



# 2018 - 2022 Draft Final Financial Plan

March 26, 2018

# Presentation Overview

- General Fund
  - Adjustments
  - 2017 Carry Forwards
  - 2018 – 2022 Budget Changes
  - Projected Accumulated Surplus
- Water Fund
  - Adjustments
  - 2017 Carry Forwards
  - 2018 - 2022 Budget Changes
  - Projected Accumulated Surplus
- Sewer Fund
  - Adjustments
  - 2017 Carry Forwards
  - 2018 - 2022 Budget Changes
  - Projected Accumulated Surplus

# GENERAL FUND ADJUSTMENTS

- No changes in Tax Rate from Provisional Budget
  - 2018 – 2022      4.0%
  
- Added 2017 carry forward projects
- Adjusted Benefit rates
- Reviewed amortization and adjusted if required
  
- Revised reserve fund opening balances
  - Changes from 2017-2021 Provisional Financial Plan

Actual Accumulated Surplus Opening Balance	\$ 7,848,747
Previous Accumulated Surplus Opening Balance	<u>\$ 5,435,974</u>
Increase in Accumulated Surplus Opening Balance	\$ 2,412,773

# Changes from 2018 Provisional Plan

City of Parksville						
2018-2022 Final Financial Plan						
Proposed Changes from 2018 -2022 Provisional Plan	2018	2019	2020	2021	2022	
<b><u>General Revenue Fund</u></b>						
<b><u>Operations</u></b>						
Carry forward Revenue	(491,000)					
<b><u>Carry Forward Expenditures</u></b>						
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

# Changes from 2018 Provisional Plan

<b>Capital</b>					
	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
	Rath Trevor 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
	Corfield St: Jensen to 19a	896,800			In Progress
	Hirst Ave: Hwy 4a to McMillan	130,600			Not started
	McKinnon St: Hirst to Hamish	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 Hamish	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

# Changes from 2018 Provisional Plan

<b>Operating Changes</b>						
<b>Revenue - Incr(Decr)</b>						
<b>Expenditures - Incr(Decr)</b>						
<b>Council</b>						
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
<b>Admin</b>						
<b>Bylaw Enforcement</b>						
Bylaw Enforcement	1,500	1,500	1,500	1,500	1,500	Increase in cost for cleanup of homeless camps
<b>Emergency Program</b>						
Emergency Program	4,500					Six laptops for Emergency Operations Centre
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
<b>HR &amp; OHS</b>						
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
<b>Fire Dept.</b>						
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

# Changes from 2018 Provisional Plan

	Parks								
	Minor Capital	30,000							Additional \$30,000 for Parks & Trails Master Plan - approved by Council Resolution 17-369
	Facilities								
	Minor Capital	(50,000)	50,000						City offices carpet replacement - moved to 2019
	Fleet								
	Fleet Operating Supplies	(10,000)	(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	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
	Operations								
	Minor capital	10,000							Re-budget 2017 funding for storm sewer easements
	<b>Capital Changes</b>								
	<b>Revenue - Incr(Decr)</b>								
	<b>Expenditures - Incr(Decr)</b>								
	Parks								
	Rathrevor Tail	(1,000,000)					1,000,000		Move bridge portion of 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				37,500				Re-budget of funds original budgeted in 2017 and not used
	Pym: Forsyth to Brice	(240,000)	240,000						move project out 1 year
	Aurora St. Meridian S		92,000						Reinstate project that was removed in error in provisional budget

# Changes from 2018 Provisional Plan

<b><u>New Spending Packages</u></b>							
<b><u>Operating</u></b>							
	WorksafeBC program and procedure update	6,000					Consulting fees for updates our WorksafeBC procedures and plan
	Totem pole restoration	35,000					
	Communications assistant - additional .2 FTE	8,300	12,400	12,400	12,400	12,400	Increase position from 1 day a week to 2 days a week
	Outside custodian - .5 FTE	44,400	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					
	<b>Total Operating Costs</b>	<b>120,700</b>	<b>56,800</b>	<b>56,800</b>	<b>56,800</b>	<b>56,800</b>	
<b><u>Capital</u></b>							
	Regional pet trailer	25,000					
	Truck for pulling emergency trailers	22,500					Transfer of replaced Fire Dept. pickup truck
	Vehicle hoists for new shop	15,000					
	<b>Total Capital Costs</b>	<b>62,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>Total Spending Packages</b>	<b>183,200</b>	<b>56,800</b>	<b>56,800</b>	<b>56,800</b>	<b>56,800</b>	



- **Late Budget Changes – Not Yet Included**

- Waiver of development fees at 222 Corfield Street
  - \$450,500
- Update of BC Assessment values
  - Revised assessment roll expected at end of March

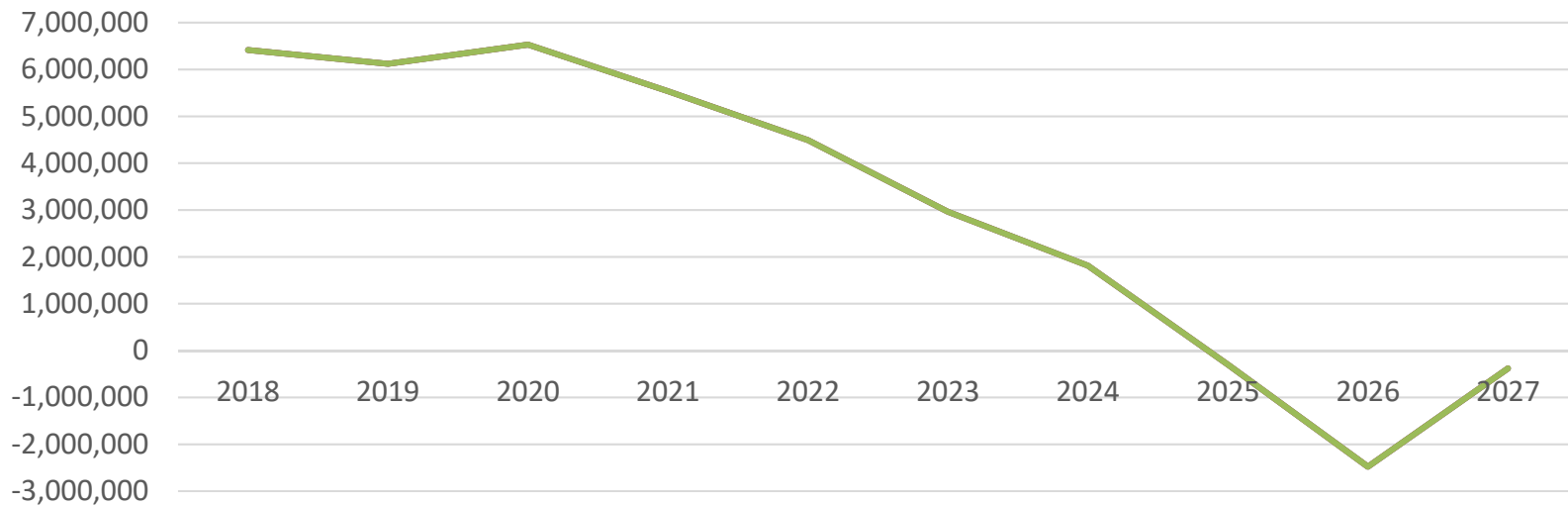
- **Other Items to Be Considered**

- Wood chipping bi-annual pickup - \$ 17,000
- Military Service Recognition Book Donation request
- Oceanside Makerspace
  - \$2,000 to \$5,000 in 2018
  - ongoing contribution of \$2,000 - \$3,000 annually
- Oceanside Community Arts Centre – support for
  - Monet Revisited Exhibition – up to \$ 5,000
  - Phil Dwyer Academy of Music & Culinary Arts – up to \$5,000

## Projected General Fund Unrestricted Surplus/(Deficiency) (as at March 19, 2018)

Year	2018	2019	2020	2021	2022
Balance	6,414,240	6,122,323	6,529,662	5,537,274	4,492,700

Year	2023	2024	2025	2026	2027
Balance	2,962,491	1,812,887	(299,152)	(2,477,674)	(380,480)



# WATER UTILITY FUND

## ADJUSTMENTS

- Added 2017 carry forward projects
- Revised reserve fund opening balances
  - Changes from 2018 -2022 Provisional Financial Plan

Actual Accumulated Surplus Opening Balance	\$ 6,450,855
Previous Accumulated Surplus Opening Balance	<u>\$ 4,155,861</u>
Increase in Accumulated Surplus Opening Balance	\$ 2,294,994

# Proposed Budget Changes from 2018 Provisional Budget

<b>Water Utility Fund</b>						
	Water Rate % Increase Used	2.00%	2.00%	2.00%	2.00%	2.00%
<b>Operating</b>						
<b>2017 Carry Forwards</b>						
	<u>Carry forward Revenue</u>	(35,000)				
	<u>Carry Forward Expenditures</u>					
	Surfside RV Water Chamber & Bypass	35,000				
<b>Capital</b>						
	<u>Carry forward Revenue</u>	(1,287,750)				
	<u>Carry Forward Expenditures</u>					
	Springwood Well #9	269,000				In Progress
	Aurora St: Meridan Way South	11,250				Not started
	Aquilla Place to Zengal Way	7,500				Not started
	Corfield St: Skylark to Stanford	208,500				Engineering started
	Corfield St: Stanford to Jensen	175,200				Engineering started
	Corfield St: Jensen 19a	119,400				Engineering started
	Hirst Ave: Hwy 4a to McMillan	28,500				Not started
	McKinnon St: Hirst to Harnish	240,200				Engineering started
	McVickers: Stanford South	66,000				Not started
	Moss Ave: Bass to Craig	57,500				Engineering started
	Pym St: Forsyth to Brice	47,500				Not started
	Wallis St: Morison St to End	57,200				Engineering started

# Changes from 2018 Provisional Budget

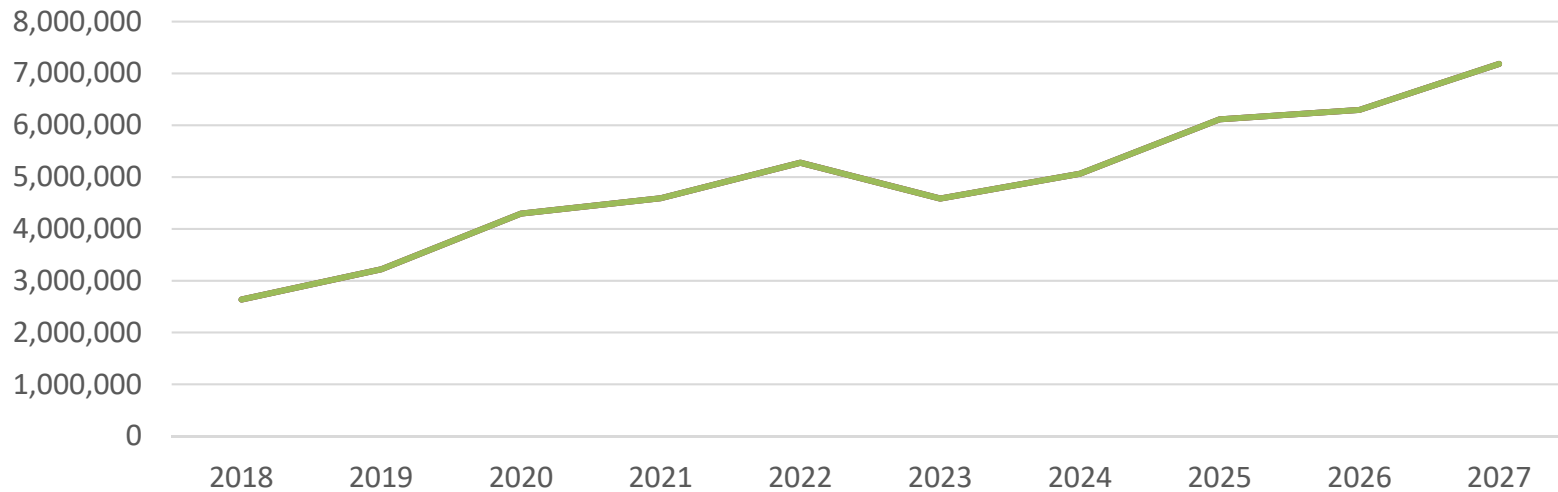
<b>Operating</b>						
<b>Expenditures</b>						
Minor Capital			18,750			Corfield at Island Highway and Pioneer - transfer from capital - includes \$ 3,750 re-budgeted from 2017
Minor Capital		31,500				Pym at Camas - mh 449 to 561 - transferred from Capital and re-budgeted of 2017 funds in 2018
<b>Capital</b>						
<b>Revenue - Incr(Decr)</b>						
ERWS Water Treatment Plant - Grants		910,110				Re budget of 2017 unused funding
ERWS Water Treatment Plant - DCC's		2,470,284				Re budget of 2017 unused funding
ERWS Joint Transmission Lines - Grants		(235,062)				Re budget of 2017 unused funding
ERWS Joint Transmission Lines - DCC's		(11,850)				Re budget of 2017 unused funding
ERWS Springwood Transmission Lines - Grants		150,031				Re budget of 2017 unused funding
ERWS Springwood Transmission Lines - DCC		(160,294)				Re budget of 2017 unused funding
<b>Expenditures</b>						
Pym: Brice to Forsyth		(190,000)	190,000			Move project to 2019
Corfield at Island Highway and Pioneer			(15,000)			Move to minor capital - under capital threshold amount
Pym at Camas - mh 449 to 561		(25,000)				Move to Minor Capital - under capital threshold
ERWS River Intake		341,940				Re-budget of unused 2017 funds
ERWS Water Treatment Plant		5,679,960				Re-budget of unused 2017 funds
ERWS Joint Transmission Lines		(157,180)				Re-budget of unused 2017 funds
ERWS Springwood Transmission Lines		(275,940)				Re-budget of unused 2017 funds

## Projected Water Fund Unrestricted Surplus/(Deficiency) (as at March 19, 2018)

Year	2018	2019	2020	2021	2022
Balance	2,636,773	3,221,332	4,295,475	4,590,558	5,275,642

Year	2023	2024	2025	2026	2027
Balance	4,585,643	5,063,870	6,113,591	6,295,647	7,183,565



# SEWER UTILITY FUND

## ADJUSTMENTS

- Changed Rate increase to 3% 2018 -2022
- Added 2017 carry forward projects

- Revised reserve fund opening balances

- Changes from 2018 -2022 Provisional Financial Plan

Actual Accumulated Surplus Opening Balance	\$ 2,988,392
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Previous Accumulated Surplus Opening Balance	<u>\$ 2,763,334</u>
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Increase in Accumulated Surplus Opening Balance	\$ 225,058
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# Changes from 2018 Provisional Budget

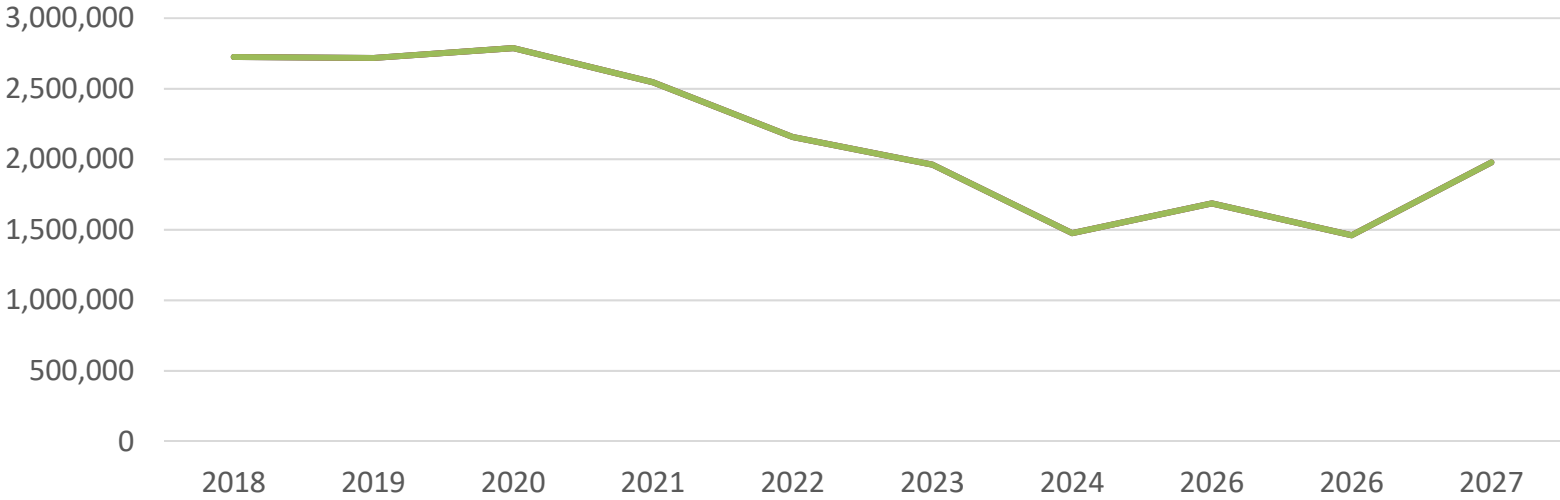
<b>Sewer Utility fund</b>						
<b>2017 Carry Forwards</b>						
<b>Operating</b>						
Carry forward Revenue		(6,000)				
<b>Operating Expenditures</b>						
Manhole repairs-Pym at Camas		6,000				
<b>Capital</b>						
Carry forward Revenue		(767,700)				
<b>Capital Expenditures</b>						
Corfield St: Stanford to Jensen		230,200				Engineering started
Corfield St: Jensen to 19a		188,200				Engineering started
Hirst: Hwy 4a to McMillan		22,500				Not Started
McKinnon St: Hirst to Harnish		180,100				Engineering started
Craig Bay Pump Stn		1,600				In Progress
Martindale Pump Stn		1,600				In Progress
Moss Ave: Stanford to Craig		34,100				Engineering started
Wallis St: Morison St to End		99,400				Engineering started
<b>Operating Expenditures</b>						
Minor Capital		10,000				Re-budget 2017 funding for Sewer easements
Minor Capital		25,000				Pym @ Camas - moved from capital - not capital item and 2017 funds were re-budgeted
Minor Capital					31,500	Pym @ Ermineskin - moved from capital - not capital item
<b>Capital Expenditures</b>						
Pym @ Camas MH 449 - 561		(2,500)				moved to Minor Capital
Pym @ Ermineskin				(6,250)	(25,000)	moved to Minor Capital



# Projected Sewer Fund Unrestricted Surplus/(Deficiency) (as at March 19, 2017)

Year	2018	2019	2020	2021	2022
Balance	2,724,792	2,718,788	2,788,128	2,546,449	2,157,996

Year	2023	2024	2025	2026	2027
Balance	1,961,830	1,476,148	1,687,254	1,461,715	1,977,229





QUESTIONS ?