -01 - Communications Assistant

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Package Entry

Publish Date:

Explanation/Justification/Impact of not Funding:

Casual, part time (20%) to help with the increased capacity of the communications function.

Strategic Plan Theme / Decision

Points:

Maintain or Enhance Quality of Life - This has potential to enhance to the quality of life by providing an enhanced level of community engagement.

Cost /Benefit Analysis:

At the current time, the communications function has no backup or support available within the administration department. The focus for the additional hours will be on community engagement through reinstituting the City's enewsletter, enhanced social media presence as well as ongoing support/coverage for the manager of communications.

For five months in 2017, this assistance was provided sporadically to communications with the hours funded from the overall admin budget for salaries.

The only costs associated with this one day per week position would be salaries and benefits as the position would use the bylaw officer's work station on Wednesdays during their absence.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
1301 - Communications	300 - Salaries & Wages	Casual - Office Assistant Exempt	(Computed by Salaries Module)	8,900
1301 - Communications	301 - Benefits	Casual - Office Assistant Exempt	(Computed by Salaries Module)	2,100
Total Expense				11,000

Position Allocation Change Details

Activity	Position	Description	Start Date	End Date	ChangeRequestPo sition.Allocation
1301 - Communications	Casual - Office Assistant Exempt				100.00

Spending Package Summary

Spending Package: AD -01A - Communications Assistant

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 1301

Spending Package Stage: Approved

Publish Date:

Explanation/Justification/Impact of not Funding:

To increase the Casual, part-time position from 20% to 40% to assist with increased capacity of the communications function. The 2018 increase shows salary for 8 months and the following years are for the full 12 months

Strategic Plan Theme / Decision

Points:

Maintain or Enhance Quality of Life – this has the potential to enhance the quality of life by providing an enhanced level of community engagement.

Cost /Benefit Analysis:

An amount of \$11,000 was approved in the provisional 2018 budget for a one day per week casual communications assistant position. This request is for an additional \$11,000 to increase support for the communications function to two days per week.

There is currently no backup or support from within the administration department for communications. Communications responsibilities and the opportunities to enhance community engagement continue to unfold. Our residents expect to be informed, consulted and involved about issues in their community and expectations for public participation and engagement continue to grow.

This communications assistant function will allow for enhanced online engagement through websites and social media presence which now encompasses the Parksville Volunteer Fire Department and Emergency Management Oceanside in addition to all City platforms. Communications has committed to a new online engagement platform intended to improve the quality of public debate and the level of community involvement with a range of new feedback tools (surveys, newsletter, questions, stories, targeted communications, social media, blogs, etc.).

The only costs associated with this position are salaries and benefits as the position will utilize the bylaw officer's work station on Wednesday and Thursday during his absence.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
1301 - Communications	300 - Salaries & Wages	Casual - Office Assistant Exempt	(Computed by Salaries Module)	6,800
1301 - Communications	301 - Benefits	Casual - Office Assistant Exempt	(Computed by Salaries Module)	1,500
Total Expense				8,300

Position Allocation Change Details

Activity	Position	Description	Start Date	End Date	ChangeRequestPosition.Allocation
1301 - Communications	Casual - Office Assistant Exempt		May 2018		100.00

Spending Package Summary

Spending Package: AD - 03 - Totem Pole Project

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 1103

Spending Package Stage: Package Entry

Publish Date:

Explanation/Justification/Impact of not Funding:

In 2017, Council approved proceeding with the Canada 150 totem pole project.

Strategic Plan Theme / Decision Points:

The totem pole is a symbol of and tribute to First Nations cultural heritage and is also an opportunity to work together to create a lasting legacy by recognizing the importance of First Nations cultural heritage in our community. This project will help to inform and educate by creating an understanding of the symbolism and the story of the elements in the pole and will serve as a significant attraction for both residents and visitors to Parksville.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
1103 - Special Projects	330 - Contracts		Totem Pole	35,000
Total Expense				35,000

Spending Package Summary

Spending Package: AD-03A - Totem Pole Project

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Approved

Publish Date:

2/19/2018 2:46:51 PM

Explanation/Justification/Impact of not
Funding:

In 2017, council approved proceeding with the Canada 150 Totem Pole Project.

The totem pole restoration project provides an opportunity for the City to create a lasting legacy by recognizing the importance of Indigenous cultural heritage in our community. This project will help to educate by creating an understanding of the history of the pole, the symbolism of the elements in the pole and will serve as an important attraction for both residents and visitors to Parksville. The restored 14 foot pole will be located to the atrium of the Parksville Civic and Technology Centre.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
1103 - Special Projects	330 - Contracts		Additional funds for completion f Totem Pole Project	35,000
Total Expense				35,000

Spending Package Summary

Spending Package: AD-04 - Parksville Memorabilia

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 1100

Spending Package Stage: Approved

Publish Date:

Explanation/Justification/Impact of not Funding:

At this time, the City has a very limited budget for promotional items and the only items kept in stock are two types of lapel pins and a supply of pens ,pencils flags etc..

We have in the past had many different City branded promotional items such reusable grocery bags, tshirts, mugs, water bottles, tattoos, stickers, children’s hardhats, glasses, magnets, baseball caps as well as logo embroidered clothing offered for staff purchase. Most of these promotional items were purchased for specific events or projects.

City Branding

At this time, the City successfully uses the sand dollar and wordmark on its limited promotional items. Branded promotional products and gifts have a positive effect on the City’s image. Should additional funds be allocated to a budget for promotional items, consideration would be given to how the logo is used, perhaps with the addition of a graphic image or a slogan or tagline for the City, all of which would be intended to promote a positive perception of the City of Parksville.

2018 Budget

In previous years, the Council budget has included an amount of \$4,000 for lapel pins, pens and flags. An increase in this budget to \$10,000 should be sufficient to purchase and stock a limited supply of City branded promotional items.

There is an unlimited selection of promotional items which could showcase the City of Parksville. Branded promotional items should be ones which would be kept for a length of time, are useful, relevant and represent the City’s image. We would expect to have specific items to be used as Council gifts for dignitaries and a variety of general items for distribution.

Promotional items or City branded memorabilia could include clothing (vests, toques, caps, shirts, jackets, tshirts, sunglasses, etc) and giftware type items such as cooler bags, flashlights, pins, roadside safety kits, travel mugs, reflective tags, folding lawn chairs, cushions, sportsbags, umbrellas, tumblers, water bottles, portfolios, laptop bags, USB keys, colouring books, BBQ tool sets, eco-friendly bags, writing instruments, calendars, desk accessories, watches, clocks, etc. Items can range in price from \$2 to \$50 and more.

With an approved budget, staff could issue an RFP for a number of items as a block or continue to purchase items individually when sourced or found at a sale price.

A City policy will be required to outline how items would be distributed. As part of the policy, consideration will be given to how promotional items will be distributed, the ability to offer items for sale to staff and also to residents and visitors.

Strategic Plan Theme / Decision Points:

At the September 15 meeting, Council directed staff to include Parksville memorabilia as part of consideration for the 2018 budget.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
1100 - Council	450 - Parts, Materials and Supplies		Parksville memorabilia	6,000
Total Expense				6,000

Spending Package Snapshot Summary

Spending Package: AD-04 - Parksville Memorabilia

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 1100

Current Spending Package Stage: Approved

Publish Date:

Snapshot Name: Promotion Snapshot

Spending Package Stage: Package Entry

Date: October 19, 2017

Comments:

Description: Automatic Promotion Snapshot Snapshot.

Scenario: Main (Active)

Operating Budget Details

Activity	Object Code	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Expense						
1100 - Council	450 - Parts, Materials and Supplies	6,000	6,000	6,000	6,000	6,000
Total Expense		6,000	6,000	6,000	6,000	6,000

Spending Package Summary

Spending Package: 330 - Bylaw-001 (Renovations to Current Bylaw Officers Work Stations)

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 2100

Spending Package Stage: Approved

Publish Date:

10/24/2017 7:10:40 PM

Explanation/Justification/Impact of not Funding:

The aim of this project is to improve the functionality of the current bylaw officer 1 and 2 workstations. Presently the two officers are very cramped in their workstations which does not lead to good working conditions. A renovation could be done utilizing some of the space where IT currently stores equipment. As a result this would be a much greater use of space. The configuration of the present work stations eliminates the chance of any good verbal communication between the two officers as a result of a work station barrier between. More room, coupled with improved communication between the two officers would greatly enhance their working effectiveness. In addition the current bylaw office will be soundproofed to reduce noise transference between the office and the meeting room.

Strategic Plan Theme / Decision Points:

The strategic considerations relevant to this project are enhanced quality of life, renewal and maintenance of infrastructure, enhanced current level of service and communication.

Cost /Benefit Analysis:

The 2018 cost would include contractor services for wall removal, modification, and restructuring. Some electrical and phone updates. Door installation, painting and mouldings. The two present work station desks may or may not be able to be reused depending on floor space configuration requirements. The benefit being much improved working conditions and bylaw officer verbal communication.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
1330 - Minor capital	330 - Contracts		Bylaw Office Renovations	10,000
1330 - Minor capital	330 - Contracts		Soundproofing - current bylaw office	3,000
Total Expense				13,000

Spending Package Summary

Spending Package: ENG - 01 - Tempest Engineering Services Module

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 8125

Spending Package Stage: Approved

Publish Date:

9/26/2017 9:55:55 AM

Explanation/Justification/Impact of not Funding:

The Engineering Department is asking for a one-time \$10,000.00 investment and then \$1,000.00 annually to implement a Tempest Engineering Services Module. Currently the City has old connection records scanned and stored on our hard drive. This information is only currently accessed by the Planning Department. New connection cards are not produced and information is not updated when additional work is performed or connections are altered/abandoned.

The Engineering Service module contains both the means to add service cards, associated details and properties and to maintain the service codes, material codes and service sizes. The Engineering Services program complements hand generated service cards and can be used by Public Works staff. Like all Tempest applications, it is linked to the Land module for verification of addresses and access via GIS desktop mapping.

If this module is not funded:

- There will continue to be no formal record of the current configuration of services.
- Unnecessary investigation costs will continue to be expended by both City staff and developers to determine current configuration of services
- Wait times for connection applications will continue to be longer than necessary due to inaccurate information.

Strategic Plan Theme / Decision Points:

The strategic priority considerations relevant to this request are Maintain or Enhance Quality of Life, Renewal and Maintenance of Infrastructure, Maintain and/or Enhance Current Service Levels, Maintain or Reduce Actual Property Tax Burden, Organizational Welfare.

Cost /Benefit Analysis:

At this time, staff estimate that a one-time cost of \$10,000.00 and an annual amount of \$1,000.00 would be adequate to address this issue.

Capital Budget Details

Project	Object Code	Fund	Description	2018 Budget
Expense				
8125 - Computer Upgrade	432 - Computer hardware	1 - General Revenue Fund	Tempest Engineering services Module	10,000
Total Expense				10,000

Spending Package Summary

Spending Package: Eng - 02 - Safe Routes to School/Traffic Calming

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 2501

Spending Package Stage: Approved

Publish Date:

9/26/2017 10:12:35 AM

Explanation/Justification/Impact of not Funding:

The Engineering Department is asking for \$25,000.00 investment (renewed annually) to fund our increasing efforts to address safe routes to school and related traffic calming initiatives.

Examples of some of the projects that this funding would cover are:

1. Purchase and installation of speed reader boards
2. Creation of maps to assist pedestrians with safe routes to take to and from school
3. Flashing beacon lights
4. Elevated cross walks etc.

The engineering department receives several requests for services in regards to Traffic Calming issues and safe routes to school suggestions from the public, concerned parents and the PAC Committee. The request for services in this area has increased in 2017 compared to previous years.

Currently, the City has no budget specifically set aside to address these issues. Staffs have been trying to absorb costs into existing operational budgets. However, it has become a challenge to compete with other operational needs and still provide some certainty regarding funding availability and timing. If the City does not fund these initiatives and efforts, the Engineering Department will:

- be unable to promote the Traffic Calming Policy
- negatively impact operational budgets that were not intended to cover these costs
- unable to provide an efficient level of service to the public due to constraints in funding

Strategic Plan Theme / Decision

Points:

The strategic priority consideration relevant to this project are to:

- Maintain or enhance quality of life
- Maintain and/or enhance current service levels
- To promote an active, engaged, healthy and safe community

Cost /Benefit Analysis:

The strategic priority consideration relevant to this project are to:

- Maintain or enhance quality of life
- Maintain and/or enhance current service levels
- To promote an active, engaged, healthy and safe community

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
2501 - Engineering Special Projects	450 - Parts, Materials and Supplies		Safe Routes to School/Traffic Calming	25,000
Total Expense				25,000

Spending Package Snapshot Summary

Spending Package: Eng - 02 - Safe Routes to School/Traffic Calming

Budget Year: 2018

Spending Package Type: Amendments

Current Spending Package Stage: Approved

Acct. Reference: 2501

Publish Date: September 26, 2017

Snapshot Name: Promotion Snapshot

Spending Package Stage: Package Entry

Description: Automatic Promotion Snapshot Snapshot.

Date: September 26, 2017

Scenario: Main (Active)

Comments:

Operating Budget Details

Activity	Object Code	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Expense						
2501 - Engineering Special Projects	450 - Parts, Materials and Supplies	25,000	25,000	25,000	25,000	25,000
Total Expense		25,000	25,000	25,000	25,000	25,000

Spending Package Summary

Spending Package: EP - 01 - Regional Emergency Pet Trailer

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Approved

Publish Date:

2/19/2018 9:42:50 AM

Explanation/Justification/Impact of not Funding:

The Ocean Terrace Apartment fire in July of 2017 confirmed a long standing gap within the ESS portion of the overall regional emergency program. Although all pets were saved and accounted for in this fire, the emergency program struggled to find adequate capacity for the safe transportation and housing of pets until reunification could be made with their owners. As people consider pets to be members of their family, during an emergency, people need to know their pets are being cared for so they can focus on immediate needs for the rest of the family.

The UBCM Community Emergency Preparedness funding program is intended to enhance the resiliency of local governments and their residents in responding to emergencies. EMO submitted an application to this program for funds to build a custom trailer in order to address the gap of proper pet care. Council endorsed the application for this grant in December of 2017 and approval was received in January of 2018 in a letter from UBCM granting the City access to \$25,000.00 towards the construction of this trailer. The report and letter from UBCM are attached.

In preparation for the grant application, EMO received a quote from a company located within the region to determine the feasibility of custom building this trailer within the required specifications. The quote received was for \$24,900.00 plus applicable taxes for a total amount of \$27,888.00. After application of the grant funding, the remaining amount required to purchase the trailer is \$2888.00 of which the GST portion is returned by the government to the City. The PST portion the quotation is \$1743.00.

Strategic Plan Theme / Decision Points:

Creation and deployment of the regional emergency pet trailer will provide residents and families with pets with enhanced piece of mind reducing the stress for families required to evacuate, by providing certainty and security for pets' safety and well-being. In addition to the intended use, this trailer can be used for public outreach helping residents with personal and family preparedness initiatives in addition to being a tool for volunteer recruitment.

Cost /Benefit Analysis:

Building this trailer with the support of a grant from UBCM helps the emergency program meet the critical needs of pet care for residents affected by an emergency or disaster in the region at a greatly reduced cost of \$1743.00.

Capital Budget Details

Project	Object Code	Fund	Description	2018 Budget
Revenue				
8031 - Emergency Program Equipment	117R - Other Grants/Donations	1 - General Revenue Fund	UBCM grant for Pet trailer	25,000
Total Revenue				25,000

Spending Package Summary

Spending Package: EP - 01 - Regional Emergency Pet Trailer

Expense					
8031 - Emergency Program Equipment	450 - Parts, Materials and Supplies	1 - General Revenue Fund	Regional Pet Trailer		26,650
Total Expense					26,650
Net Total					1,650

Spending Package Summary

Spending Package: EP - 02 - Vehicle

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Approved

Publish Date:

Explanation/Justification/Impact of not Funding:

Emergency Management Oceanside (EMO) has expanded in recent years to include an Emergency Communications trailer and Emergency Social Services (ESS) Mobile Reception Centre trailer as resources to fill contingencies identified in the potential hazards existing in our region. With the awarding of funds granted through the UBCM, EMO is starting the process of building a third trailer to fill the identified pet care need.

Parksville Fire Department does a fantastic job of assisting the emergency program by moving trailers from place to place for exercises and public outreach events. The Ocean Terrace Apartment fire identified a transportation gap for the EMO trailers as all fire apparatus were actively deployed to the fire scene, leaving no vehicles easily available and accessible to the emergency program to move trailers to support evacuated residents.

The fire department is currently planning to replace pick-up C-43 which is now 5 years old and due for replacement. By transferring this resource to the emergency program instead of using it for a trade on the new fire vehicle, the City would enable the emergency program to move resources when needed without reliance on other departments especially during an emergency when these resources may not be readily available. Providing a used vehicle for this purpose would be less expensive for the City compared to buying a new truck.

In addition to the need to move resources during emergency situations, the emergency program coordinator would benefit from a dedicated and fully stocked vehicle to attend government and public meetings for planning and educational outreach programs. For many situations, a larger vehicle is required to carry volumes of educational materials and other resources such as tents, tables and chairs. The current practice is to borrow the bylaw compliance vehicle, but this is becoming increasingly challenging as the bylaw officers' workload continues to increase. This would eliminate the need to rent larger capacity vehicles or re-arrange the schedules of other departments and would offer greater efficiencies for staff who could reduce time loading and unloading materials.

Strategic Plan Theme / Decision Points:

The transfer of the PVFD truck will enhance the level of service to the City and regional residents during emergency situations by allowing immediate response to an active scene with the appropriate resources (ESS/ Communication/ pet care trailers). A dedicated vehicle will increase efficiencies in the EMO program on an operational basis. It is anticipated the access to a dedicated vehicle will reduce negative impacts for the bylaw compliance department by eliminating the need for access to the bylaw vans.

Cost /Benefit Analysis:

Supporting the transfer of this vehicle from the fire department to the emergency program is less expensive than purchasing a new vehicle and provides the same level of service as a new vehicle with less investment. The fire department has advised they are looking for \$18,000.00 for the vehicle to replace the anticipated trade in value in their budget without the added equipment of light bar, radio, push bar, canopy, etc. The fire department has indicated these items would be included with the vehicle for the \$18,000.00. With this equipment as a package on the vehicle, the value would be approximately \$25,000.00, where the cost of a new vehicle capable of towing the trailers would be in excess of \$50,000.00. The current truck would meet the needs of the emergency program for the next 5 years. In addition to the \$18000.00 one-time cost for transfer of the vehicle to the emergency program, an annual operating budget of \$4500.00 would be required to insure, fuel and service the vehicle. This figure is based on current costs to operate the vehicle by the fire department.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
1910 - Emergency Program	330 - Contracts		Annual maintenance for pickup acquired in 2018	4,500
Total Expense				4,500

Spending Package Summary

Spending Package: EP - 02 - Vehicle

Capital Budget Details

Project	Object Code	Fund	Description	2018 Budget
Revenue				
8025 - Equipment	117R - Other Grants/Donations	1 - General Revenue Fund	Transfer of Pickup truck to Emergency program at FMC	18,000
Total Revenue				18,000
Expense				
8031 - Emergency Program Equipment	450 - Parts, Materials and Supplies	1 - General Revenue Fund	Pickup truck transfered from Fire Dept to pull emegency trailers	18,000
Total Expense				18,000
Net Total				0

Spending Package Summary

Spending Package: FD 1 - 2018 - Fire Rescue Services Operational & Technical Specialist

Budget Year: 2018

Spending Package Type: Amendments

Spending Package Stage: Package Entry

Acct. Reference: 1800

Publish Date:

Explanation/Justification/Impact of not Funding:

As part of the City of Parksville financial planning process, Fire and Rescue Service Technician positions (originally name Fire Department Assistant) were budgeted for every 3 years beginning in 2017.

This is supportive position designed to assist the fire department in many areas. The Fire Rescue Service Technician job is very much "hands on" and includes significant manual labour. The FRSOTS is expected to be motivated, productive and assist the department by providing significant expertise in the many aspects of operating a modern, progressive public safety agency.

The fire department has seen an increase in calls for service volume, training requirements, fire and life safety inspections, purpose of this sending package is to move forward the scheduled 2020 position to 2019 and the 2023 position to 2021, followed by a three year frequency of 2024, 2027, and so on.

Strategic Plan Theme / Decision Points:

Increased calls for service.
Daytime staffing when volunteer members are not available.
Increased development requiring more fire and life safety inspections.
Assistance with training of volunteer members.

Cost /Benefit Analysis:

In order to maintain service levels additional staff are required.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
1800 - Administration	300 - Salaries & Wages		Fire Department Assistant	0
1800 - Administration	301 - Benefits		Benefits for FD Assistant	0
1800 - Administration	453 - Uniforms, Clothing			0
1800 - Administration	420 - Corporate memberships/Subscrip			0
Total Expense				0

Position Allocation Change Details

Activity	Position	Description	Start Date	End Date	ChangeRequestPo sition.Allocation
1800 - Administration	FRS O&T Specialist # 2	Fire Rescue Services Technician	Jan 2019		100.00
1800 - Administration	FRS O&T Specialist # 3	Fire Rescue Technician	Jan 2021		100.00

Spending Package Snapshot Summary

Spending Package: FD 1 - 2018 - Fire Rescue Services Operational & Technical Specialist

Budget Year: 2018

Spending Package Type: Amendments

Current Spending Package Stage: Approved

Acct. Reference: 1800

Publish Date:

September 27, 2017

Snapshot Name: Promotion Snapshot

Spending Package Stage: Package Entry

Description: Automatic Promotion Snapshot Snapshot.

Date: September 27, 2017

Scenario: Main (Active)

Comments:

Operating Budget Details

Activity	Object Code	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Expense						
1800 - Administration	300 - Salaries & Wages	0	0	0	76,800	79,800
1800 - Administration	300 - Salaries & Wages	0	66,500	71,600	76,800	79,800
1800 - Administration	300 - Salaries & Wages	0	0	0	0	0
1800 - Administration	301 - Benefits	0	0	0	17,800	18,200
1800 - Administration	301 - Benefits	0	16,000	16,900	17,800	18,200
1800 - Administration	301 - Benefits	0	0	0	0	0
1800 - Administration	420 - Corporate memberships/Subscrip	0	400	400	400	400
1800 - Administration	453 - Uniforms, Clothing	0	1,000	1,000	1,000	1,000
Total Expense		0	83,900	89,900	190,600	197,400

Position Allocation Change Details

Activity	Position	Description	Start Date	End Date	ChangeRequestPo sition.Allocation
1800 - Administration	FRS O&T Specialist #3	Fire Rescue Services Technician	Jan 2021		100.00
1800 - Administration	FRS O&T Specialist #2	Fire Service Rescue Technician	Jan 2019		100.00
1800 - Administration	FRS O&T Specialist #4	Fire Services Rescue Technician	Jan 2024		100.00

Spending Package Summary

Spending Package: FD 2 - 2018 - Respiratory Protection Upgrade / SCBA Change Out - Additional project funds

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 1900

Spending Package Stage: Approved

Publish Date:

9/26/2017 4:38:35 PM

Explanation/Justification/Impact of not Funding:

Self Contained Breathing Apparatus (SCBA) and associated appliances - Full change out.

SCBA are one of the most important pieces of personal protective equipment used in the fire rescue department. Respiratory protection is of utmost importance as products of combustion pose a significant health hazard along with other contaminants such as asbestos, lead, silica and many other environmental hazards. Firefighters are at particularly high risk of exposure.

Currently there is a budget of \$250,000 for an SCBA change out in 2018. The increase of \$75,000 is to ensure enough budget to account for changes in price due to increase standards, changes in the value of the Canadian dollar and the identified need to take our fleet of SCBA from 24 to 35 units, since the current budget was established.

The increase in the number of units is to facilitate a sixth unit on all apparatus and the addition of primary respirators to command vehicles to ensure sufficient access to respiratory protection for on-scene personnel. Additionally, provision for six spare units to be used for training and when units are down for service, is included.

Strategic Plan Theme / Decision

Points:

Health and Safety
Ability to perform fire and rescue operations.
Service delivery.

Cost /Benefit Analysis:

Health and safety of firefighters
Bringing fleet of SCBA to a current standard changes to standard.
Compatibility with mutual aid partners.
Workplace hazards

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
1900 - Minor capital	330 - Contracts		Additional required funds for SCBA upgrade	75,000
Total Expense				75,000

Spending Package Summary

Spending Package: FD 3 - 2018 - Fire Department Office Assistant increase to 1 FTE.

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 1800

Spending Package Stage: Approved

Publish Date:

10/11/2017 1:21:07 PM

Explanation/Justification/Impact of not Funding:

As the City and fire protection area continue to grow, so do the number of calls for service, fire inspections and other pressures on the fire service. This in turn creates more administrative workload. Along with these increases comes the need to improve administrative support within the fire department.

In 2005 the fire department implemented a .5 FTE Office Assistant position in support of administrative processes. In 2011 the fire department increased the position to a .6 FTE (3 day per week).

This position supports operations, training, fire prevention, fire reporting, recruiting, retention and maintenance functions as well as a variety of day to day general administrative tasks, along with playing a large roll in the accessibility of the fire department to the public.

Beginning in 2019, the fire department requests the existing Office Assistant position be increased to 1 FTE.

Strategic Plan Theme / Decision

Points:

Delivery of service.

Cost /Benefit Analysis:

Maintenance of levels of service.

Position Allocation Change Details

Activity	Position	Description	Start Date	End Date	ChangeRequestPosition.Allocation
1800 - Administration	PPT Office Assistant	Increase to Full time position	Jan 2019		100.00

Spending Package Snapshot Summary

Spending Package: FD 3 - 2018 - Fire Department Office Assistant increase to 1 FTE.

Budget Year: 2018

Spending Package Type: Amendments

Current Spending Package Stage: Approved

Acct. Reference: 1800

Publish Date:

October 11, 2017

Snapshot Name: Promotion Snapshot

Spending Package Stage: Package Entry

Description: Automatic Promotion Snapshot Snapshot.

Date: October 11, 2017

Scenario: Main (Active)

Comments:

Operating Budget Details

Activity	Object Code	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Expense						
1800 - Administration	300 - Salaries & Wages	0	20,200	20,600	21,000	21,400
1800 - Administration	301 - Benefits	0	200	200	200	200
Total Expense		0	20,400	20,800	21,200	21,600

Position Allocation Change Details

Activity	Position	Description	Start Date	End Date	ChangeRequestPosition.Allocation
1800 - Administration	PPT Office Assistant	Increase to Full time position	Jan 2019		100.00

Spending Package Summary

Spending Package: FD 4 - 2018 - Fire Station Addition/Expansion

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 8026

Spending Package Stage: Approved

Publish Date:

9/28/2017 3:22:56 PM

Explanation/Justification/Impact of not Funding:

This spending package is to increase the capital budget amount for the fire station addition/expansion as scheduled in the capital plan in year 2024. An additional amount of \$50,000 is requested in 2023 for preliminary study, site and design work, along with an additional \$625,000 to be added in 2024, doubling the existing 2024 budget to \$1.35 million.

Goals:

- Secured main entry with physical separation and security features (similar to provisions in all other municipal buildings).
- Addition of dorm space.
- Improved / expanded training space.
- Improved fitness facilities.
- Amalgamation and expansion of apparatus space
- Expansion and improved functionality of turnout gear storage and cleaning space.
- Improved storage space.
- Expanded administrative space.

The fire station is the base of operations for the fire department. In 2011 a renovation and addition was completed however because of the failure of the counter partition process, borrowing for the full projected amount was not possible. The project was therefore funded via existing amounts which effectively changed the scope of the project significantly. Consequently, many of the project goals were not achieved. While the goal of amalgamation of existing apparatus to one location was achieved, the building was full the day the fire department moved in with little flexibility for the future addition of personnel or apparatus.

Fire Station planning should take into account a long-range time horizon as these facilities are 40 to 50 year buildings at a minimum. The planning process should account for future needs and a station location study should be undertaken to ensure station facilities are located to meet the needs of the community. The current station is the only station serving the fire protection area at this time and is a critical component in being able to offer effective service to the community.

Strategic Plan Theme / Decision

Points:

- Delivery of Service
- Recruiting and Retention - Dorm space.
- Accommodation of future growth.

Cost /Benefit Analysis:

In order to provide service to the community the fire department requires adequate facilities which can house not only fire apparatus but also administrative, fitness, shop/maintenance, equipment, storage, training and dorm space. This is the cost to provide appropriate facilities in the maintenance or enhancement of service levels.

Spending Package Summary

Spending Package: FD 4 - 2018 - Fire Station Addition/Expansion

Capital Budget Details

Project	Object Code	Fund	Description	2018 Budget
Expense				
8026 - Fire Hall #1 Building Addition	450 - Parts, Materials and Supplies	1 - General Revenue Fund	Project Planning / Design.	
Total Expense				

Spending Package Summary

Spending Package: FD 5 - 2018 - Fire Station Needs and Location Study

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 1900

Spending Package Stage: Approved

Publish Date:

10/13/2017 7:35:08 AM

Explanation/Justification/Impact of not Funding:

The fire rescue department requests this funding to undertake an fire station location and facility needs assessment.

The goal, by engaging of a consultant, is to provide an in-depth Fire Station Location resulting in a comprehensive Risk Assessment for the City of Parksville. This includes:

- review of recognized response standards in relation to the fire service area;
- the identification of a standard of service for areas of the City and broader fire protection area based on their identified risk;
- make recommendations with respect to future growth areas;
- factor in the composite and evolving nature of local fire rescue service delivery including on-call member muster times; and,
- evaluate existing and required facility capacity and amenities such as health and safety requirements, apparatus, administrative, fitness, cleaning, dormitory, maintenance and storage space.

The last fire station location study was undertaken in 1999. The 2006 Fire Service Review used the 1999 fire station location study as the basis for station location comments. A updated study in 2020 will be timely (21 years from the last study) and serve to account for the results of growth, in-fill, densification and population increases in the fire protection area and future needs.

It is anticipated that through the application of a robust methodology and advanced analysis tools, the City of Parksville will receive appropriate information to inform required additions and upgrades to existing facilities as well as future planning of new fire stations. This in turn will allow for appropriate budgeting considerations for the anticipated future needs of the community.

Strategic Plan Theme / Decision

Points:

- Public Safety
- Service Delivery

Cost /Benefit Analysis:

This is a cost to the taxpayer related to the delivery of fire rescue services.

Spending Package Snapshot Summary

Spending Package: FD 5 - 2018 - Fire Station Needs and Location Study

Budget Year: 2018

Spending Package Type: Amendments

Current Spending Package Stage: Approved

Acct. Reference: 1900

Publish Date: October 13, 2017

Snapshot Name: Promotion Snapshot

Spending Package Stage: Package Entry

Description: Automatic Promotion Snapshot Snapshot.

Date: October 13, 2017

Scenario: Main (Active)

Comments:

Operating Budget Details

Activity	Object Code	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Expense						
1900 - Minor capital	331 - Consulting	0	0	100,000	0	0
Total Expense		0	0	100,000	0	0

Spending Package Summary

Spending Package: FL - 01 - Vehicle Hoists

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 8251

Spending Package Stage: Approved

Publish Date:

Explanation/Justification/Impact of not Funding:

The City of Parkville's fleet department is responsible for regular maintenance and repair of 85 units including vehicles, mobile equipment and fire rescue equipment. The purchase of a four-post service lift would improve overall shop productivity and worker health and safety. Vehicle lifts allow for more thorough preventative maintenance and inspections by allowing technicians better access, visibility and clearance while keeping parts and tools conveniently located nearby. This improved speed and efficiency reduces vehicle repair time and labour costs. In regards to health and safety, service technicians currently repair mid to large sized vehicles at ground level using floor jacks, jack stands and dollies. A service lift allows technicians to stand upright in a natural posture preventing musculoskeletal injuries by reducing heavy lifting, overexertion and awkward postures.

Strategic Plan Theme / Decision Points:

- Maintain or enhance quality of life: Allowing technicians to be more efficient and provide safer techniques for daily tasks.
- Maintain or Enhance levels of service: Increasing efficiency and ensuring equipment is operationally ready in a timely manner.
- Maintain or reduce actual property tax burden: Reducing down time of fleet reduces the likelihood of renting equipment or contracting jobs

Cost /Benefit Analysis:

With the acquisition of this equipment, fleet down time will be reduced, allowing repairs and maintenance to be completed in a more timely manner. Improving efficiency and enhancing current service levels within the department will improve the organization directly by providing vehicles and equipment to be utilized by staff. We are confident that the current maintenance and repair procedures will exceed the cost of purchasing this equipment over a short time period. Acquiring this equipment will also reduce potential worksafe claims related to ergonomics and create a healthier work environment.

Capital Budget Details

Project	Object Code	Fund	Description	2018 Budget
Expense				
8251 - Works Equipment	450 - Parts, Materials and Supplies	1 - General Revenue Fund	Vehicle Hoist	15,000
Total Expense				15,000

Spending Package Summary

Spending Package: HR -01 - OHS Co-op Student

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 1304

Spending Package Stage: Approved

Publish Date:

Explanation/Justification/Impact of not Funding:

The City of Parksville has recently been audited by WorkSafeBC under their PACE review. As a result there are urgent items with deadlines set by WSBC required to be completed in 2018. Other occupational health and safety requirements must also continued to be met. With the additional work resulting from the PACE review and limited resources already over-stretched to attend to all required matters for 2018, an OHS Co-op student for a 4 month term would provide much needed assistance on OHS program areas outside of the PACE review compliance agreement requirements.

The OHS Co-op student will provide key service support to ensure the achievement of occupational health and safety goals and will provide the necessary assistance to the Human Resources and Occupational Health & Safety department.

The amount of work required to keep up with the organization's OHS needs, due to the heavy volume of work already undertaken by the current Human Resources and OH&S department - Director of HR and OH&S, OHS Advisor and the HR Assistant. It is a very big undertaking to maintain the entire human resources and occupational health and safety function for the City; and it is a much needed addition to ensure the City does not fall behind on its requirements as well as providing a pro-active approach as the needs of the City dictate. This role will offer the opportunity to enhance our service levels to departments across the City and will also ensure improved efficiencies that support the improvement of business outcomes and organizational performance.

Providing a co-op term opportunity provides an excellent opportunity to a student, while mitigating costs, as well as enhancing the profile of our municipality in a positive way which also positively impacts our efforts and results in recruitment during the current and future expected employee shortages.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
1304 - Safety	300 - Salaries & Wages		Co-op Student	15,000
Total Expense				15,000

Spending Package Summary

Spending Package: IT - 01 - PCTC Forum audio system upgrade

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 2540

Spending Package Stage: Approved

Publish Date:

Explanation/Justification/Impact of not Funding:

The aim of this project is to improve the sound quality for council, staff, delegates, and the public attending meetings in the PCTC Forum. The current system is not providing loud enough sound for council, staff, and the audience.

If this is not funded, the sound quality for meetings in the forum will remain as it is today.

Strategic Plan Theme / Decision Points:

The strategic considerations relevant to this project are enhance quality of life, renewal and maintenance of infrastructure, enhance current level of service, organizational welfare.

Cost /Benefit Analysis:

The 2018 cost will include a new amplifier, microphones, and speakers. The labour to remove the old and install the new devices. The benefit will be improved sound quality for those participating in public meetings in the PCTC Forum.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
2540 - I.T. - Minor Capital	432 - Computer hardware		Audio system upgrade	15,000
Total Expense				15,000

Spending Package Summary

Spending Package: IT - 02 - Servers

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 2540

Spending Package Stage: Approved

Publish Date:

Explanation/Justification/Impact of not Funding:

The aim of this project is to replace the computer servers on a three year cycle. Each year one of the servers will complete the three year warranty period. Replacing the hardware, operating systems and licences will provide staff and the public with adequate response time to complete their business. Keeping the critical servers on a warranty will ensure adequate repair response time, should we experience any hardware failure.

If this is not funded, we will maintain the existing three servers for a longer period. Staff and the public will experience slower response times while completing their business.

Strategic Plan Theme / Decision Points:

The strategic considerations relevant to this project are enhance quality of life, renewal and maintenance of infrastructure, enhance current level of service, organizational welfare.

Cost /Benefit Analysis:

The cost will be an increase from past computer server budgets. The funding each year is different as the components required each year differ. The benefit will be improved computer server response time and protection from computer hardware maintenance costs.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
2540 - I.T. - Minor Capital	400 - Insurance & Licenses		windows server licences	3,500
2540 - I.T. - Minor Capital	400 - Insurance & Licenses		windows user client access licences - 75 only	2,500
2540 - I.T. - Minor Capital	400 - Insurance & Licenses		exchange user licences - 80 only	0
2540 - I.T. - Minor Capital	431 - Computer software		exchange server software	0
Total Expense				6,000

Capital Budget Details

Project	Object Code	Fund	Description	2018 Budget
Expense				
8125 - Computer Upgrade	432 - Computer hardware	1 - General Revenue Fund	Server	16,500
Total Expense				16,500

Spending Package Snapshot Summary

Spending Package: IT - 02 - Servers

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 2540

Current Spending Package Stage: Approved

Publish Date:

Snapshot Name: Promotion Snapshot

Spending Package Stage: Package Entry

Description: Automatic Promotion Snapshot Snapshot.

Date: September 18, 2017

Scenario: Main (Active)

Comments:

Operating Budget Details

Activity	Object Code	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Expense						
2540 - I.T. - Minor Capital	432 - Computer hardware	38,000	16,000	20,000	38,000	16,000
Total Expense		38,000	16,000	20,000	38,000	16,000

Spending Package Snapshot Summary

Spending Package: IT - 02 - Servers

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 2540

Current Spending Package Stage: Approved

Publish Date:

Snapshot Name: Demotion Snapshot

Spending Package Stage: Approved

Description: Automatic Demotion Snapshot Snapshot.

Date: September 22, 2017

Scenario: Main (Active)

Comments:

Operating Budget Details

Activity	Object Code	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Expense						
2540 - I.T. - Minor Capital	432 - Computer hardware	38,000	16,000	20,000	38,000	16,000
Total Expense		38,000	16,000	20,000	38,000	16,000

Spending Package Snapshot Summary

Spending Package: IT - 02 - Servers

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 2540

Current Spending Package Stage: Approved

Publish Date:

Snapshot Name: Promotion Snapshot

Spending Package Stage: Package Entry

Date: September 29, 2017

Comments:

Description: Automatic Promotion Snapshot Snapshot.

Scenario: Main (Active)

Operating Budget Details

Activity	Object Code	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Expense						
2540 - I.T. - Minor Capital	400 - Insurance & Licenses	0	10,500	0	0	10,500
2540 - I.T. - Minor Capital	400 - Insurance & Licenses	3,500	3,500	3,500	3,500	3,500
2540 - I.T. - Minor Capital	400 - Insurance & Licenses	2,500	0	0	2,500	0
2540 - I.T. - Minor Capital	431 - Computer software	0	700	0	0	700
2540 - I.T. - Minor Capital	431 - Computer software	0	0	0	7,500	0
2540 - I.T. - Minor Capital	432 - Computer hardware	16,500	22,000	10,500	16,500	22,000
Total Expense		22,500	36,700	14,000	30,000	36,700

Spending Package Summary

Spending Package: IT - 03 - Electronic Payments

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 2540

Spending Package Stage: Approved

Publish Date:

Explanation/Justification/Impact of not Funding:

The aim of this project is to configure the Tempest E-commerce module to accept payments from the internet for city tickets, business licences, and sign permits. Configuring this module will provide the public with an alternate payment method that is more convenient than attending city hall to pay tickets and invoices.

If this is not funded, the public will continue to pay city tickets and invoices at the city hall cashier.

Strategic Plan Theme / Decision Points:

The strategic considerations relevant to this project are enhance quality of life, renewal and maintenance of infrastructure, enhance current level of service, organizational welfare.

Cost /Benefit Analysis:

The one time cost of this project is \$8000 for the year 2018. The benefit will be additional payment options for the public.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
2540 - I.T. - Minor Capital	330 - Contracts		Electronic Payments	8,000
Total Expense				8,000

Spending Package Summary

Spending Package: IT - 04 - GP software version upgrade

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 2540

Spending Package Stage: Approved

Publish Date:

10/4/2017 10:49:04 AM

Explanation/Justification/Impact of not Funding:

The aim of this project is to upgrade GP financial software to the current version from Microsoft and Diamond consulting. Performing this upgrade will keep the software within the Microsoft product life cycle and allow for tax and year end updates.

If this is not funded, the GP financial software will become more complicated to support.

Strategic Plan Theme / Decision

Points:

The strategic considerations relevant to this project are enhance quality of life, renewal and maintenance of infrastructure, enhance current level of service, organizational welfare.

Cost /Benefit Analysis:

The cost of this upgrade project is \$10000. Renewal of the GP financial software will allow city staff to perform their accounting functions with renewed product support.

Spending Package Snapshot Summary

Spending Package: IT - 04 - GP software version upgrade

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 2540

Current Spending Package Stage: Approved

Publish Date: October 04, 2017

Snapshot Name: Promotion Snapshot

Spending Package Stage: Package Entry

Date: October 03, 2017

Comments:

Description: Automatic Promotion Snapshot Snapshot.

Scenario: Main (Active)

Operating Budget Details

Activity	Object Code	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Expense						
2540 - I.T. - Minor Capital	330 - Contracts	0	10,000	0	0	0
Total Expense		0	10,000	0	0	0

Spending Package Summary

Spending Package: OHS - 01 - Development of Safe Work Procedures

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 1304

Spending Package Stage: Approved

Publish Date:

Explanation/Justification/Impact of not Funding:

Working with a consultant to develop a Silica Exposure Control Plan and Respiratory Program in order to be compliant with WorkSafeBC Compliance Agreement #201816593006A. Both programs must be developed by a qualified professional, as defined by OHS Regulation and include a general program, individual work procedures and training.

Strategic Plan Theme / Decision

Points:

- Maintain and or Enhance current service levels
- Health & safety
- Organizational Welfare

Cost /Benefit Analysis:

The development and implementation of WorkSafeBC compliant plans and programs ensures our workers are trained to the latest standards. This helps in reducing workplace accidents or long term exposure problems for staff.
WorkSafeBC compliant programs and procedures can assist in reducing insurance premiums and non compliance penalties.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
1304 - Safety	331 - Consulting		Silica Exposure Plan	2,000
1304 - Safety	331 - Consulting		Respiratory Plan	2,500
1304 - Safety	331 - Consulting		Consulting on Safety Mitigation Strategies	1,500
Total Expense				6,000

Spending Package Summary

Spending Package: OHS - 02 - Confined Space Program Requirements

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Package Entry

Publish Date:

Explanation/Justification/Impact of not Funding:

The City of Parksville has recently been sent notification by WorkSafeBC (WSBC) of a 2018-2020 Confined Space Initiative they have launched with the 2018 Inspection focusing on local government and related operations.

Their Confined Space Initiative is part of a three-year plan to address work activities with a high potential for serious injury. The initiative is based on results from pilot inspections WSBC conducted in 2017 as well as from discussions with health and safety associations and examinations of risk factors. Their goal of the initiative is to reduce serious injuries by applying resources and efforts where they will be most effective.

Confined space incidents can happen suddenly, often without warning that something is wrong. Injury and death can occur as a result of fire, explosion, unconsciousness, asphyxiation, or drowning. They are also concerned about the risks in local government operations which are compounded by the age of infrastructure, numerous types of confined spaces, and the need for workers to regularly enter these spaces.

The City of Parksville was recently audited by WSBC under their PACE review. As a result there are urgent items with deadlines set by WSBC required to be completed in 2018 and as agreed to through a Compliance Agreement between the City and WSBC. The Confined Space Program requirements updating is an additional major project we are now required to complete in 2018, outside of the PACE review compliance agreement requirements. The review and updating will need to be completed by a qualified specialist who will focus on our current Confined Space program as a whole to ensure we meet to new recent regulation changes, bringing us into compliance with WSBC requirements. The updating will include our Safe Work Procedure (SWP), documentation in relation to the changes to meet the current standards, hazards assessments and entry procedures for those areas already assessed prior to 2015, as well as the additional confined spaces recently added to the City's responsibility due to development and ensuring a complete review of all potential confined spaces and adding these to our program.

Part 9 (9.1-9.51) of the WSBC Regulation deal with confined spaces. The definition is (1) fully or partially; (2) not intended for continuous human occupancy; (3) limited access/egress; (4) large enough to enter. The oxygen content is allowed to be between 19.5-23.5% and monitoring is required less than 20 minutes prior to entry with specifics about how often retesting is required. Workers are also required to be trained on testing, entry, documentation, reporting and ensuring compliance with the agreement and process for notifying Fire Rescue personnel.

To meet the requirements of the WSBC Confined Space Initiative, it is recommended the City conduct an RFP to obtain the services of a qualified safety consultant who has expertise in confined spaces and can conduct the review and updates to our program: hazard assessments, revised and new SWPs, as well as training of our staff. It is estimated the review and updates will cost up to \$10,000 and the training of staff cost up to \$5,000.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
1304 - Safety	331 - Consulting		Confined Space Program Requirements update	15,000
Total Expense				15,000

Spending Package Summary

Spending Package: OHS - 03 - Portable AED's

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 1330

Spending Package Stage: Approved

Publish Date:

Explanation/Justification/Impact of not Funding:

The City of Parksville has first aid requirements that must be met. We have both Level 1 and Level 3 first aid attendants. Our Level 3 first aid attendants have much higher level of responsibilities when responding to staff first aid concerns - promptly provide employees with a level of care within the scope of the attendants training and regulations.

With the higher incidents of drug related exposures through contact of unknown substances, many situations turn very quickly into a matter of life and death.

The City of Parksville has 2 public AEDs which were received through a grant. The only issue is they must stay in the two locations so they are available to the public. Our Level 3 first aid attendants have requirement which take them into very remote locations - where immediate help would be unattainable (Arrowsmith Dam).

The Level 3 first aid attendants have one 'jump kit' which they take to first aid situations (or request a staff member to bring to the location) and they have a first aid kit specifically for Arrowsmith Dam. Both kits require an AED, in order to provide our first aid attendants and our staff the best situation for survival.

The recommendation is to purchase 2 AEDs, which are not attached to public access, so that our first aid attendants can provide the level of service now needed as the landscape of our employees' safety has drastically changed with the increase in sharps and contaminated objects and unknown substances they are exposed to.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
1330 - Minor capital	450 - Parts, Materials and Supplies		Portable AED's (2 @ \$2,000)	4,000
Total Expense				4,000

Spending Package Summary

Spending Package: PK - 02 - Springwood park - Scorekeepers Box Staircase

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference: 2790

Spending Package Stage: Approved

Publish Date:

Explanation/Justification/Impact of not Funding:

Identified during budget deliberations, the second floor access to the scorekeeper's box at the Inouye-Wallace baseball field at Springwood Park was identified as a public hazard and liability by staff. To correct the issue, staff will construct an exterior wooden staircase for the field users to access the second floor of the building.

Strategic Plan Theme / Decision Points:

- Maintain or Enhance Quality of life - Eliminates a potential liability issue.
- Renewal and Maintenance of Infrastructure - Provides a much needed improvement to a structure accessed by the public
- Maintain or Enhance Levels of Service - Will provide an increase in the level of service for users
- Maintain or Reduce Actual Property Tax Burden - Neutral impact
- Environmentally Sustainable - Neutral Impact
- Economic Development - Neutral Impact

Cost /Benefit Analysis:

Since the hazard was raised, staff have sealed off the access within the existing structure which prevents the users from utilizing the structure as originally intended. It is suspected the second floor was avoided by the users for some time due to the hazard present. The cost to provide a set of stairs to the second floor is minimal when compared against the long term benefits for the end users.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
2790 - Minor Capital	330 - Contracts		Scorekeepers Box Stairs	7,000
Total Expense				7,000

Spending Package Summary

Spending Package: PW-001 - Brine - Dust Control Equipment

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Approved

Publish Date:

10/4/2017 3:34:25 PM

Explanation/Justification/Impact of not Funding:

To provide a higher level of service during winter operations and to provide dust control services as needed during summer.

During winter operations the City of Parksville uses brine salt for initial ice control, the City has one complete brine unit placed atop a pick up truck. In summer months the unit is cleaned and used as a mobile watering truck in the Parks section.

In addition to the new application unit the city would require a storage tank specifically for dust control to incorporate within our brine salt manufacturing and storage area.

Strategic Plan Theme / Decision

Points:

Maintain or Enhance Quality of life - additional capacity improves safety during winter operations and increased level of service during summer months against silica dust.

Renewal and Maintenance of Infrastructure - Eliminates reliance on contractors for dust control in summer months

Maintain or Enhance Levels of Service - Enhances levels of service.

Maintain or Reduce Actual Property Tax Burden - Initial impact for purchase of equipment

Environmentally Sustainable - environmental impact is neutral

Economic Development - No impact

Cost /Benefit Analysis:

Currently the City relies on a contractor to apply dust control, which is a one time application in early summer. There are limited contractor's available on Vancouver Island. It is difficult/rare for the contractor to return for second applications. The Parks section uses the Brine unit during the summer months and it's inefficient to use it for both watering and dust control (the unit requires a complete cleaning every time).

Capital Budget Details

Project	Object Code	Fund	Description	2018 Budget
Expense				
8251 - Works Equipment	450 - Parts, Materials and Supplies	1 - General Revenue Fund	Equipment	20,000
Total Expense				20,000

Spending Package Summary

Spending Package: PW-002 - Ermineskin Park 1.5 FTE

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Approved

Publish Date:

10/4/2017 11:03:40 AM

Explanation/Justification/Impact of not Funding:

The City of Parksville has recently aquired a 35.3Ha of land locally as the Ermineskin lands. which will become new dedicated parkland. Currently the lands contain several City wells and are used by the public It is anticipated these uses will continue and maintenance of the park will be completed by City staff, keeping the park as much as possible in its natural state. It has been determined by staff it will require the addition of 1.5 Full time equivalent prositions (which equulas 18mths)in order to maintain the property in accordance with City standards and to protect the city from liability arising from ownership.

Strategic Plan Theme / Decision Points:

- Maintain or Enhance Quality of life - Additional staff will ensure the City's standards of maintenace are completed which directly benefits the end user.
- Renewal and Maintenance of Infrastructure - Additional staffing will ensure the new parkland is mainatined regularly.
- Maintain or Enhance Levels of Service - additional staffing will ensure service levels will be maintaned throughout parks.
- Maintain or Reduce Actual Property Tax Burden -Failure to maintain the City's assets will increase the property tax burden on residents and businesses.
- Environmentally Sustainable - The environmental impact is neutral, as the land will remain natural parkland
- Economic Development - No immediate impact. However, the recomendations of the parks and open space master plan may reveal additional benefifits for the commnity.

Cost /Benefit Analysis:

The City of Parksville is growing and at current staffing levels are just able to keep up with existing maintenance requirments which includes protecting the taxpayers against liablity arising from injuries claimed on public land. The residents of the city will expect the aquired parkland to be maintained at the same level of service as other parkland throughout the city and investing in the resourses needed will ensure the parkland is maintained and residents are protected.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
2735 - Ermineskin Park	300 - Salaries & Wages		1.5 FTE	133,200
Total Expense				133,200

Spending Package Snapshot Summary

Spending Package: PW-003 - Ermineskin Park Maintenance

Budget Year: 2018

Spending Package Type: Amendments

Current Spending Package Stage: Approved

Acct. Reference:

Publish Date:

October 13, 2017

Snapshot Name: Promotion Snapshot

Spending Package Stage: Package Entry

Description: Automatic Promotion Snapshot Snapshot.

Date: October 04, 2017

Scenario: Main (Active)

Comments:

Operating Budget Details

Activity	Object Code	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Expense						
2735 - Ermineskin Park	330 - Contracts	10,000	10,000	10,000	10,000	10,000
2735 - Ermineskin Park	450 - Parts, Materials and Supplies	30,000	30,000	30,000	30,000	30,000
2735 - Ermineskin Park	800 - Municipal Equipment (Expense)	10,000	10,000	10,000	10,000	10,000
Total Expense		50,000	50,000	50,000	50,000	50,000

Spending Package Snapshot Summary

Spending Package: PW-003 - Ermineskin Park Maintenance

Budget Year: 2018

Spending Package Type: Amendments

Current Spending Package Stage: Approved

Acct. Reference:

Publish Date:

October 13, 2017

Snapshot Name: Promotion Snapshot

Spending Package Stage: Package Entry

Description: Automatic Promotion Snapshot Snapshot.

Date: October 13, 2017

Scenario: Main (Active)

Comments:

Operating Budget Details

Activity	Object Code	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Expense						
2735 - Ermineskin Park	450 - Parts, Materials and Supplies	10,000	10,000	10,000	10,000	10,000
Total Expense		10,000	10,000	10,000	10,000	10,000

Spending Package Summary

Spending Package: PW-004 - Fleet Service Truck

Budget Year: 2018

Spending Package Type: Amendments

Spending Package Stage: Approved

Acct. Reference:

Publish Date:

10/4/2017 2:54:18 PM

Explanation/Justification/Impact of not Funding:

Funding to provide a Fleet service truck. The fleet section requires a dedicated service truck to effectively support the servicing of the fleet, the Fire Department and servicing/maintenance several offsite emergency generators. Without a dedicated vehicle the section relies heavily on courier deliveries and other sections to provide transportation.

To fund the service vehicle staff recommends carrying forward the replacement of an existing 2014 service truck, extending its replacement cycle to 10 years and utilizing the funds identified for this vehicle in 2018 (\$17,200) with the remainder covered by the equipment reserve.

Strategic Plan Theme / Decision Points:

- Maintain or Enhance Quality of life - Neutral impact
- Renewal and Maintenance of Infrastructure - Provides staff with the necessary equipment to support fleet servicing
- Maintain or Enhance Levels of Service - Provides Fleet staff with the ability to enhance their operational levels of service
- Maintain or Reduce Actual Property Tax Burden - neutral impact
- Environmentally Sustainable - Adding to the fleet will have a slight impact
- Economic Development - Not applicable

Cost /Benefit Analysis:

A dedicated service truck for the fleet section will enable the city's mechanics to be self-sufficient and save staff time. Providing consistent transportation reduces equipment downtime and increases service levels across the operations department. It will become especially noticeable when breakdowns occur in the field and other sections are relying on repairs to be made as quickly as possible.

Capital Budget Details

Project	Object Code	Fund	Description	2018 Budget
Expense				
8251 - Works Equipment	450 - Parts, Materials and Supplies	1 - General Revenue Fund	Service Truck	35,000
Total Expense				35,000

Spending Package Summary

Spending Package: PW-005 - PCTC Security Upgrade

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Approved

Publish Date:

Explanation/Justification/Impact of not Funding:

PCTC security system is currently 16 years old and has fulfilled its service life. With ongoing security issues occurring at PCTC staff are requesting a complete upgrade to the security system. Including funds to explore camera options.

Technological improvements in building security systems have made PCTC's current system obsolete and cumbersome to manage. As the technology in place is no longer supported or manufactured it is quickly becoming difficult to effect repairs or expand upon the existing system. It is prudent for the City to review the needs of the security system at PCTC and upgrade to current technology which is more robust and simpler to manage.

Strategic Plan Theme / Decision

Points:

- Maintain or Enhance Quality of life - No impact, but improves after hours security at City Hall.
- Renewal and Maintenance of Infrastructure - Renews current infrastructure
- Maintain or Enhance Levels of Service - Enhances levels of service.
- Maintain or Reduce Actual Property Tax Burden - Initial impact to tax burden for purchase of equipment
- Environmentally Sustainable - environmental impact is neutral
- Economic Development - Economic development is neutral

Cost /Benefit Analysis:

Funding this project will provide the City with a more robust up to date security system and avoids a possibility where the current system can't be repaired or modified due to obsolete and unsupported technology.

Capital Budget Details

Project	Object Code	Fund	Description	2018 Budget
Expense				
8001 - PCTC City Hall	330 - Contracts	5 - PCTC	Security Upgrade	50,000
Total Expense				50,000

Spending Package Summary

Spending Package: PW-006 - Roads and Drainage FTE

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Package Entry

Publish Date:

Explanation/Justification/Impact of not Funding:

The City of Parksville's Roads and Drainage section provides equipment/labour assistance to all sections of the Operations Department as required. This becomes a concern as it regularly restricts the section's ability to uphold its own maintenance obligations throughout the year.

Since 2014, budgets relating to right of way maintenance, sign installation/maintenance, open drainage systems maintenance and sidewalk repairs have been underutilized as the workload in other areas increase.

The City currently employs a single Trades 2 position in the roads and drainage section which is responsible to organize and complete the City's road marking program; maintain and/or install traffic signage; develop, make and install custom signage for all city departments as needed; complete yearly sidewalk/trail inspections throughout the downtown; complete sidewalk/trail inspections every 3 years throughout the remainder of the city and coordinate the repair of defects identified in the field.

To complete these tasks effectively the Trades 2 position requires regular assistance by one or more workers. As labour and/or equipment is pulled away from the section it becomes difficult to maintain these programs consistently. Additionally, as the City grows through development the infrastructure required to maintain increases, which places a further burden on resources. As the section struggles to uphold its obligations and requests for service from the public continue to rise the City could become open to liability issues arising from increased claims.

In order to support the section in fulfilling its maintenance obligations, staff requests the addition of one full time Labourer assigned to assist in the completion of the maintenance programs the trades 2 position is required to manage and complete.

Strategic Plan Theme / Decision

Points:

Maintain or Enhance Quality of life - Providing adequate staffing levels and staying on top of maintenance programs will preserve the residents quality of life and could help limit increases of public complaints.

Renewal and Maintenance of Infrastructure - Providing additional staffing will ensure the City's infrastructure is satisfactorily maintained.

Maintain or Enhance Levels of Service - Providing adequate staffing will aid in maintaining service levels and accommodate growth.

Maintain or Reduce Actual Property Tax Burden - Additional staffing will increase the property tax burden

Environmentally Sustainable - The environmental impact is neutral, however properly maintained drainage systems positively impact the environment.

Economic Development - No immediate impact, however a well maintained City could aid in drawing in new residents/businesses.

Cost /Benefit Analysis:

It is expected by the public that infrastructure is maintained regularly. The City of Parksville is growing and at current staffing levels the Roads and Drainage section is struggling to keep up with its maintenance obligations. Continuing to operate at current staffing levels as more development is approved and infrastructure is added will only further burden the Roads and Drainage section's resources. This will draw in more complaints from residents and negatively impact the infrastructure. It will also increase the potential for liability from claims and increase the potential for replacing infrastructure before the end of its service life. Providing the section with additional help will enable the section to complete the required maintenance programs consistently.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
3170 - Road marking	300 - Salaries & Wages		Labourer FTE	30,000
3180 - Sidewalk Maintenance	300 - Salaries & Wages		Labourer FTE	30,000
3192 - Sign maintenance	300 - Salaries & Wages		Labourer FTE	30,000
Total Expense				90,000

Spending Package Snapshot Summary

Spending Package: PW-006 - Roads and Drainage FTE

Budget Year: 2018

Spending Package Type: Amendments

Current Spending Package Stage: Approved

Acct. Reference:

Publish Date:

Snapshot Name: Promotion Snapshot

Spending Package Stage: Package Entry

Description: Automatic Promotion Snapshot Snapshot.

Date: October 04, 2017

Scenario: Main (Active)

Comments:

Operating Budget Details

Activity	Object Code	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Expense						
3170 - Road marking	300 - Salaries & Wages	30,000	30,000	30,000	30,000	30,000
3180 - Sidewalk Maintenance	300 - Salaries & Wages	30,000	30,000	30,000	30,000	30,000
3192 - Sign maintenance	300 - Salaries & Wages	30,000	30,000	30,000	30,000	30,000
Total Expense		90,000	90,000	90,000	90,000	90,000

Spending Package Summary

Spending Package: PW-007 - Shelly Park Maintenance

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Approved

Publish Date:

Explanation/Justification/Impact of not Funding:

City council authorized the Pioneer Crescent Neighbourhood Residents Association and Bard to Broadway Theatre Society to proceed with fundraising to support a Shelly Park Concept Plan. As recommended by staff in a report to council dated April 25, 2017 council directed staff to prepare a budget spending package of \$10,000 a year for inclusion and consideration in the next 2018 – 2021 Financial Plan.

Strategic Plan Theme / Decision Points:

Maintain or Enhance Quality of life - The new neighbourhood park will enhance the quality of life, providing ongoing maintenance funds will preserve it.
Renewal and Maintenance of Infrastructure - The City requires a budget to maintain the new neighbourhood park.
Maintain or Enhance Levels of Service - the new neighborhood park will enhance service levels
Maintain or Reduce Actual Property Tax Burden - the operation and maintenance of this park will increase the tax burden on residents.
Environmentally Sustainable - the environmental impact is neutral as it will remain parkland
Economic Development - Unknown at this time.

Cost /Benefit Analysis:

Upon completion of the new neighbourhood Park the City will be responsible for ongoing inspection and maintenance. Providing adequate funding ensures the neighbourhoods investment is well kept and limits the City's exposure to any new liabilities.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
2724 - Outside Parks	300 - Salaries & Wages		Maintenance	0
Total Expense				0

Spending Package Snapshot Summary

Spending Package: PW-007 - Shelly Park Maintenance

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Current Spending Package Stage: Approved

Publish Date:

Snapshot Name: Promotion Snapshot

Spending Package Stage: Package Entry

Date: October 24, 2017

Comments:

Description: Automatic Promotion Snapshot Snapshot.

Scenario: Main (Active)

Operating Budget Details

Activity	Object Code	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Expense						
2724 - Outside Parks	300 - Salaries & Wages	0	10,000	10,000	10,000	10,000
Total Expense		0	10,000	10,000	10,000	10,000

Spending Package Summary

Spending Package: PW-008 - Foster Park Shelter and Power Kiosk

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Approved

Publish Date:

10/5/2017 2:02:49 PM

Explanation/Justification/Impact of not Funding:

Picnic shelter bookings at the Community Park has reached it's capacity for hosting events. Providing an additional facility with power at Foster Park will relieve some of the pressure in the Community Park while providing a valued addition to the Foster Park neighbourhood. The friends of Foster Park have offered thier support of a picnic shelter area next to the playground with a power kiosk. Without funding for an additional facility the City will be forced to turn down event booking at the Community Park.

Strategic Plan Theme / Decision Points:

Maintain or Enhance Quality of life - Supports and enhances quility of life by providing additional formal space for community events
Renewal and Maintenance of Infrastructure - Impact is neutral, maintenace requirments will factor in structure selection
Maintain or Enhance Levels of Service - funding for the structure will enhance levels of service at Foster park
Maintain or Reduce Actual Property Tax Burden - Initial tax implications from purchase and installation of shelter and kiosk.
Environmentally Sustainable - the environmental impact is neutral
Economic Development - Providing additional formal spaces for comunity events could also provide opportunities for spinoff economic development

Cost /Benefit Analysis:

Providing funding for the project, the City would gain another sheltered faciltiy to host community picnics, family reunions and other community events at Foster Park. Please note letter of support from the Friends of Foster Park which is attached. The Community Park shelter has proven to be a very low maintenace, open structure and has hosted hundreds of events since it was built. Providing a similar open structure at Foster Park would bring added value to the park and the neighbourhood.

Capital Budget Details

Project	Object Code	Fund	Description	2018 Budget
Expense				
8164 - Foster Park Improvements	330 - Contracts	1 - General Revenue Fund	Shelter and Kiosk	80,000
Total Expense				80,000

Spending Package Summary

Spending Package: PW-009 - Kin Hut Design Phase

Budget Year: 2018

Spending Package Type: Amendments

Spending Package Stage: Approved

Acct. Reference:

Publish Date:

10/5/2017 2:00:02 PM

Explanation/Justification/Impact of not Funding:

The City currently has \$500,000 identified in 2021 to re-build the Kin Hut Washrooms in the Community Park. the Kin Hut, Located adjacent to the lacrosse Box is an aging facility that has reached the end of its lifespan. In order to incorporate the needs of the Community Park and the user groups steff request detailed design funding be moved forward to 2018 to ensure the facility is built as scheduled.

Strategic Plan Theme / Decision Points:

- Maintain or Enhance Quality of life - No Impact at this time
- Renewal and Maintenance of Infrastructure - Supports renewal and maintenace of infrastructure
- Maintain or Enhance Levels of Service - No impact at this time
- Maintain or Reduce Actual Property Tax Burden - Reallocation of current funding is requested, No additional burden to tax payers
- Environmentally Sustainable - Environmental impact is neutral
- Economic Development - No impact at this time

Cost /Benefit Analysis:

The replacement building for the Kin Hut was originally identified for 2015. Funding was carried forward 2021. The building is in need of replacement and delaying the design phase allows the increased maintenance of an aging facility to continue.

Capital Budget Details

Project	Object Code	Fund	Description	2018 Budget
Expense				
8166 - New Community Park Washrooms	330 - Contracts	1 - General Revenue Fund	Kin Hut Design	80,000
Total Expense				80,000

Spending Package Summary

Spending Package: PW-010 - Community Park Playground Surfacing

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Approved

Publish Date:

10/5/2017 2:05:20 PM

Explanation/Justification/Impact of not Funding:

Funding to replace the Sand within the Lions Ventureland Playground with a Rubberized Play surface over the next 8 to 10 years.

The play surface of the Lions VentureLand Playground at Community Park is comprised mostly of sand which is not an ideal playground surface. It requires vigilant maintaince througout the year as the wind blows it away or as holes develop throughout the playground creating hazards. It becomes very compacted in high traffic areas and creates significant fall hazards from the play equipment. It continously wears away at the equipment (which causes premature equipment repairs or replacement) and has been a constant issue for the Spray Park as it clogs the spray toys, and wears away at moving parts. Fortunatley, as larger pieces of equipment are replaced, areas of sand is also replaced with a rubberized play surface.

In consideration of the investment the Lions and the City are putting into constructing a new Spray Park, Staff is concerned the sand will continue to impact the ground sprays and other new equipment. To re-surface the entire playground would cost of over \$800,000. Staff recomends moving forward and resurfacing the playground with a rubberized play surface over a period of eight to ten years. Starting in areas which provide the most protection to users and equipment. Some of the cost may be offset by the tire stewardship grant that would match funds up to \$30,000 each year granted.

Strategic Plan Theme / Decision

Points:

Maintain or Enhance Quality of life - Improved surfacing reduces the possibility of injury and reduces liability.

Renewal and Maintenance of Infrastructure - Supports renewal and maintenace of infrastructure

Maintain or Enhance Levels of Service - Incrrases service level by enhancing safety

Maintain or Reduce Actual Property Tax Burden -

Environmentally Sustainable - Environmental impact is neutral

Economic Development - The Ventureland Playgorund attracts thousands of visitors to the Community Park yearly. Enhancing the playability at the Park will only make it more popular with children and attract more visitors.

Cost /Benefit Analysis:

Spreading the cost over a number of years allows us to apply for the Tire Stewardship grant for up to \$30,000 each year. This grant is quite popular and although it is thought that we would not be successful every year, there is a good chance that we would be successful a number of times throughout the process.

Spending Package Summary

Spending Package: PW-010 - Community Park Playground Surfacing

Capital Budget Details

Project	Object Code	Fund	Description	2018 Budget
Expense				
8152 - Community Park Improvements	330 - Contracts	1 - General Revenue Fund	Playground resurfacing 2018 - 2025	95,000
Total Expense				95,000

Spending Package Snapshot Summary

Spending Package: PW-010 - Community Park Playground Surfacing

Budget Year: 2018

Spending Package Type: Amendments

Current Spending Package Stage: Approved

Acct. Reference:

Publish Date:

October 05, 2017

Snapshot Name:

Spending Package Stage:

Description:

Date:

Scenario: ()

Comments:

Capital Budget Details

Project	Object Code	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Expense						
8152 - Community Park Improvements	330 - Contracts	95,000	95,000	95,000	95,000	95,000
Total Expense		95,000	95,000	95,000	95,000	95,000

Spending Package Summary

Spending Package: PW-011 - RE-Key Parks Facilities

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Approved

Publish Date:

10/5/2017 2:09:29 PM

Explanation/Justification/Impact of not Funding:

It has been many years since keys to parks buildings have been changed. Over those years the City has signed out hundreds of keys to various staff and members of the community. New buildings with new locks and new keys have been added over the years to the point that the Parks Foreman carries over 30 distinct keys and does not always have the one needed to gain access to a building. We also have keys that have been signed out years ago and not returned both from staff members released from their position and members of the public.

Strategic Plan Theme / Decision Points:

- Maintain or Enhance Quality of life - No Impact at this time
- Renewal and Maintenance of Infrastructure - Supports renewal and maintenance of infrastructure
- Maintain or Enhance Levels of Service - No impact at this time
- Maintain or Reduce Actual Property Tax Burden - Neutral impact, cost to re-key vs staff efficiencies
- Environmentally Sustainable - Environmental impact is neutral
- Economic Development - No impact at this time

Cost /Benefit Analysis:

Re-keying the parks buildings will allow us to become more efficient reducing maintenance costs, to reduce security risks and protect assets.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
2790 - Minor Capital	330 - Contracts		Re-Key parks Facilities	5,000
Total Expense				5,000

Spending Package Summary

Spending Package: PW-012 - Springwood Park - Lot Paving

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Approved

Publish Date:

10/5/2017 2:11:11 PM

Explanation/Justification/Impact of not Funding:

Springwood Park is scheduled for a \$400,000 field renovation next year. Through good cultural practices and staff maintenance we have one of the best fields in the area. Although we have several small areas of concern they can be managed within the maintenance budget for the time being. Staff proposes to reallocate some of the funds already approved for the field to fund paving the Springwood Park parking lot and carry forward the remainder of the field renovation funds to 2019 until after the Parks and Open Spaces Master Plan has been completed. The Springwood Park parking lot is ready to pave with curb and gutter in place for many years. With school restructuring, the increased use of the park, plus the RDN Rail trail now originates from this location we have found the gravel parking lot has increased maintenance needs and logistical issues. Because of the high volume of use the gravel requires dust control applications and frequent grading to remove pot holes. Paving and delineating will improve organization and safety within the Lot, increase parking capacity and reduce complaints from the users and allow the city to properly clear the Lot of snow and ice.

Strategic Plan Theme / Decision Points:

Maintain or Enhance Quality of life - Supports Health and Safety by organizing the structure of the parking area so that more people can use the lot to drop off children for a safe walk to school and also increases safety by allowing for proper snow removal.
Renewal and Maintenance of Infrastructure - Paving improves the asset and decreases maintenance
Maintain or Enhance Levels of Service - Will provide an increase in the level of service for users
Maintain or Reduce Actual Property Tax Burden - Reallocation of current funding is requested, No additional burden to tax payers
Environmentally Sustainable - Environmental impact is neutral
Economic Development - Provides a better facility to attract users to the area

Cost /Benefit Analysis:

Delaying the bulk of the funding until after the Parks and Open Spaces Master Plan is completed allows for us to better plan the future needs of the park while still allowing for the immediate need of paving this parking lot to be realized.

Capital Budget Details

Project	Object Code	Fund	Description	2018 Budget
Expense				
8159 - Springwood Park Improvements	330 - Contracts	1 - General Revenue Fund	Parking Lot Paving	150,000
Total Expense				150,000

Spending Package Summary

Spending Package: PW-013 - Langara Road Silt Control

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Approved

Publish Date:

10/5/2017 2:13:39 PM

Explanation/Justification/Impact of not Funding:

Langara Road - located in Craig Bay is maintained by the City of Parksville. All storm water runoff collected enters a privately owned and maintained (by Craig Bay) storm water detention pond. Staff requests funding to explore options for controlling oils and silt runoff from entering the privately owned ponds. Design in 2018 and installation in 2019

Strategic Plan Theme / Decision

Points:

- Maintain or Enhance Quality of life - Neutral impact
- Renewal and Maintenance of Infrastructure - Provides ease of access for maintenance.
- Maintain or Enhance Levels of Service - Enhances levels of service.
- Maintain or Reduce Actual Property Tax Burden - Initial impact to tax burden for design and installation
- Environmentally Sustainable - protection against contaminants into the environment
- Economic Development - No impact

Cost /Benefit Analysis:

Providing funding for this project removes the city for potential liability from contaminants entering a privately owned and operated drainage collection system.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
3213 - Minor Capital	330 - Contracts		Langara Road Silt Control	20,000
Total Expense				20,000

Spending Package Snapshot Summary

Spending Package: PW-013 - Langara Road Silt Control

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Current Spending Package Stage: Approved

Publish Date: October 05, 2017

Snapshot Name: Promotion Snapshot

Spending Package Stage: Package Entry

Date: October 05, 2017

Comments:

Description: Automatic Promotion Snapshot Snapshot.

Scenario: Main (Active)

Operating Budget Details

Activity	Object Code	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Expense						
3213 - Minor Capital	330 - Contracts	20,000	20,000	0	0	0
Total Expense		20,000	20,000	0	0	0

Spending Package Summary

Spending Package: PW-014 - PCTC Full Time Security Patrol

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Approved

Publish Date:

Explanation/Justification/Impact of not Funding:

Funding to provide a full time security guard at City Hall. Security issues at city hall are increasing and staff are recommending funding to increase our current security contract to place a full time security guard at City Hall. The RCMP provide support when they are contacted, however staff are not equipped to effectively manage issues of excessive loitering, homelessness or illicit drug use at City hall.

Strategic Plan Theme / Decision Points:

- Maintain or Enhance Quality of life - No impact, but improves public Safety at City Hall.
- Renewal and Maintenance of Infrastructure - No impact
- Maintain or Enhance Levels of Service - Enhances levels of service.
- Maintain or Reduce Actual Property Tax Burden - increases tax burden
- Environmentally Sustainable - no impact
- Economic Development - additional employment through contract

Cost /Benefit Analysis:

Security issues at City hall will continue to increase as Parkville faces increased homelessness and illicit drug use issues. Even though City Hall is a public building, we are responsible for the public safety of staff, students and member of the public at city hall. a full time security guard will assist us in this regard.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
7111 - PCTC Building OP & Maintenance	330 - Contracts		Full Time Security Patrol	40,000
Total Expense				40,000

Spending Package Snapshot Summary

Spending Package: PW-014 - PCTC Full Time Security Patrol

Budget Year: 2018

Spending Package Type: Amendments

Current Spending Package Stage: Approved

Acct. Reference:

Publish Date:

Snapshot Name: Promotion Snapshot

Spending Package Stage: Package Entry

Description: Automatic Promotion Snapshot Snapshot.

Date: October 19, 2017

Scenario: Main (Active)

Comments:

Operating Budget Details

Activity	Object Code	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Expense						
7111 - PCTC Building OP & Maintenance	330 - Contracts	40,000	40,000	40,000	40,000	40,000
Total Expense		40,000	40,000	40,000	40,000	40,000

Spending Package Summary

Spending Package: PW-015 - Fleet Shop - Furniture and Supplies

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Approved

Publish Date:

10/10/2017 11:46:58 AM

Explanation/Justification/Impact of not Funding:

Additional funding to purchase furnishings, equipment, and supplies for the new mechanical shop currently under construction.

Not all furnishings, equipment and supplies from the existing shop can be relocated into the new mechanical shop currently under construction. Additionally, our existing mechanical shop is 1 bay, while our new shop is expanded to 3 bays. Staff requests additional funding added to the fleet operating supplies budget in order to purchase the furnishings, equipment and supplies required to properly equip the new facility.

Strategic Plan Theme / Decision Points:

- Maintain or Enhance Quality of life - Neutral impact
- Renewal and Maintenance of Infrastructure - Promotes maintenance of City equipment
- Maintain or Enhance Levels of Service - Increases levels of service.
- Maintain or Reduce Actual Property Tax Burden - Initial impact to tax burden.
- Environmentally Sustainable - No impact
- Economic Development - No impact

Cost /Benefit Analysis:

Providing up front funding to fully equip the new shop with furnishings, equipment and supplies ensures there is a seamless transition when the new shop is ready for use. The purpose of constructing the new shop was to provide the city with proper facilities to maintain our equipment. Adequate up front funding will allow staff to take full advantage of the enhanced facilities immediately.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
2920 - Fleet Operating Supplies	450 - Parts, Materials and Supplies		Additional Budget	10,000
Total Expense				10,000

Spending Package Summary

Spending Package: PW-016 - Community Park Playground Lighting

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Approved

Publish Date:

Explanation/Justification/Impact of not Funding:

Vandalism in the Community Park playground has cost the City of Parkville approximately \$10,000 in 2017. Vandalism appears to be on the rise and some equipment is damaged more than once during a year. Security cameras are in place however existing lighting in the playground is not adequate enough to provide staff with a clear description of the recorded vandals to RCMP. Staff recommends additional lighting is installed to reduce areas in the playground for vandals to hide and for security cameras to record clearer video.

Strategic Plan Theme / Decision Points:

- Maintain or Enhance Quality of life - Reduces likelihood of vandalism damage.
- Renewal and Maintenance of Infrastructure - Supports renewal and maintenance of infrastructure
- Maintain or Enhance Levels of Service - Increases service levels by enhancing safety.
- Maintain or Reduce Actual Property Tax Burden - Impacts property Tax burden
- Environmentally Sustainable - Neutral impact, replacing existing infrastructure with new.
- Economic Development - No impact

Cost /Benefit Analysis:

The cost of vandalism for the City of Parkville is high and continues to grow. The Lion's Ventureland Playground is one of the most important assets in the Community Park and important to protect. Current vandal damage for this year could have funding this project. Additional lighting in the playground should increase the City's ability to prevent/police vandalism within the playground.

Capital Budget Details

Project	Object Code	Fund	Description	2018 Budget
Expense				
8152 - Community Park Improvements	330 - Contracts	1 - General Revenue Fund	lighting and electrical	15,000
Total Expense				15,000

Spending Package Summary

Spending Package: PW-017 - Craig Creek Culvert

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Approved

Publish Date:

10/10/2017 11:54:36 AM

Explanation/Justification/Impact of not Funding:

The current 2017 budget amount for the replacement of the culverts is \$150,000.00. The original scope assumed the replacement of the culverts with the same capacity. The Engineering Department is asking for an additional \$50,000.00 for this work as we have had a consultant determine that the culverts are significantly under capacity. Also, we need the consultant to conduct more investigation and analysis to ensure that we will not cause additional flooding issues for properties downstream by significantly increasing the capacity at this location. If the City does not fund this additional work, the Engineering Department will:

- minimise risk of property damage downstream.
- Minimise liability for the City

Strategic Plan Theme / Decision Points:

The strategic priority consideration relevant to this project are to:

- maintain or enhance quality of life
- maintain and/or enhance current service levels
- promote an active, engaged, healthy and safe community

Cost /Benefit Analysis:

At this time, staff estimate that an initial cost of \$25,000.00 and an annual top up to keep 25K available to support the initiative. The expectation is that funding would be renewed every year. Any funds remaining unspent in any particular year would not be carried over to the next years budget. Going forward, this budget amount would be reviewed every year to determine if it can be reduced.

Capital Budget Details

Project	Object Code	Fund	Description	2018 Budget
Expense				
8532 - SS Craig Creek Culvert @ NWB Rd	331 - Consulting	1 - General Revenue Fund	additional funds required	50,000
Total Expense				50,000

Spending Package Summary

Spending Package: PW-018 - Yellow Curb Program

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Approved

Publish Date:

Explanation/Justification/Impact of not Funding:

Council Resolution 17-212 That staff be directed to include the costs of reinstating the curb-painting program in the 2018 budget

It is difficult to accurately represent all costs because curb painting has not been completed since the late 90's.

Based on field observations, there is approximately 1200m of existing yellow curb throughout the downtown and surrounding areas in various degrees of condition. This does not include curbs which were painted and removed through development, capitol upgrade or paint which was completely faded out.

Staff proposes an initial \$10,000 budget for staff wages, materials/supplies, and equipment charges. To be re-evaluated for the 2019 budget process.

Other Items for consideration:

1. Some existing curbs would not require repainting as conditions have changed in the field (I.E. presence of bike lanes, new parking signage/lines...)
2. Staff recommends a curb painting policy is created and implemented before fully reinstating the program.
3. Staff could also explore an option to allow property owners paint and maintain curbs as outlined in a policy or application process.

Strategic Plan Theme / Decision

Points:

Maintain or Enhance Quality of life - No impact

Renewal and Maintenance of Infrastructure - depending on direction from council will create additional workload and additional maintenance requirements

Maintain or Enhance Levels of Service - depending on direction from council could increase overall levels of service

Maintain or Reduce Actual Property Tax Burden - depending on direction from council could increase tax burden

Environmentally Sustainable - no impact

Economic Development - no impact

Cost /Benefit Analysis:

Depending on councils direction, reinstating the program without a defined budget will place a burden on staff.

The greater concern at this time is available resources to complete the work. As part of the 2018 budget process staff is requesting an additional position specifically for the roads and drainage section where the responsibility of the program would lay (REF. PW-006). Should council elect to re-instate the program (in staff's view) the additional position along with a clear policy and a modest increase to the existing "Road Marking" budget would adequately support the program.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
3171 - Curb Painting	300 - Salaries & Wages			6,000
3171 - Curb Painting	450 - Parts, Materials and Supplies			2,000
3171 - Curb Painting	800 - Municipal Equipment (Expense)			2,000
Total Expense				10,000

Spending Package Snapshot Summary

Spending Package: PW-018 - Yellow Curb Program

Budget Year: 2018

Spending Package Type: Amendments

Current Spending Package Stage: Approved

Acct. Reference:

Publish Date:

Snapshot Name: Promotion Snapshot

Spending Package Stage: Package Entry

Description: Automatic Promotion Snapshot Snapshot.

Date: October 17, 2017

Scenario: Main (Active)

Comments:

Operating Budget Details

Activity	Object Code	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Expense						
3171 - Curb Painting	300 - Salaries & Wages	6,000	6,000	6,000	6,000	6,000
3171 - Curb Painting	450 - Parts, Materials and Supplies	2,000	2,000	2,000	2,000	2,000
3171 - Curb Painting	800 - Municipal Equipment (Expense)	2,000	2,000	2,000	2,000	2,000
Total Expense		10,000	10,000	10,000	10,000	10,000

Spending Package Summary

Spending Package: PW-020 - Bus Shelters and Benches

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Package Entry

Publish Date:

Explanation/Justification/Impact of not Funding:

Council Resolution 17-067 - Provision of shelters and benches for key bus stops in the community.

Staff have examined the potential to provide transit shelters and benches at key locations within the community. In order to accurately define an appropriate budget staff would first need to define which locations throughout the community would qualify as a key location. It was found BC Transit (or RDN Transit) could provide assistance in identifying these locations.

Through examination it was found BC Transit created a Transit Shelter Program to standardize shelter across the province and for use around the province. This program includes different funding models, one of which where through application a municipality (if approved) could qualify for provincial support in purchasing and installing shelters at locations in their community. A municipality could also directly purchase the shelters without any funding support. Information about this program is included for discussion purposes. At this time, without knowing how many transit shelters would be required or their type and should council recommend this approach, staff recommends a recurring budget of \$60,000 to accommodate the purchase and yearly maintenance costs associated with taking ownership of new transit related infrastructure.

Also for council's consideration, On November 29, 2000 a report to council titled "Bus Shelters" was before council for consideration. The report detailed a potential agreement between the City of Parksville and the "Pattison Group". (attached for information). The details of the agreement:

1. The Pattison Group will install and maintain the shelters at no cost to the City of Parksville;
2. The agreement requires the Company to appropriately liabilities which may result from the bus shelter installations (i.e. to provide insurance coverage for the City);
3. The Company will pay a small rental fee to the City for each bus shelter installed (i.e. minimum \$50 per year or 20% of net annual revenues generated);
4. The agreement is for a five year period, with provision for two five year extensions;
5. The City will be allowed to use 10 % of the advertising at each shelter for municipal purposes under specified conditions regarding the timing and availability of the space);
6. The Company will have exclusive rights to place bus shelters with advertising in Parksville (i.e. the City would still be allowed to place 'non-advertising' shelters);
7. The company will install and maintain a minimum of three bus shelters, with one being located on Harrison Street, between McMillan Street and Highway 4A. The Harrison Street Shelter may have to be relocated to a different location on the block, however such location would be coordinated with the bus company, and this shelter would replace the existing one.

There is a council resolution on November 29, 2000 (00-437) which directed staff to execute an agreement with the "Pattison Group" with amendments. It seems this agreement was never initiated, or at least terminated at some point, there does not appear to be any records of it in place. On council's direction, staff could re-examine this sort of agreement against agreements in other municipalities and if supported, issue a Request for Expression of Interest.

In order to properly support either initiative, the creation of a transit shelter policy would be required to manage requests for new shelters from the public. An application process with defined approval criteria would be created (in consultation with RDN Transit).

Strategic Plan Theme / Decision

Points:

- Maintain or Enhance Quality of life - Providing Transit shelter would provide a benefit to regular transit users
- Renewal and Maintenance of Infrastructure - dependent on council direction, new infrastructure will be installed and could require replacement.
- Maintain or Enhance Levels of Service - Enhances levels of service for transit users
- Maintain or Reduce Actual Property Tax Burden - Dependent on council direction
- Environmentally Sustainable - Shelters could provide support for public transit
- Economic Development - Dependent on Council direction, working with an advertising agency could provide additional support in local business.

Cost /Benefit Analysis:

Spending Package Summary

Spending Package: PW-020 - Bus Shelters and Benches

After some consultation with RDN Transit, the City of Parksville could carry forward and apply for bus stop shelters which include benches to be installed at key locations within the community and within the allocated budget identified each year. This would support BC Transits initiative to provide a standard for transit shelters across municipalities in British Columbia. Conversely, Council could recommend staff re-examine the agreement which was intended to be created between the Pattison Group and the City. To save costs on the purchase of Shelters, the city could explore this option further.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
3213 - Minor Capital	330 - Contracts			50,000
3213 - Minor Capital	300 - Salaries & Wages			6,000
3213 - Minor Capital	450 - Parts, Materials and Supplies			2,000
3213 - Minor Capital	800 - Municipal Equipment (Expense)			2,000
Total Expense				60,000

Spending Package Snapshot Summary

Spending Package: PW-020 - Bus Shelters and Benches

Budget Year: 2018

Spending Package Type: Amendments

Current Spending Package Stage: Approved

Acct. Reference:

Publish Date:

Snapshot Name: Promotion Snapshot

Spending Package Stage: Package Entry

Description: Automatic Promotion Snapshot Snapshot.

Date: October 19, 2017

Scenario: Main (Active)

Comments:

Operating Budget Details

Activity	Object Code	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Expense						
3213 - Minor Capital	300 - Salaries & Wages	6,000	6,000	6,000	6,000	6,000
3213 - Minor Capital	330 - Contracts	50,000	50,000	50,000	50,000	50,000
3213 - Minor Capital	450 - Parts, Materials and Supplies	2,000	2,000	2,000	2,000	2,000
3213 - Minor Capital	800 - Municipal Equipment (Expense)	2,000	2,000	2,000	2,000	2,000
Total Expense		60,000	60,000	60,000	60,000	60,000

Spending Package Summary

Spending Package: PW-021 - Outside Custodian - .5 FTE

Budget Year: 2018

Spending Package Type: Amendments

Acct. Reference:

Spending Package Stage: Approved

Publish Date:

Explanation/Justification/Impact of not Funding:

As the City of Parksville continues to grow so are the demands placed on the outside custodian position. The outside custodian is responsible for opening the City's parks facilities, cleaning the washroom facilities at various locations throughout the City, cleaning Public Works (which is expanding), emptying over 100 public garbage cans throughout the City and collecting abandoned waste items which are called in as a request for service to public works.

During provisional budget deliberations, staff requested the addition of 1.5 FTE positions within the Parks section to accommodate the additional yearly maintenance obligations as a result of the purchase of the Ermineskin Lands. The additional 1.5 positions translate into 18 months of additional labour, distributed as follows: 3 remaining seasonal positions were converted to full time Labourer positions, the remaining 6 months is planned to be posted as a permanent part time position.

Since the positions were awarded, operations has re-evaluated the needs of operations and request an additional 6 months of labour time to augment the expanding needs of the outside custodian position.

Strategic Plan Theme / Decision

Points:

Maintain or Enhance Quality of life - Additional staff will ensure the City's standards of maintenance are completed which directly benefits the end user.

Renewal and Maintenance of Infrastructure - Adequate staffing will ensure infrastructure is maintained regularly.

Maintain or Enhance Levels of Service - additional staffing will ensure service levels will be maintained.

Maintain or Reduce Actual Property Tax Burden - Failure to maintain the City's assets will increase the property tax burden on residents and businesses.

Environmentally Sustainable - The environmental impact is neutral

Economic Development - No impact.

Cost /Benefit Analysis:

The City of Parksville is growing and current custodian staffing levels are not able to keep up with basic requirements. The outside services and public spaces are becoming overtaxed by use, the workload required by the outside custodian is becoming difficult to maintain. The issue becomes exacerbated in the summer months with the influx of special events and tourists. Residents expect services to be consistent throughout the City and investing in the resources needed will ensure our ability to maintain those services.

Operating Budget Details

Activity	Object Code	Position	Description	2018 Budget
Expense				
2925 - PW Building Operation & Maintenance	300 - Salaries & Wages		.5 FTE Outside Custodian	44,400
Total Expense				44,400

Spending Package Snapshot Summary

Spending Package: PW-021 - Outside Custodian - .5 FTE

Budget Year: 2018

Spending Package Type: Amendments

Current Spending Package Stage: Approved

Acct. Reference:

Publish Date: February 19, 2018

Snapshot Name: Promotion Snapshot

Spending Package Stage: Package Entry

Description: Automatic Promotion Snapshot Snapshot.

Date: February 19, 2018

Scenario: Main (Active)

Comments:

Operating Budget Details

Activity	Object Code	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Expense						
2925 - PW Building Operation & Maintenance	300 - Salaries & Wages	44,400	44,400	44,400	44,400	44,400
Total Expense		44,400	44,400	44,400	44,400	44,400

RESERVE ACCOUNT
FUND BALANCES

General Revenue Fund

2018 - 2022
Final Financial Plan

Reserve Fund Summary

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
ENDING BALANCE SUMMARY					
Unrestricted Surplus	6,007,840	5,743,588	6,179,782	5,212,423	4,168,208
Restricted Reserves					
Future Expenditure Res	631,260	654,360	677,460	700,560	723,660
General Capital Reserve	681,738	612,077	625,849	239,049	139,286
Parkland Reserve	36,372	37,190	38,027	38,883	39,758
Off Street Parking Reserve	241,167	246,593	252,141	257,814	263,615
Land Sale Reserve	162,045	165,691	169,419	173,231	177,129
Federal Gas Tax Reserve	2,208,494	2,550,718	2,843,522	2,893,374	3,419,767
DCC Reserves					
Road DCC Reserve	2,916,787	3,506,852	4,109,127	4,717,683	3,412,338
Open Spaces DCC Reserve Fund	1,883,587	1,914,861	1,643,130	1,668,718	935,345
Storm Sewer DCC Reserve/(Shortage)	(35,857)	(19,310)	(285,170)	(248,262)	(230,052)
Total Reserve Ending Balance	<u>14,733,433</u>	<u>15,412,620</u>	<u>16,253,287</u>	<u>15,653,473</u>	<u>13,049,054</u>