

SEWER FUND BUDGET BYLAW

CITY OF PARKSVILLE
2018 - 2022 Final Financial Plan
Sewer Utility Fund
Budget Bylaw

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Funding Sources					
Sewer Parcel Taxes	\$ 29,300	\$ 30,179	\$ 31,084	\$ 32,016	\$ 32,977
Fees and Charges					
User Fees	1,161,000	1,230,606	1,285,338	1,341,920	1,400,190
Other	2,000	2,020	2,040	2,061	2,081
Interest on Reserves	76,300	81,654	82,604	80,019	70,567
Grants and Developer Contributions	-	-	-	-	-
Transfers From Other Funds & Reserves					
DCC Fund	207,108	-	-	-	66,448
Total Funding Sources	1,475,708	1,344,459	1,401,066	1,456,016	1,572,263
Expenditures					
Municipal Purposes					
Administration	826,200	847,854	869,539	891,819	914,606
Collection System & Pumping Stations	281,000	288,409	297,908	307,668	317,655
Minor Capital	91,000	-	-	33,922	-
Interest on Long Term Debt	-	-	-	-	-
Amortization of Tangible Capital Assets	293,700	293,700	293,700	293,700	293,700
Total Expenditures	1,491,900	1,429,963	1,461,147	1,527,109	1,525,961
Net Income (Loss) from Operations	(16,192)	(85,504)	(60,081)	(71,093)	46,302
Other non operating budget items					
Capital expenditures	\$ (1,097,700)	\$ (214,200)	\$ (164,279)	\$ (782,646)	\$ (728,455)
Transfers to Other Funds	-	-	-	-	-
Transfers from appropriated reserves					
Capital reserve funds	-	-	-	318,360	-
Carryforward reserve	556,592	-	-	-	-
Amortization of tangible capital assets	293,700	293,700	293,700	293,700	293,700
Annual cash surplus (deficit)	(263,600)	(6,004)	69,340	(241,679)	(388,453)
Transfers from (to) unappropriated reserves					
From Accumulated Surplus	263,600	6,004	-	241,679	388,453
To Accumulated Surplus	-	-	(69,340)	-	-
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)
SEWER FUND					
Revenues					
Fees and Charges					
Sewer User Billings	\$1,037,737	\$1,092,323	\$1,161,000	\$1,161,000	
Interest on Overdue Accounts	2,067	1,927	2,000	2,000	
Total Fees and Charges	1,039,804	1,094,250	1,163,000	1,163,000	
Other					
Sewer Parcel Tax	27,678	27,372	29,300	29,300	
(Gain)/Loss on Disposal of Capital Assets					
Total Other	27,678	27,372	29,300	29,300	
Fiscal					
Interest on Accumulated Surplus	64,400	64,500	76,300	76,300	
Total Revenues	1,131,883	1,186,122	1,268,600	1,268,600	
Administration					
Revenues					
Sewer Model		6,500			
Expenses					
Administration	117,476	110,752	101,300	100,700	(600)
Supervisor					
Training	2,197	9,088	9,900	9,900	
Pager Pay	411				
Small tool purchases	2,907	3,643	5,000	5,000	
Consulting	3,000				
Inspection Services	918	4,349	900	900	
Sewer Model	1,400	6,500			
General Fund Alloc. - Admin/Finance	375,525	399,175	477,500	492,500	15,000
General Fund Allocation-Eng & PW	137,738	141,175	164,400	163,500	(900)
General Fund Alloc. - Works Yard	44,600	40,600	33,200	45,200	12,000
Total Administration Expense	686,171	715,282	792,200	817,700	25,500
Net Administration Cost	686,171	708,782	792,200	817,700	25,500
Collection System					
Revenues					
New service connections	1,144	2,100			
Expenses					
New service connections	757	519	1,800	1,800	
Customer service	3,514	3,721	7,800	7,800	
Service repair	13,261	10,993	24,100	24,100	
Blockage removal	7,755	6,418	7,700	7,700	
Manhole maintenance	9,200	7,494	13,200	13,200	
Main repair	3,750	4,626	39,100	39,100	
Main flushing	33,377	21,426	60,100	60,100	
Scada System - sewer			5,100	5,100	
Sewer investigation program	1,535	3,325	8,200	8,200	
Total Collection System Expenses	73,148	58,523	167,100	167,100	
Net Collection System Cost	72,005	56,423	167,100	167,100	
Lift Stations					
Expenses					
Martindale Lift Station	43,014	51,636	50,700	50,700	
Craig Bay Lift Station	53,287	60,691	63,200	63,200	
	96,301	112,327	113,900	113,900	

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)
Billing and Collections					
Expenses					
Meter Reading-Transfer from Water	9,338	11,869	8,500	8,500	
Total Operating Expenses	864,959	898,001	1,081,700	1,107,200	25,500
Minor Capital					
Revenue					
Minor Capital	5,000			6,000	6,000
Expense					
Works Adjacent to Development Sewer Master Plan			40,000	40,000	
Easements			10,000	20,000	10,000
Minor Capital	4,860	1,062		31,000	31,000
Total Minor Capital Expenses	4,860	1,062	50,000	91,000	41,000
Net Minor Capital	(140)	1,062	50,000	85,000	35,000
Total Expenses	864,819	899,062	1,131,700	1,192,200	60,500
Transfers					
Transfer to (from) Carryforward Reserve	165,013	119,088			
Transfer From Accumulated Surplus					
Transfer to Other Funds		225,000			
Total Transfers (in) out of Fund	165,013	344,088			
Amortization of Capital Assets					
Amortization	286,654	290,058	293,700	293,700	
Net Operating Cost /(Surplus)	\$183,459	\$338,485	\$156,800	\$217,300	\$60,500
Sewer Capital					
Funding					
McMillan: Hirst to Morison					
Corfield St: Stanford to Jensen	9,141	54,784		230,200	230,200
Corfield St: Jensen to Hwy 19A	3,987	36,837		188,200	188,200
McKinnon: Hirst to Harnish		7,361		180,100	180,100
Wallis Street		13,100		99,400	99,400
Moss Ave: Stanford to Craig		5,900		34,100	34,100
Craig Bay Pump Stn				1,600	1,600
Martindale Pump Stn				1,600	1,600
Hirst Ave: hwy 4A to MacMillan				22,500	22,500
Developer Contributions - Asset	117,165	204,205			
Total Funding	130,293	322,187		757,700	757,700
Expenditures					
Corfield St: Stanford to Jensen	9,141	54,784		230,200	230,200
Corfield St: Jensen to Hwy 19A	3,987	36,837		188,200	188,200
McKinnon: Hirst to Harnish		7,361		180,100	180,100
Wallis Street		13,139		99,400	99,400
Moss Ave: Stanford to Craig		5,919	160,000	194,100	34,100
Craig Bay Pump Station Upgrade		17,076	75,000	76,600	1,600
Martindale Pump Station Upgrade		17,076	75,000	76,600	1,600
Memorial Ave: Hwy 4A to McMillan			30,000	30,000	
Pym at Camas (MH 449 to 561)			25,000		(25,000)
Hirst Ave: Hwy 4A to McMillan				22,500	22,500
Developer Contributions - Asset	117,165	204,205			
Total Expenditures	130,294	356,398	365,000	1,097,700	732,700
Net Capital	\$1	\$34,211	\$365,000	\$340,000	(\$25,000)

5 YEAR FINANCIAL PLAN

Sewer Utility 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>
Revenue					
Sale of Services					
Metered Sewer	\$1,161,000	\$1,230,606	\$ 1,285,338	\$1,341,920	\$1,400,190
Connection Admin Fee	-	-	-	-	-
Miscellaneous	-	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Sale of Services	1,161,000	1,230,606	1,285,338	1,341,920	1,400,190
Other Rev From Own Sources					
Interest Income	76,300	81,654	82,604	80,019	70,567
Minor capital	-	-	-	-	-
Miscellaneous	2,000	2,020	2,040	2,061	2,081
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	78,300	83,674	84,644	82,080	72,648
Transfers from Other Gov't					
Other Prov Grants	-	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Transfers from Other Gov't	-	-	-	-	-
Other Revenues					
Capital Funding-Grants	-	-	-	-	-
Capital Funding from DCC's	207,108	-	-	-	66,448
Transfer from Surplus	-	-	-	-	-
Parcel Tax	29,300	30,179	31,084	32,016	32,977
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Transfer from Own Reserves & Funds	236,408	30,179	31,084	32,016	99,425
Total Revenue	<hr/> 1,475,708	<hr/> 1,344,459	<hr/> 1,401,066	<hr/> 1,456,016	<hr/> 1,572,263
Expenditures					
Common Services	701,200	718,730	736,681	755,122	773,985
Administration	116,500	120,284	123,733	127,278	130,902
Collection System	167,100	174,909	181,139	187,538	194,089
Lift Station Maintenance	113,900	113,500	116,769	120,130	123,566
Customer Bill & Collect	8,500	8,840	9,125	9,419	9,719
Minor Capital	91,000	-	-	33,922	-
Amortization of Capital Assets	293,700	293,700	293,700	293,700	293,700
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenditures	<hr/> 1,491,900	<hr/> 1,429,963	<hr/> 1,461,147	<hr/> 1,527,109	<hr/> 1,525,961
Sewer Utility Fund Net Income (Loss)	<hr/> (16,192)	<hr/> (85,504)	<hr/> (60,081)	<hr/> (71,093)	<hr/> 46,302

Sewer Utility 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 Cfdw Reserves	556,592	-	-	-	-
Funding from Capital Reserve	-	-	-	318,360	-
Long term debt borrowing	-	-	-	-	-
	<u>556,592</u>	<u>-</u>	<u>-</u>	<u>318,360</u>	<u>-</u>
Capital Expenditures					
Capital Expenditures	1,097,700	214,200	164,279	782,646	728,455
Long term debt principal payments	-	-	-	-	-
Short term Capital borrowing pmts	-	-	-	-	-
	<u>1,097,700</u>	<u>214,200</u>	<u>164,279</u>	<u>782,646</u>	<u>728,455</u>
Transfer to (From) Other Funds	-	-	-	-	-
Amortization of Capital Assets	293,700	293,700	293,700	293,700	293,700
Net Cash Surplus (Deficit)	(263,600)	(6,004)	69,340	(241,679)	(388,453)
Transfers to/from Surplus Reserves					
Transfer from Accumulated Surplus	263,600	6,004		241,679	388,453
Transfer to Accumulated Surplus	-	-	(69,340)	-	-
Financial Plan Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CAPITAL PROJECTS

		679,300	210,000	157,900	737,510	355,000	468,750	658,400	192,750	620,625	53,750	215,000	207,500	215,000	216,250	465,000	0	0	44,650	178,600	0
Total Sewer Fund		770,300	210,000	157,900	769,010	355,000	468,750	758,400	192,750	620,625	53,750	221,250	245,000	265,000	216,250	465,000	0	100,000	44,650	178,600	0
Capital Items Source of Funds																					
OPERATIONS		340,000	210,000	157,900	437,510	355,000	468,750	658,400	192,750	620,625	53,750	215,000	207,500	215,000	216,250	465,000	0	0	44,650	178,600	0
Carry-forward Reserve		339,300																			
Sewer Capital Fund		0	0	0	300,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sewer DCC Reserve Fund		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
Long Term Debt		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Capital Items Source of Funds		679,300	210,000	157,900	737,510	355,000	468,750	658,400	192,750	620,625	53,750	215,000	207,500	215,000	216,250	465,000	0	0	44,650	178,600	0
	City Share																				
DCC Capital Items																					
Hirst Ave: MacMillian to Moilliet	80.50%	0	0	0	0	318,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Corfield St: Stanford to Jensen	50.00%	230,200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Corfield St: Jensen to Hwy 19a	50.00%	188,200	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
Total Capital Items		418,400	0	0	0	318,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DCC Items Source of Funds																					
Operations																					
Existing	Formula	0	0	0	0	255,990	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Municipal Assist	Formula	0	0	0	0	620	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OPERATIONS		0	0	0	0	256,610	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry-forward Reserve		211,292	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sewer Capital Fund		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DCC Res Fund	Formula	207,108	0	0	0	61,390	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
Long Term Debt		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Capital Items Source of Funds		418,400	0	0	0	318,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Capital		1,097,700	210,000	157,900	737,510	673,000	468,750	658,400	192,750	620,625	53,750	215,000	207,500	215,000	216,250	465,000	0	0	44,650	178,600	0
TOTAL SOURCE OF FUNDS																					
OPERATIONS		340,000	210,000	157,900	437,510	611,610	468,750	658,400	192,750	620,625	53,750	215,000	207,500	215,000	216,250	465,000	0	0	44,650	178,600	0
Carry-forward Reserve		550,592	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sewer Capital Fund		0	0	0	300,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sewer DCC Reserve Fund		207,108	0	0	0	61,390	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
Long Term Debt		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Source of Funds		1,097,700	210,000	157,900	737,510	673,000	468,750	658,400	192,750	620,625	53,750	215,000	207,500	215,000	216,250	465,000	0	0	44,650	178,600	0
New Annual Long Term Debt		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Inflated Capital																					
Collection System Upgrades		679,300	214,200	164,279	782,646	384,252	517,500	741,424	221,393	727,124	64,231	262,064	257,985	272,663	279,741	613,568	0	0	61,907	250,111	0
Collection System Additions		418,400	0	0	0	344,203	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		1,097,700	214,200	164,279	782,646	728,455	517,500	741,424	221,393	727,124	64,231	262,064	257,985	272,663	279,741	613,568	0	0	61,907	250,111	0
Inflated Source of Funds																					
OPERATIONS		340,000	214,200	164,279	464,286	662,007	517,500	741,424	221,393	727,124	64,231	262,064	257,985	272,663	279,741	613,568	0	0	61,907	250,111	0
Carry-forward Reserve		550,592	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sewer Capital Reserve Fund		0	0	0	318,360	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sewer DCC Reserve Fund		207,108	0	0	0	66,448	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
Long Term Debt		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Source of Funds		1,097,700	214,200	164,279	782,646	728,455	517,500	741,424	221,393	727,124	64,231	262,064	257,985	272,663	279,741	613,568	0	0	61,907	250,111	0

BUDGET CHANGES

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

Sewer Utility fund

2017 Carry Forwards

Operating

Carry forward Revenue

(6,000)

Operating Expenditures

Manhole repairs-Pym at Camas

6,000

Capital

Carry forward Revenue

(767,700)

Capital Expenditures

Corfield St: Stanford to Jensen

230,200

Corfield St: Jensen to 19a

188,200

Hirst: Hwy 4a to McMillan

22,500

McKinnon St: Hirst to Harnish

180,100

Craig Bay Pump Stn

1,600

Martindale Pump Stn

1,600

Moss Ave: Stanford to Craig

34,100

Wallis St: Morison St to End

99,400

Engineering started
Engineering started
Not Started
Engineering started
In Progress
In Progress
Engineering started
Engineering started

Operating

Expenditures

Minor Capital

10,000

Minor Capital

25,000

Minor Capital

31,500

Re-budget 2017 funding for Sewer easements
Pym @ Camas - moved from capital - not
capital item and 2017 funds were re-budgeted
Pym @ Ermineskin - moved from capital - not
capital item

Capital

Expenditures

Pym @ Camas MH 449 - 561

(25,000)

Pym @ Ermineskin

(6,250)

(25,000)

moved to Minor Capital
moved to Minor Capital

2018 Final Budget Accumulated Surplus at End of Year

	2018	2019	2020	2021	2022
Carry forward Revenue	(6,000)				
Operating Expenditures					
Manhole repairs-Pym at Camas	6,000				
Carry forward Revenue	(767,700)				
Capital Expenditures					
Corfield St: Stanford to Jensen	230,200				
Corfield St: Jensen to 19a	188,200				
Hirst: Hwy 4a to McMillan	22,500				
McKinnon St: Hirst to Harnish	180,100				
Craig Bay Pump Stn	1,600				
Martindale Pump Stn	1,600				
Moss Ave: Stanford to Craig	34,100				
Wallis St: Morison St to End	99,400				
Minor Capital	10,000				
Minor Capital	25,000				
Minor Capital					31,500
Pym @ Camas MH 449 - 561	(25,000)				
Pym @ Ermineskin				(6,250)	(25,000)
2018 Final Budget Accumulated Surplus at End of Year	\$ 2,724,792	\$ 2,718,788	\$ 2,788,128	\$ 2,546,449	\$ 2,157,996

SPENDING PACKAGES

Spending Package Summary

Spending Package: SEW -01 - Stanford: McCarter to Corfield

Budget Year: 2018

Spending Package Type: Amendments

Spending Package Stage: Approved

Acct. Reference:

Publish Date:

10/12/2017 1:40:31 PM

Explanation/Justification/Impact of not Funding:

As a result of recent investigations related to the design of Corfield Street Upgrade, it was discovered that the sanitary sewer on Stanford between McCarter and Corfield was installed with substandard pipe material and has settled. The slope of the pipe has degraded to the point where sediment is building up in the pipe. If the City does not fund this additional work:

- the sewer will not be replaced along with the scheduled road, storm and water upgrade scheduled for 2021.
- the City would likely need to cut into the new road prematurely to fix or replace the existing sewer.
- the City will need to expend higher than normal maintenance costs to 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
- renewal and maintenance of infrastructure

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				
9598 - Sewer Future Projects	330 - Contracts	3 - Sewer Utility Fund	Stanford: McCarter to Corfield	
Total Expense				

Spending Package Snapshot Summary

Spending Package: SEW -01 - Stanford: McCarter to Corfield

Budget Year: 2018

Spending Package Type: Amendments

Current Spending Package Stage: Approved

Acct. Reference:

Publish Date:

October 12, 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						
9598 - Sewer Future Projects	330 - Contracts	0	0	0	100,000	0
Total Expense		0	0	0	100,000	0

RESERVE ACCOUNT
FUND BALANCES

Sewer Utility 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	2,724,792	2,718,788	2,788,128	2,546,449	2,157,996
Restricted Reserves					
Future Expenditure Reserve	0	0	0	0	0
Sewer Capital Reserve	739,485	761,280	783,465	487,943	511,447
DCC Reserves					
Sewer DCC Reserve/(Shortage)	(106,001)	(95,022)	(84,065)	(73,290)	(129,213)
Total Reserve Fund Balances	<u>3,358,276</u>	<u>3,385,046</u>	<u>3,487,528</u>	<u>2,961,102</u>	<u>2,540,230</u>