

SEWER FUND BUDGET BYLAW

CITY OF PARKSVILLE
2021 - 2025 Final Financial Plan
Sewer Utility Fund
Budget Bylaw

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Funding Sources					
Sewer Wastewater Property Taxes	\$ 2,081,400	\$ 2,102,214	\$ 2,123,236	\$ 2,144,466	\$ 2,165,905
Sewer Parcel Taxes	37,700	31,600	32,600	33,500	34,600
Fees and Charges					
User Fees	1,828,600	1,908,200	1,990,100	2,074,600	2,161,900
Other	2,000	2,000	2,000	2,100	2,100
Interest on Reserves	55,000	50,900	56,900	49,800	21,800
Grants and Developer Contributions	-	-	-	-	-
Transfers From Other Funds & Reserves	-	-	-	-	-
DCC Fund	-	-	-	-	-
Total Funding Sources	4,004,700	4,094,914	4,204,836	4,304,466	4,386,305
Expenditures					
Municipal Purposes					
Administration	968,900	989,500	1,009,600	1,030,400	1,051,600
Collection System & Pumping Station	289,100	297,000	305,000	313,200	321,400
Treatment & Disposal	2,600,000	2,652,000	2,705,040	2,759,120	2,814,240
Minor Capital	90,000	102,000	52,000	53,100	54,100
Amortization of Tangible Capital Assets	298,000	298,000	298,000	298,000	298,000
Total Expenses	4,246,000	4,338,500	4,369,640	4,453,820	4,539,340
Net Income (Loss) from Operations	(241,300)	(243,586)	(164,804)	(149,354)	(153,035)
Other non operating budget items					
Capital expenditures	\$ (1,390,000)	\$ (123,000)	\$ (1,195,600)	\$ (1,481,800)	\$ (1,153,500)
Transfers to Other Funds	-	-	-	-	-
Transfers from appropriated reserves					
Capital reserve funds	146,000	-	210,100	215,400	220,800
Carryforward reserve	264,600	-	-	-	-
Amortization of tangible capital assets	298,000	298,000	298,000	298,000	298,000
Annual cash surplus (deficit)	(922,700)	(68,586)	(852,304)	(1,117,754)	(787,735)
Transfers from (to) unappropriated reserves					
From Accumulated Surplus	922,700	68,586	852,304	1,117,754	787,735
To Accumulated Surplus	-	-	-	-	-
Financial Plan Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -

BUDGET DETAIL

THE CITY OF PARKSVILLE
Sewer Revenue and Expense
For the Twelve Months Ending December-31-21

	2020 ACTUAL YTD	2020 FINAL BUDGET	2021 FINAL BUDGET	BUDGET CHANGE \$
Revenues				
<u>Fees and Charges</u>				
Sewer User Billings	(\$1,550,924.51)	(\$1,709,800....)	(\$1,828,600.00)	(\$118,800.00)
Sewer User Discounts	0.00	0.00	0.00	0.00
Interest on Overdue Accounts	(1,906.30)	(2,000.00)	(2,000.00)	0.00
Total Fees and Charges	(1,552,830.81)	(1,711,800.00)	(1,830,600.00)	(118,800.00)
<u>Other</u>				
RDN Sewage Treatment Tax Levy	(2,040,579.64)	(2,101,000.00)	(2,081,400.00)	19,600.00
Sewer Parcel Tax	(24,688.50)	(25,200.00)	(37,700.00)	(12,500.00)
Covid Grant	(180,600.00)	0.00	0.00	0.00
(Gain)/Loss on Disposal of Capital Assets	0.00	0.00	0.00	0.00
Total Other	(2,245,868.14)	(2,126,200.00)	(2,119,100.00)	7,100.00
<u>Fiscal</u>				
Interest on Accumulated Surplus	(118,200.00)	(75,000.00)	(55,000.00)	20,000.00
Total Revenues	(3,916,898.95)	(3,913,000.00)	(4,004,700.00)	(91,700.00)
<u>Administration</u>				
<u>Revenues</u>				
Sewer Model	0.00	0.00	0.00	0.00
<u>Expenses</u>				
Administration	99,759.18	113,400.00	114,700.00	1,300.00
Supervisor	0.00	0.00	0.00	0.00
Training	150.00	11,500.00	10,200.00	(1,300.00)
Pager Pay	0.00	0.00	0.00	0.00
Small tool purchases	2,270.84	3,000.00	3,000.00	0.00
Consulting	0.00	0.00	0.00	0.00
Inspection Services	0.00	5,000.00	5,000.00	0.00
Sewer Model	0.00	0.00	0.00	0.00
General Fund Alloc. - Administration	478,325.00	559,500.00	570,700.00	11,200.00
General Fund Alloc. - PW Administration	137,025.00	192,200.00	196,100.00	3,900.00
General Fund Alloc. - Works Yard	57,680.00	54,600.00	55,700.00	1,100.00
Total Administration Expense	775,210.02	939,200.00	955,400.00	16,200.00
Net Administration Cost	775,210.02	939,200.00	955,400.00	16,200.00
<u>Collection System</u>				
<u>Revenues</u>				
New Service connections	(5,000.00)	0.00	0.00	0.00
<u>Expenses</u>				
New Service connections	1,388.39	2,700.00	2,700.00	0.00
Customer service	2,579.98	5,500.00	5,600.00	100.00
Service repair	16,719.96	18,500.00	18,700.00	200.00
Blockage removal	20,382.96	10,500.00	10,700.00	200.00
Manhole maintenance	11,090.86	11,000.00	11,100.00	100.00
Main repair	404.59	37,000.00	37,800.00	800.00
Main flushing	27,937.93	46,500.00	47,900.00	1,400.00
Scada System - Sewer	9,320.49	18,000.00	18,800.00	800.00
Sewer Investigation Program	10,375.23	8,300.00	8,500.00	200.00
Total Collection System Expenses	100,200.39	158,000.00	161,800.00	3,800.00
Net Collection System Cost	95,200.39	158,000.00	161,800.00	3,800.00

THE CITY OF PARKSVILLE
Sewer Revenue and Expense
For the Twelve Months Ending December-31-21

	2020 ACTUAL YTD	2020 FINAL BUDGET	2021 FINAL BUDGET	BUDGET CHANGE \$
<u>Lift Stations</u>				
<u>Expenses</u>				
Martindale Lift Station	34,767.58	57,200.00	59,700.00	2,500.00
Craig Bay Lift Station	45,119.55	66,600.00	67,600.00	1,000.00
	<u>79,887.13</u>	<u>123,800.00</u>	<u>127,300.00</u>	<u>3,500.00</u>
<u>Treatment & Disposal</u>				
RDN Sewage Treatment Plant Levy	<u>2,548,423.00</u>	<u>2,601,000.00</u>	<u>2,600,000.00</u>	<u>(1,000.00)</u>
<u>Billing and Collections</u>				
<u>Expense</u>				
Meter reading cost transfer from Water	<u>12,499.76</u>	<u>12,800.00</u>	<u>13,500.00</u>	<u>700.00</u>
<u>Minor Capital</u>				
<u>Revenues</u>				
Works Adjacent to Development	0.00	0.00	0.00	0.00
Sewer Master Plan	0.00	0.00	0.00	0.00
Easements	0.00	0.00	0.00	0.00
Other Minor Capital	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>Expense</u>				
Works Adjacent to Development	0.00	40,000.00	40,000.00	0.00
Sewer Master Plan	0.00	0.00	0.00	0.00
Easements	0.00	10,000.00	0.00	(10,000.00)
Other Minor Capital	0.00	0.00	50,000.00	50,000.00
	<u>0.00</u>	<u>50,000.00</u>	<u>90,000.00</u>	<u>40,000.00</u>
Net Minor Capital	<u>0.00</u>	<u>50,000.00</u>	<u>90,000.00</u>	<u>40,000.00</u>
Total Operating Expenses	<u>3,516,220.30</u>	<u>3,884,800.00</u>	<u>3,948,000.00</u>	<u>63,200.00</u>
<u>Transfers</u>				
Transfer to (from) Carryforward Reserve	(36,500.00)	0.00	0.00	0.00
Transfer From Accumulated Surplus	0.00	0.00	0.00	0.00
Total Transfers (in) out of Fund	<u>(36,500.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Amortization of Capital Assets</u>				
Amortization	<u>300,713.64</u>	<u>295,000.00</u>	<u>298,000.00</u>	<u>3,000.00</u>
(Income) Loss from Sewer Operations	<u>(\$141,465.01)</u>	<u>\$266,800.00</u>	<u>\$241,300.00</u>	<u>(\$25,500.00)</u>
<u>Summary</u>				
Total Revenues	(\$3,921,898.95)	(\$3,913,000....)	(\$4,004,700.00)	(\$91,700.00)
<u>Expenses</u>				
Total Operating expenses	967,797.30	1,233,800.00	1,258,000.00	24,200.00
RDN Treatment Plant	2,548,423.00	2,601,000.00	2,600,000.00	(1,000.00)
Minor capital	0.00	50,000.00	90,000.00	40,000.00
Transfers	(36,500.00)	0.00	0.00	0.00
Amortization of Capital Assets	300,713.64	295,000.00	298,000.00	3,000.00
Total Expenses	<u>3,780,433.94</u>	<u>4,179,800.00</u>	<u>4,246,000.00</u>	<u>66,200.00</u>
Net Sewer (surplus) deficit	<u>(\$141,465.01)</u>	<u>\$266,800.00</u>	<u>\$241,300.00</u>	<u>(\$25,500.00)</u>

5 YEAR FINANCIAL PLAN

Sewer Utility Fund

2021 - 2025 Final Financial Plan
Revenue and Expenditure Summary

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Revenue					
Sale of Services					
Metered Sewer	\$ 1,828,600	\$ 1,908,200	\$ 1,990,100	\$ 2,074,600	\$ 2,161,900
Connection Admin Fee	-	-	-	-	-
Miscellaneous	-	-	-	-	-
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Sale of Services	1,828,600	1,908,200	1,990,100	2,074,600	2,161,900
RDNWW Property Tax	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	2,081,400	2,102,214	2,123,236	2,144,466	2,165,905
Other Rev From Own Sources					
Interest Income	55,000	50,900	56,900	49,800	21,800
Minor capital Grants	-	-	-	-	-
Miscellaneous	2,000	2,000	2,000	2,100	2,100
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	57,000	52,900	58,900	51,900	23,900
Transfers from Other Gov't					
Other Prov Grants	-	-	-	-	-
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Transfers from Other Gov't	-	-	-	-	-
Other Revenues					
Capital Funding-Grants	-	-	-	-	-
Capital Funding from DCC's	-	-	-	-	-
Transfer from Surplus	-	-	-	-	-
Parcel Tax	37,700	31,600	32,600	33,500	34,600
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Transfer from Own Reserves & Funds	37,700	31,600	32,600	33,500	34,600
Total Revenue	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	4,004,700	4,094,914	4,204,836	4,304,466	4,386,305
Expenditures					
Common Services Charge	822,500	839,000	855,700	872,800	890,300
Administration	132,900	136,500	139,600	142,900	146,200
Collection System	161,800	166,300	171,200	176,300	181,400
Lift Station Maintenance	127,300	130,700	133,800	136,900	140,000
Treatment and Disposal	2,600,000	2,652,000	2,705,040	2,759,120	2,814,240
Customer Bill & Collect	13,500	14,000	14,300	14,700	15,100
Minor Capital	90,000	102,000	52,000	53,100	54,100
Amortization of Capital Assets	298,000	298,000	298,000	298,000	298,000
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Total Expenditures	4,246,000	4,338,500	4,369,640	4,453,820	4,539,340
Sewer Utility Fund Net Income (Loss)	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	(241,300)	(243,586)	(164,804)	(149,354)	(153,035)

Sewer Utility Fund

2021 - 2025 Final Financial Plan
Revenue and Expenditure Summary

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Non Operating budget items					
Funding from Cfdw Reserves	264,600	-	-	-	-
Funding from Capital Reserve	146,000	-	210,100	215,400	220,800
Long term debt borrowing	-	-	-	-	-
	<u>410,600</u>	<u>-</u>	<u>210,100</u>	<u>215,400</u>	<u>220,800</u>
<u>Capital Expenditures</u>					
Capital Expenditures	1,390,000	123,000	1,195,600	1,481,800	1,153,500
Long term debt principal payments	-	-	-	-	-
Short term Capital borrowing pmts	-	-	-	-	-
	<u>1,390,000</u>	<u>123,000</u>	<u>1,195,600</u>	<u>1,481,800</u>	<u>1,153,500</u>
Transfer to (From) Other Funds	-	-	-	-	-
Amortization of Capital Assets	298,000	298,000	298,000	298,000	298,000
Net Cash Surplus (Deficit)	(922,700)	(68,586)	(852,304)	(1,117,754)	(787,735)
Transfers to/from Surplus Reserves					
Transfer from Accumulated Surplus	922,700	68,586	852,304	1,117,754	787,735
Transfer to Accumulated Surplus	-	-	-	-	-
	<u>922,700</u>	<u>68,586</u>	<u>852,304</u>	<u>1,117,754</u>	<u>787,735</u>
Financial Plan Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL PROJECTS

CITY OF PARKSVILLE						
SEWER UTILITY FUND CAPITAL						
	2021	2022	2023	2024	2025	5 year Total
Sewer Minor Capital projects						
Easements (ROW's)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Video Inspection Program	50,000	50,000	50,000	50,000	50,000	250,000
Sewer Master Plan	-	50,000	-	-	-	50,000
Works next to Development/Constr.	40,000	-	-	-	-	40,000
Total Minor Capital	90,000	100,000	50,000	50,000	50,000	340,000
Minor Capital Source of Funds						
Sewer User Fees	90,000	100,000	50,000	50,000	50,000	340,000
Carry Forward reserve	-	-	-	-	-	-
Total Minor Capital Source of Funds	90,000	100,000	50,000	50,000	50,000	340,000
Capital Projects						
Bagshaw: Stanford to Hwy 19a	393,700	-	-	-	-	393,700
McKinnon Street: Hirst to Harnish	306,000	-	-	-	-	306,000
Moss Ave: Hwy 4a to McKillop	269,000	-	-	-	-	269,000
Memorial Ave: Hwy 4a to McMillian	228,000	-	-	-	-	228,000
Hirst Ave: Hwy 4a to McMillan	183,300	-	-	-	-	183,300
Scada System Upgrade	10,000	-	-	-	-	10,000
Banks Ave: Moilliet east to End	-	70,000	555,000	-	-	625,000
Harrison Ave: Hwy 4a to McMillan	-	30,000	120,000	-	-	150,000
Willow: Bay to Rushton Ave.	-	20,000	150,000	-	-	170,000
Lombardy: Hwy 19a to Morison	-	-	71,500	-	-	71,500
Nanoose Ave: Pym to Renz	-	-	55,000	325,000	-	380,000
SRW: Banks to 286 Morison Ave.	-	-	48,000	-	-	48,000
Jenkins: Pym St to End	-	-	32,000	210,000	-	242,000
Finholm St: Morison to Hirst	-	-	32,000	200,000	-	232,000
Gerald PI: Pym St to End	-	-	31,000	209,000	-	240,000
Banks Ave: Finholm to Acacia	-	-	22,500	150,000	-	172,500
SRW from Jenkins PI to Morrison Ave	-	-	11,000	76,000	-	87,000
SRW from Gerald PI to Forsyth	-	-	10,000	66,000	-	76,000
Morison Ave: Acacia to Pym	-	-	-	59,000	437,000	496,000
Newcastle Ave Pym to Renz	-	-	-	55,000	335,000	390,000
Morison Ave: Finholm to Acacia	-	-	-	26,000	198,000	224,000
Craig St: Hwy19a to Jensen	-	-	-	-	75,000	75,000
Total Capital (Uninflated totals)	1,390,000	120,000	1,138,000	1,376,000	1,045,000	5,069,000
Capital Project Source of Funds						
Sewer User Fees	979,400	120,000	838,000	1,176,000	945,000	4,058,400
Carry-forward Reserve	264,600	-	-	-	-	264,600
Sewer Capital Reserve Fund	146,000	-	300,000	200,000	100,000	746,000
Sewer DCC Reserve Fund	-	-	-	-	-	-
Total Capital Projects Source of Funds	\$ 1,390,000	\$ 120,000	\$ 1,138,000	\$ 1,376,000	\$ 1,045,000	\$ 5,069,000

RESERVE ACCOUNT
FUND BALANCES

Sewer Utility Fund

2021 - 2025 Final Financial Plan

Reserve Fund Summary

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
ENDING BALANCE SUMMARY					
Unrestricted Surplus	2,911,087	2,842,501	1,990,197	872,443	84,708
Restricted Reserves					
Future Expenditure Reserve	0	0	0	0	0
Sewer Capital Reserve	842,821	862,197	671,040	472,904	265,565
DCC Reserves					
Sewer DCC Reserve/(Shortage)	65,492	70,471	75,469	80,495	85,546
Total Reserve Fund Balances	<u>3,341,370</u>	<u>3,328,143</u>	<u>2,440,862</u>	<u>1,275,114</u>	<u>514,694</u>