

SEWER FUND BUDGET BYLAW

CITY OF PARKSVILLE
2020 - 2024 Final Financial Plan
Sewer Utility Fund
Budget Bylaw

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Funding Sources					
Sewer Wastewater Property Taxes	\$ 2,101,000	\$ 1,869,510	\$ 1,633,180	\$ 1,391,935	\$ 1,145,701
Sewer Parcel Taxes	25,200	26,000	26,700	27,500	28,400
Fees and Charges					
User Fees	1,709,800	2,083,300	2,456,700	2,856,300	3,281,800
Other	2,000	2,000	2,000	2,100	2,100
Interest on Reserves	75,000	79,000	59,800	46,600	22,400
Grants and Developer Contributions	-	-	-	-	-
Transfers From Other Funds & Reserves					
DCC Fund	-	-	64,500	-	-
Total Funding Sources	3,913,000	4,059,810	4,242,880	4,324,435	4,480,401
Expenditures					
Municipal Purposes					
Administration	952,000	972,100	992,200	1,012,600	1,033,300
Collection System & Pumping Station	281,800	291,700	299,500	307,600	315,800
Treatment & Disposal	2,601,000	2,653,020	2,706,080	2,760,181	2,815,322
Minor Capital	50,000	32,100	-	-	108,200
Amortization of Tangible Capital Assets	295,000	295,000	295,000	295,000	295,000
Total Expenditures	4,179,800	4,243,920	4,292,780	4,375,381	4,567,622
Net Income (Loss) from Operations	(266,800)	(184,110)	(49,900)	(50,946)	(87,221)
Other non operating budget items					
Capital expenditures	\$ (621,700)	\$ (880,300)	\$ (775,300)	\$ (1,533,300)	\$ (1,118,600)
Transfers to Other Funds	-	-	-	-	-
Transfers from appropriated reserves					
Capital reserve funds	-	-	-	323,100	220,800
Carryforward reserve	340,500	-	-	-	-
Amortization of tangible capital assets	295,000	295,000	295,000	295,000	295,000
Annual cash surplus (deficit)	(253,000)	(769,410)	(530,200)	(966,146)	(690,021)
Transfers from (to) unappropriated reserves					
From Accumulated Surplus	253,000	769,410	530,200	966,146	690,021
To Accumulated Surplus	-	-	-	-	-
Financial Plan Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -

BUDGET DETAIL

THE CITY OF PARKSVILLE
Sewer Revenue and Expense
For the Twelve Months Ending December-31-20

	2019 ACTUAL YTD	2020 ACTUAL YTD	2020 FINAL BUDGET	BUDGET REMAINING	% OF BUDGET USED
<u>Revenues</u>					
<u>Fees and Charges</u>					
Sewer User Billings	(\$1,361,764....	(\$648,099.48)	(\$1,709,800....	(\$1,061,700....	37.90%
Sewer User Discounts	0.00	0.00	0.00	0.00	0.00%
Interest on Overdue Accounts	(2,325.80)	0.00	(2,000.00)	(2,000.00)	0.00%
Total Fees and Charges	<u>(1,364,090.73)</u>	<u>(648,099.48)</u>	<u>(1,711,800.00)</u>	<u>(1,063,700.52)</u>	<u>37.86%</u>
<u>Other</u>					
RDN Sewage Treatment Tax Levy	(2,300,038.00)	0.00	(2,101,000.00)	(2,101,000.00)	0.00%
Sewer Parcel Tax	(30,841.40)	0.00	(25,200.00)	(25,200.00)	0.00%
(Gain)/Loss on Disposal of Capital Assets	0.00	0.00	0.00	0.00	0.00%
Total Other	<u>(2,330,879.40)</u>	<u>0.00</u>	<u>(2,126,200.00)</u>	<u>(2,126,200.00)</u>	<u>0.00%</u>
<u>Fiscal</u>					
Interest on Accumulated Surplus	<u>(137,300.00)</u>	<u>0.00</u>	<u>(75,000.00)</u>	<u>(75,000.00)</u>	<u>0.00%</u>
Total Revenues	<u>(3,832,270.13)</u>	<u>(648,099.48)</u>	<u>(3,913,000.00)</u>	<u>(3,264,900.52)</u>	<u>16.56%</u>
<u>Administration</u>					
<u>Revenues</u>					
Sewer Model	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
<u>Expenses</u>					
Administration	86,015.28	32,868.27	113,400.00	80,531.73	28.98%
Supervisor	0.00	0.00	0.00	0.00	0.00%
Training	491.11	0.00	11,500.00	11,500.00	0.00%
Pager Pay	0.00	0.00	0.00	0.00	0.00%
Small tool purchases	2,111.85	856.00	3,000.00	2,144.00	28.53%
Consulting	0.00	0.00	0.00	0.00	0.00%
Inspection Services	2,648.43	0.00	5,000.00	5,000.00	0.00%
Sewer Model	0.00	0.00	0.00	0.00	0.00%
General Fund Alloc. - Administration	524,050.00	0.00	559,500.00	559,500.00	0.00%
General Fund Alloc. - PW Administration	151,437.50	0.00	192,200.00	192,200.00	0.00%
General Fund Alloc. - Works Yard	61,000.00	0.00	54,600.00	54,600.00	0.00%
Total Administration Expense	<u>827,754.17</u>	<u>33,724.27</u>	<u>939,200.00</u>	<u>905,475.73</u>	<u>3.59%</u>
Net Administration Cost	<u>827,754.17</u>	<u>33,724.27</u>	<u>939,200.00</u>	<u>905,475.73</u>	<u>3.59%</u>
<u>Collection System</u>					
<u>Revenues</u>					
New Service connections	<u>(550.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
<u>Expenses</u>					
New Service connections	3,555.36	0.00	2,700.00	2,700.00	0.00%
Customer service	2,699.78	396.31	5,500.00	5,103.69	7.21%
Service repair	13,763.72	6,502.88	18,500.00	11,997.12	35.15%
Blockage removal	10,012.29	5,236.55	10,500.00	5,263.45	49.87%
Manhole maintenance	5,659.41	214.19	11,000.00	10,785.81	1.95%
Main repair	962.17	0.00	37,000.00	37,000.00	0.00%
Main flushing	56,676.27	857.83	46,500.00	45,642.17	1.84%
Scada System - Sewer	0.00	1,567.70	18,000.00	16,432.30	8.71%
Sewer Investigation Program	8,934.95	6,721.76	8,300.00	1,578.24	80.99%
Total Collection System Expenses	<u>102,263.95</u>	<u>21,497.22</u>	<u>158,000.00</u>	<u>136,502.78</u>	<u>13.61%</u>
Net Collection System Cost	<u>101,713.95</u>	<u>21,497.22</u>	<u>158,000.00</u>	<u>136,502.78</u>	<u>13.61%</u>

THE CITY OF PARKSVILLE
Sewer Revenue and Expense
For the Twelve Months Ending December-31-20

	2019 ACTUAL YTD	2020 ACTUAL YTD	2020 FINAL BUDGET	BUDGET REMAINING	% OF BUDGET USED
<u>Lift Stations</u>					
<u>Expenses</u>					
Martindale Lift Station	50,725.31	4,110.09	57,200.00	53,089.91	7.19%
Craig Bay Lift Station	59,661.44	6,180.62	66,600.00	60,419.38	9.28%
	<u>110,386.75</u>	<u>10,290.71</u>	<u>123,800.00</u>	<u>113,509.29</u>	<u>8.31%</u>
<u>Treatment & Disposal</u>					
RDN Sewage Treatment Plant Levy	<u>2,550,038.00</u>	<u>0.00</u>	<u>2,601,000.00</u>	<u>2,601,000.00</u>	<u>0.00%</u>
<u>Billing and Collections</u>					
<u>Expense</u>					
Meter reading cost transfer from Water	<u>11,069.03</u>	<u>0.00</u>	<u>12,800.00</u>	<u>12,800.00</u>	<u>0.00%</u>
<u>Minor Capital</u>					
<u>Revenues</u>					
Works Adjacent to Development	0.00	0.00	0.00	0.00	0.00%
Sewer Master Plan	0.00	0.00	0.00	0.00	0.00%
Easements	0.00	0.00	0.00	0.00	0.00%
Other Minor Capital	0.00	0.00	0.00	0.00	0.00%
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
<u>Expense</u>					
Works Adjacent to Development	0.00	0.00	40,000.00	40,000.00	0.00%
Sewer Master Plan	0.00	0.00	0.00	0.00	0.00%
Easements	0.00	0.00	10,000.00	10,000.00	0.00%
Other Minor Capital	0.00	0.00	0.00	0.00	0.00%
	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>50,000.00</u>	<u>0.00%</u>
Net Minor Capital	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>50,000.00</u>	<u>0.00%</u>
Total Operating Expenses	<u>3,601,511.90</u>	<u>65,512.20</u>	<u>3,884,800.00</u>	<u>3,819,287.80</u>	<u>1.69%</u>
<u>Transfers</u>					
Transfer to (from) Carryforward Reserve	(200,200.00)	0.00	0.00	0.00	0.00%
Transfer From Accumulated Surplus	0.00	0.00	0.00	0.00	0.00%
Total Transfers (in) out of Fund	<u>(200,200.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
<u>Amortization of Capital Assets</u>					
Amortization	<u>297,643.69</u>	<u>0.00</u>	<u>295,000.00</u>	<u>295,000.00</u>	<u>0.00%</u>
(Income) Loss from Sewer Operations	<u>(\$133,864.54)</u>	<u>(\$582,587.28)</u>	<u>\$266,800.00</u>	<u>\$849,387.28</u>	<u>(218.36...</u>
<u>Summary</u>					
Total Revenues	(\$3,832,820....	(\$648,099.48)	(\$3,913,000....	(\$3,264,900....	16.56%
<u>Expenses</u>					
Total Operating expenses	1,051,473.90	65,512.20	1,233,800.00	1,168,287.80	5.31%
RDN Treatment Plant	2,550,038.00	0.00	2,601,000.00	2,601,000.00	0.00%
Minor capital	0.00	0.00	50,000.00	50,000.00	0.00%
Transfers	(200,200.00)	0.00	0.00	0.00	0.00%
Amortization of Capital Assets	297,643.69	0.00	295,000.00	295,000.00	0.00%
Total Expenses	<u>3,698,955.59</u>	<u>65,512.20</u>	<u>4,179,800.00</u>	<u>4,114,287.80</u>	<u>1.57%</u>
Net Sewer (surplus) deficit	<u>(\$133,864.54)</u>	<u>(\$582,587.28)</u>	<u>\$266,800.00</u>	<u>\$849,387.28</u>	<u>(218.36...</u>

5 YEAR FINANCIAL PLAN

Sewer Utility Fund

2020 - 2024 Final Financial Plan
Revenue and Expenditure Summary

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Revenue					
Sale of Services					
Metered Sewer	\$ 1,709,800	\$ 2,083,300	\$ 2,456,700	\$ 2,856,300	\$ 3,281,800
Connection Admin Fee	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Sale of Services	1,709,800	2,083,300	2,456,700	2,856,300	3,281,800
RDNWW Property Tax	2,101,000	1,869,510	1,633,180	1,391,935	1,145,701
Other Rev From Own Sources					
Interest Income	75,000	79,000	59,800	46,600	22,400
Minor capital	-	-	-	-	-
Miscellaneous	2,000	2,000	2,000	2,100	2,100
	77,000	81,000	61,800	48,700	24,500
Other Revenues					
Capital Funding-Grants	-	-	-	-	-
Capital Funding from DCC's	-	-	64,500	-	-
Transfer from Surplus	-	-	-	-	-
Parcel Tax	25,200	26,000	26,700	27,500	28,400
Transfer from Own Reserves & Funds	25,200	26,000	91,200	27,500	28,400
Total Revenue	3,913,000	4,059,810	4,242,880	4,324,435	4,480,401
Expenditures					
Common Services Charge	806,300	822,400	838,900	855,600	872,700
Administration	132,900	136,500	139,700	143,000	146,300
Collection System	158,000	164,500	169,400	174,400	179,500
Lift Station Maintenance	123,800	127,200	130,100	133,200	136,300
Treatment and Disposal	2,601,000	2,653,020	2,706,080	2,760,181	2,815,322
Customer Bill & Collect	12,800	13,200	13,600	14,000	14,300
Minor Capital	50,000	32,100	-	-	108,200
Amortization of Capital Assets	295,000	295,000	295,000	295,000	295,000
Total Expenditures	4,179,800	4,243,920	4,292,780	4,375,381	4,567,622
Sewer Utility Fund Net Income (Loss)	(266,800)	(184,110)	(49,900)	(50,946)	(87,221)

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Non Operating budget items					
Funding from Cfdw Reserves	340,500	-	-	-	-
Funding from Capital Reserve	-	-	-	323,100	220,800
Long term debt borrowing	-	-	-	-	-
	<u>340,500</u>	<u>-</u>	<u>-</u>	<u>323,100</u>	<u>220,800</u>
Capital Expenditures					
Capital Expenditures	621,700	880,300	775,300	1,533,300	1,118,600
Long term debt principal payments	-	-	-	-	-
Short term Capital borrowing pmts	-	-	-	-	-
	<u>621,700</u>	<u>880,300</u>	<u>775,300</u>	<u>1,533,300</u>	<u>1,118,600</u>
Transfer to (From) Other Funds	-	-	-	-	-
Amortization of Capital Assets	295,000	295,000	295,000	295,000	295,000
Net Cash Surplus (Deficit)	(253,000)	(769,410)	(530,200)	(966,146)	(690,021)
Transfers to/from Surplus Reserves					
Transfer from Accumulated Surplus	253,000	769,410	530,200	966,146	690,021
Transfer to Accumulated Surplus	-	-	-	-	-
Financial Plan Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL PROJECTS

SEWER UTILITY FUND CAPITAL

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Five Year Total</u>
<u>Minor Capital Items</u>						
Easements (ROW's)	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Sewer Master Plan	-	-	-	-	100,000	100,000
Pym at Erminskin - mh 867 to 868	-	31,500	-	-	-	31,500
Works next to Development/Construction	40,000	-	-	-	-	40,000
Total Minor Capital	50,000	31,500	-	-	100,000	181,500
<u>Minor Capital Source of Funds</u>						
Operations	50,000	31,500	-	-	100,000	181,500
Carry Forward reserve	-	-	-	-	-	-
Total Minor Capital Source of Funds	\$ 50,000	\$ 31,500	\$ -	\$ -	\$ 100,000	\$ 181,500
<u>Capital Items</u>						
Ash Cres	\$ -	\$ -	\$ -	\$ -	\$ 3,400	\$ 3,400
Bagshaw: Stanford to Hwy 19a	60,000	445,000	-	-	-	505,000
Bass Ave: Moss South	-	-	-	22,500	90,000	112,500
Craig Bay pump station Upgrade	77,500	-	-	-	-	77,500
Finholm St: Hwy 19A to Hirst	-	-	25,000	180,000	-	205,000
Forsythe Ave West	-	111,600	-	-	-	111,600
Hirst Ave: Hwy 4A to MacMillian	217,600	-	-	-	-	217,600
Hwy 19A: Corfield to McVickers	-	-	-	-	155,000	155,000
Hwy 19A: McCarter to Corfield	-	-	-	95,000	340,000	435,000
Hwy 19A: McCarter to Hwy 4a	-	-	115,000	415,000	-	530,000
Hwy 19A: Hwy 4a to McMillan	-	45,000	165,000	-	-	210,000
Hwy 19A: Roscow to Pym	-	-	-	20,000	80,000	100,000
Jenkins	-	-	-	6,300	25,000	31,300
Lombardy: Hwy 19A to Morison	14,300	57,200	-	-	-	71,500
Martindale Pump Station Upgrade	35,000	-	-	-	-	35,000
Memorial Ave: Hwy 4A to McMillian	37,700	200,000	-	-	-	237,700
Morison Ave: Finholm to Acacia	-	-	55,000	350,000	-	405,000
Morison Ave: Wallis to Lombardy	-	-	-	35,000	140,000	175,000
Morison Ave: 4A to McMillan	-	-	60,000	275,000	-	335,000
Moss Ave: Stanford to Craig	179,600	-	-	-	-	179,600
Sunset Blvd: Mills east	-	-	-	25,000	160,000	185,000
Woodland Dr.: Acacia to end	-	-	-	-	20,000	20,000
	\$ 621,700	\$ 858,800	\$ 420,000	\$1,423,800	\$1,013,400	\$4,337,700
<u>Capital Source of Funds</u>						
OPERATIONS	281,200	858,800	420,000	1,123,800	813,400	3,497,200
Carry-forward Reserve	340,500	-	-	-	-	340,500
Sewer Capital Fund	-	-	-	300,000	200,000	500,000
Total Capital Items Source of Funds	\$ 621,700	\$ 858,800	\$ 420,000	\$1,423,800	\$1,013,400	\$4,337,700

SEWER UTILITY FUND CAPITAL

		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Five Year Total</u>
<u>DCC Capital Items</u>	<u>City Share</u>						
Hirst Ave: MacMillian to Moilliet	80.50%	-	-	318,000	-	-	318,000
Total DCC Capital Items		-	-	318,000	-	-	318,000
<u>DCC Capital Source of Funds</u>							
Operations							
Existing	Formula	-	-	255,990	-	-	255,990
Municipal Assist	Formula	-	-	620	-	-	620
OPERATIONS		-	-	256,610	-	-	256,610
DCC Res Fund	Formula	-	-	61,390	-	-	61,390
Total DCC Capital Source of Funds		-	-	318,000	-	-	318,000
Total Capital		\$ 621,700	\$ 858,800	\$ 738,000	\$1,423,800	\$1,013,400	\$4,655,700
<u>TOTAL SOURCE OF FUNDS</u>							
OPERATIONS		281,200	858,800	676,610	1,123,800	813,400	3,753,810
Carry-forward Reserve		340,500	-	-	-	-	340,500
Sewer Capital Fund		-	-	-	300,000	200,000	500,000
Sewer DCC Reserve Fund		-	-	61,390	-	-	61,390
Total Source of Funds		\$ 621,700	\$ 858,800	\$ 738,000	\$1,423,800	\$1,013,400	\$4,655,700
<u>Inflation Adjusted Source of Funds</u>							
OPERATIONS		281,200	880,300	710,800	1,210,200	897,800	3,980,300
Carry-forward Reserve		340,500	-	-	-	-	340,500
Sewer Capital Reserve Fund		-	-	-	323,100	220,800	543,900
Sewer DCC Reserve Fund		-	-	64,500	-	-	64,500
Total Inflation Adjusted Source of Funds		\$ 621,700	\$ 880,300	\$ 775,300	\$1,533,300	\$1,118,600	\$4,929,200

RESERVE ACCOUNT
FUND BALANCES

Sewer Utility Fund

2020- 2024 Final Financial Plan

Reserve Fund Summary

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Unrestricted Surplus	3,161,989	2,392,579	1,862,379	896,233	206,212
Restricted Reserves					
Future Expenditure Reserve	0	0	0	0	0
Sewer Capital Reserve	967,178	990,857	1,017,454	719,155	523,831
DCC Reserves					
Sewer DCC Reserve	66,993	75,007	17,014	23,537	30,090
Total Reserve Fund Balances	<u>4,196,160</u>	<u>3,458,443</u>	<u>2,896,847</u>	<u>1,638,925</u>	<u>760,133</u>