

CITY OF PRINCE RUPERT

2023 FIVE YEAR FINANCIAL PLAN AMENDMENT BYLAW NO. 3525, 2023

BEING A BYLAW TO AMEND THE FIVE YEAR FINANCIAL PLAN BYLAW
NO. 3517,2023 FOR THE PERIOD 2023 - 2027

The Council of the City of Prince Rupert in an open meeting assembled, enacts as follows:

1. **Schedule “A”** attached hereto and made part of this Bylaw is hereby declared to be the Five Year Financial Plan of the City of Prince Rupert for the period ending December 31st, 2027.
2. This Bylaw may be cited as **“2023 Five Year Financial Plan Amendment Bylaw No. 3525, 2023”**.

Read a First time this 27th day of November, 2023.

Read a Second time this 27th day of November, 2023.

Read a Third time this 27th day of November, 2023.

Final Consideration and Adopted this 11th day of December, 2023.

This Bylaw was adopted by Council.

To view the signed original,
contact City Hall Administration at
(250) 627 0934 or email
cityhall@princerupert.ca

Mayor

Director of Corporate
& Legislative Services

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The *Community Charter* requires certain information be presented as part of the Five Year Financial Plan. The following Section citations reference the *Community Charter*:

1. Portion of Funding from Revenue Sources (Section 165 (3.1)a)

Table One (1) shows the proportion and value of the total revenue proposed to be raised from each funding source in 2023. Grants and other miscellaneous revenues form the largest portion of planned revenue as the City is undertaking many large Capital projects (for example Water Treatment/Transmission, Water Line renewal, Waterfront Development) for which large grants have been received.

New debt to be advanced forms the second largest funding source in 2023 as the City is borrowing to build the new RCMP Detachment, provide contributory funds for grants received for Water Capital projects, and replace Sewer lines in tandem with Water line Renewal. Property value taxes are the largest revenue source to support City operations. The property taxation system is relatively easy to administer and understand. It provides a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as fire protection, police protection, bylaw enforcement, libraries, and street maintenance. For these reasons, property value taxation will continue to be the major source of municipal revenue.

Table 1

Funding Source	Percentage (%) of Revenue	Amount (\$)
Municipal Property Taxes	15%	25,999,000
Payment in Lieu of Taxes & Prov. Grants	2%	3,446,000
User Fees & Charges	11%	18,961,000
Accruals	1%	2,400,000
Reserves	9%	15,638,000
Accumulated General Operating Surplus	1%	1,006,000
Accumulated Utilities Operating Surplus	3%	4,980,000
Grants and Other Miscellaneous Revenue	30%	53,530,000
Dividend- Prince Rupert Legacy	4%	6,239,000
Debt Financing	24%	43,089,000
Total	100%	175,288,000

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Objective

- Council will attempt to increase the proportion of City revenue that is derived from sources other than property taxes.

Policy

- Council reviews the fees charged for various services to ensure that the users of the service are paying a fair portion of the operating and capital cost of the service;
- Council will supplement infrastructure expenditures by aggressively pursuing federal and provincial grants; and,
- Council will encourage staff to develop new revenue sources.

2. Distribution of Property Value Taxes (Section 165 (3.1)(b))

The City of Prince Rupert determines the current tax rate for each property class by first adjusting the prior year’s tax rate by the BC Assessment generated statistic for *Change in Property Assessment Market Value* for that property classification. The adjusted tax rate is then increased or decreased by the percentage tax increase that Council has set for the current Financial Year.

By providing this consistency, taxpayers in the various classes have stability and confidence in knowing how their future tax bills will be calculated. The City also is required to follow the Provincial Regulation which sets the maximum rates for Port Property Taxes at \$27.50/\$1,000, and \$22.50/\$1,000 for property and improvements that are listed in the Regulation.

Table (2) shows the current property tax revenues of each classification except those classes with zero tax revenue:

Table 2

Property Class	% of Tax Revenue	Amount (\$)
Residential	32%	8,295,000
Utility	1%	330,000
Major Industry	27%	7,031,000
Major Industry Port Property Tax Act	15%	3,779,000
Light Industry	3%	741,000
Business	22%	5,801,000
Recreation	0%	22,000
Total	100%	25,999,000

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Objective

- Council will encourage economic development by minimizing tax increases.

Policy

- Council will review user fees to ensure that they are appropriate;
- Council will rely primarily on new development and grant opportunities to fund infrastructure and new amenities;
- Council will encourage economic development by providing the stability of using a consistent methodology for calculating property tax levies;
- Council will continue to review its existing permissive property tax exemption practices;

3. Use of Permissive Tax Exemptions (Section 165 (3.1)(c))

Each year the City of Prince Rupert approves partial or full permissive tax exemptions for properties within the community.

Objectives

- Council will continue to provide permissive tax exemptions;
- Council will permit exemptions according to the Permissive Tax Exemption Policy;
- Council will permit exemptions to revitalize the downtown core

Policy

- Permissive tax exemptions will be considered in conjunction with:
 - a. The value of other assistance being provided by the Community;
 - b. The amount of revenue that the City will lose or forgo if the exemption is granted;
 - c. City of Prince Rupert Permissive Tax Exemption Bylaw 3501, 2022
 - d. Downtown Core Revitalization Tax Exemption Program Bylaw 3466, 2020.

Table 3 shows the properties which received permissive tax exemptions for 2023. The approximate amount of Municipal Tax exempted is \$406,000.

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Table 3

Places of Worship (Exclude Statutory Exempt Portion) - Exempt for the years 2023 to 2027		
Bishop of New Caledonia (Anglican Cathedral)	\$ 556.55	0001839.000
Prince Rupert Congregation of Jehovah's Witnesses	583.36	0002772.050
Church of Jesus Christ of Latter Day Saints Church	745.47	0091420.000
Cornerstone Mennonite Brethren Church	333.54	0002000.000
Fellowship Baptist Church	525.98	0003323.000
The Salvation Army	1,544.24	0001041.000
Harvest Time United Pentecostal Church	226.15	0003175.000
Indo-Canadian Sikh Association Temple	189.31	0002980.000
Prince Rupert Church of Christ Church	1,062.55	0009855.000
Prince Rupert Native Pentecostal Revival Church	391.94	0001038.000
Prince Rupert Sikh Missionary Society Temple	831.69	0006391.000
First United Church	38.02	0002099.000
First United Church (parking lot)	911.72	0002098.000
First United Church (parking lot)	911.72	0002097.000
St. Paul's Lutheran Church of Prince Rupert	195.97	0001958.000
Sub-total Places of Worship	\$ 9,048.20	

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Table 3 (continued)

<u>Other Properties - Exempt for the year 2023</u>		
School District No. 52 (Prince Rupert) (Pacific Coast School)	\$ 7,959.10	0000525.000
School District No. 52 (Prince Rupert) (Pacific Coast School)	143.25	0000300.000
Prince Rupert Senior Citizen's Housing Society	2,480.35	9000089.000
Kaien Senior Citizen's Housing	61.36	0003150.000
Prince Rupert Loyal Order of Moose/Moose Lodge	642.00	0000261.000
Prince Rupert Salmon Enhancement Society	4,970.70	9000323.001
BC Society for the Prevention of Cruelty to Animals	3,131.15	0093225.000
BC Society for the Prevention of Cruelty to Animals	14,826.90	0093227.000
BC Society for the Prevention of Cruelty to Animals	1,890.20	0093230.000
Prince Rupert Curling Club	16,968.05	9000299.000
Prince Rupert Racquet Association	5,600.57	9000322.002
Prince Rupert Performing Arts Centre Society	140,740.45	9000363.000
Prince Rupert Rod & Gun Club	2,752.22	9000416.000
Cultural Dance Centre & Carving House	15,885.97	0000382.000
Museum of Northern BC	48,141.39	9000165.002
Prince Rupert Golf Club	24,113.84	9000322.000
Prince Rupert Golf Club	6,222.75	9000322.001
Prince Rupert Golf Club	1,996.11	9000322.003
Prince Rupert Golf Club	651.55	9000322.004
Jim Pattison Ind. Ltd (Canfisco Municipal Boat Launch Facility and building, 37.5% of the lands and improvements)	33,498.67	9000246.000
North Coast Community Services Society (Previously Prince Rupert Community Enrichment Society)	6,515.55	0000906.000
Friendship House Association of Prince Rupert	19,055.50	0000914.000
Prince Rupert Senior Centre Association	1,026.88	0001044.000
Kaien Island Daycare Services Family Resource Centre	1,041.40	0005167.002
Prince Rupert Aboriginal Community Services Society	2,672.64	0009504.000
The Royal Canadian Legion Branch 27 (Only area used by Legion)	864.62	0000641.000
Navy League Prince Rupert Branch	842.67	9000299.001
Cedar Village Housing Society (Only area assessed as "Residential/Not-for-profit")	17,219.82	0003411.000
Prince Rupert Rowing & Yachting Club (Only area assessed as "Recreation/Non-Profit")	2,586.80	9000214.100
Prince Rupert Indigenous Housing Society (Only area assessed as "Residential/Not-for-profit")	11,995.54	0040511.050
Sub-total other Properties	\$ 396,497.98	
Estimated Annual Total Permissive Property Tax Exemptions	\$ 405,546.18	

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4. Proposed Expenditures (Section 165(4)(a))

Table 4 shows the proposed expenditures for the current year by Fund:

Table 4

Proposed Expenditures	Amount (\$)
Operating Fund	84,992,000
Sewer Utility Fund	24,944,000
Solid Waste Fund	14,550,000
Water Utility Fund	50,802,000
Total	175,288,000

5. Proposed Funding Sources (Section 165(4)(b) & Section 165(7)(a-e))

Table 5 shows the proposed funding sources for the current year:

Table 5

Funding Source	Percentage (%) of Revenue	Amount (\$)
Municipal Property Taxes	15%	25,999,000
Payment in Lieu of Taxes & Provincial Grants	2%	3,446,000
User Fees & Charges	11%	18,961,000
Accruals	1%	2,400,000
Reserves	9%	15,638,000
Accumulated General Operating Surplus	1%	1,006,000
Accumulated Utilities Operating Surplus	3%	4,980,000
Grants and Other Miscellaneous Revenue	30%	53,530,000
Dividend- Prince Rupert Legacy	4%	6,239,000
Debt Financing	24%	43,089,000
Total	100%	175,288,000

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6. Proposed Transfers Between Funds (Section 165(4)(c))

See items 11 and 12 (including Tables 8 and 9) of this Schedule.

7. Amount Required to Pay Interest & Principal on Municipal Debt (Section 165(6)(a))

The amount required to pay interest and principal on municipal debt is approximately \$3,234,000

8. Amount Required for Capital Purposes (Section 165(6)(b))

Capital Purchases

Table 6 shows the 2023 Capital Purchases:

Table 6

Department	Amount (\$)
Fire Protection	1,650,000
Building	4,710,000
Policing	26,142,000
Recreation	255,000
Real Estate	185,000
Civic Improvements	11,090,000
Vehicles & Mobile Equipment (General)	515,000
Vehicles & Mobile Equipment (Water)	165,000
Vehicles & Mobile Equipment (Solid Waste)	1,786,000
Total	46,498,000

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Capital Works

Table 7 shows the 2023 Capital Works:

Table 7

Fund	Amount (\$)
Water Utility	46,920,000
Sewer Utility	23,555,000
Solid Waste Utility	4,000,000
Civic Improvements	123,000
Transportation	1,750,000
Total	76,348,000

9. The Amount Required for a Deficiency (Section 165(6)(c) & Section (165(9))

Nil

10. The Amount Required for Other Municipal Purposes (Section 165(6)(d))

Expenditures for other municipal purposes are \$49,208,000 which is the total from Table 4 of \$175,288,000 less the amounts under Items 7 and 9 (\$3,234,000 and Nil) and the totals from Tables 6 and 7 (\$46,498,000 and \$76,348,000).

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11. Proposed Interfund borrowing and Transfers of Reserves (Section 165(8)(a) and 180)

Funding is needed for the financial shortfall of \$1,301,000 on capital water main replacement. It is proposed that interfund borrowing will be used to fund a portion of this shortfall, with the remainder being funded by the Water Capital Program Reserve Fund. The Land Acquisition and Disposal Reserve Fund will lend \$845,000 to the Water Capital Program Reserve Fund which will be repaid with interest in 2024 before it is required for land acquisition or disposal. Repayment in 2024 will be funded using interest revenue earned in the Water Fund. Table 8a proposes this borrowing:

Table 8a

Interfund Borrowing of Reserves	Amount (\$)
From:	
Land Acquisition and Disposal Reserve Fund	(845,000)
To:	
Water Capital Program Reserve Fund	845,000

Table 8b proposes the following transfers of Reserves:

Table 8b

Transfer of Reserves	Amount (\$)
From:	
Public Works Equipment Reserve	(807,000)
Land Acquisition and Disposal Reserve Fund	(50,000)
Water Treatment Grant Reserve	(8,200,000)
Northern Capital and Planning Grant Reserve	(3,730,000)
RCMP Reserve	(1,100,000)
Duncan Road Improvements Reserve	(150,000)
Sewer Asset Management Reserve	(300,000)
General Operating Fund	(1,648,000)
Water Capital Program Reserve Fund	(1,301,000)
Total	(17,286,000)
To:	
RCMP Reserve	479,000
Miscellaneous Reserves (interest)	200,000
Rushbrook Parking Program Reserve	88,000
General Capital Works Reserve	400,000
Public Works Equipment Reserve	331,000

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Ferry Maint. & Capital Replacement Reserve	150,000
General Operating Fund loan payments	180,000
General Operating Fund Capital Works	510,000
General Operating Fund Capital Purchases	3,035,000
Water Fund Capital Works	9,501,000
Water Fund Capital Purchases	165,000
Solid Waste Fund Capital Works	1,500,000
Solid Waste Fund Capital Purchases	297,000
Sewer Fund Capital Works	450,000
Total	17,286,000

12. Proposed Transfers of Accumulated Surplus (Section 165(8)(b))

Table 9 shows the Accumulated Operating and Utility Fund Surpluses being used this year to fund operating activities, Special Projects and Capital expenditures.

Table 9

Transfers of Accumulated Surplus	Amount (\$)
From:	
General Operating Fund Surplus	(1,006,000)
Sewer Utility Fund Surplus	(4,980,000)
Total	(5,986,000)
To:	
General Operating Fund Operations	403,000
General Operating Fund Special Projects	203,000
General Operating Fund Capital Purchases	315,000
General Operating Fund Capital Works	85,000
Sewer Utility Fund Capital Works	4,980,000
Total	5,986,000

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General Operating Fund Departmental Budgets

Tables 10(a) & 10(b) show the General Operating Fund Budgets.

Table 10(a)

GENERAL OPERATING FUND	Budget 2023	Budget 2024	Budget 2025	Budget 2026	Budget 2027
<u>Revenues by Department</u>					
Airport Ferry	1,157,000	1,180,000	1,556,000	1,626,000	1,691,000
Bylaw Enforcement	145,000	151,000	154,000	157,000	160,000
Cemetery	134,000	139,000	159,000	164,000	170,000
Corporate Administration	84,000	84,000	84,000	84,000	84,000
Cow Bay Marina	413,000	455,000	501,000	551,000	606,000
Development Services	481,000	555,000	566,000	579,000	592,000
Economic Development	70,000	70,000	70,000	70,000	70,000
FD 911 Services	84,000	79,000	78,000	77,000	76,000
FD Fire Protective Services	5,000	5,000	6,000	6,000	6,000
Finance	15,000	15,000	15,000	15,000	15,000
Fiscal Revenues	8,044,000	9,566,000	8,368,000	8,164,000	8,157,000
Information Technology	1,000	1,000	1,000	1,000	1,000
PW Engineering	5,000	5,000	5,000	5,000	5,000
PW Common Costs	70,000	70,000	71,000	72,000	73,000
RCMP	145,000	145,000	147,000	149,000	151,000
Rec. Centre Arena	242,000	261,000	265,000	269,000	273,000
Rec. Centre Civic Centre	298,000	362,000	377,000	386,000	403,000
Rec. Centre Community Services	3,000	3,000	15,000	15,000	15,000
Rec. Centre Pool	409,000	523,000	533,000	543,000	553,000
Transit	175,000	201,000	207,000	213,000	219,000
Victim Services	84,000	113,000	77,000	77,000	77,000
Watson Island	400,000	400,000	400,000	400,000	400,000
Subtotal	12,464,000	14,383,000	13,655,000	13,623,000	13,797,000
Property Taxes (existing)	23,621,000	26,007,000	27,797,000	29,352,000	29,947,000
Property Tax Increase (Decrease) - Non-market change	(91,000)	73,000	-	-	-
Property Tax Increase (Decrease)	2,469,000	1,717,000	1,555,000	595,000	762,000
Appropriated Surplus - COVID 19 Safe Restart Grant	403,000	-	-	-	-
Total Operating Revenues	38,866,000	42,180,000	43,007,000	43,570,000	44,506,000
PR Legacy Inc contributions- Capital Works	178,000	178,000	-	-	-
PR Legacy Inc contributions- Capital Purchases	2,472,000	547,000	-	-	-
Conditional Project Grants - Capital Purchases	11,673,000	10,783,000	-	-	-
Appropriated Reserves - Capital Works	510,000	2,105,000	-	-	-
Appropriated Reserves - Capital Purchases	3,035,000	3,902,000	-	-	-
Community Works Fund (Gas Tax) - Capital Purchases	327,000	-	-	-	-
Appropriated Surplus - Capital Purchases	315,000	145,000	-	-	-
Appropriated Surplus - Capital Works	85,000	35,000	-	-	-
PR Legacy Inc contributions- Special Projects	272,000	147,000	-	-	-
Appropriated Surplus - Special Projects	203,000	80,000	-	-	-
Conditional Project Grants - Special Projects	456,000	385,000	-	-	-
Loans from MFA - Capital Purchases	26,600,000	16,920,000	1,300,000	-	-
Total Capital Revenues	46,126,000	35,227,000	1,300,000	-	-
Total General Operating Fund Revenues	84,992,000	77,407,000	44,307,000	43,570,000	44,506,000

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Table 10(b)

GENERAL OPERATING FUND	Budget 2023	Budget 2024	Budget 2025	Budget 2026	Budget 2027
<u>Expenditures by Department</u>					
Airport Ferry	2,519,000	2,375,000	2,830,000	2,898,000	3,008,000
Bylaw Enforcement	363,300	445,000	441,000	446,000	452,000
Cemetery	313,000	323,000	329,000	334,000	340,000
Civic Properties	451,000	520,000	528,000	536,000	544,000
Corporate Administration	1,347,000	1,193,000	1,213,000	1,237,000	1,261,000
Cow Bay Marina	403,000	450,000	468,000	487,000	507,000
Development Services	1,162,700	1,195,000	1,217,000	1,237,000	1,259,000
Economic Development	226,000	254,000	262,000	267,000	272,000
FD 911 Services	651,000	673,000	686,000	700,000	713,000
FD Fire Protective Services	4,479,000	5,447,000	5,589,000	5,727,000	5,870,000
FD Emergency Measures	29,000	31,000	31,000	31,000	31,000
Finance	1,144,000	1,346,000	1,198,000	1,221,000	1,245,000
Finance Cost Allocation	(470,000)	(470,000)	(522,000)	(573,000)	(627,000)
Fiscal Expenditures	4,350,000	3,524,000	4,620,000	4,315,000	4,341,000
Governance	414,000	432,000	452,000	468,000	484,000
Grants in Aid to Community Partners	1,841,000	1,868,000	1,937,000	1,986,000	2,036,000
Human Resources	-	492,000	502,000	513,000	524,000
Information Technology	667,000	802,000	815,000	828,000	841,000
Parks	1,303,000	1,323,000	1,327,000	1,349,000	1,371,000
PW Engineering	611,000	850,000	877,000	895,000	913,000
PW Common Costs	5,222,000	5,395,000	5,544,000	5,699,000	5,859,000
Allocation of PW Common Cost	(4,915,000)	(5,341,000)	(5,307,000)	(5,423,000)	(5,534,000)
PW Vehicles	1,746,000	1,778,000	1,839,000	1,870,000	1,902,000
Allocation of PW Vehicles	(1,746,000)	(1,778,000)	(1,839,000)	(1,870,000)	(1,902,000)
RCMP	6,907,000	7,355,000	7,509,000	7,692,000	7,880,000
Rec. Centre Arena	473,000	573,000	572,000	581,000	594,000
Rec. Centre Civic Centre	1,908,000	2,135,000	2,195,000	2,246,000	2,296,000
Rec. Centre Community Services	3,000	4,000	4,000	4,000	4,000
Rec. Centre Pool	1,460,000	1,550,000	1,593,000	1,634,000	1,668,000
Roads	2,407,000	2,534,000	2,624,000	2,747,000	2,822,000
Transit	719,000	854,000	974,000	985,000	1,025,000
Victim Services	174,000	221,000	224,000	228,000	232,000
Watson Island	400,000	400,000	400,000	400,000	400,000
Transfer to Reserves (Interest, RCMP Loan)	679,000	535,000	200,000	200,000	200,000
Transfer to General Capital Reserves	400,000	1,517,000	400,000	400,000	400,000
Total Operating Expenses	37,641,000	40,805,000	41,732,000	42,295,000	43,231,000
Provision for Special Projects	931,000	637,000	25,000	25,000	25,000
Provision for Capital Purchases	44,547,000	32,547,000	1,400,000	100,000	100,000
Provision for Capital Works	1,873,000	3,418,000	1,150,000	1,150,000	1,150,000
Total Capital Expenses	47,351,000	36,602,000	2,575,000	1,275,000	1,275,000
Total Operating Fund Expenditures	84,992,000	77,407,000	44,307,000	43,570,000	44,506,000
Surplus(Deficit)	-	-	-	-	-

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13. Utility Funds Revenue & Expenditure Budgets

Table 11 shows the Utility Operating Funds proposed budgets.

Table 11

UTILITY OPERATING FUNDS	Budget 2023	Budget 2024	Budget 2025	Budget 2026	Budget 2027
Sewer					
Operating Revenues	2,764,000	2,872,000	3,240,000	4,772,000	5,071,000
Grants	4,750,000	12,700,000	15,120,000	7,500,000	456,000
Appropriated Surplus - Cap Works	4,980,000	3,938,000	1,400,000	-	-
Loans from MFA	12,000,000	13,000,000	13,000,000	16,000,000	-
Funding from Reserves	450,000	150,000	-	-	-
Capital Works	(23,555,000)	(31,088,000)	(30,275,000)	(24,775,000)	(775,000)
Revenue for operations	1,389,000	1,572,000	2,485,000	3,497,000	4,752,000
Expenditures	1,389,000	1,572,000	2,485,000	3,497,000	4,752,000
Surplus (Deficit)	-	-	-	-	-
Water					
Operating Revenues	7,167,000	5,574,000	4,689,000	5,058,000	5,455,000
Grants	29,869,000	50,000,000	50,000,000	23,410,000	7,440,000
PR Legacy Inc contributions	1,100,000	500,000	-	-	-
Loans from MFA	3,000,000	5,750,000	1,250,000	-	10,560,000
Funding from Reserves	9,666,000	12,590,000	-	-	-
Capital Purchases	(165,000)	(190,000)	-	-	-
Capital Works	(46,920,000)	(69,650,000)	(52,000,000)	(24,160,000)	(18,750,000)
Revenue for operations	3,717,000	4,574,000	3,939,000	4,308,000	4,705,000
Expenditures	3,717,000	4,574,000	3,939,000	4,308,000	4,705,000
Surplus (Deficit)	-	-	-	-	-
Solid Waste					
Operating Revenues	8,864,000	5,767,000	5,854,000	5,949,000	6,046,000
Appropriated Surplus - Cap Works	-	125,000	-	-	-
Funding from Accruals - CW	2,400,000	2,750,000	-	-	-
Loans from MFA	1,489,000	-	-	-	-
Funding from Reserves	1,797,000	1,760,000	-	-	-
Capital Purchases	(1,786,000)	(310,000)	-	-	-
Capital Works	(4,000,000)	(4,370,000)	(45,000)	(48,000)	(51,000)
Revenue for operations	8,764,000	5,722,000	5,809,000	5,901,000	5,995,000
Expenditures	8,764,000	5,722,000	5,809,000	5,901,000	5,995,000
Surplus (Deficit)	-	-	-	-	-