

2021-2025 General Capital Financial Plan Highlights



CITY OF
COURTENAY

PRESENTED BY
CITY OF COURTENAY STAFF

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General Capital Financial Plan Overview

- Capital Financial Plan is a collaborative effort by all departments and the Asset Management Working Group
- Focus on Asset Management for sustainable service delivery – as per Council’s Asset Management Bylaw No. 2981, 2019
- Emphasis on preventative maintenance to extend the life of the City’s assets
- Align with and support Council’s Strategic Priorities
- Maintain current levels of service

General Capital Financial Plan Overview

- The *Community Charter* requires a municipality to have a five year financial plan adopted annually before May 15th
- Now proposing a General Capital Financial Plan with funding sources and seeking approval to implement into the Consolidated Financial Plan.

Asset Management's Role

Asset Management focus:

- Risk: Operational, Technical, Financial, Legal, Social and Environmental factors (likelihood & consequence of asset failure)
- Condition Assessments, risk of in service failures, life cycle analysis and timelines for renewal of significant long term assets
- Capacity Assessment – Completion of Master Plans that support growth and development in future years (transportation, rain water, parks)

2021 General Capital Budget Overview by Area

- Total General Capital Budget in 2021 = \$14,697,100

2021 Proposed Budget					
Area	Buildings	Equipment	Land and improvements	Other Tangible Assets	Grand Total
Infrastructure	-	-	10,307,100	-	10,307,100
Fire Services	-	1,969,300	-	-	1,969,300
Parks	45,000	-	729,800	-	774,800
Property Services	419,000	-	-	-	419,000
Rec & Culture	356,900	45,000	-	-	401,900
Fleet	-	395,000	-	-	395,000
Corporate Services	-	95,000	-	175,000	270,000
Cemetery	-	-	160,000	-	160,000
Grand Total	820,900	2,504,300	11,196,900	175,000	14,697,100

2021 General Capital Projects by Responsibility

Public Works (1/3)

		2021 Proposed Budget	2021 Reserves	2021 Unexpended Funds	2021 Fed / Prov Funding	2021 Gas Tax Fed Grant	2021 Gaming Fund
Project Manager	Project Description						
Public Works - Admin	Public Washrooms in Downtown Courtenay	200,000	200,000				
Public Works - Admin Total		200,000	200,000				
Public Works - Transportation	17th Street Bike Lanes	1,720,400			1,720,400		
	ROAD PAVING - Grind and Pave program	800,000		78,500		721,500	
	Ryan Road sidewalk Sandwick to Braidwood	375,000				375,000	
	Cycling Network Plan Improvements	156,000				156,000	
	Braidwood Affordable Housing - Storm & Road Servicing	103,700	103,700				
Public Works - Transportation		3,155,100	103,700	78,500	1,720,400	1,252,500	
Public Works - Fleet	2 Electric car charging stations EV DC Fast Charger 440V	200,000			50,000		150,000
	2 Double Electric car charging stations Level 2 220V	100,000			75,000		25,000
	FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES	95,000	95,000				
Public Works - Fleet Total		395,000	95,000		125,000		175,000
Total		3,750,100	398,700	78,500	1,845,400	1,252,500	175,000

2021 General Capital Projects by Responsibility Public Works – Civic Properties (2/3)

Project Manager	Area	Project Description	2021 Proposed Budget	2021 General Revenues	2021 Reserves	2021 Reserve for Future Expenditures	2021 CVRD Grant
Public Works - Civic Properties	Parks	Woodcote Park - Roof Replacement	45,000		45,000		
	Property Services	Renovation of City Hall - Foyer area	169,000		100,000	69,000	
		Carpenter Shop Renovation	50,000	50,000			
	Rec & Culture	FILBERG - Hydraulic Passenger Elevator replacement	90,800		90,800		
		ART GALLERY - Hydraulic Passenger Elevator	85,100		85,100		
		MEMORIAL POOL - INFRASTRUCTURE ASSESSMENT	50,000				50,000
		MEMORIAL POOL - REPAIR CRACKS MAIN POOL	20,000				20,000
		MEMORIAL POOL - VIHA INFRA/STRUCTURE UPGRADES	20,000				20,000
		MEMORIAL POOL - MECH/ELEC UPGRADES	20,000				20,000
		FIRE HALL - HVAC Replacement	13,500	13,500			
		ART GALLERY - HVAC Replacement	12,500	12,500			
		MEMORIAL POOL - New Pool Covers	10,000				10,000
Public Works - Civic Properties		585,900	76,000	320,900	69,000	120,000	

2021 General Capital Projects by Responsibility

Public Works – Parks (3/3)

Project Manager	Project Description	2021 Proposed Budget	2021 General Revenues	2021 Reserves	2021 Reserve for Future Expenditures	2021 DCC Reserve	2021 Fed / Prov Funding	2021 CVRD Grant
Public Works - Parks	Dingwall to Muir Road trail development - stairs	363,400		100,000	13,400		250,000	
	Misc Playground (1 replacement every second year)	120,000	120,000					
	Spray park resurfacing	56,000	38,000				18,000	
	Sheffield Park (located in Crown Isle)	50,000		50,000				
	Valleyview Greenway Erosion Remediation	50,000			37,600	12,400		
	Pedestrian Bridges replacement program	35,000			35,000			
Public Works - Parks Total		674,400	158,000	150,000	86,000	12,400	268,000	
Public Works - Parks (Cemetery)	CEMETERY - NICHE DESIGN/DEVELOPMENT	75,000						75,000
	CEMETERY - CEMETERY GENERAL WORK	40,000						40,000
	CEMETERY - LAWN CRYPTS	35,000						35,000
	CEMETERY - IRRIGATION	10,000						10,000
Public Works - Parks (Cemetery)								
Total		160,000						160,000
Total		834,400	158,000	150,000	86,000	12,400	268,000	160,000

2021 General Capital Projects by Responsibility

Engineering

Project Manager	Project Description	2021 Proposed Budget	2021 General Revenues	2021 Reserves	2021 Reserve for Future Expenditures	2021 Unexpended Funds	2021 DCC Reserve	2021 Fed / Prov Funding	2021 Gas Tax Fed Grant	2021 Debt
Engineering	5th St Bridge Rehabilitation	6,508,800		477,100		404,100	262,700	1,964,900		3,400,000
	STORM DRAINAGE - 200 Back Rd Storm Inlet improvement	200,000							200,000	
	6th St Bridge Multi-Use Active Transportation Bridge	150,000	150,000							
	Braidwood Road Design - Storm & Road	93,200			93,200					
Engineering Total		6,952,000	150,000	477,100	93,200	404,100	262,700	1,964,900	200,000	3,400,000

2021 General Capital Projects by Responsibility Recreation & Cultural Services

Project Manager	Area	Project Description	2021 Proposed Budget	2021 General Revenues	2021 Reserves	2021 Reserve for Future Expenditures
Recreation & Culture	Parks	Marina Storage Compound Relocation	25,000	15,000		10,000
		Courtenay Riverway South Extension Sandpiper to Beachwood - Phase 1	20,400		20,400	
		Totem Pole at the Airpark	10,000			10,000
	Rec & Culture	LEWIS CENTRE - Equipments > 5k	45,000		45,000	
		SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS	25,000		25,000	
		SID THEATRE - THEATRE CAPITAL EQUIPMENT	10,000		10,000	
		Recreation & Culture Total	135,400	15,000	100,400	20,000

2021 General Capital Projects by Responsibility

IT

			2021 Proposed Budget	2021 Reserves
Project Manager	Area	Project Description		
IT	Corporate Services	Hyper-Convergence Software	50,000	50,000
		New softwares	50,000	50,000
		PHOTOCOPIERS	40,000	40,000
		OFFSITE BACKUP DEVELOPMENT	40,000	40,000
		LARGE FORMAT PLOTTER	30,000	30,000
		SERVER REPLACEMENT	25,000	25,000
IT Total			235,000	235,000
Finance / IT	Corporate Services	Great Plain Electronic Workflow	15,000	15,000
Finance / IT Total			15,000	15,000
Purchasing / IT	Corporate Services	ProFuel	20,000	20,000
Purchasing / IT Total			20,000	20,000
Total			270,000	270,000

2021 General Capital Projects by Responsibility Fire Department and Development Services

Project Manager	Project Description	2021 Proposed Budget	2021 General Revenues	2021 Reserves	2021 DCC Reserve	2021 Proceeds Asset sales
Fire Department	FIRE DEPT - Ladder Truck (replacement truck #12)	1,969,300	670,000	1,099,300		200,000
Fire Department Total		1,969,300	670,000	1,099,300		200,000
Development Services	Road, Storm, Parks DCC Projects	200,000	-		200,000	
Development Services Total		200,000	-		200,000	
Total		2,169,300	670,000	1,099,300	200,000	200,000

2021 General Capital Budget - Funding

- **\$1,069,000** transferred from 2021 Revenue to General Capital to fund 2021 projects
- **\$268,200** contributed from Prior Year Surplus to fund capital projects budgeted in 2020 and carried forward to 2021 (RFE)
- **\$175,000** contributed from the Gaming Fund (via the General Operating Fund)

Capital Revenues	2019 Budget	2020 Budget	2021 Budget
Transfer to General Capital - Capital Expenditures	939,200	376,100	1,069,000
Surplus - Reserve for Future Expenditures	743,500	602,300	268,200
Gaming fund to General Capital - Capital Expenditures		175,000	175,000
	1,682,700	1,153,400	1,512,200

2021 General Capital Budget - Funding

The principal sources of funding for the 2021 Capital Expenditures are:

- Federal / Provincial Funding
- New Debt
- Machinery and Equipment and New Works Reserves
- Gas Tax Funds

TCA Category	2021 Proposed Budget	2021 Fed / Prov Funding	2021 Debt	2021 Reserves	2021 Gas Tax Fed Grant	2021 General Revenues	2021 Unexpended Funds	2021 DCC Reserve	2021 CVRD Grant	2021 Reserve for Future Expenditures	2021 Proceeds Asset sales	2021 Gaming Fund
Buildings	820,900			555,900		76,000			120,000	69,000		
Equipment	2,504,300	125,000		1,334,300		670,000					200,000	175,000
Land and improvements	11,196,900	3,953,300	3,400,000	751,200	1,452,500	323,000	482,600	475,100	160,000	199,200		
Other Tangible Assets	175,000			175,000								
Grand Total	14,697,100	4,078,300	3,400,000	2,816,400	1,452,500	1,069,000	482,600	475,100	280,000	268,200	200,000	175,000

2021 General Capital – Long Term Borrowing

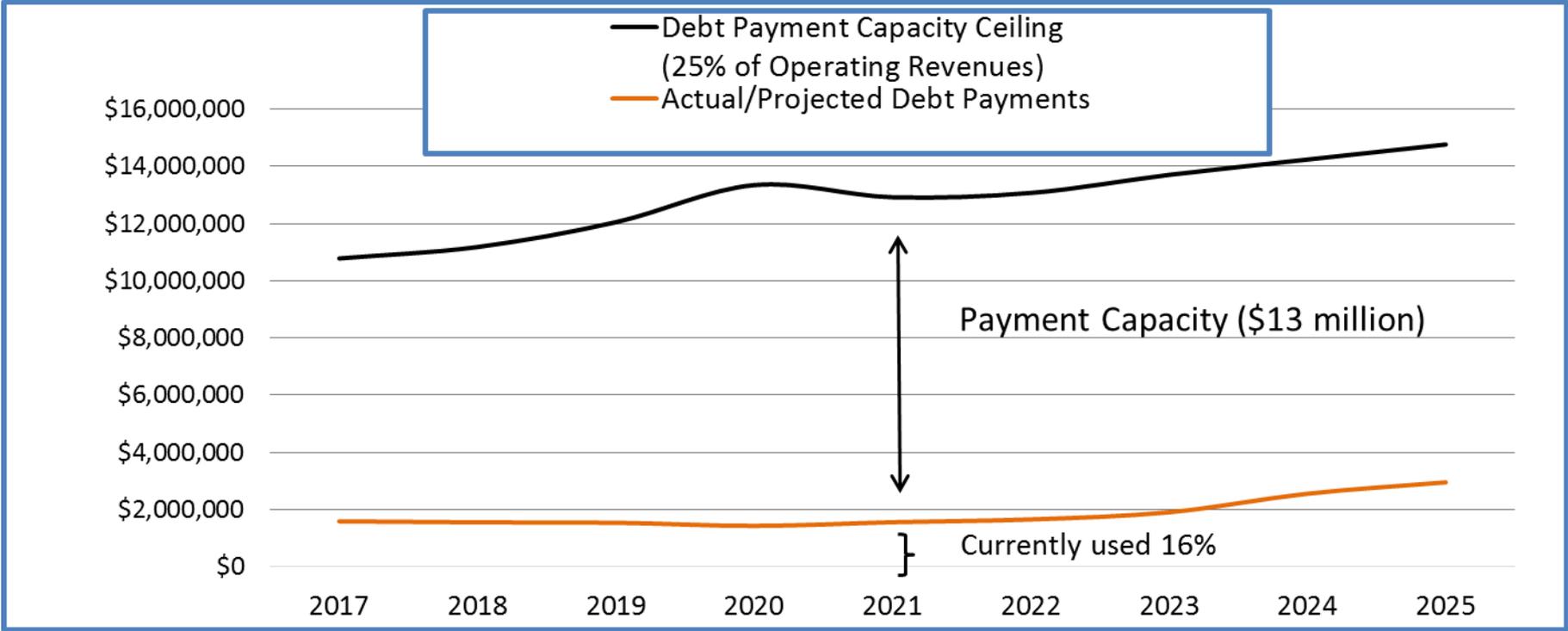
- The 2021-2025 General Capital Plan includes \$3.4 M of borrowing in 2021 for the 5th Street Bridge Rehabilitation project and \$2.2 M in 2022 for the 6th Street Multi-Use Active Transportation Bridge.
- Borrowing is a lengthy statutory process that can take up to 8 months. The process is now completed for the 5th Street Bridge Rehabilitation project.
- It is recommended to start the process shortly after final adoption of the Financial Plan to ensure the funds are available when needed in 2022.

Borrowing Capacity - Consolidated

Including the current debt in the General, Water and Sewer funds:

- The City utilizes about **16%** of its total allowable debt servicing capacity in 2021
- The total allowable debt servicing capacity represents 25% of the prior year operating revenues
- With the \$23.6 M new debt proposed in the 2021-2025 Financial Plan, the City would then be using an estimated **20%** of its allowable debt servicing capacity
- 2021 Total Debt Servicing Costs : \$1,557,800

Borrowing Capacity - Consolidated



Questions?