



2019 - 2023 Draft Final Financial Plan

April 8, 2019

Prepared by Lucky Butterworth

Presentation Overview

- General Fund
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 - Capital Fund Review
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Projects Carried Forward From 2018 Budget to 2019 Budget

Carry forwards represent projects budgeted in 2018 that were not completed by the end of 2018. These projects are council approved which may be in progress at the end of the year so the budgets are carried forward to 2019 so that funds are available for project completion.

- Operating Carry forwards

- 19 items per listing on Assumptions Page \$ 470,600
 - Five items completed in early 2019.
 - Several items are now in progress.

Projects Carried Forward From 2018 Budget to 2019 Budget Cont.

- Capital

● Server Replacement	\$ 16,500
● PCTC Phone System	88,000
● Fire Rescue Truck	775,000
● Aerial Ladder Truck	947,500
● Rath Trevor Trail Development	860,100
● Sutherland Stairs	10,000
● Comm Park Playground Resurfacing	153,400
● Kin Hut Washroom Replacement	80,000
● Foster Park Improvements	80,000
● Jensen Greenway	20,000
● Community Park Playground Lighting	15,000
● Pickleball Courts	120,000
● Fleet Service Truck	<u>35,000</u>
● Total Excluding Roads, Drainage, Sidewalks	\$ 3,200,500
● Total Roads, Drainage & Sidewalks (17 projects)	<u>2,556,700</u>
● Total Capital Carry forwards	<u>\$ 5,757,200</u>

Proposed Budget Changes from 2018-22 Financial Plan

General Fund Operating

Revenue - Incr (Decr)

	2019	2020	2021	2022	2023	
Finance - Property Taxes	(93,100)					Growth factor plus 2.5% tax increase (previously 4% in 5 year plan)
Finance - Interest Income	50,000					Incr for rising interest rates
Transfer from Sewer Fund	250,000	500,000	750,000	1,000,000	1,250,000	RDN Treatment Plant charges recovered from Sewer User Fees
Parks - Grants	30,700					MIA grant for Parks Wayfinding Signage

Expenditures - Incr (Decr)

New Operating Spending Packages (SP)

Communications-Incr part time staff from .4 to .6 FTE	15,000	15,300	15,600	15,900	16,200	SP COMM - 01
HR - Applicant Tracking Sysytem	3,300	300	300	300	300	Spending Pkg (SP) HR-01
OHS - Confined Space Program Update	20,000					SP OHS-01
IT - Needs Assessment	(20,000)					2018 Cfdw moved out to 2024
IT - Network Switch replacements/updates	12,000					SP IT - 05
IT - Lets Talk Parksville Website Maintenance Fee	4,800	8,400	8,400	8,400	8,400	SP IT - 06
IT - Mapping Software Update	20,000					SP IT - 07
IT - Council Laptops/Ipads	14,000				14,000	SP IT - 08
IT - GP/Diamond Software Upgrade Amendment	10,000		15,000		15,000	SP IT - 09
IT - Forum Video Upgrade	30,000	30,000				Removed - SP IT - 10
IT - Live Streaming Upgrade for Council meetings	52,500	4,500	4,500	4,500	4,500	Removed - SP IT - 11
Emergency Program-HRVA meetings	20,000					SP EP-01
Emergency Program-Emergency Food supply	11,000	11,000	11,000	11,000	11,000	Removed - SP EP-02
Fire Dept - Jackets for Station Uniform	12,000					SP FD 1 - 2019
Engineering-Survey Equipment	35,000					SP Eng - 01
Engineering-Replace Photocopier	10,000					SP Eng - 02
Engineering-Storage Cabinets	12,000					SP Eng - 03
Engineering-CO-OP Student	12,200					SP Eng - 04
Engineering-Safe Routes to Schools/Traffic Calming	25,000	25,000	25,000	25,000	25,000	SP Eng - 05

Proposed Budget Changes from 2018-22 Financial Plan Continued

General Fund Operating	2019	2020	2021	2022	2023	
Parks - Special Events-Winter lighting - PCTC	6,300	6,300	6,300	6,300	6,300	SP Parks - 01
Parks - Tree Inventory	15,000					SP Parks - 02
Parks - Tree rebate program	5,000	5,000	5,000	5,000	5,000	SP Parks - 03
Parks - Noxious Weed Program	10,000	10,000	10,000	10,000	10,000	SP Parks - 07
Parks - Comm Park Drainage Study-Incr budget by \$90k	90,000					SP Parks - 08
Parks - Wayfinding Signage for Parks	50,000					SP Parks - 09
PW - New shop tools	18,000					SP Ops - 01
PW - New photocopier	10,000					SP Ops - 03
Other Operating Budget Changes - Increases (decreases)						
Admin - IT and GIS Specialist positions	190,000	193,800	197,676	201,630	205,662	New staff as per Sept 2018 Consultants report
Emergency Program Setup-One time requests	24,000					10 items from \$1,500 to \$4,500
IT - Website Redesign	(20,000)	20,000				Insufficient staff resources to do in 2019
HR - Temporary Consultant	42,600					Covering Director vacancy
Bylaw-Incr salary allocation of Admin support	26,500	26,500	26,500	26,500	26,500	Incr from .45 FTE to .8 FTE
Planning - Rezoning Review				(100,000)		Removed - Contingency item
Planning - OCP Review		(200,000)			125,000	Move review out 3 years & reduce cost
Finance - Finance Manager retirement	8,200					Vacation payout & staff training
Fire Dept - New Fire Services staffing	83,900	83,900	167,800	167,800	167,800	New staff in 2019 & 2021
Fire Dept - Honorarium for volunteers	4,900	9,800	14,700	19,600	24,500	\$4,900 Honorarium increase each year
Fire Dept - Hose Storage Rack	4,000					
RCMP - New officer				94,900	126,500	Additional officer every 4 years
Parks - Ongoing maintenance costs for Performance Venue			27,400	27,400	27,400	Preliminary Estimate
Operations: - Admin Assistance & Purchasing Agent	150,000	153,000	156,060	159,181	162,365	New staff as per Sept 2018 Consultants report
Operations - Langara Silt Control	(20,000)	20,000				Move out one more year

Proposed Budget Changes from 2018-22 Financial Plan Continued

General Fund Capital Changes	2019	2020	2021	2022	2023	
Revenue - Incr (Decr)						
Admin - Land Sale Reserve	150,000					For Land Acquisition
Parks - Capital Grant - Federal/Provincial			438,000			For Community Park Gathering Place
Parks - Capital Grants/Donations	100,000	1,100,000				Grants plus Beachfest contribution to CP Performance Venue
Parks - DCC Funding	(488,500)	488,500				DCC's relating to Rathrevor Trail moved out 1 yr
Parks - Gas Tax Funding			37,500	150,000		Gas tax for LED Lighting for Community Park
Parks - Gas Tax Funding	(250,000)					Remove Accessible walkway funding-Project cancelled
Roads - Gas Tax Funding				450,000	200,000	Gas tax for Sidewalks & Bike Lanes-Stanford Ave & Finholm
Drainage - DCC Funding	(26,250)	(236,330)				Turner Rd DCC project moved to 2024
Expenditures - Incr (Decr)						
New Capital Spending Packages (SP)						
Fire Dept - Training Ground Curbing & Paving	100,000					SP FD 2 - 2019
Fire Dept - Training Ground Enhancements		20,000	20,000			SP FD 3
Parks - New Storage Building at PW	60,000					SP Parks - 04
Parks - Additional Crew cab Pick up	40,000					SP Parks - 05
Parks - Community Park Security Camera Replacement	28,000					SP Parks - 06
Parks - Community Gathering Place-Community Park			600,000			As Per Community Park Master Plan
Parks - Community Park Performance Venue	100,000	1,100,000				As Per Council Direction
PW - New Sign Shop Equipment	55,000					SP Ops - 02
PW - New Phone System	15,000					SP Ops - 04

Proposed Budget Changes from 2018-22 Financial Plan Continued

	2019	2020	2021	2022	2023	
<u>Other Capital Budget Changes -Increases (decreases)</u>						
Admin - Land Acquisition	500,000					From Closed Meeting minutes
Admin - Electronic Docs & Records mgmt system	(181,500)					Deleted project
Fire Dept - Photocopier		11,000				Moved 2018 copier budget out two years
Fire Dept - Pickups			(37,500)	112,500	(37,500)	Move 1 truck back, one forward and incr cost to \$50,000 each
Parks: Various New Beach Viewpoints	(10,000)	(40,000)				Deleted project
Parks: Community Park Playground resurfacing	95,000	(95,000)	(95,000)	(95,000)	(95,000)	Per Council Reso - April 1/19
Parks: Community Park - Arbutus Point Kiosk / Plaza				(250,000)		Remove project from old CP Master Plan
Parks: Community Park: Hwy 19a Accessible Walkway	(250,000)					Remove project-Challenges due to space/slope
Parks: Community Park: Beachfest Expansion					(300,000)	Deleted project-Undefined
Parks: Equipment Storage Building		(37,500)	(150,000)			Duplicate project with Parks Building
Parks: Rath Trevor Trail Development	(660,100)	660,100				Move construction out 1 year
Parks: Springwood Field Resurfacing	(250,000)					Deleted project
Roads: Aurora St: Meridian South	(92,000)					Project not needed at this time.
Roads: Banks Ave: Moilliet East		34,500	158,000			Update project costing
Roads: Craig St: Hwy 19A to 40m North of Jensen					130,000	Update project costing
Roads: Craig Street: Meridian to Despard				20,000	105,000	New Project added
Roads: Forsyth Ave: Cameron to Pym	135,000	(27,000)	(108,000)			Project moved forward to align with Pym project
Roads: Harnish Ave: James to Moilliet		198,000	552,000			Update project costing & project scope change
Roads: Hirst Ave: Hwy 4a to McMillan	(522,400)	522,400				Deferred Construction one year
Roads: Hwy 4a - Despard to Border			110,000			Update project costing
Roads: Jensen Avenue West Upgrade		270,000	460,000			Update project costing
Roads: McKinnon St: Hirst to Harnish	404,600					Incr budget needed per Harold Eng estimate
Roads: Memorial Ave: Hwy 4A to McMillan	(330,000)	330,000				Deferred Construction one year
Roads: Memorial Ave: Hwy 4A to McMillan		190,000				Update project costing

Proposed Budget Changes from 2018-22 Financial Plan Continued

Other Capital Budget Changes -Increases (decreases)						
Roads: Rushton: Wisteria to 410 E			(31,250)	(125,000)		Moved to 2026 for budget/staff workload
Roads: Sanderson Rd: Phillips to Pym		(130,000)	600,000			Expanded from Ped Impr to full road improvement
Roads: Stanford: McCarter to Corfield			169,700	365,000		More substantial upgrade required
Roads: Turner Road: Martindale to Shelly	(25,000)	(225,000)				Move out to 2024-25
Roads: Willow: Bay to 330 Dogwood				(26,500)	(106,000)	Moved to 2027 for budget/staff workload
Roads: Willow: North and South of Panorama				(19,750)	(79,000)	Moved to 2027 for budget/staff workload
Roads: Wisteria St: Doehle to 442N				(28,000)	(112,000)	Moved to 2027 for budget/staff workload
Roads: Wisteria: Rushton to SRW				(22,750)	(91,000)	Moved to 2027 for budget/staff workload
Hwy 19a - Englishman River to Shelly (Ped Improv Ph2)		(50,000)	(450,000)			Moved to 2024 for budget/staff workload
Morison Avenue: Finholm to Acacia Ped Improv					37,500	Update project costing
Drainage: Banks Ave: Moilliet east		66,000	275,000			Update project costing
Drainage: Craig Creek Culvert at NWB Rd.	385,300					Incr budget - environmental sensitive project
Drainage: Evergreen St: Stanford north				(125,000)		Not required- Jensen Greenway duplicates this
Drainage: Forsyth Ave.: Cameron to Pym	100,000		(100,000)			Project moved forward to align with Pym project
Drainage: Harnish Ave: Moilliet to James		76,000	195,000			Update project costing
Drainage: Jensen Ave: Hwy 4A to Moilliet			45,000			Update project costing
Drainage: Memorial Ave: Hwy 4A to McMillian	(180,000)	149,000				Reduce cost and move out 1 year.
Drainage: Stanford Ave: Blower to Shelly			(142,000)			Reduce costing
Drainage: Turner Road: Martindale to Shelly	(53,050)	(477,450)				Moved to 2024//25 for budget/staff workload
Drainage: Willow St: #330 N to Rushton				(17,500)	(70,000)	Moved to 2027 for budget/staff workload
Drainage: Willow st: Bay to #330 S				(11,250)	(45,000)	Moved to 2027 for budget/staff workload
Drainage: Wisteria: #330 N to Rushton				(15,000)	(75,000)	Moved to 2027 for budget/staff workload
Works Adjacent to Development/Construction	100,000					Re-establish contingency amount

Major Items Removed from Previous 5 Year Plan excluding Roads & Drainage (for Council's confirmation)

● Capital

● Electronic Document & Records Management System	\$ 181,500
● Rezoning Review	100,000
● Three new Beach Viewpoints	50,000
● CP Arbutus Point Kiosk/Plaza	250,000
● CP Accessible Walkway	250,000
● CP Beachfest Expansion	300,000
● Equipment Storage Building	187,500
● Springwood Field Resurfacing	<u>250,000</u>
● Total Excluding Roads, Drainage, Sidewalks	\$ <u>1,569,000</u>

CP Playground Resurfacing (2021-2027) by Council Reso \$ 475,000

GENERAL REVENUE FUND

Summary of Capital Changes

- Budget Increases for Roads & Drainage projects that were included in the previous 2018-22 Capital Plan - \$4,823,600
- New Roads & Drainage projects added to 2019-23 Capital Plan - \$595,000
- Total Roads & Drainage Projects moved out to years beyond 2023 - \$2,155,500
- Total Roads & Drainage Projects deleted from 2019-23 Capital Plan - \$217,000

GENERAL REVENUE FUND

10 Year Capital Project Review

- See Excel File of 10 Year Capital Projects

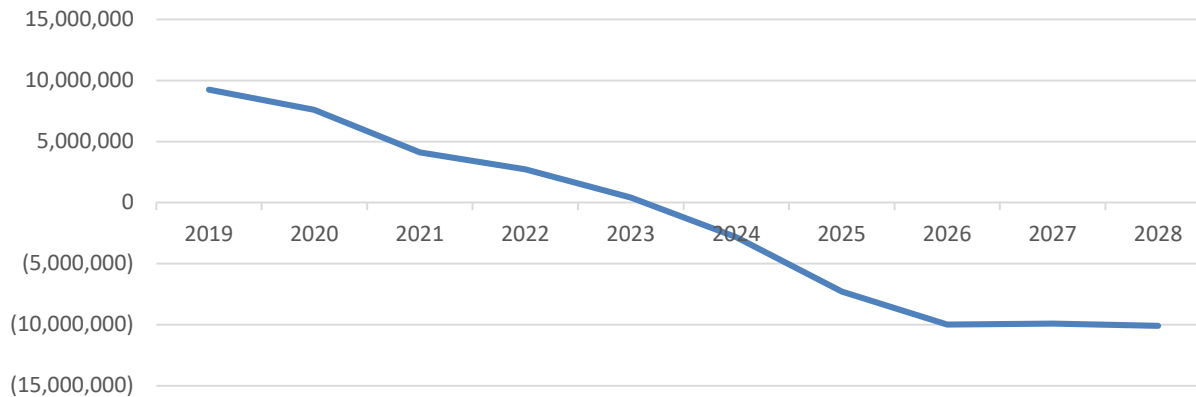
GENERAL REVENUE FUND

Other Information and Considerations

- Previous approved plan included a 4% annual tax rate.
- Per discussions with various members of Council, the following tax rates are being presented for discussion:
 - 2019 2.5%
 - 2020 3.0%
 - 2021-23 3.5%
- 2019 Revised Assessments received at end of March still required to be incorporated into model (approximately a \$5,100/yr reduction in tax revenue)

Budgeted General Fund Unrestricted Surplus/(Deficiency) at End of Year (as at April 8, 2019)

Year	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
End Balance	9,242,652	7,593,077	4,107,370	2,709,419	424,309
Year	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
End Balance	(2,823,759)	(7,299,353)	(9,986,664)	(9,914,571)	(10,100,951)





Questions from Council

Questions/Comments from Public

Council deliberations/discussion/direction

WATER UTILITY FUND

Projects Carried Forward From 2018 to 2019

- OPERATING

- Surfside RV Water Meter Chamber & Bypass \$ 35,000

- CAPITAL

- Forsyth Ave: Pym to Cameron \$ 21,600

- Hirst Ave: Hwy 4A to McMillan 28,500

- McKinnon St: Hirst to Harnish 200,000

- Memorial: Hwy 4A to McMillan 27,500

- Moss Ave: Bass to Craig 287,500

- Pym St: Forsyth to Brice 46,000

- Wallis St: Morison to End 43,500

Total \$ 689,600

Proposed Budget Changes from 2018-22 Financial Plan Continued

Water Utility Fund	2019	2020	2021	2022	2023	
Budget Changes -Increases (decreases)						
Operating						
Expenditures						
AWS/ERWS Charges	170,700	429,200	327,700	335,200	341,200	Increases to ERWS operating requisition
Minor Capital:						
Seaway Dr Well Decommissioning	50,000					
Capital						
Expenditures						
Springwood Water Quality Upgrade	(500,000)					Removed-Contingent on VIHA order
Aquila Place to Zengal Way	(37,500)					Project not required at this time
Aurora St: Meridian Way South	(56,000)					Project not required at this time
Bay Avenue Upgrade		(52,500)				Project moved out to 2026
Forsyth Ave: Cameron to Pym	89,200		(89,200)			Move up 2 years to do with Pym St project
Hirst Ave: Hwy 4A to McMillan	(114,000)	114,000				Moved out 1 year to reduce project backlog
Jensen Ave West: McMillan to Moilliet			172,000			Update project costing
Meadowview Pl: McVickers to end	(100,000)					Project not required at this time
Meadowview Pl: SRW to Stanford	(35,000)					Project not required at this time
Memorial Ave: Hwy 4A to McMillan	(110,000)	123,800				Moved out 1 year and small cost update
McVickers St: Stanford south	(66,000)					Project not required at this time
Parkview Pl: McVickers to end	(20,000)	(80,000)				Move project out to 2025 and cost update
Parkview Pl:SRW to Stanford	(5,000)	(30,000)				Move project out to 2025 and cost update
Stanford Ave: Corfield to Shelly			115,000	330,000		Update project costing
Stanford Ave: McCarter to Corfield			(101,800)	80,000		Moved out 1 year and small cost update
Turner Road: Shelly to end	(50,400)	(201,600)				Moved project out to 2024-25
Willow St: Bay to #330 Dogwood				(12,500)	(50,000)	Moved project out to 2027-28
Willow St: north and south of Panorama				(17,500)	(70,000)	Moved project out to 2027-28
Wisteria ST: Rushton to SRW				(8,800)	(35,000)	Moved project out to 2027-28
Wisteria: #330 N to Rushton				(12,500)	(50,000)	Moved project out to 2027-28

WATER FUND

10 Year Capital Project Review

- See Excel File of 10 Year Capital Projects

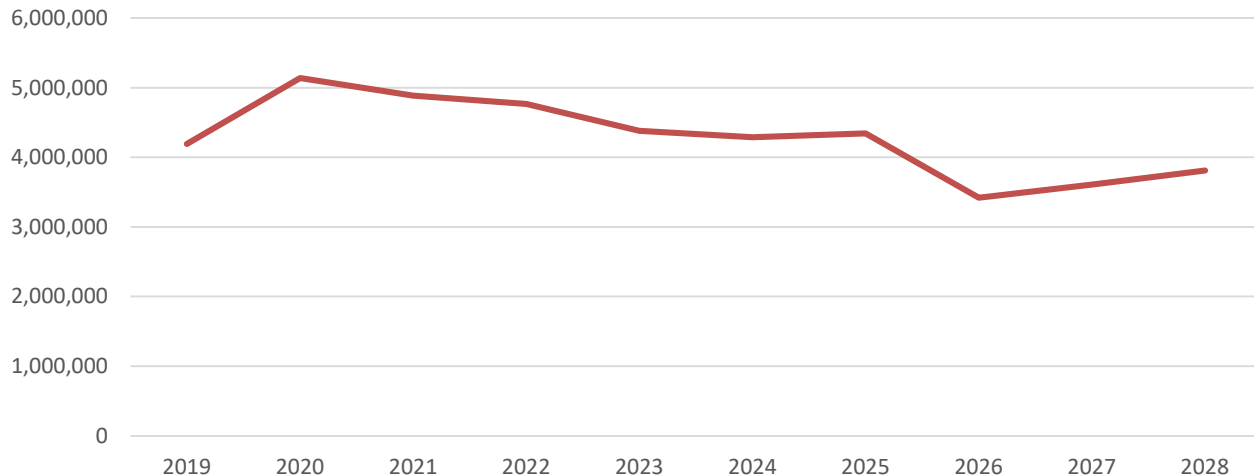
WATER UTILITY FUND

Other Information and Considerations

- Water Rate inflationary Increases in Model
 - 2% for 2019 to 2023
- Addition of \$60,000 Works Adjacent to Development to Water Capital
- Repayment of borrowing to cover DCC shortfall
 - City borrowed \$5.6 million on behalf of DCC fund which was short funds for the new Intake and Water Treatment Plant. Future DCC collections are expected to pay the annual debt payments of \$322,000.

Budgeted Water Fund Unrestricted Surplus/(Deficiency) at end of Year (as at April 5, 2019)

Year	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
End Balance	4,192,981	5,138,371	4,888,590	4,765,692	4,382,561
Year	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
End Balance	4,288,452	4,346,379	3,422,364	3,609,292	3,812,360





Questions from Council

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Council deliberations/discussion/direction

SEWER UTILITY FUND

Projects Carried Forward From 2018 to 2019

- OPERATING

- Manhole repairs: Pym at Camas \$ 31,000

- CAPITAL

- Craig Bay Pump Station \$ 77,500

- Martindale Pump Station 35,000

- Hirst Ave: Hwy 4A to McMillan 22,500

- McKinnon St: Hirst to Harnish 150,000

- Memorial: Hwy 4A to McMillan 30,000

- Moss Ave: Stanford to Craig 187,400

- Wallis St: Morison to End 42,000

Total \$ 575,400

Proposed Budget Changes from 2018 Provisional Budget

Sewer Utility Fund		2019	2020	2021	2022	2023	
<u>Budget Changes -Increases (decreases)</u>							
<u>Operating</u>							
<u>Revenues - Incr (Decr)</u>							
	Sewer User Fees	185,000	435,000	685,000	935,000	1,185,000	Additional Sewer Fees to offset RDN Treatment Plant charge
<u>Expenditures</u>							
	Scada System	28,000					No explanation of incr provided
	Transfer to General Fund for RDNWW charge	250,000	500,000	750,000	1,000,000	1,250,000	RDN Treatment Plant charges removed from General Taxpayer
	Minor Capital - Works Adjacent to Development	40,000					Contingency
	Minor Capital - Sewer Easement	10,000					Contingency
<u>Capital</u>							
<u>Expenditures</u>							
	Bay Ave Upgrade		(58,600)				Project moved out to 2026
	Craig St: Hwy19A to 40m North of Jensen			20,000	62,000		Update project costing
	Hirst Ave: Hwy 4A to McMillan	(90,000)	90,000				Moved out 1 year to reduce project backlog
	Jensen Ave West Upgrade		102,500	307,500			New project to go with Road project
	Memorial Ave: Hwy 4A to McMillan	(120,000)	120,000				Moved out 1 year to reduce project backlog
	Rushton: Wisteria to Temple			(31,300)	(125,000)		Moved to 2026 for budget/staff workload
	Wisteria ST: Rushton to SRW			(8,800)	(35,000)		Moved project out to 2027-28

SEWER FUND

10 Year Capital Project Review

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SEWER UTILITY FUND

Other Information and Considerations

Sewer Rate Inflationary Increases in Model

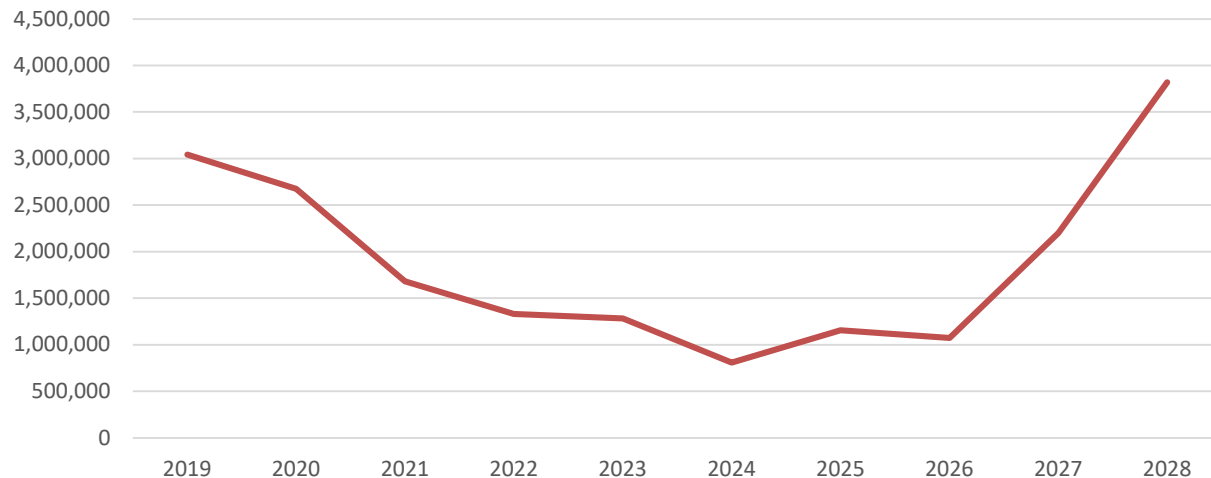
- 3% for 2019 to 2023

Sewer Rate Increases for RDN Wastewater charge transfer from General Fund

- 20% for 2019 to 2023 (Rate increases offset by reduction to RDNWW charge on Property tax billing)

Budgeted Sewer Fund Unrestricted Surplus/(Deficiency) at end of Year (as at April 5, 2019)

Year	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
End Balance	3,042,619	2,673,310	1,682,740	1,328,897	1,283,628
Year	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
End Balance	806,335	1,156,411	1,073,832	2,200,465	3,820,637





Questions from Council

Questions/Comments from Public

Council deliberations/discussion/direction