Capital Planning & Analysis (CPA)

User Guide

RESEARCH CONSULTING SOFTWARE

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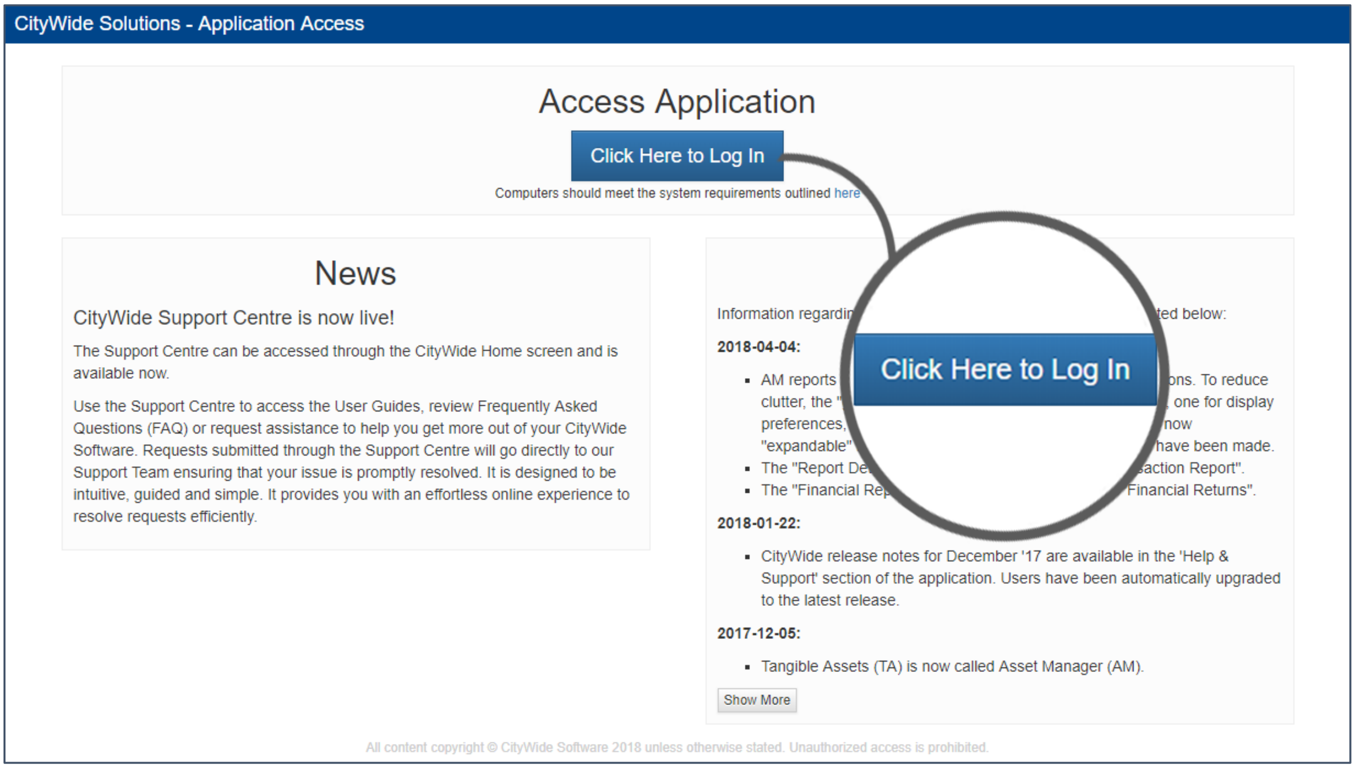
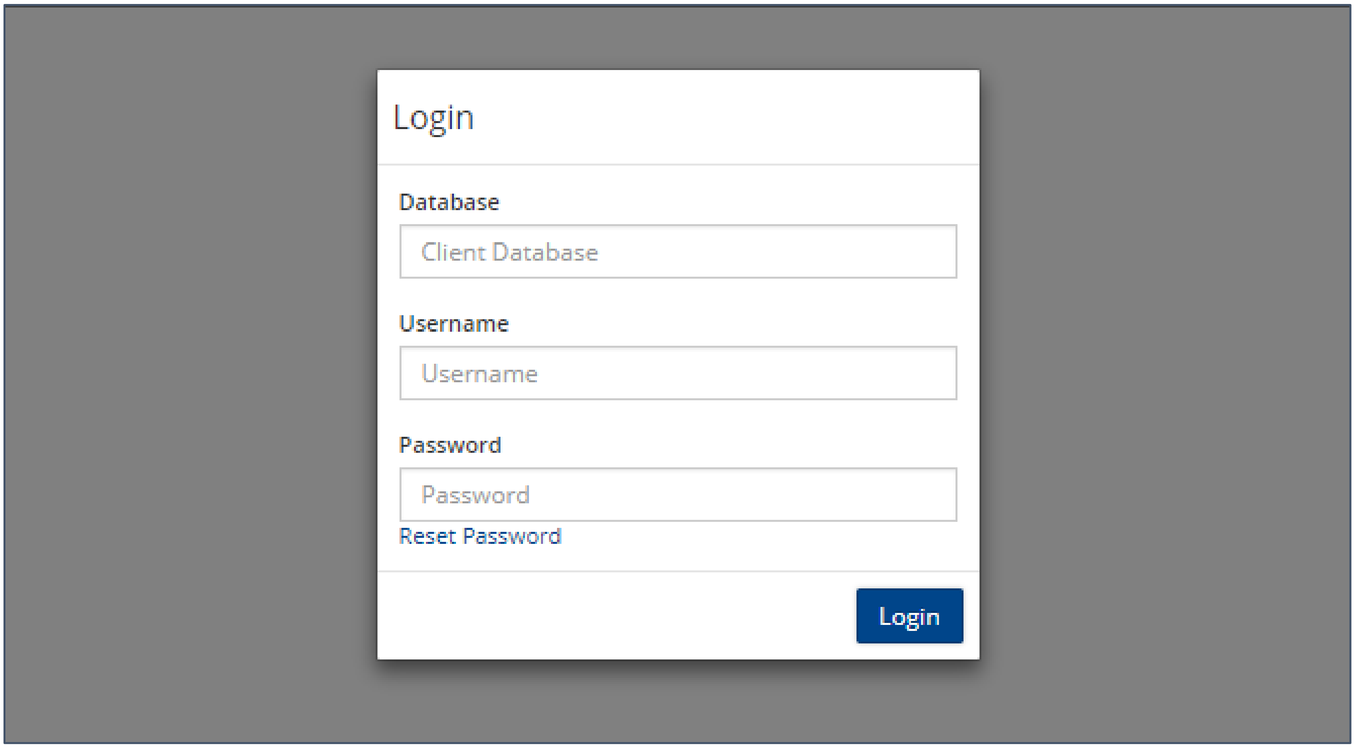
CityWide & CPA General

Application Access



1. Type https://v4.citywidesolutions.com in the Internet browser address bar of your choice (i.e. Google Chrome, Firefox, Microsoft Edge, etc.).
   a. Note: The News column will be updated with various information regarding the CityWide division of Public Sector Digest, such as information regarding our User Group Conference(s). The Release Notes column will be updated with information regarding recent updates to the application, such as major bug fixes or added functionality.
2. To access the application, click the **Click Here to Log In** button.
3. For system requirements, click the **Here** button.
4. To navigate back to this screen, use the back button in your browser.

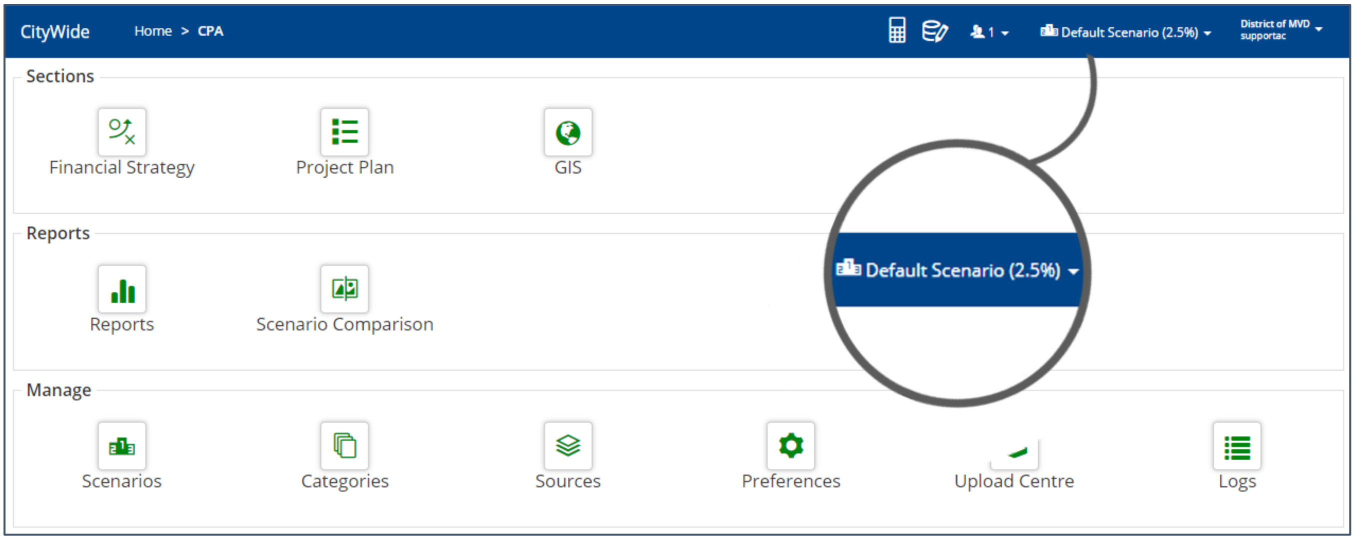
Login to CityWide



1. Enter your Client Database ID, Login and Password.
    a. If your password has been forgotten, click on the **Reset Password** button. After filling out the form, you will be sent an email with a temporary password.
2. Click on the **Login** button.
3. From here you will be navigated to the home screen.

CPA General Navigation

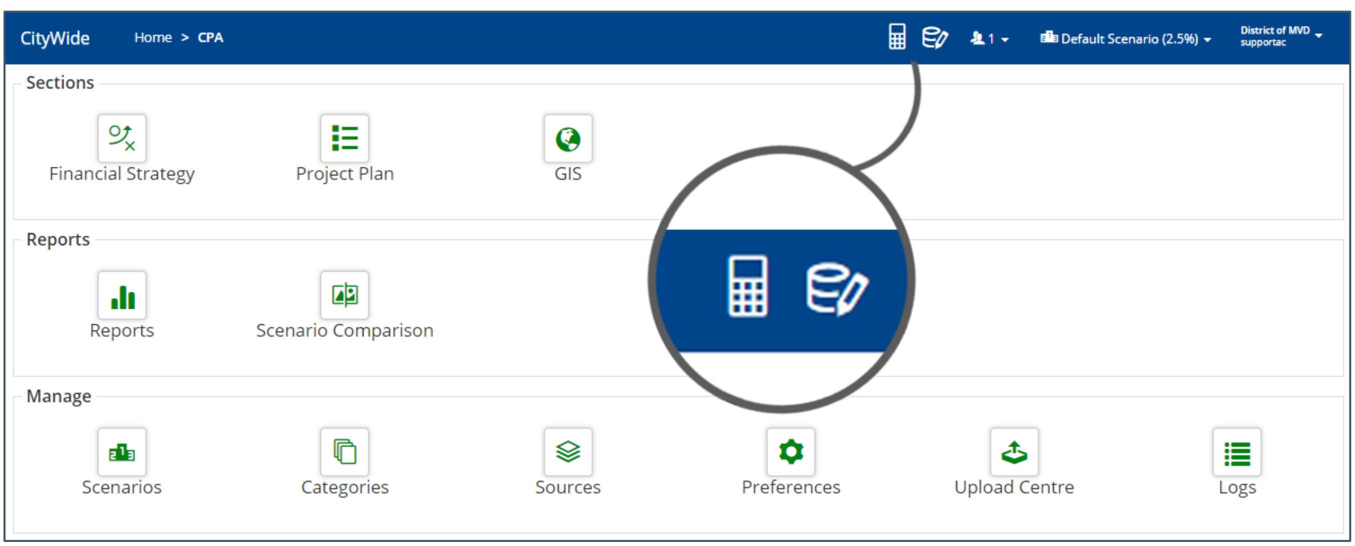
Change Active CPA Scenario



To navigate between scenarios, find the switcher located in the top right corner of the screen.

1. From any screen within CPA, click on the scenario name in the top right corner.
2. From here, select the appropriate scenario from the drop-down menu.

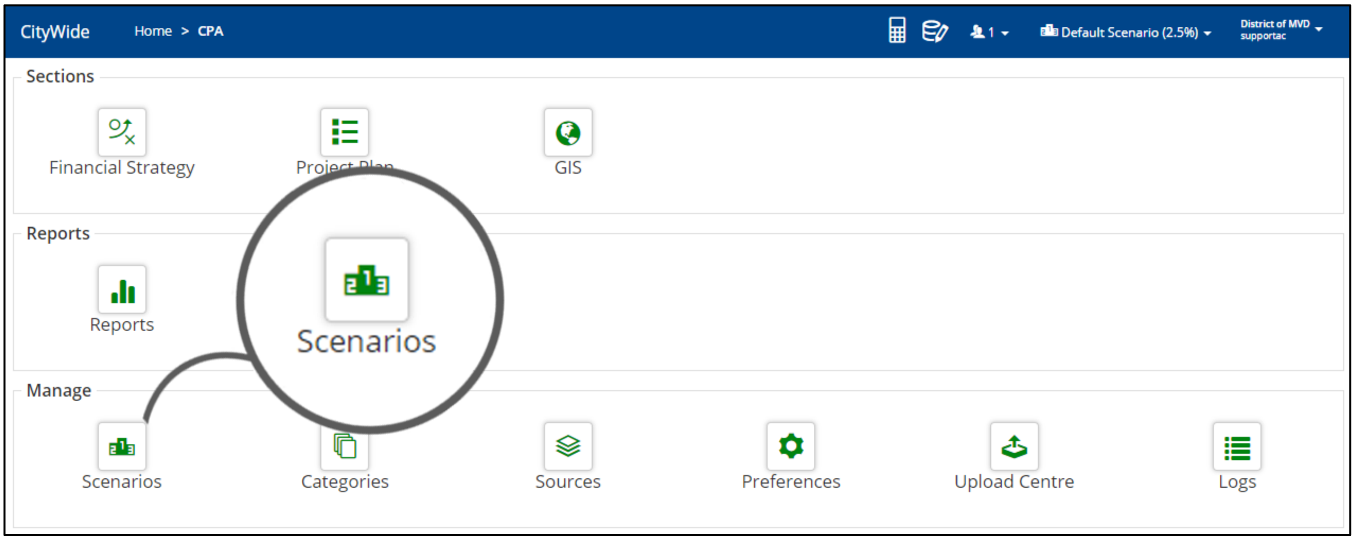
Recalculate and Edit Scenarios

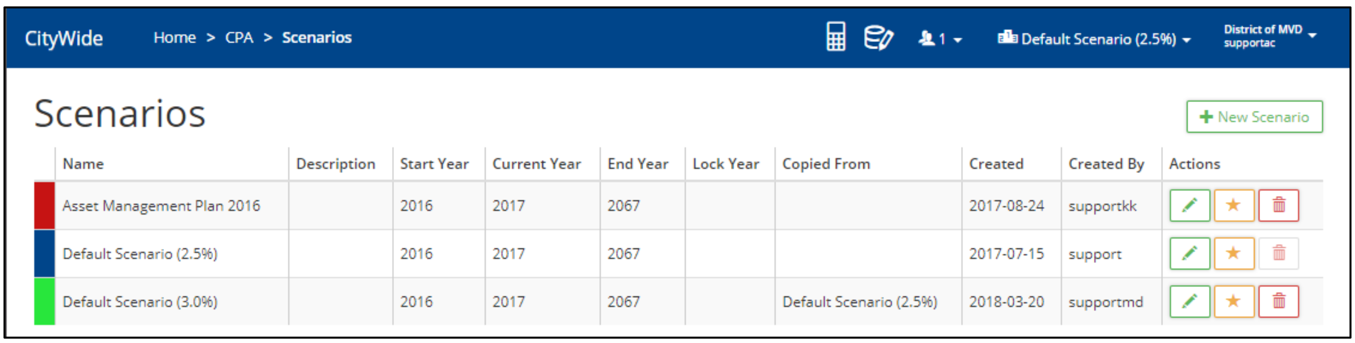


a) To recalculate a scenario after making changes, click on the **Recalculate** button (calculator icon). If this icon is ever **red**, changes have been made and the scenario needs to be recalculated to reflect those changes.
b) To edit a scenario, ensure the Edit icon (stack and pencil icon beside the calculator) is white. If it is **dark orange**, you are currently unable to edit the scenario.

Manage

Scenarios

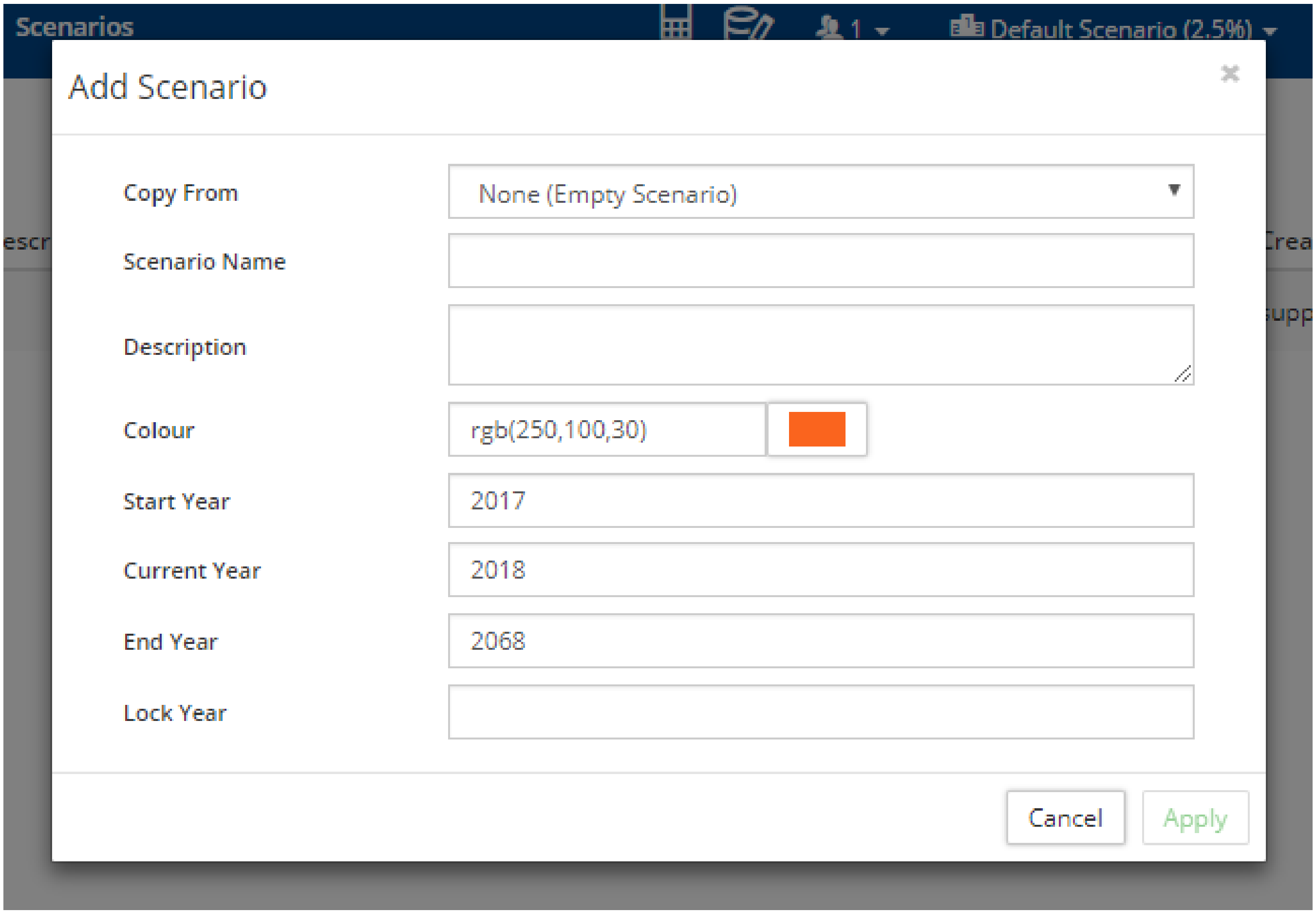




Name	Description	Start Year	Current Year	End Year	Lock Year	Copied From	Created	Created By	Actions
Asset Management Plan 2016		2016	2017	2067			2017-08-24	supportkk	
Default Scenario (2.5%)		2016	2017	2067			2017-07-15	support	
Default Scenario (3.0%)		2016	2017	2067		Default Scenario (2.5%)	2018-03-20	supportmd	

CPA users can create up to three scenarios per database. Users can create a new scenario or make a copy of and update an existing scenario. Scenarios are independent of each other, but their data can be compared in the [Scenario Comparison](#) report.

Create New Scenarios

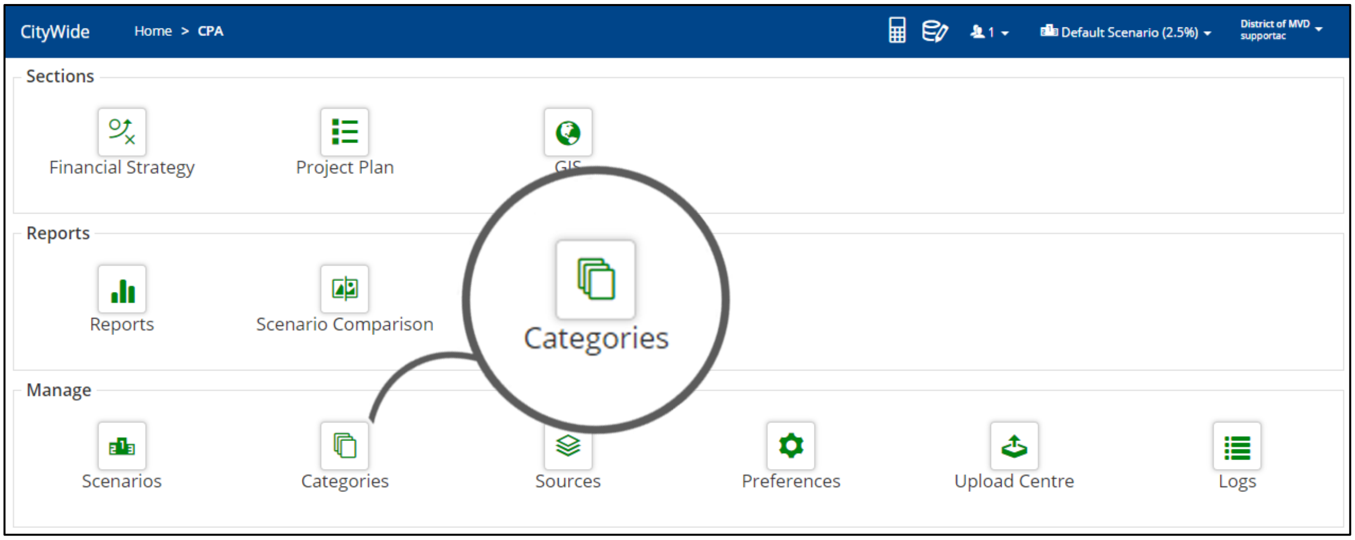


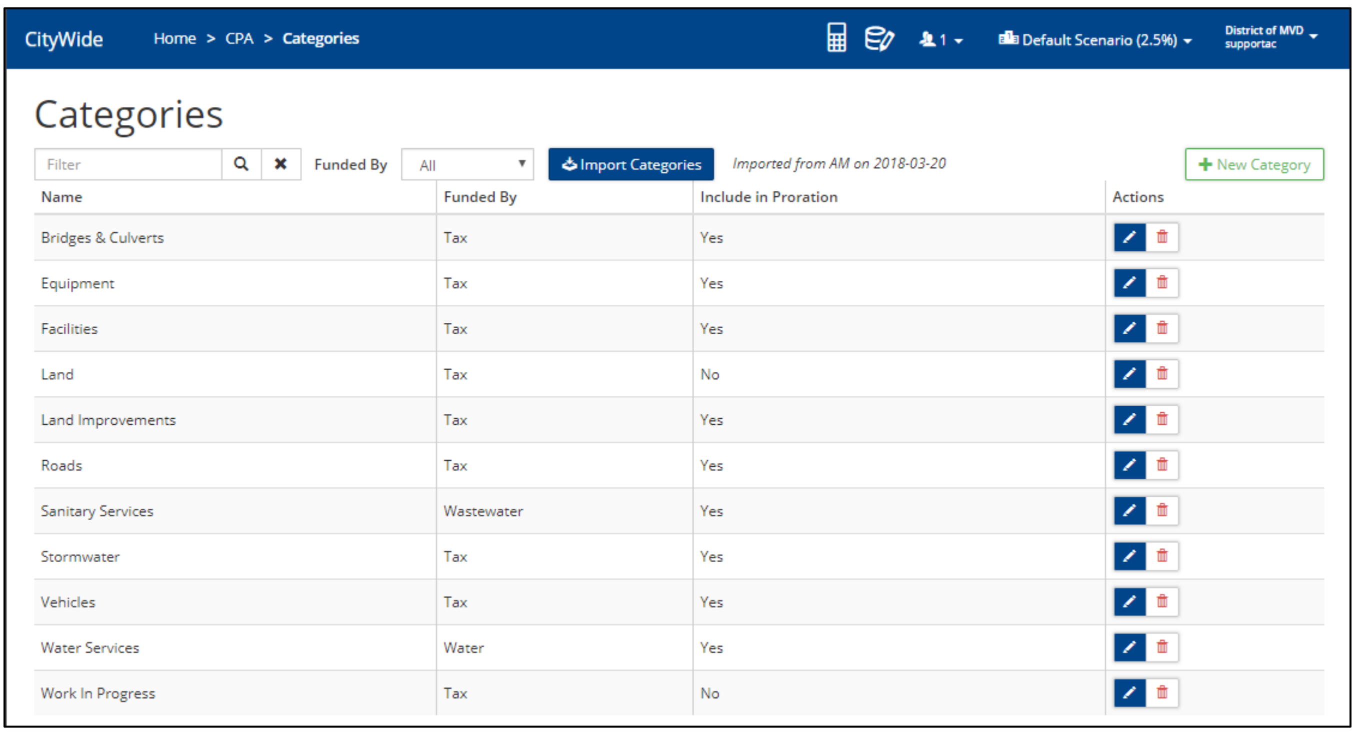
1. Click on the **+ New Scenario** button.
2. Under *Copy From,* select an existing scenario or create a new scenario.
3. Under *Scenario Name,* create a descriptive name for your scenario.
4. Under *Description,* enter a description for the scenario (if needed).
5. Under *Colour,* edit the scenario colour by selecting the colour box and choosing a new colour.
6. If you are creating a new scenario, enter a *Start Year, Current Year* and *End Year.* Click here to learn more about each year in the scenario. You can also enter a *Lock Year* if you wish.

Edit, Delete, and Default Scenarios

a) To edit scenario details such as name, start year, end year, etc., click on the **Edit** button and make the necessary adjustments in the Edit Scenario prompt screen.
b) To delete a scenario, click on the **Delete** button. Once a scenario is deleted, all data within the scenario will be removed from the database.
c) If there is more than one scenario available in the database, you can determine which scenario becomes the default when logging into CPA. Click on the **Set my default scenario** button for the scenario you wish to change to your default.

Categories

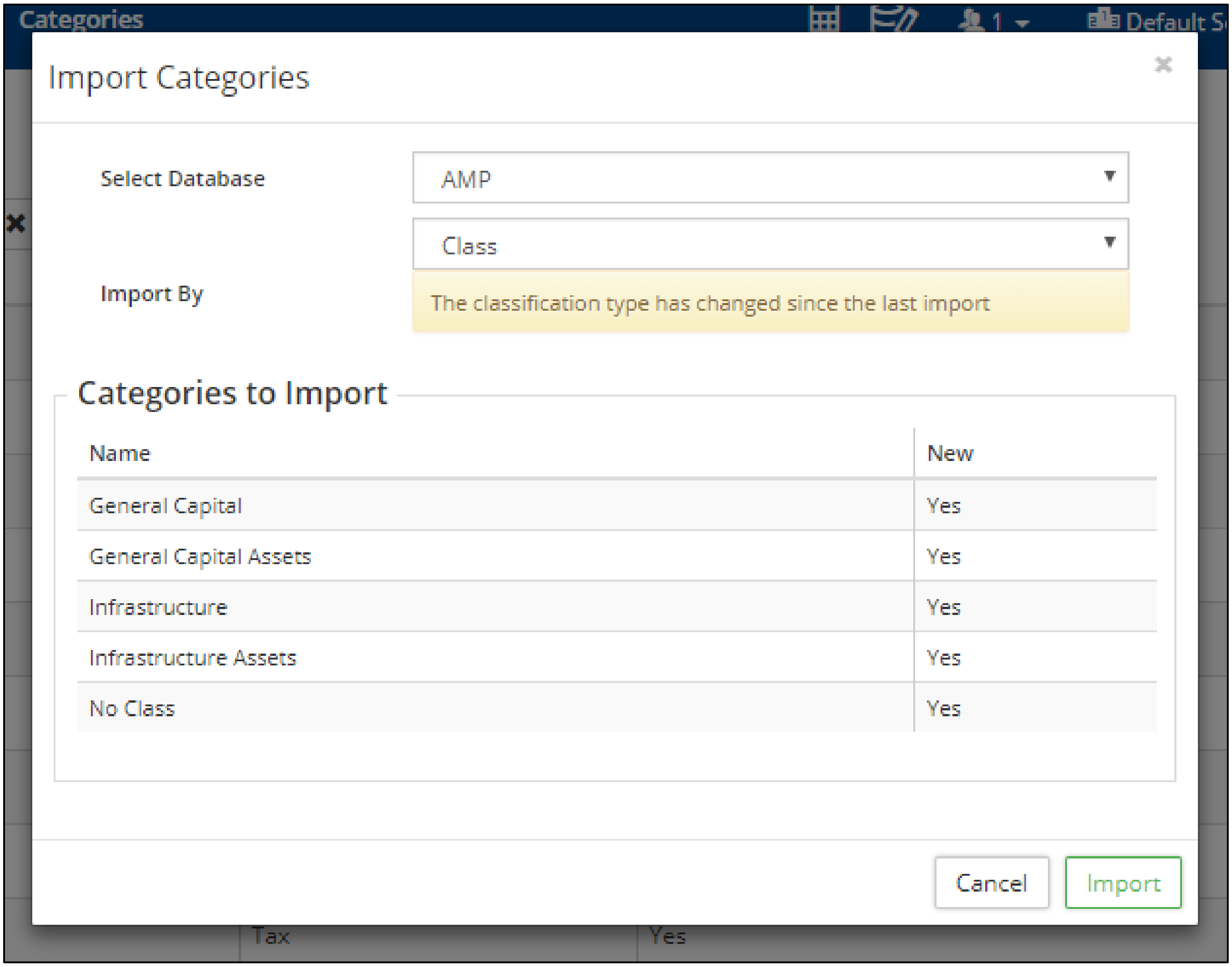




Each scenario requires data that is grouped into **Categories**. Data grouping can be based on one of many classification fields of an asset, listed in the table below. Once created, a category can be adjusted or deleted.

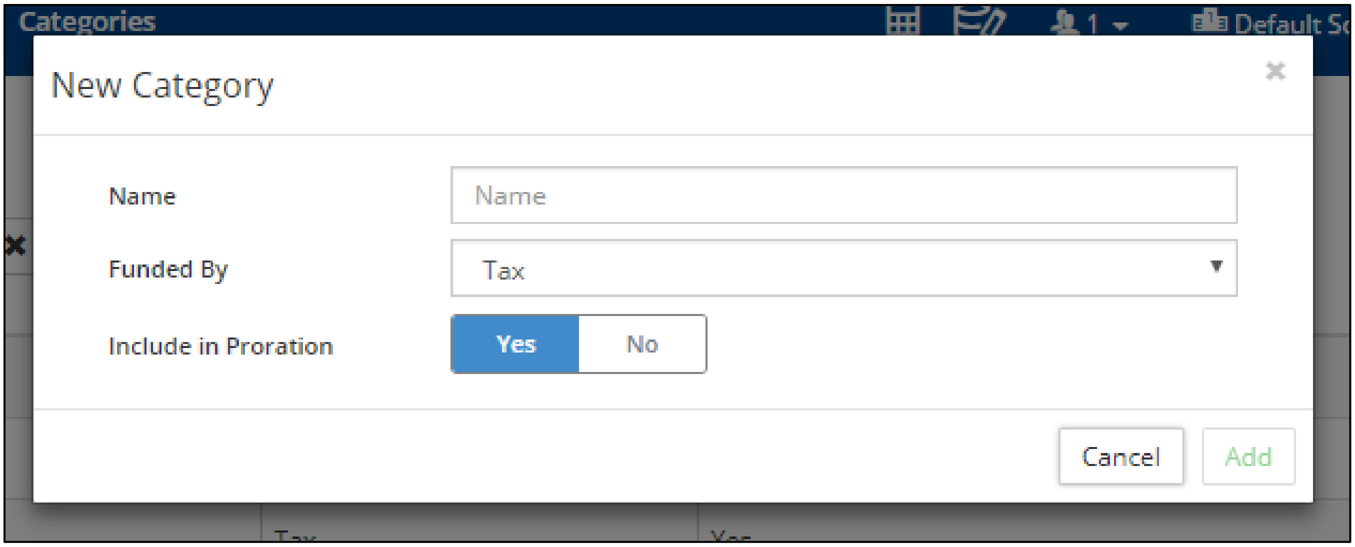
Class	Category	Segment	Department
Function	Sub-Function	Capital Code	Amort. Exp. Code
Acc. Amort. Code	Schedule 51B Code	Schedule 75C Code	

Import Categories from Asset Manager



1. Click on the **Import Categories** button.
2. Under *Select Database,* select the Asset Manager database from which to import data.
3. Under *Import By,* select the classification method on how data will be grouped.

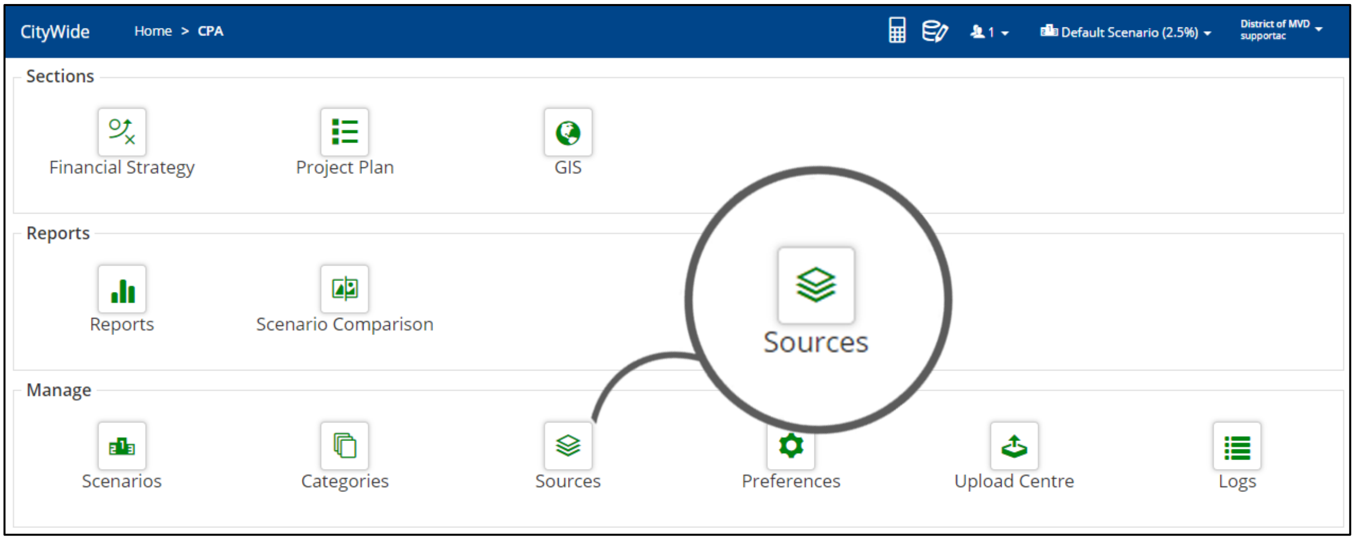
Create Custom Categories

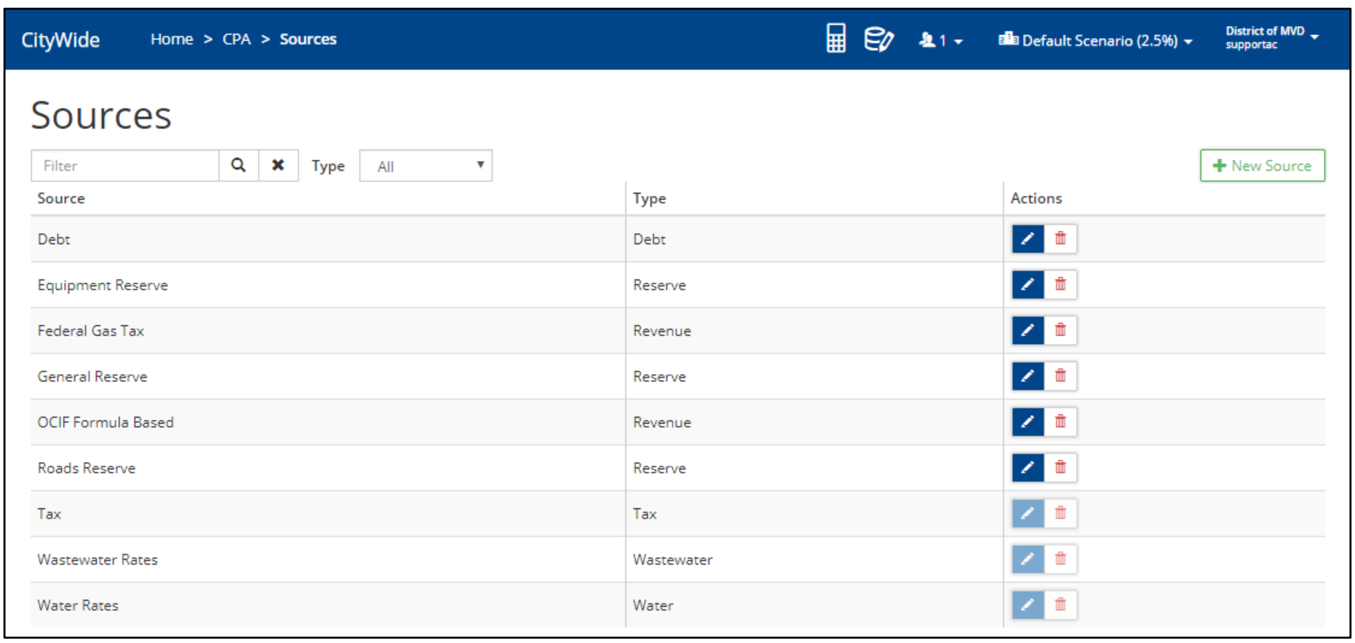


If you want the grouping of data to be categorized in another method other than the options listed above, you can create your own custom category.

1. Click on the **+ New Category** button.
2. Under *Name,* type in a category name.
3. Under *Funded By,* select the funding method.
4. Under *Include in Proration,* select yes if application can prorate funding available to project costs.

Sources



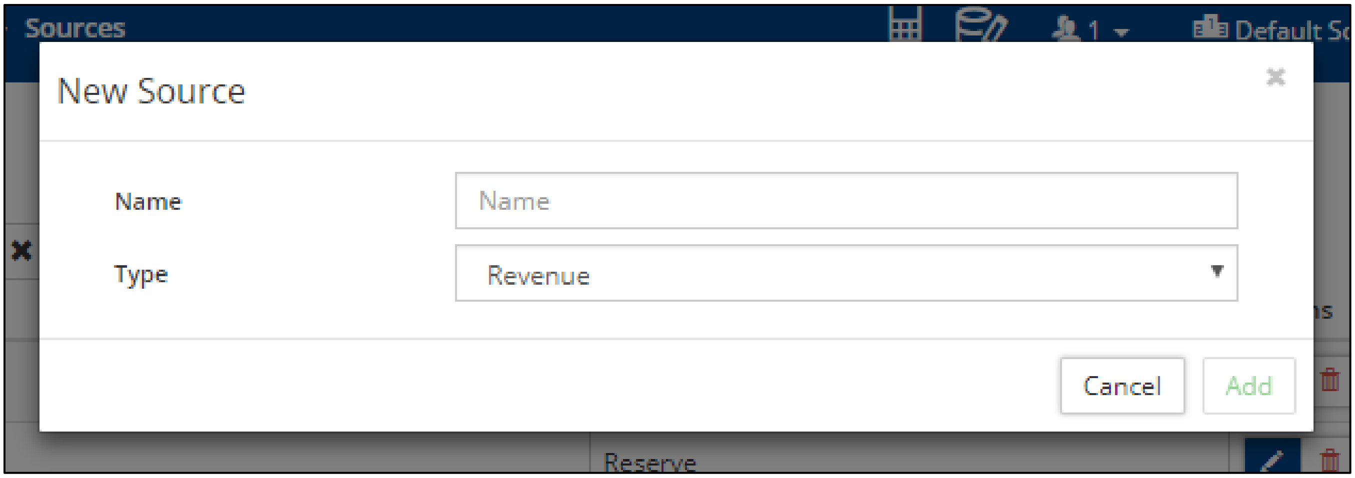


Funding sources can be classified as long-term or one-time. Long-term funding is created in the **Sources** section of the application. One-time funding is created in the **One Time Funding** section of the application. To create and update one-time funding click here.

Each scenario is pre-populated with three funding sources: tax, wastewater rates, and water rates.

Funding sources can be classified under one of three funding types: tax, reserve, and debt. Each debt provider is considered a revenue source.

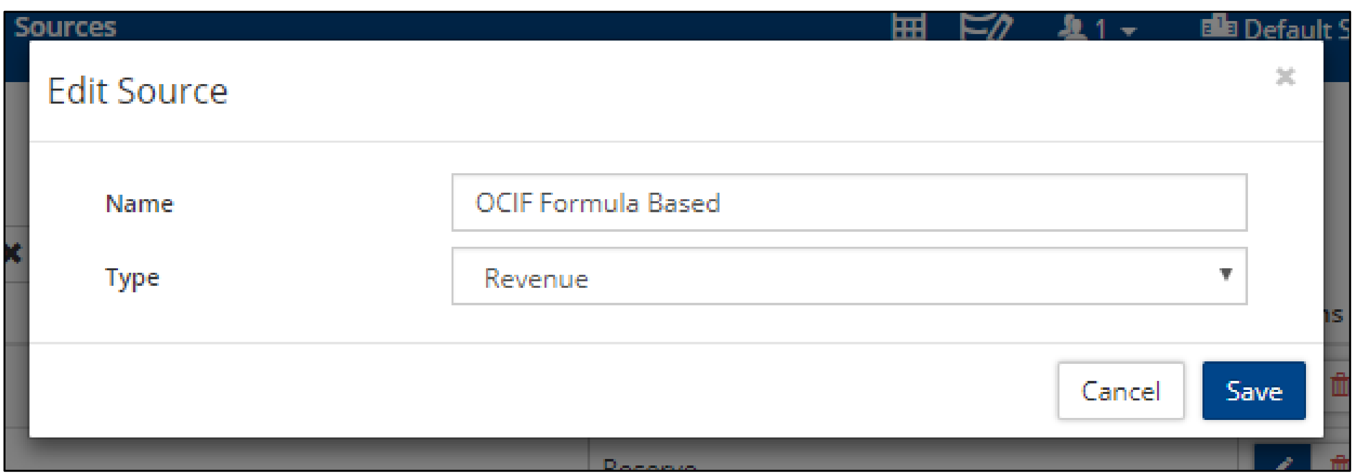
Create New Funding Source



1. Click the **+ New Source** button.
2. Under *Name*, type in the name for your new source.
3. Under *Type,* select the funding type.

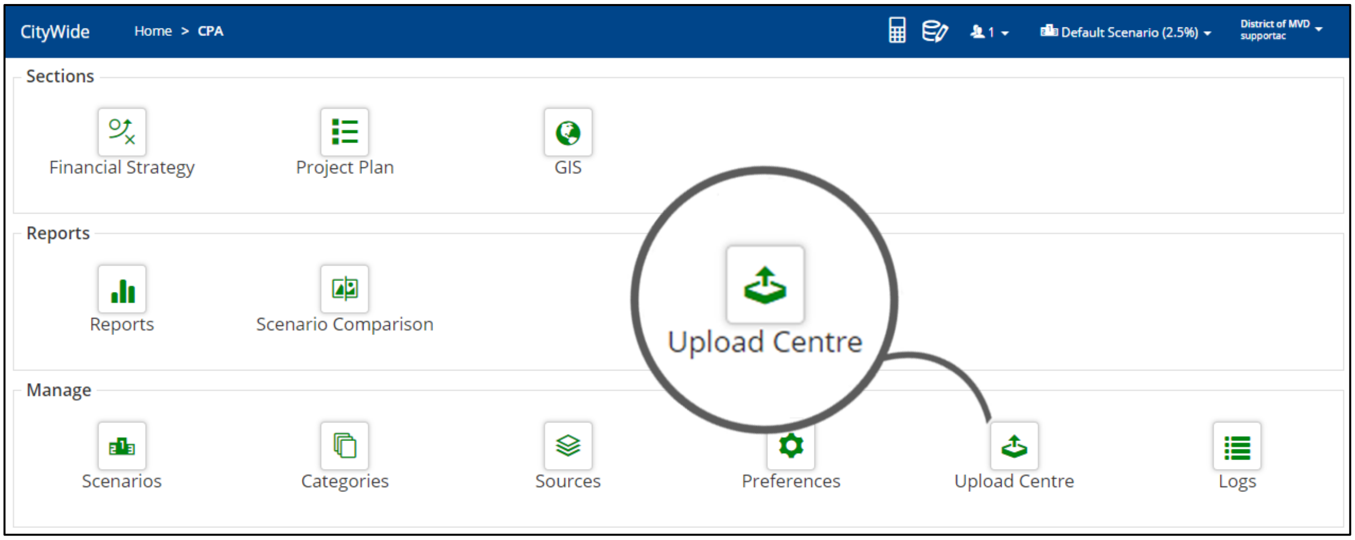
Edit Funding Source

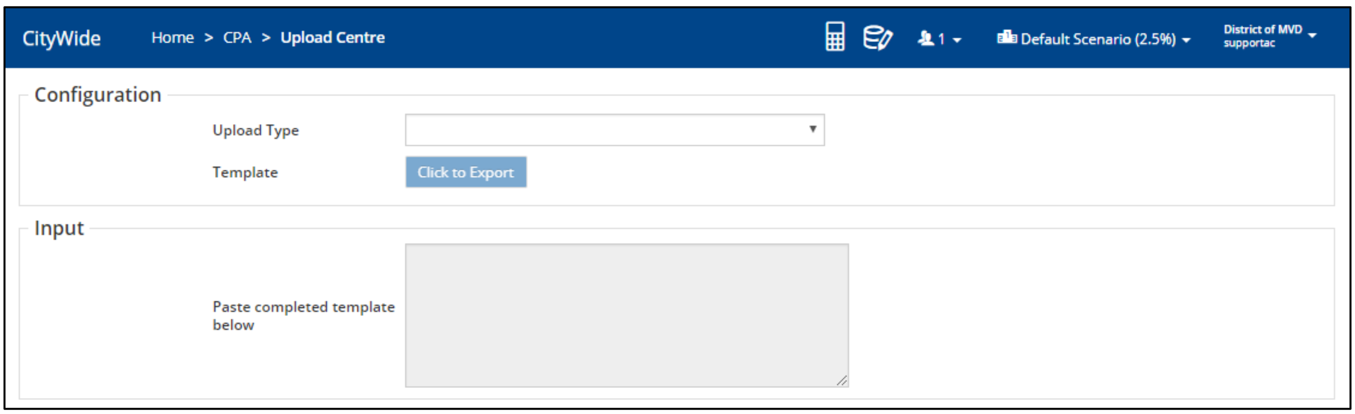
Three default funding sources (tax, wastewater rates, water rates) available in each scenario cannot be edited or removed at any time by any user. All other funding sources created in the **Sources** section can be edited or deleted prior to linking the source to a Project Plan.



1. Click on the **Edit** button.
    a. To remove a funding source, click on **Delete** button. No further steps required.
2. Type in new name and/or select new funding type through drop down.

Upload Centre





One method of updating a scenario is through the **Upload Centre**. This allows you to complete mass uploads using the available templates listed below:

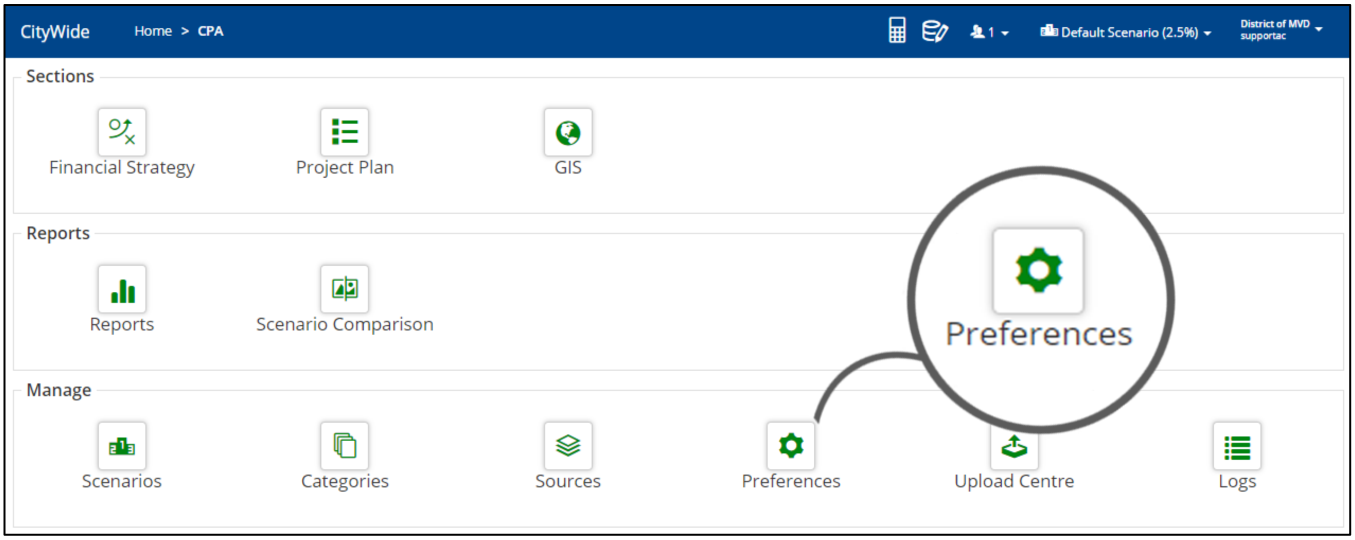
- Annual Requirement
  - Upload new or update existing annual requirements in the scenario for the selected year range.
- Base Funding Allocated to Projects
  - Transfer tax rates, water & wastewater rates, and revenues to project costs for the selected year range.
- Base Funding to Reserves
  - Transfer tax rates, water & wastewater rates, and revenues to reserves for the selected year range.
- Categories
  - Create a list of new categories or add to the list of existing categories within the scenario.
- Debt Existing Payments
  - Summarize and upload principal, interest, and closing principal balance payments for existing debentures prior to scenario *current year*. Payments are summarized by funding type (taxes, water, and wastewater rates).

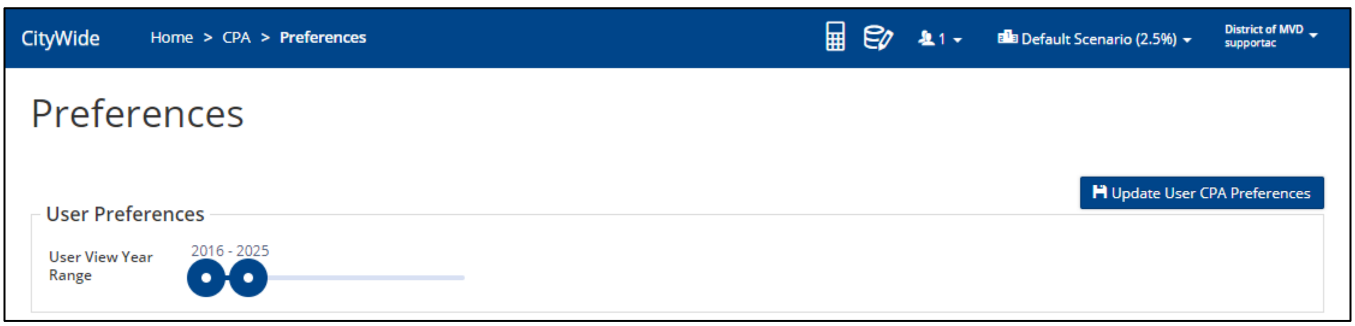
- Debt New Debentures
    - Create new debenture schedules and assign them to projects.
- One Time Funding
    - Create one-time funding sources and assign one-time funding estimated to be received on any year within the scenario range.
- One Time Funding Allocated to Projects
    - Allocate values from any one-time funding source on any year within the scenario range to any project cost. Project must be created first and identified in the template.
- One Time Funding Allocated to Reserves
    - Allocate values from any one-time funding sources on any year within the range of scenario to any reserve. Project must be created first and identified in the template.
- Project Values
    - Upload values by category for a range of years to a project. Project must be created first and identified in the template.
- Projects
    - Upload projects in bulk with their names, descriptions, start and end years, and other important details.
- Rate Allocations to Categories
    - Allocate rates to any category on any year within the scenario range.
- Reserve Interest Rates
    - Upload interest rates for any reserve source. Reserve source must be created first and identified in the template.
- Reserve Opening Balances
    - Upload opening balances for any reserve source. Reserve source must be created first and identified in the template.
- Reserves Allocated to Projects
    - Allocate reserves to any project on any year within the scenario range. Reserve source must be created first and identified in the template.
- Revenue Allocated to Categories
    - Allocate revenue to any category on any year within the scenario range. Revenue source must be created first and identified in the template.
- Revenue Allocated to Operating
    - Allocate revenue to operating on any year within the scenario range. Revenue source must be created first and identified in the template.
- Revenue New Funding
    - Upload new funding by revenue source on any year within the scenario range. Revenue source must be created first and identified in the template.
- Sources
    - Create new funding sources or add to the list of existing sources within the scenario.

Update Scenarios Through Upload Centre

1. Under *Upload Type,* select a template option.
2. Click on the **Click to Export** button.
3. Select the range of years you want to update through the *Year Range* slider.
4. Click on **Generate** button.
5. Follow the instructions listed in the prompt window and click **Ok**.
6. Paste the template in a spreadsheet and populate all the data fields.
7. Copy populated data fields and headers of template.
8. Paste the copied template in the *Input* box of the Upload Centre.
9. Ensure that the data populated is correct before clicking on the **Submit** button. If incorrect data has been uploaded, click on the **Reset** button and repeat steps 6 – 9 with correct data.

Preferences



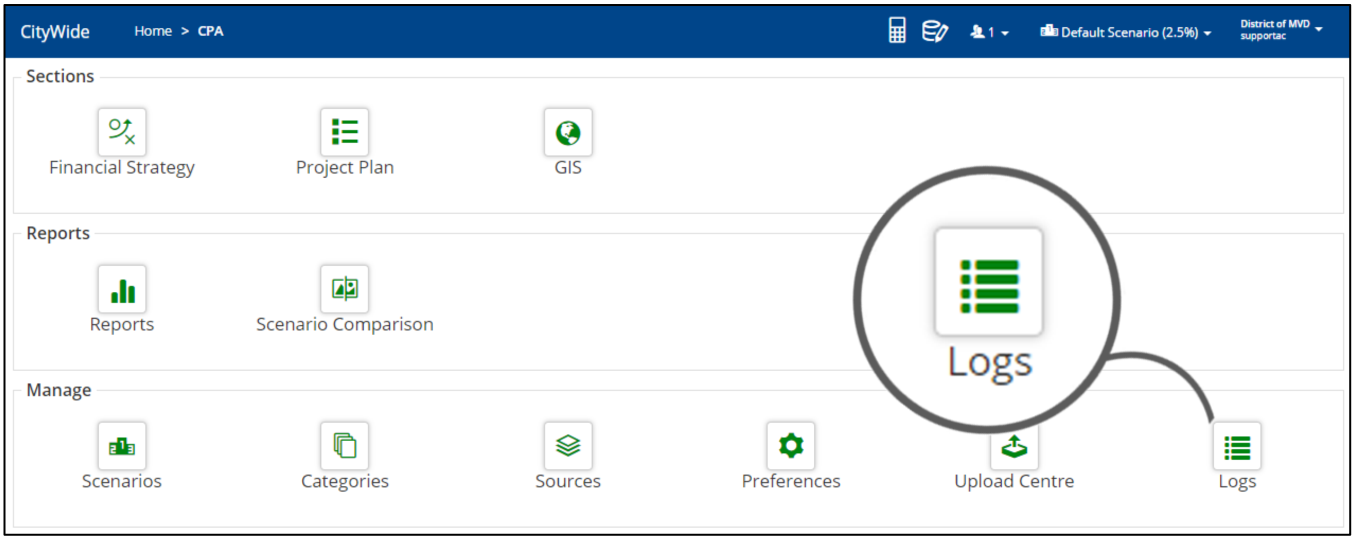


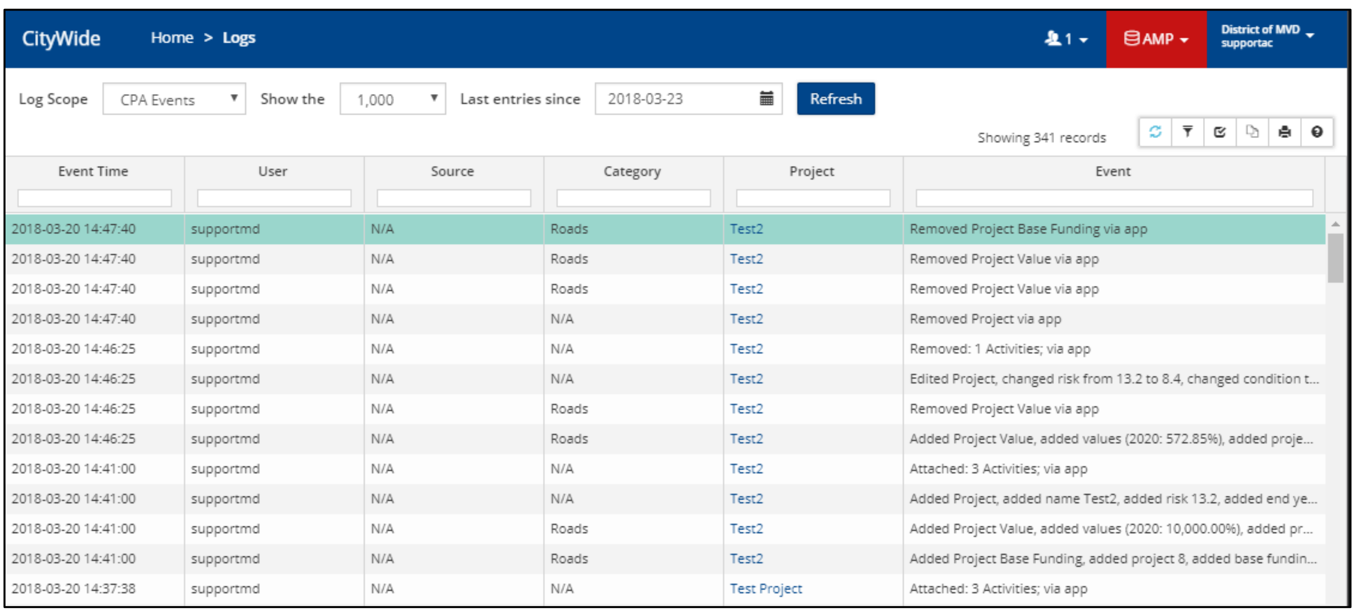
The Year Range Display throughout the scenario can be set from the Preferences screen. This will default the year range viewed on any screen within CPA. The year range can be edited at any time on any section of the application.

Update User Preferences

1. Select the thumbs on the **User View Year** slider to edit start and end year range.
2. Click on the **Update User CPA Preferences** button to save.

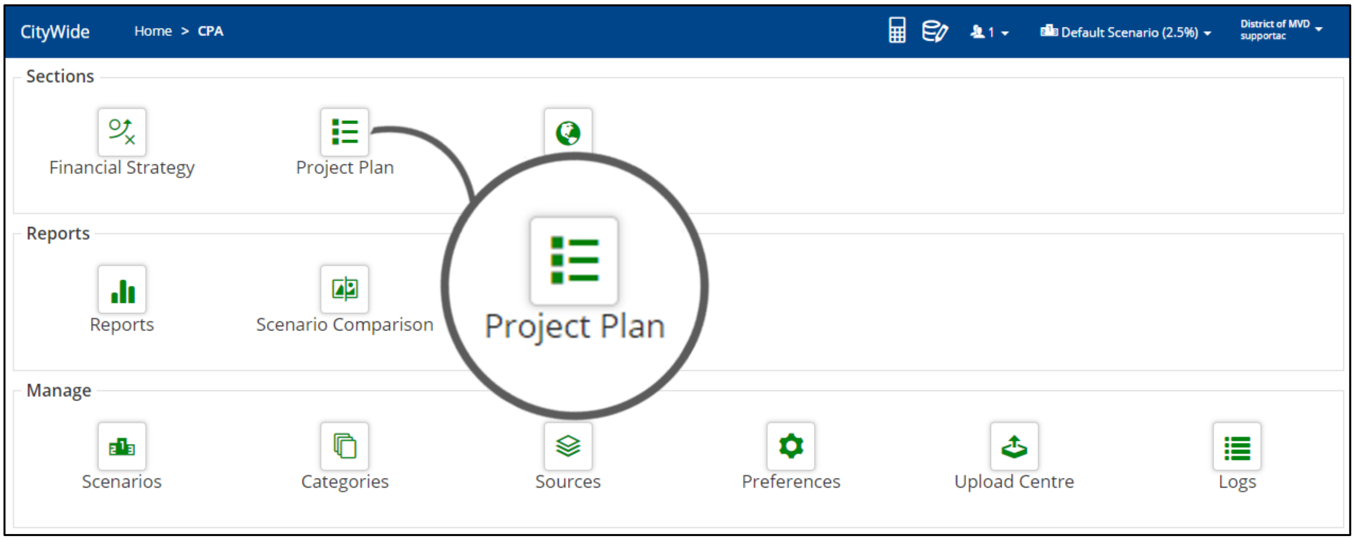
Logs

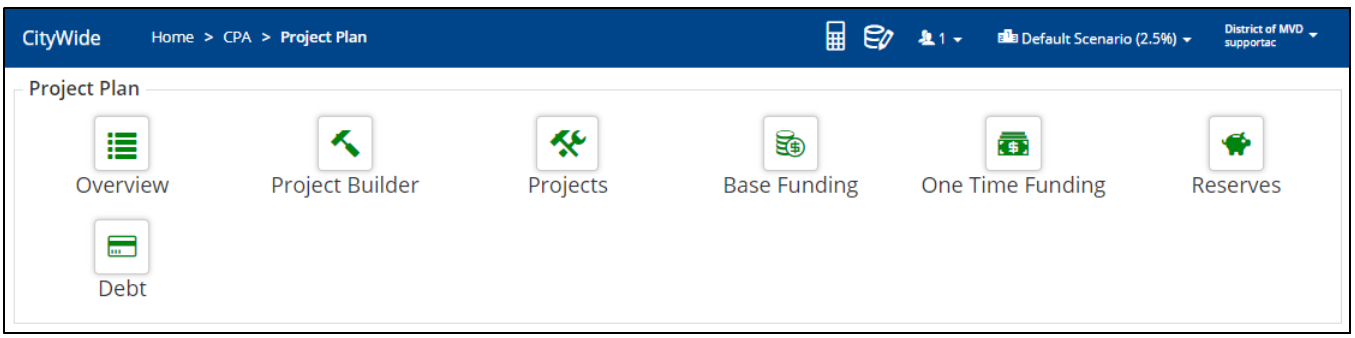




The **Logs** section displays a detailed list of events that have taken place in the system, including event time, user, source, category, project, and event. This listing can be refined through the **Log Scope**, **Filters** underneath each column, and **Customize Columns** options.

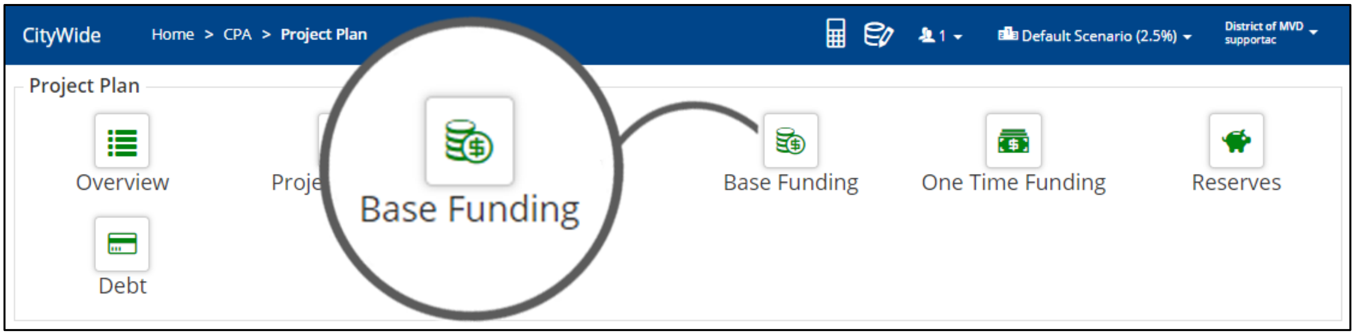
Project Plan

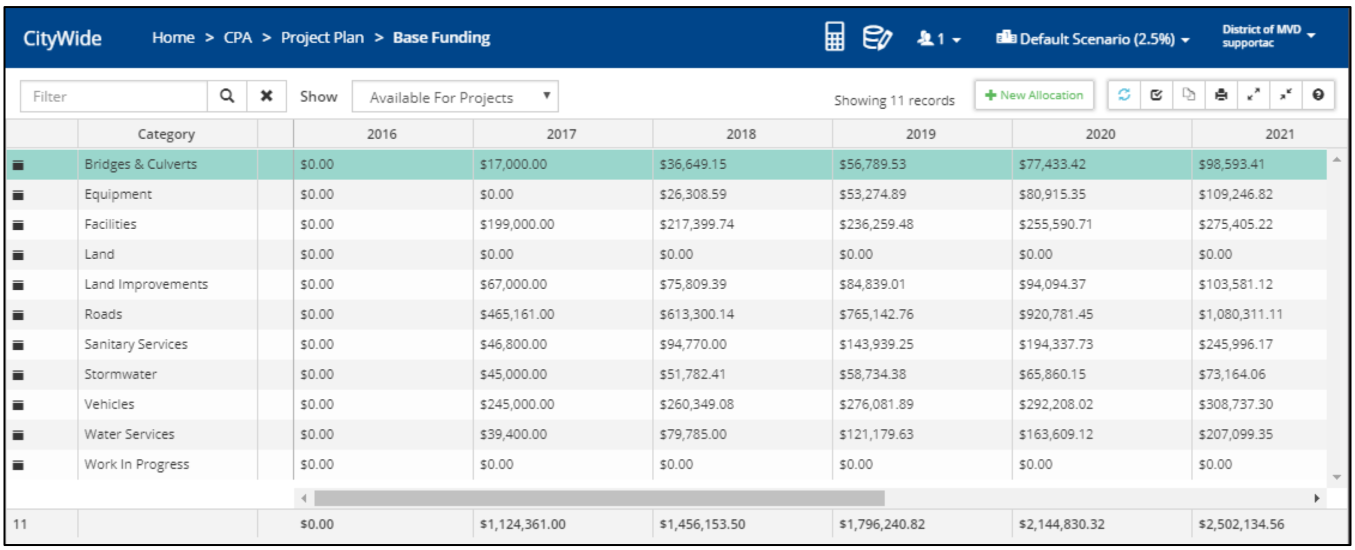




The Project Plan is the distribution of project costs and funding. In this section of the application, you can create projects using activities imported from your Asset Manager database. Projected costs and funding sources are then assigned to projects.

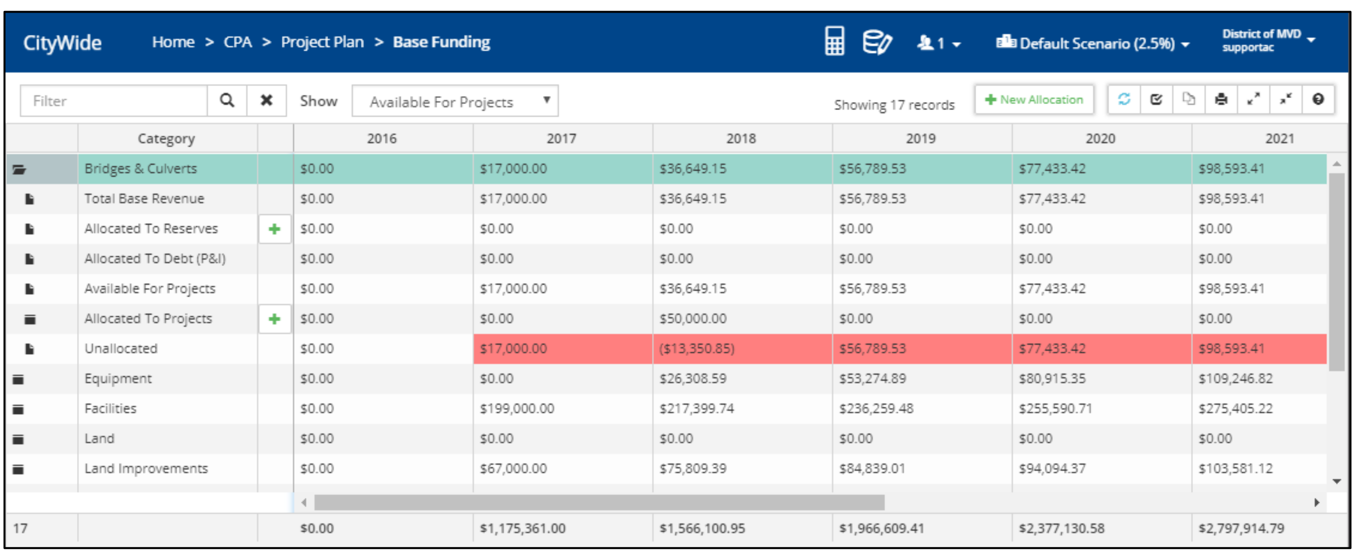
Base Funding





Category	2016	2017	2018	2019	2020	2021
Bridges & Culverts	$0.00	$17,000.00	$36,649.15	$56,789.53	$77,433.42	$98,593.41
Equipment	$0.00	$0.00	$26,308.59	$53,274.89	$80,915.35	$109,246.82
Facilities	$0.00	$199,000.00	$217,399.74	$236,259.48	$255,590.71	$275,405.22
Land	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Land Improvements	$0.00	$67,000.00	$75,809.39	$84,839.01	$94,094.37	$103,581.12
Roads	$0.00	$465,161.00	$613,300.14	$765,142.76	$920,781.45	$1,080,311.11
Sanitary Services	$0.00	$46,800.00	$94,770.00	$143,939.25	$194,337.73	$245,996.17
Stormwater	$0.00	$45,000.00	$51,782.41	$58,734.38	$65,860.15	$73,164.06
Vehicles	$0.00	$245,000.00	$260,349.08	$276,081.89	$292,208.02	$308,737.30
Water Services	$0.00	$39,400.00	$79,785.00	$121,179.63	$163,609.12	$207,099.35
Work In Progress	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
11	$0.00	$1,124,361.00	$1,456,153.50	$1,796,240.82	$2,144,830.32	$2,502,134.56

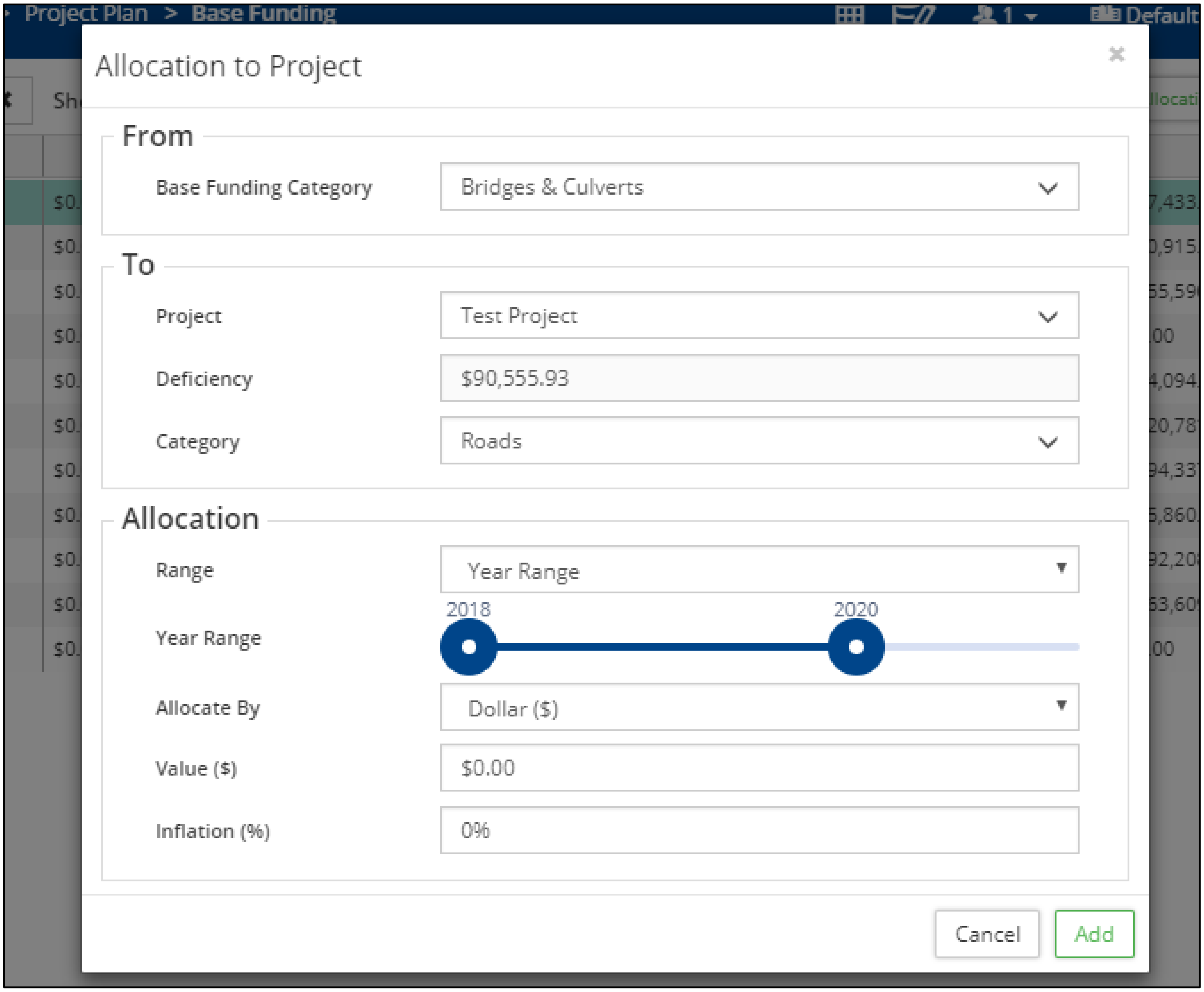
Base Funding pulls the sustainable funding sources funding from the **Sources** section of CPA in **Financial Strategy**. The view can be adjusted to show a different year range through **Customize Columns**.



Category	2016	2017	2018	2019	2020	2021
Bridges & Culverts	$0.00	$17,000.00	$36,649.15	$56,789.53	$77,433.42	$98,593.41
Total Base Revenue	$0.00	$17,000.00	$36,649.15	$56,789.53	$77,433.42	$98,593.41
Allocated To Reserves	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Allocated To Debt (P&I)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Available For Projects	$0.00	$17,000.00	$36,649.15	$56,789.53	$77,433.42	$98,593.41
Allocated To Projects	$0.00	$0.00	$50,000.00	$0.00	$0.00	$0.00
Unallocated	$0.00	$17,000.00	($13,350.85)	$56,789.53	$77,433.42	$98,593.41
Equipment	$0.00	$0.00	$26,308.59	$53,274.89	$80,915.35	$109,246.82
Facilities	$0.00	$199,000.00	$217,399.74	$236,259.48	$255,590.71	$275,405.22
Land	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Land Improvements	$0.00	$67,000.00	$75,809.39	$84,839.01	$94,094.37	$103,581.12
17	$0.00	$1,175,361.00	$1,566,100.95	$1,966,609.41	$2,377,130.58	$2,797,914.79

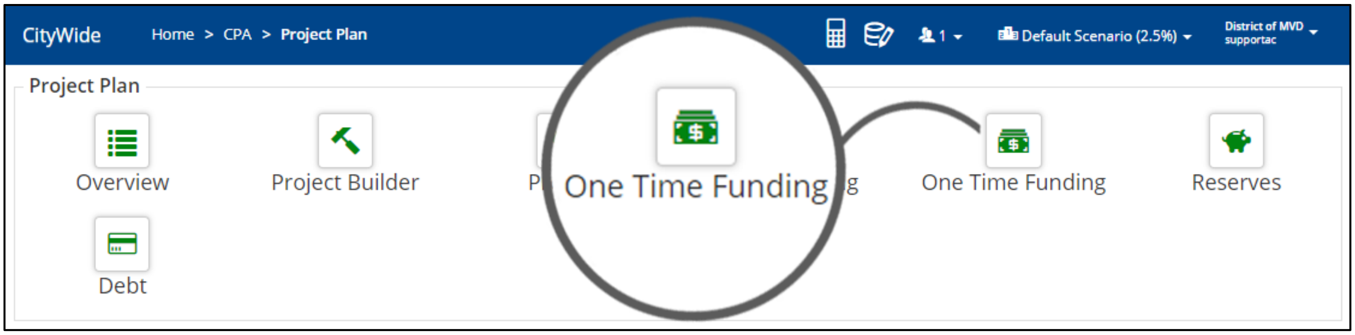
Expanding the categories shows how base funding has been allocated in each reporting year.

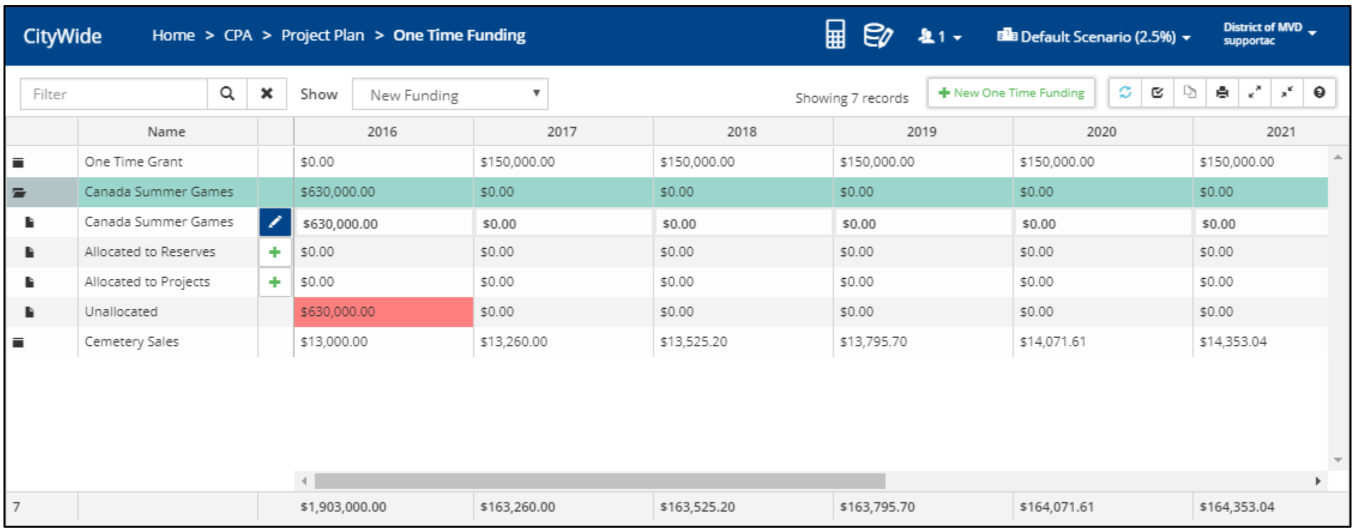
Allocate Base Funding to Projects:



1. Click on the **+ New Allocation** button or the **+** button beside "*Allocated to Projects*" under the funding name.
2. Under *From,* choose the category from which you are allocating funding.
3. Under *To,* choose the project to which you are allocating funding, along with the appropriate category.
4. Under *Range,* choose either a Year Range or a Single Year for the allocation.
5. Under *Allocate By,* choose the method of Dollar ($) or Percent Deficiency (%).
6. Under *Value ($)*, input the value of the allocation and set an inflation (%) if applicable.

One Time Funding

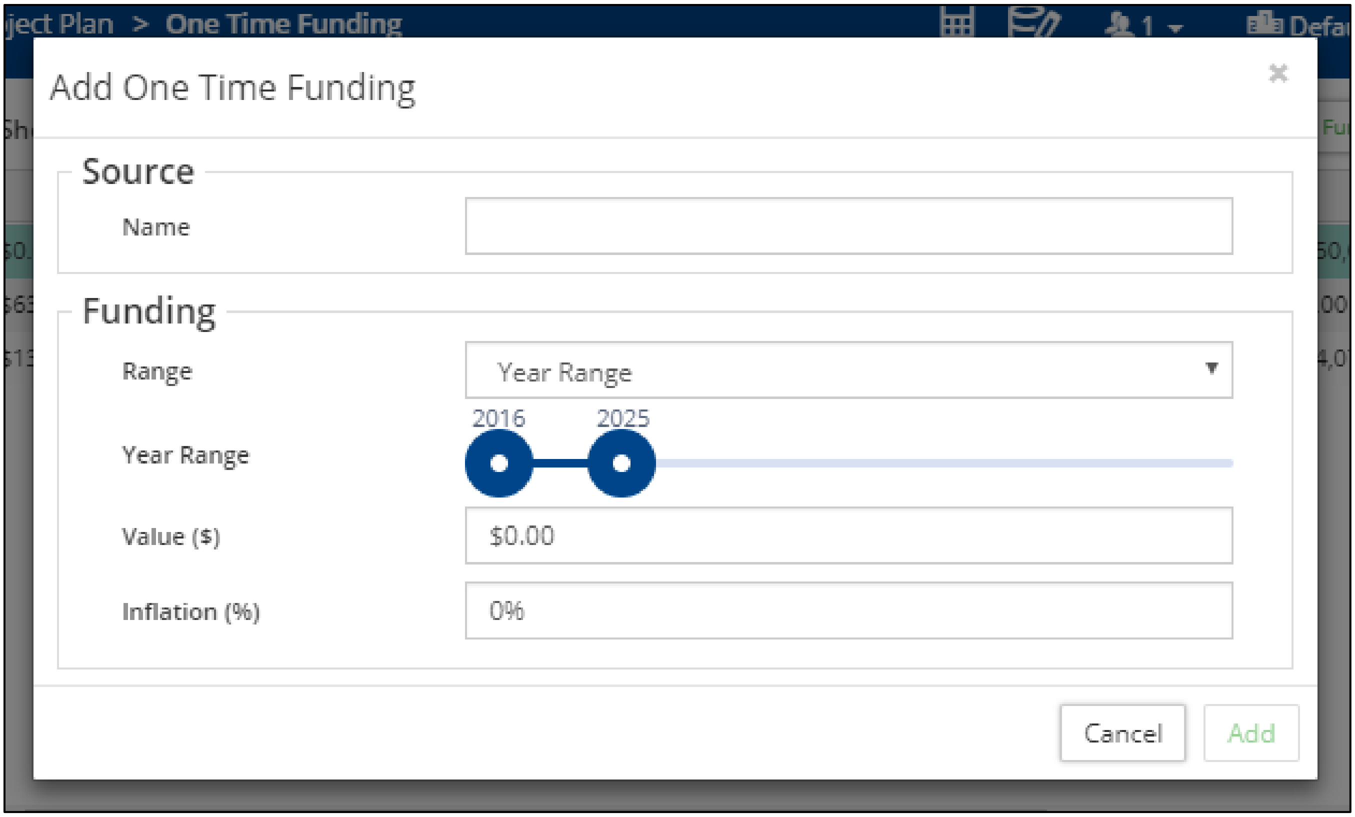




	Name		2016	2017	2018	2019	2020	2021
	One Time Grant		$0.00	$150,000.00	$150,000.00	$150,000.00	$150,000.00	$150,000.00
	Canada Summer Games		$630,000.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Canada Summer Games		$630,000.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Allocated to Reserves		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Allocated to Projects		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Unallocated		$630,000.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Cemetery Sales		$13,000.00	$13,260.00	$13,525.20	$13,795.70	$14,071.61	$14,353.04
7			$1,903,000.00	$163,260.00	$163,525.20	$163,795.70	$164,071.61	$164,353.04

One Time Funding pulls short term funding, such as application-based grants, and allocates them to projects as they become available. Expanding each funding source shows how much is allocated to reserves or projects, and how much remains unallocated. The one-time funding inventory view can be adjusted to show a different range of years through the **Customize Columns** option.

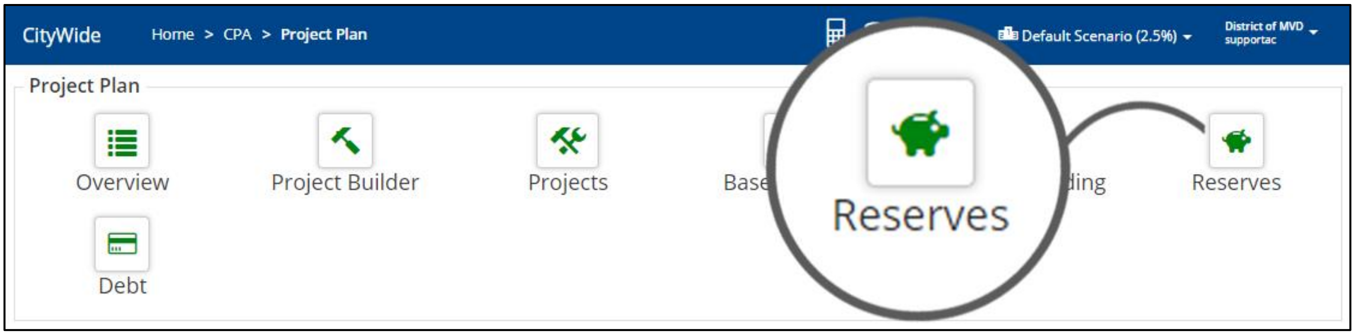
Add New One Time Funding Sources

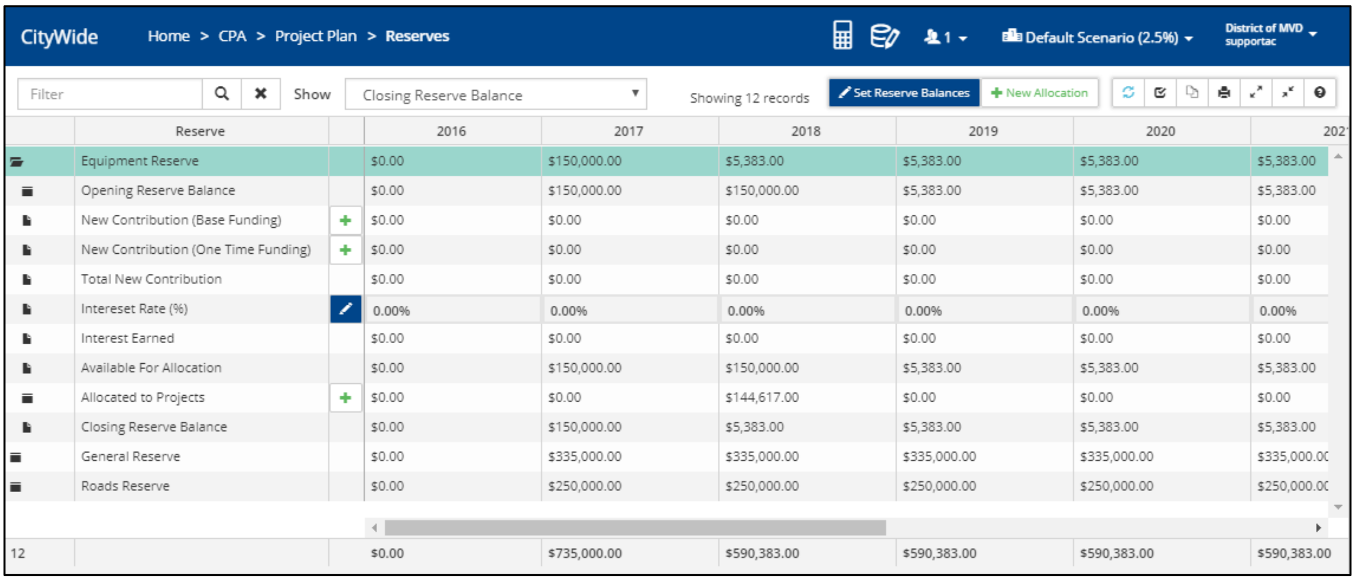


1. Click on the **+ New One Time Funding** button or the **+** button beside "*Allocated to Projects*" under the funding name.
2. Type in a name for your funding.
3. Under *Range,* choose either a Year Range or a Single Year for the funding.
4. Under *Value ($)*, input the value of the allocation and set an inflation (%) if applicable.

To allocate One Time Funding to a project, follow the same steps as for Base Funding. Click here to see how.

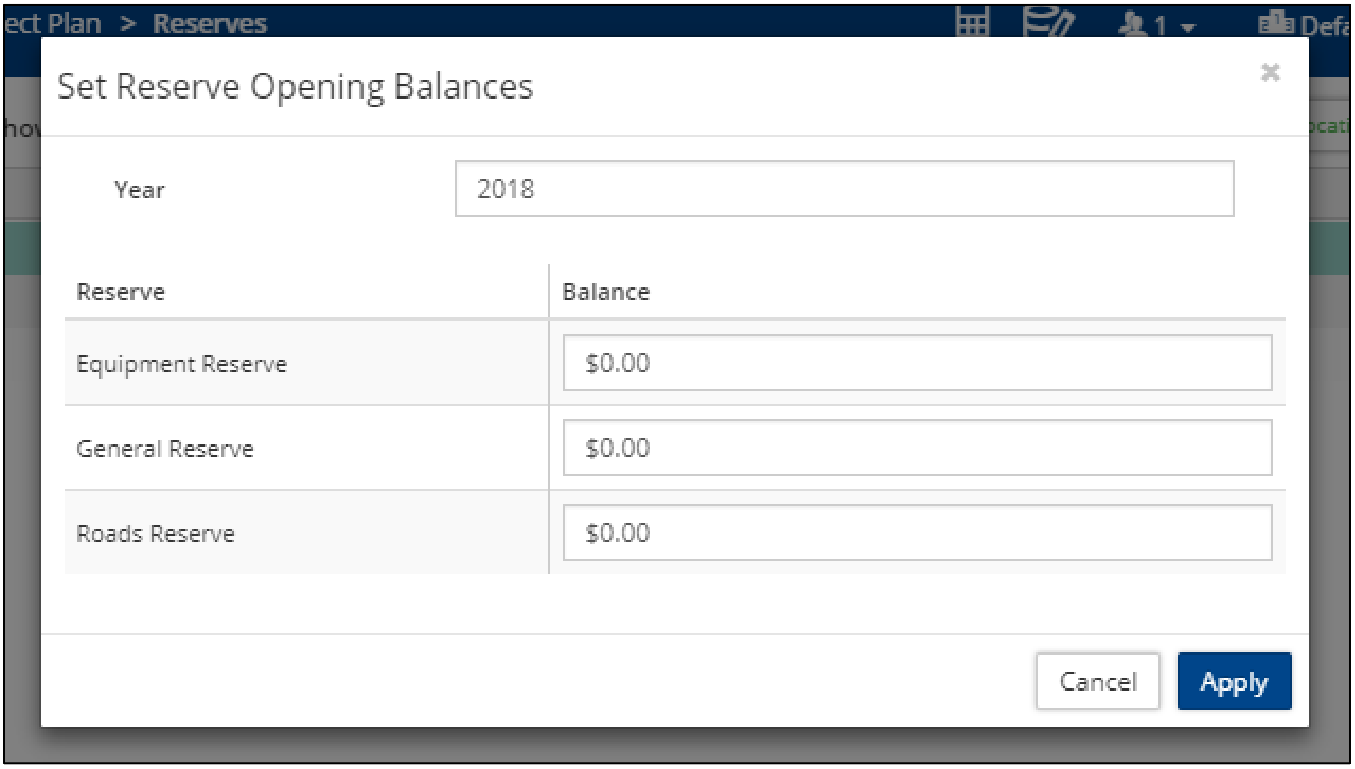
Reserves





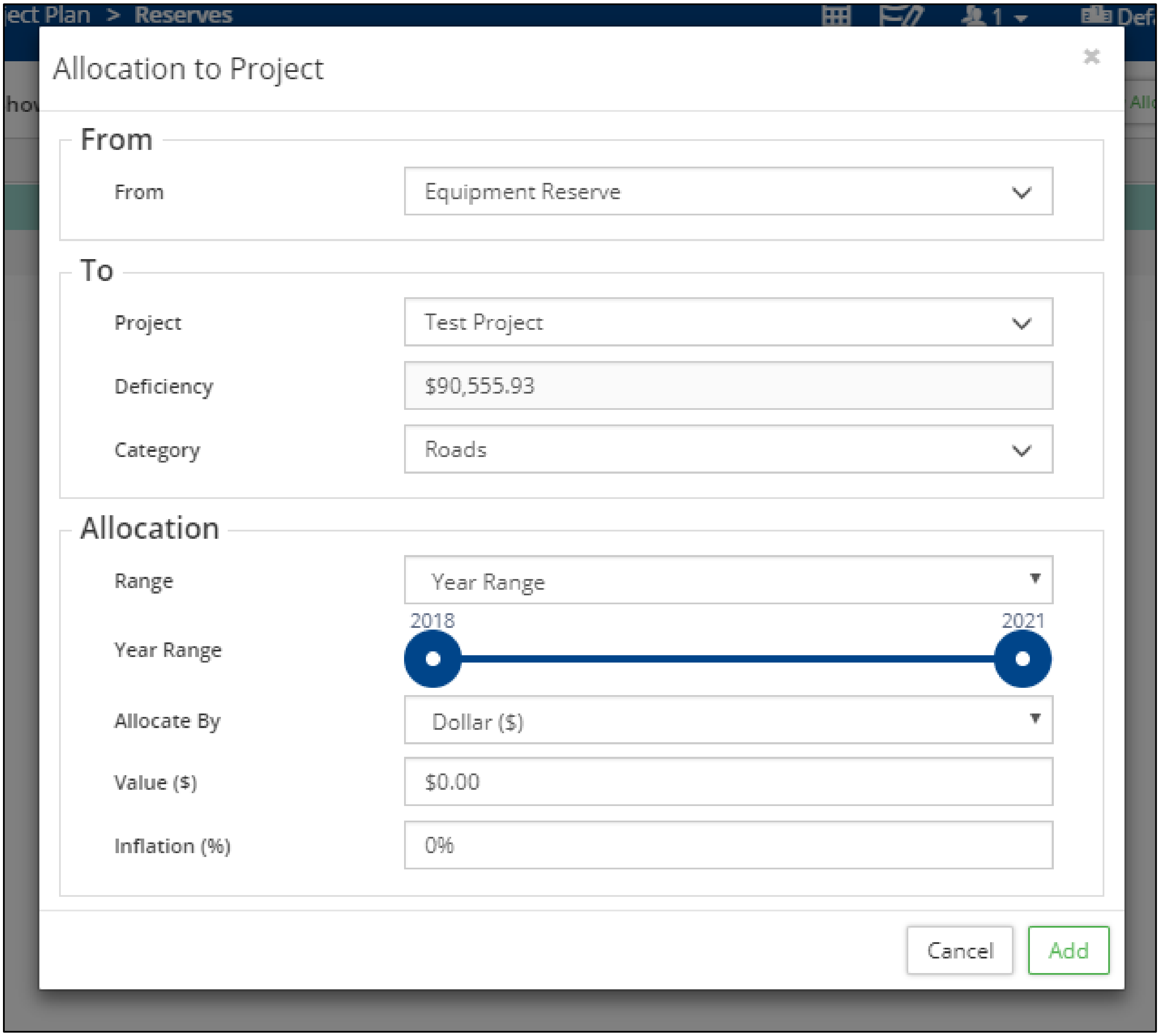
All reserve and reserve fund activities, including opening and closing balances, are updated and summarized in this section of CPA. The reserves inventory view can be adjusted to show a different range of years through the **Customize Columns** option.

Set Reserve Opening Balances



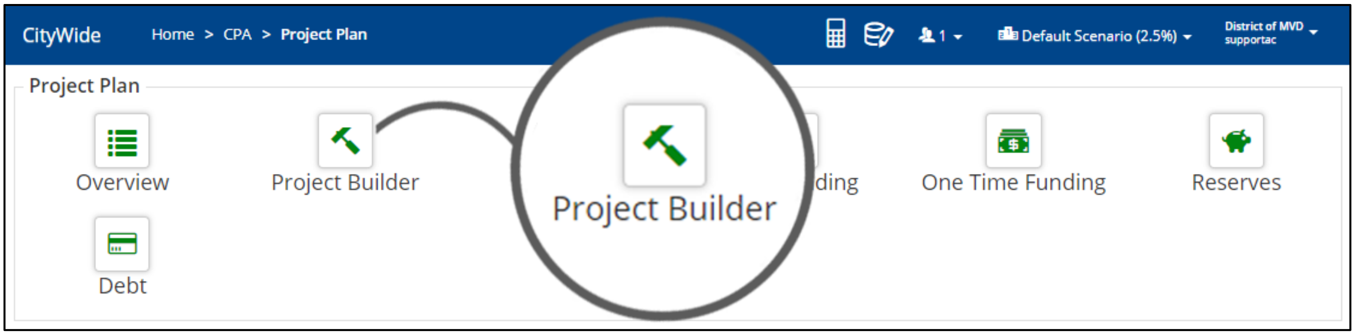
1. Click on the **Set Reserve Balances** button on the top right-hand corner.
2. Type in the year.
3. For each reserve, type in the opening balance for the selected year.

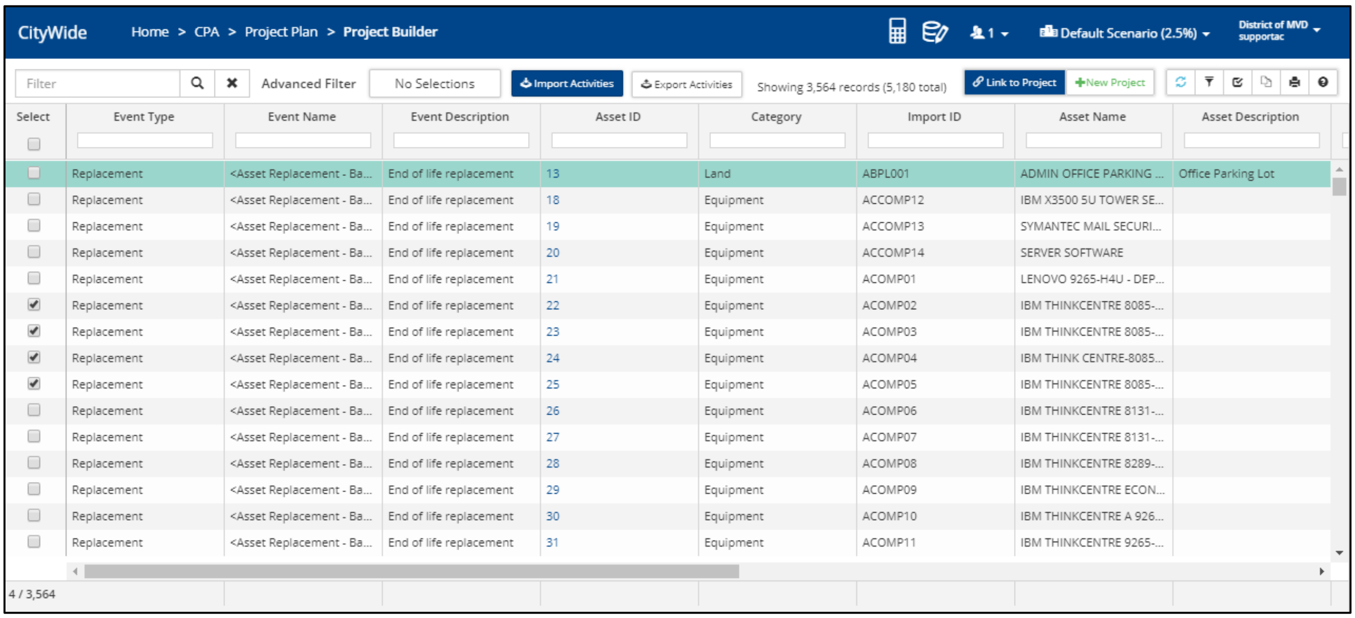
Allocate Reserves to Projects



1. Click on the **+ New Allocation** button or the **+** button beside "*Allocated to Projects*" under the funding name.
2. Under *From*, choose the Reserve name.
3. Under *To*, select the project name and the category. The deficiency amount will be populated automatically.
4. Under *Allocation*, select either a year range or a single year for the allocation, and the amount to allocate. You can choose to allocate by dollar amount or by percent deficiency and can set an inflation measure as well.

Project Builder

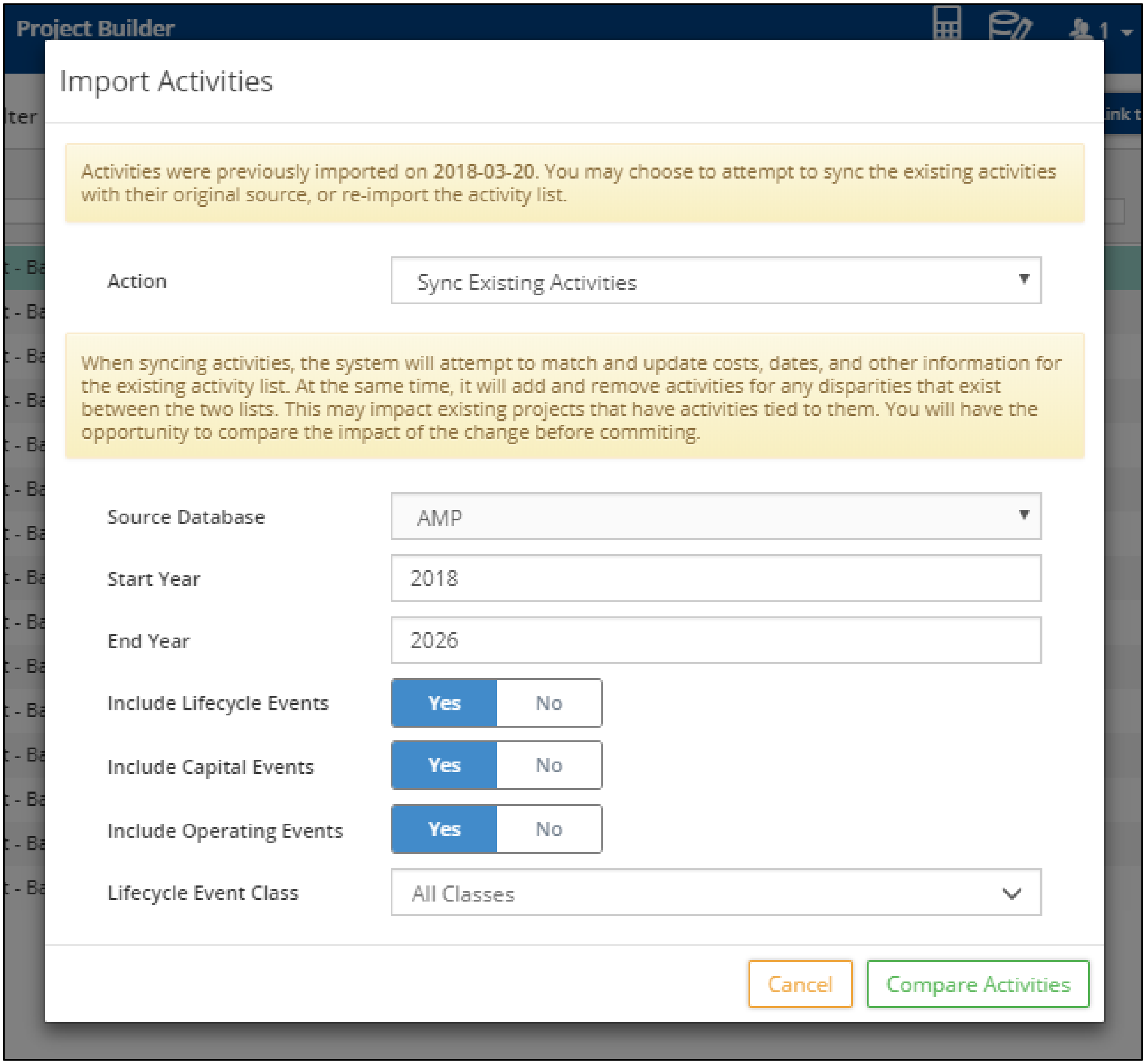




Asset replacement profiles, which are estimated using asset age and condition in CityWide Asset Manager (AM), can be imported in the Project Builder. Lifecycle Events built in AM can also be imported with lifecycle activities which can be attached to existing or new projects created in CityWide CPA.

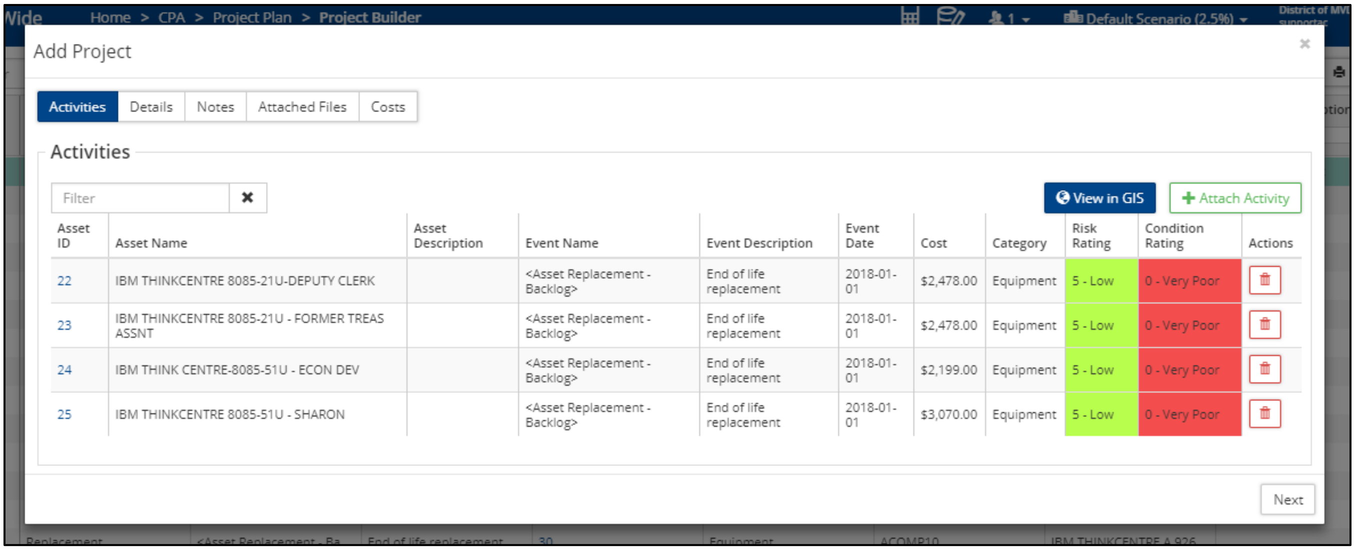
The activities inventory view can be adjusted to show a different range of years, categories, cost, condition and risk by using the **Advanced Filters** option. The inventory view can also be adjusted to show or hide any columns through the **Customize Columns** option.

Import Activities



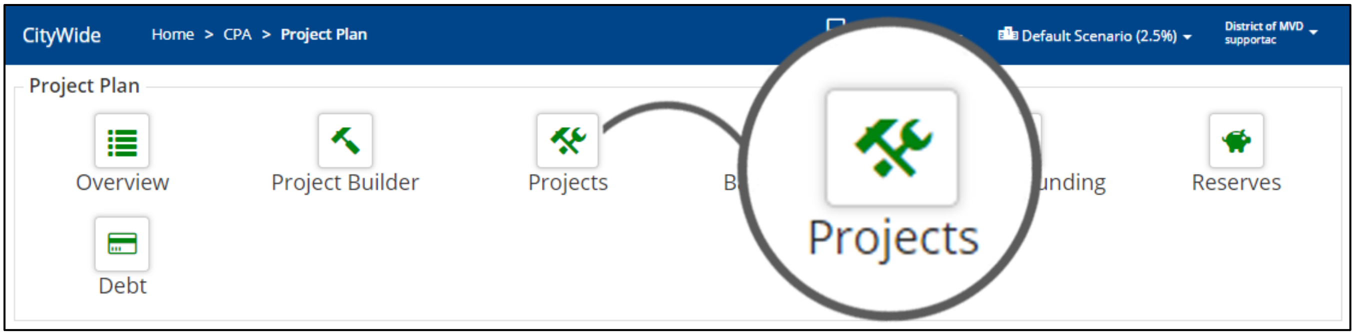
1. Click on the **Import Activities** button.
2. Under *Action*, choose to either sync existing activities with their original source, or to reset and re-import the activity list.
3. Next, choose the source database and the start and end years.
4. Choose whether to include Lifecycle Events. If yes, you will also need to choose if you want to include capital and/or operating events, and the lifecycle event classes to include.

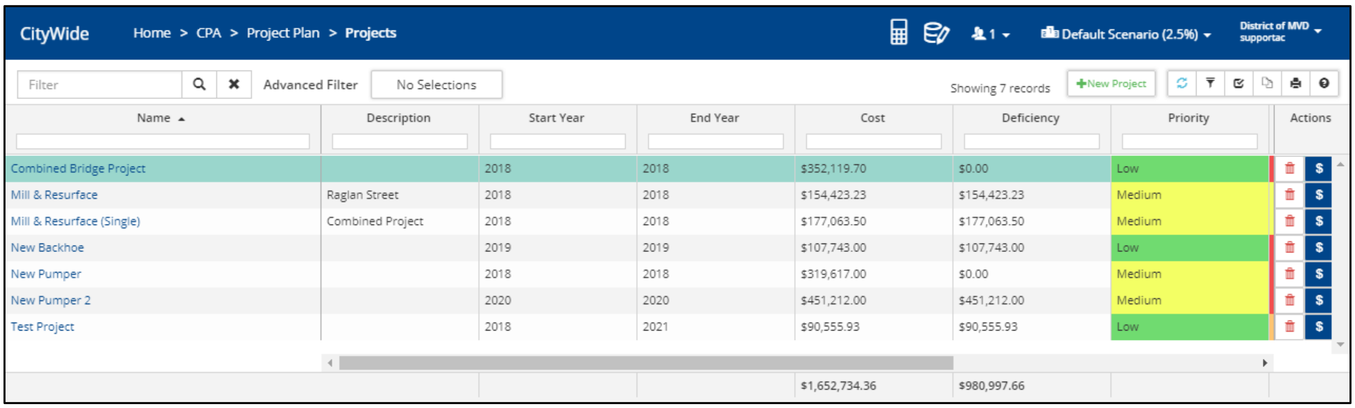
Add New Projects



1. Once you have selected the appropriate activities to include in your project on the Project Builder page, click on the **+ New Project** button.
2. Follow steps 2-6 outlined here.

Projects





Name	Description	Start Year	End Year	Cost	Deficiency	Priority	Actions
Combined Bridge Project		2018	2018	$352,119.70	$0.00	Low	$
Mill & Resurface	Raglan Street	2018	2018	$154,423.23	$154,423.23	Medium	$
Mill & Resurface (Single)	Combined Project	2018	2018	$177,063.50	$177,063.50	Medium	$
New Backhoe		2019	2019	$107,743.00	$107,743.00	Low	$
New Pumper		2018	2018	$319,617.00	$0.00	Medium	$
New Pumper 2		2020	2020	$451,212.00	$451,212.00	Medium	$
Test Project		2018	2021	$90,555.93	$90,555.93	Low	$
				$1,652,734.36	$980,997.66		

This section allows you to create new or edit existing projects.

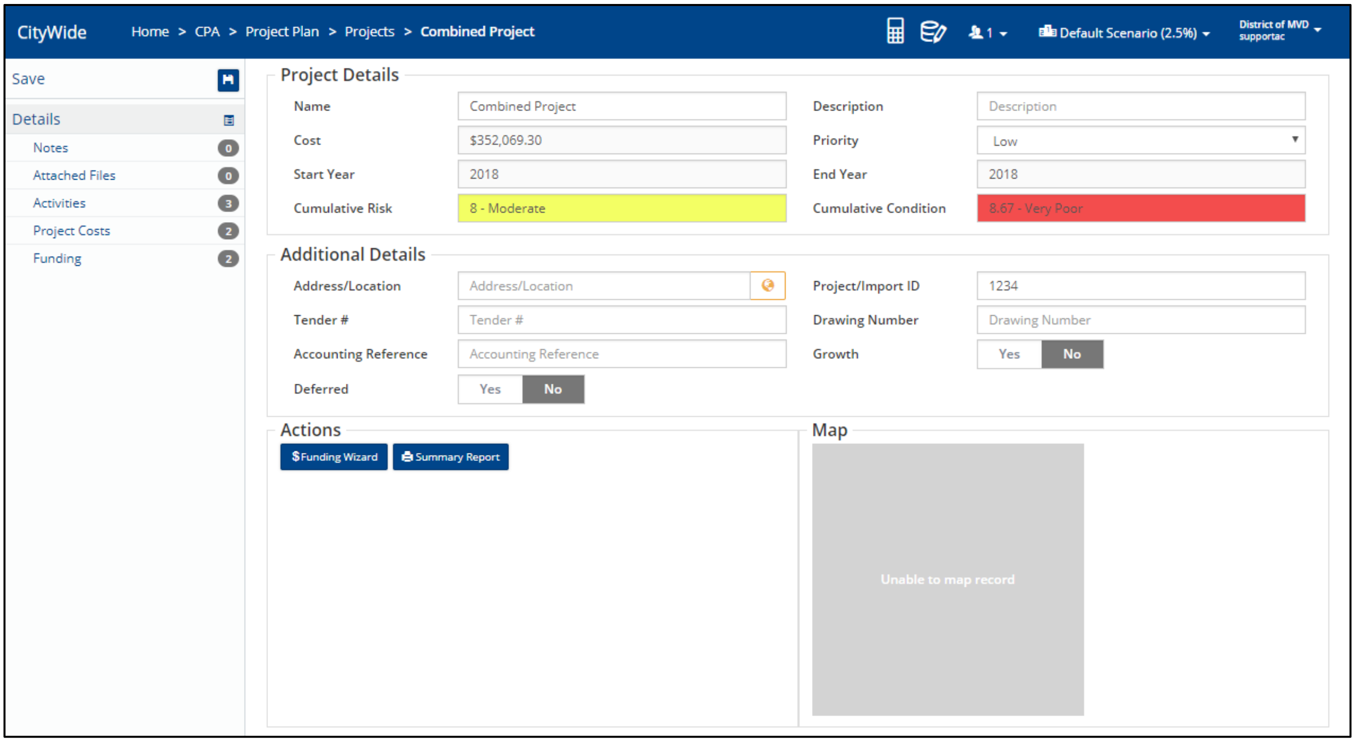
The projects inventory view can be adjusted to show a different range of years, categories, cost, condition and risk by using the **Advanced Filters** option. Inventory columns can also be adjusted to show project details and funding through the **Customize Columns** option.

A summary of projects costs, deficiencies, and average condition and risk is shown at the bottom of the screen based on the Advanced Filters selected.

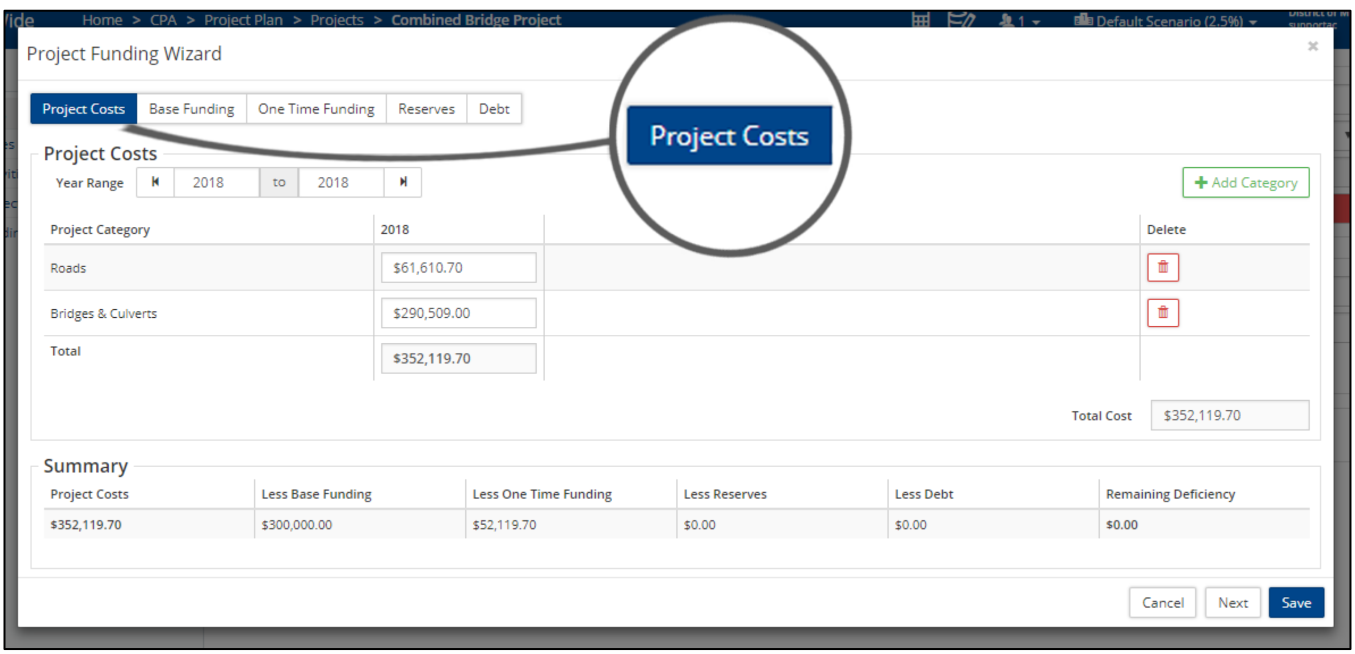
Create Projects

1. Click on **+ New Project** button.
2. Click on **+ Attach Activity** button and select all activities applicable to the project. After activities are selected click on **Attach** button. If there are no activities, you may move on to Step 3 below.
3. After activities are attached click on **Next** button to enter Project Details and Additional Details. Click here to learn more about activities.
4. Enter the Year Range of project costs that will be incurred.
5. Click on **+ Add Category** button and select from the list of categories applicable to the project. Click on **Add** button. Repeat Step 5 for each category that the project costs will be reported under.
6. Allocate project cost by category and year.

Fund and Edit Projects



There are multiple areas within the application where funding can be allocated to projects. One method is to assign funding through the **$ Funding Wizard** button directly in the project after it has been created.



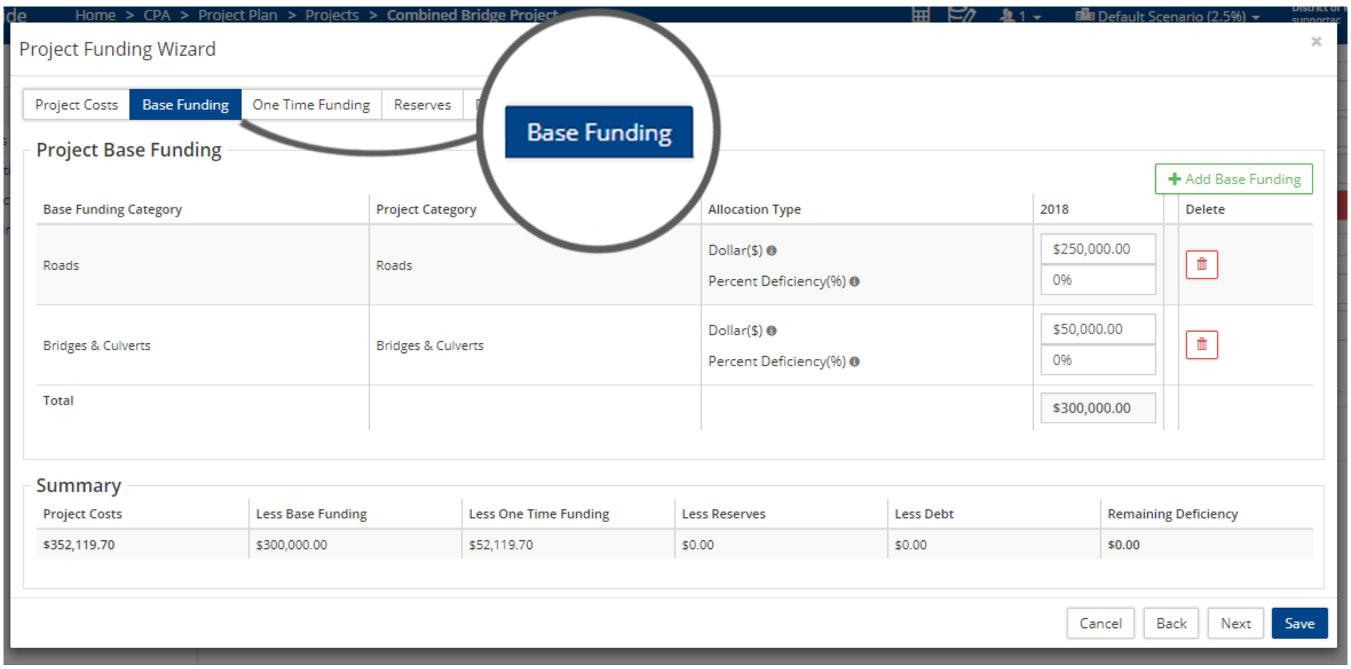
Project costs can also be updated through the **$ Funding Wizard** button once a project has been created. You may change the Year Range, add or remove a Category, and Total Cost by category.

There are four different fund types from which you can withdraw to fund a project: base funding, one-time funding, reserves, and debt. Click here to learn more about all fund types available in the application.

All fund types must be created and available before you can assign them to a project. The total cost of a project can be funded using either one fund type, or a combination of fund types.

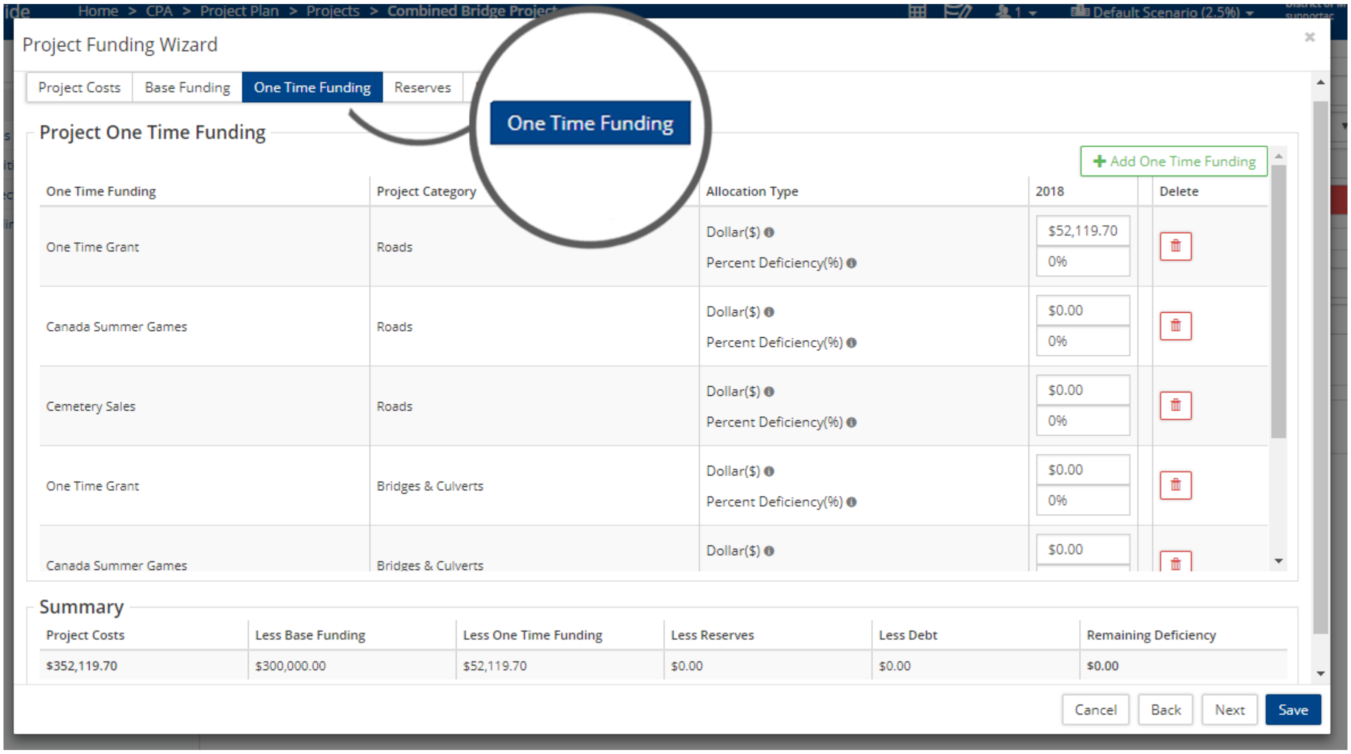
A running summary of project costs, funding allocated, and total deficiency is presented at the bottom of each tab under the **Project Funding Wizard** view.

Fund Projects Using Base Funding



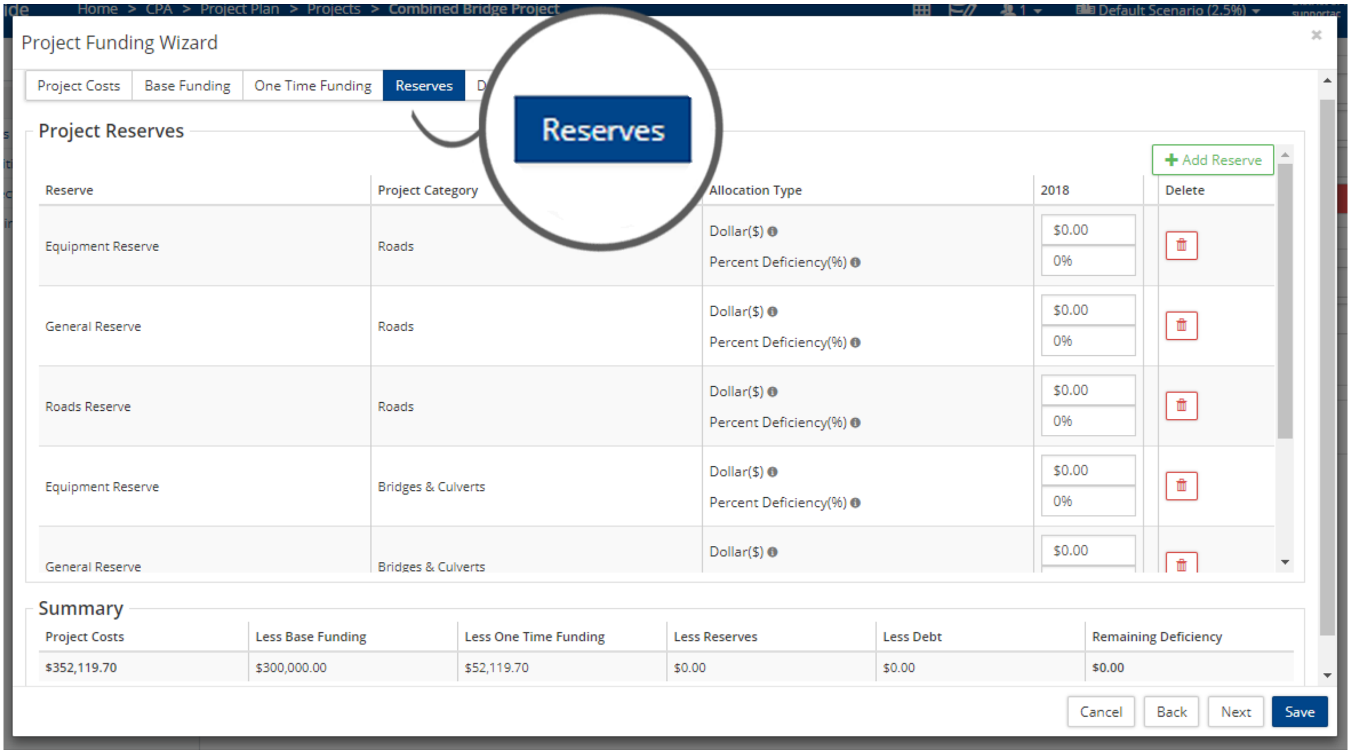
1. Click on the **Base Funding** tab.
2. Click on the **+ Add Base Funding** button. Select the **Source Category** and **Project Category**. Then click on the **Add** button.
3. Repeat step 2 for every funding source that will be used to fund project costs.
4. Assign funding from the funding source to project category. There are two methods that can be used to assign funds:
    a. Dollar Value ($) Method
    b. Percent Deficiency (%) Method
5. When all funding has been allocated click on the **Save** button.

Fund Projects Using One Time Funding



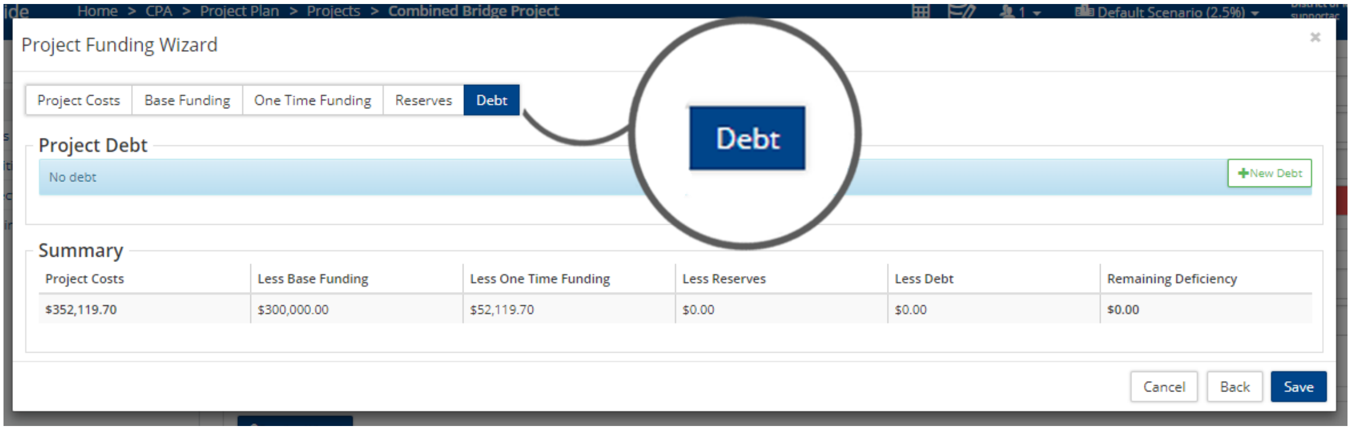
1. Click on the **One Time Funding** tab.
2. Click on the **+ Add One Time Funding** button. Select **One Time Funding** and **Project Category**. Then click on the **Add** button.
3. Repeat step 2 for every funding source that will be used to fund project costs.
4. Assign funding from the funding source to project category. There are two methods that can be used to assign funds:
   a. Dollar Value ($) Method
   b. Percent Deficiency (%) Method
5. When all funding has been allocated click on the **Save** button.

Fund Projects Using Reserves



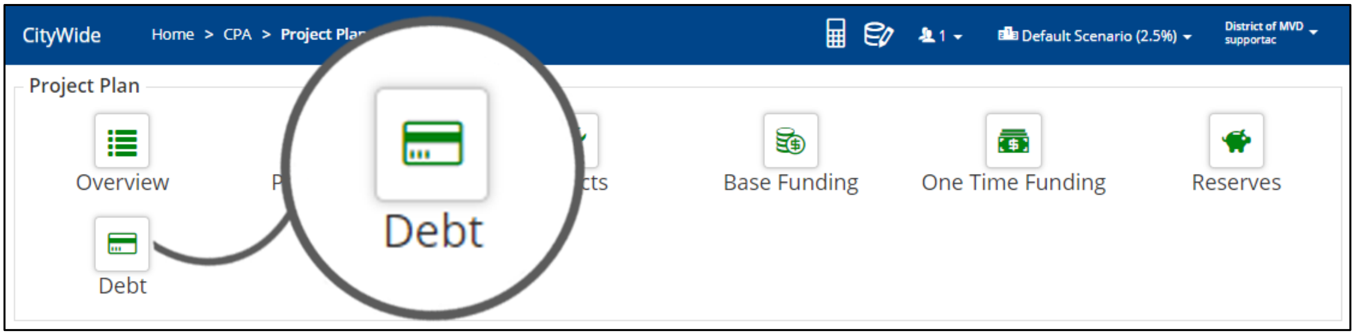
1. Click on the **Reserves** tab.
2. Click on the **+ Add Reserve** button. Select **Reserve** and **Project Category**. Then click on the **Add** button.
3. Repeat step 2 for every reserve/reserve fund that will be used to fund project costs.
4. Assign funding from reserve/reserve fund to project category. There are two methods that can be used to assign reserve funds:
    a. Dollar Value ($) Method
    b. Percent Deficiency (%) Method
5. When all funding has been allocated click on the **Save** button.

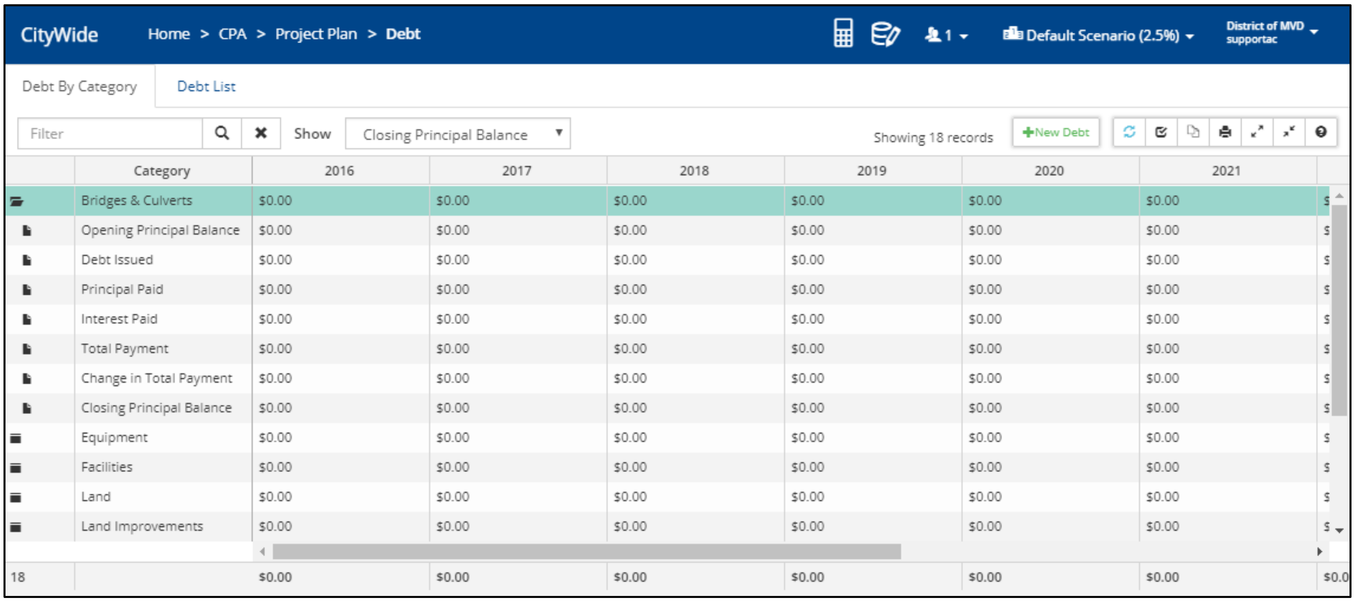
Fund Projects Using Debt



1. Click on the **Debt** tab.
2. Click on the **+ New Debt** button. **Select Provider** and **Project Category**. Populated **Year Issued** and **Year to Start P&I** payment fields. Select debt allocation method through **Allocated By** option. Populate **Debt Issued/Percent**, **Cost of Capital**, **Terms (Years)** fields. Then click on the **Add** button.
3. Repeat step 2 for every debenture issued to fund project costs.
4. Assign funding from debt to project category. There are two methods that can be used to assign issued debt:
    a. Dollar Value ($) Method
    b. Percent Deficiency (%) Method
5. When all issued debt has been allocated click on the **Save** button.

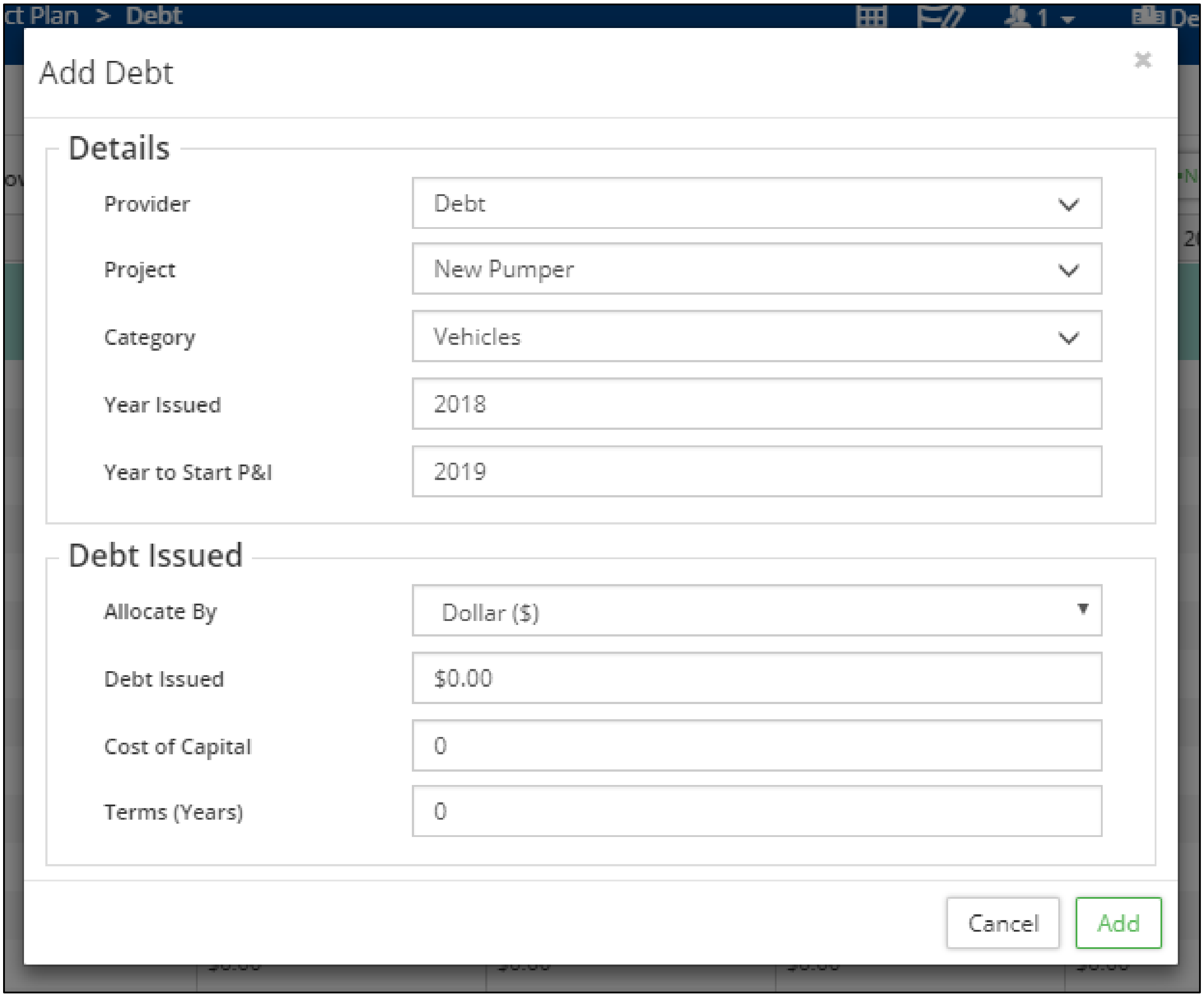
Debt





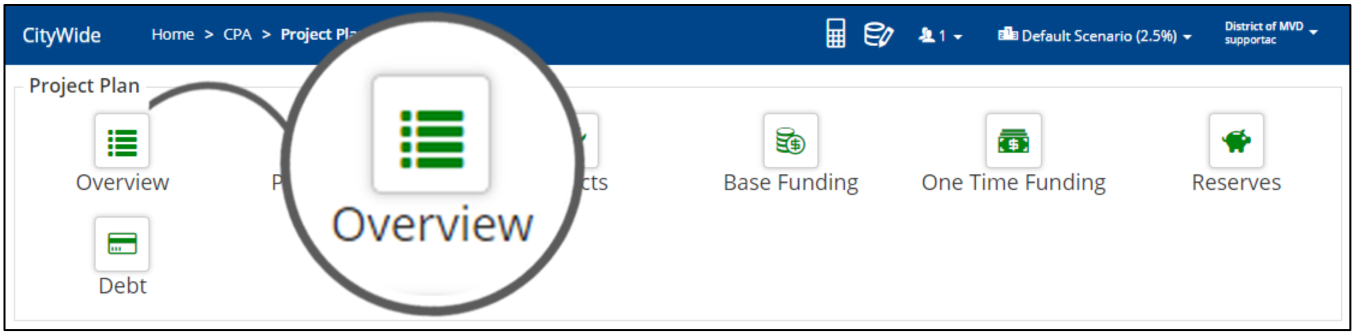
This section allows you to create new debentures and attach them to a project for funding. By default, debenture schedules are summarized by category. To view the debt list by provider, click on **Debt List.** The debt inventory view can be adjusted to show a different range of years through the **Customize Columns** option.

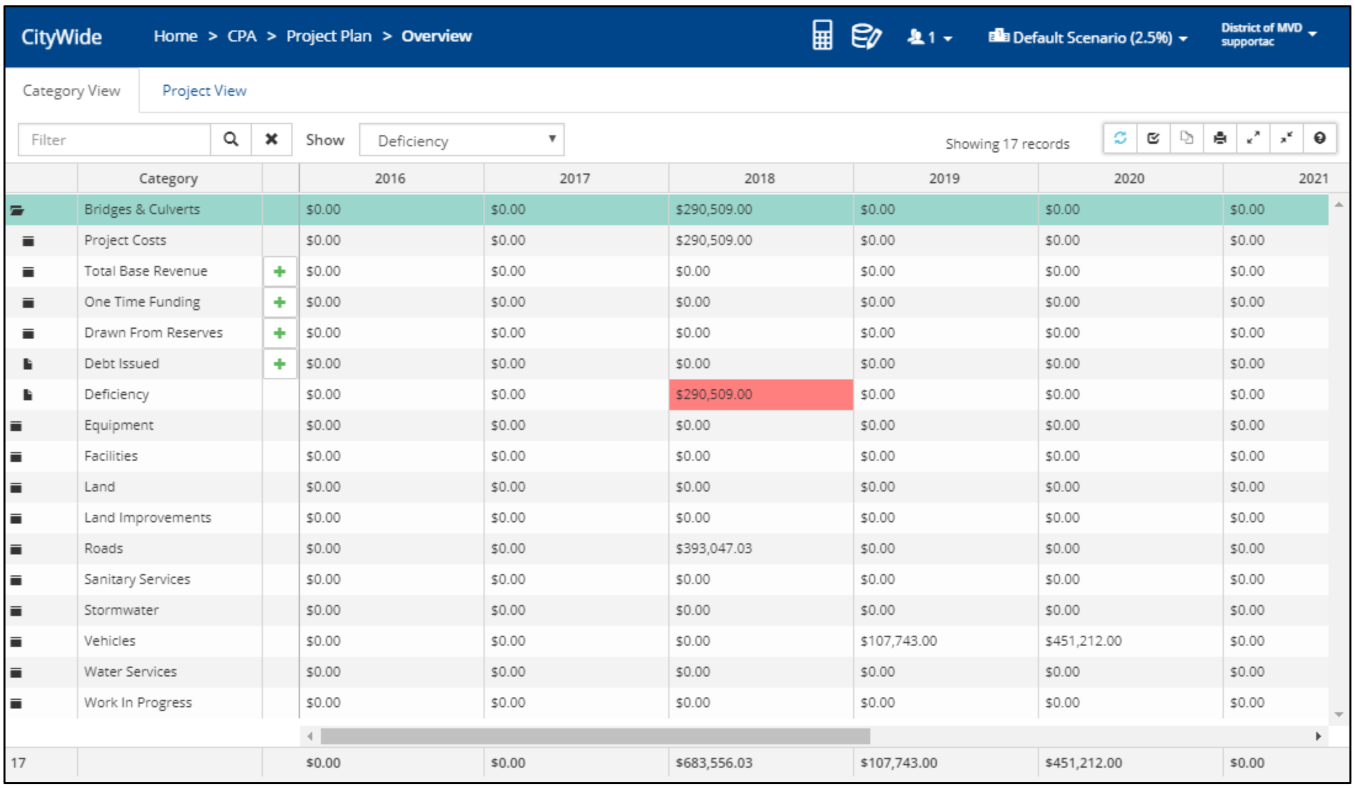
Add New Debentures



1. Click on the **+ New Debt** button.
2. Select *Provider, Project*, and *Project Category*.
3. Populate *Year Issued* and *Year to Start P&I* fields.
4. Under *Allocated By,* select debt allocation method.
5. Populate the *Debt Issued/Percent, Cost of Capital,* and the *Terms (Years)* fields.
6. Click the **Add** button when finished.

Overview

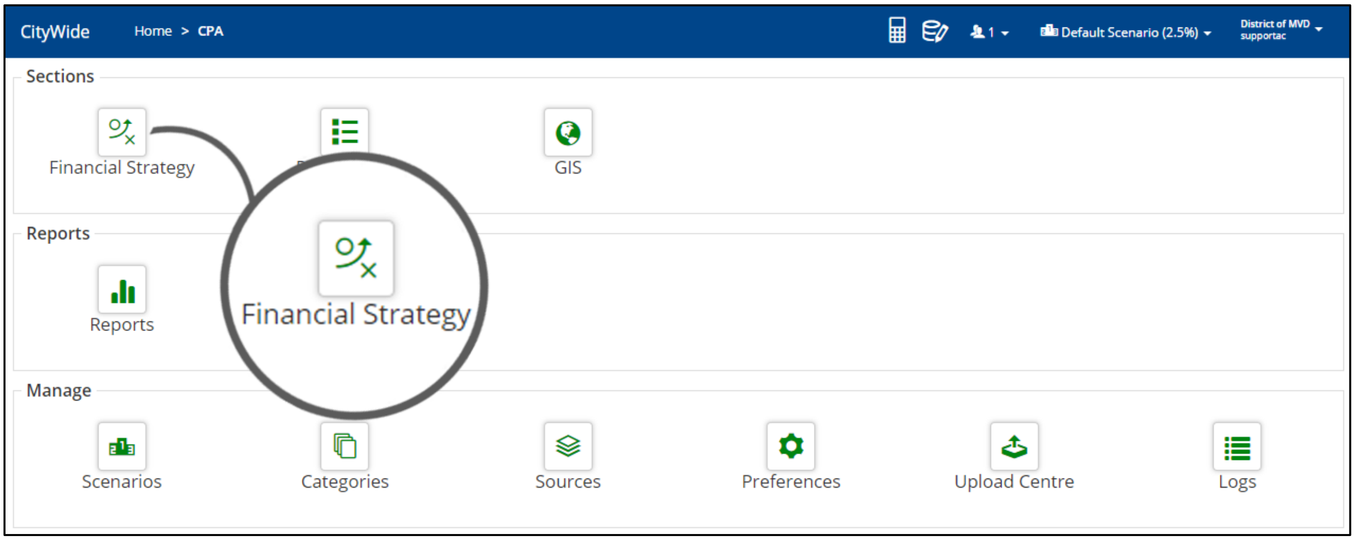


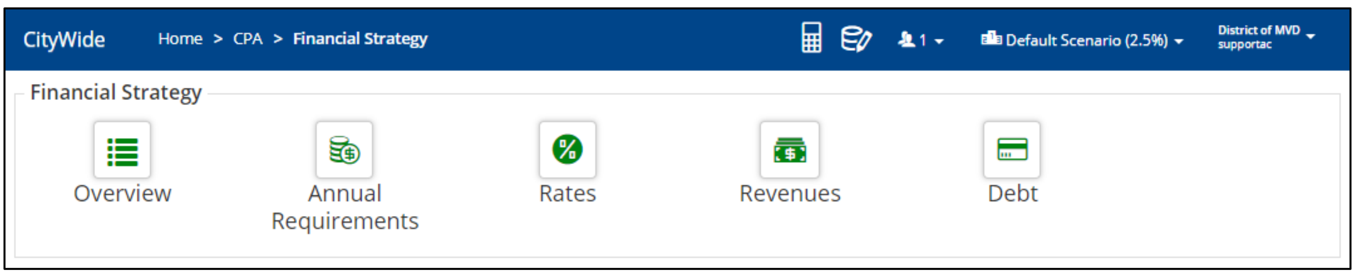


Category	2016	2017	2018	2019	2020	2021
Bridges & Culverts	$0.00	$0.00	$290,509.00	$0.00	$0.00	$0.00
Project Costs	$0.00	$0.00	$290,509.00	$0.00	$0.00	$0.00
Total Base Revenue	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
One Time Funding	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Drawn From Reserves	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Debt Issued	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Deficiency	$0.00	$0.00	$290,509.00	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Facilities	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Land	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Land Improvements	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Roads	$0.00	$0.00	$393,047.03	$0.00	$0.00	$0.00
Sanitary Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Stormwater	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Vehicles	$0.00	$0.00	$0.00	$107,743.00	$451,212.00	$0.00
Water Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Work In Progress	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
17	$0.00	$0.00	$683,556.03	$107,743.00	$451,212.00	$0.00

This section shows a summary of project funding, including total projects, funding available, and funding deficiencies. By default, the projects are summarized by category. To view the list by project, click on **Project View.** The projects inventory view can be adjusted to show a different range of years through the **Customize Columns** option.

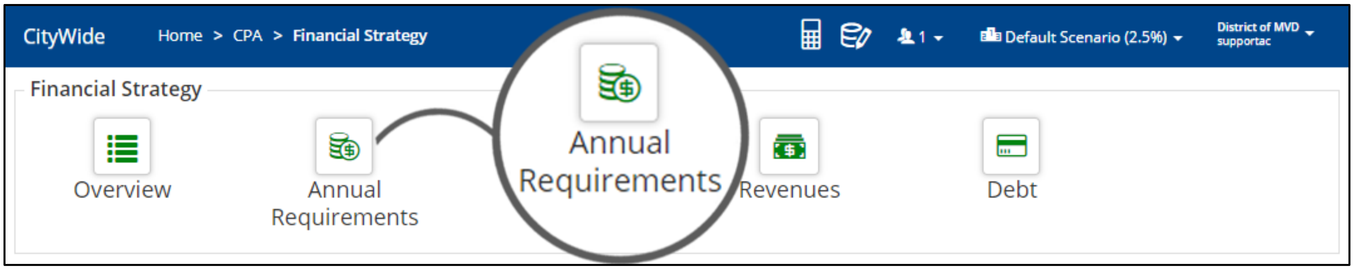
Financial Strategy

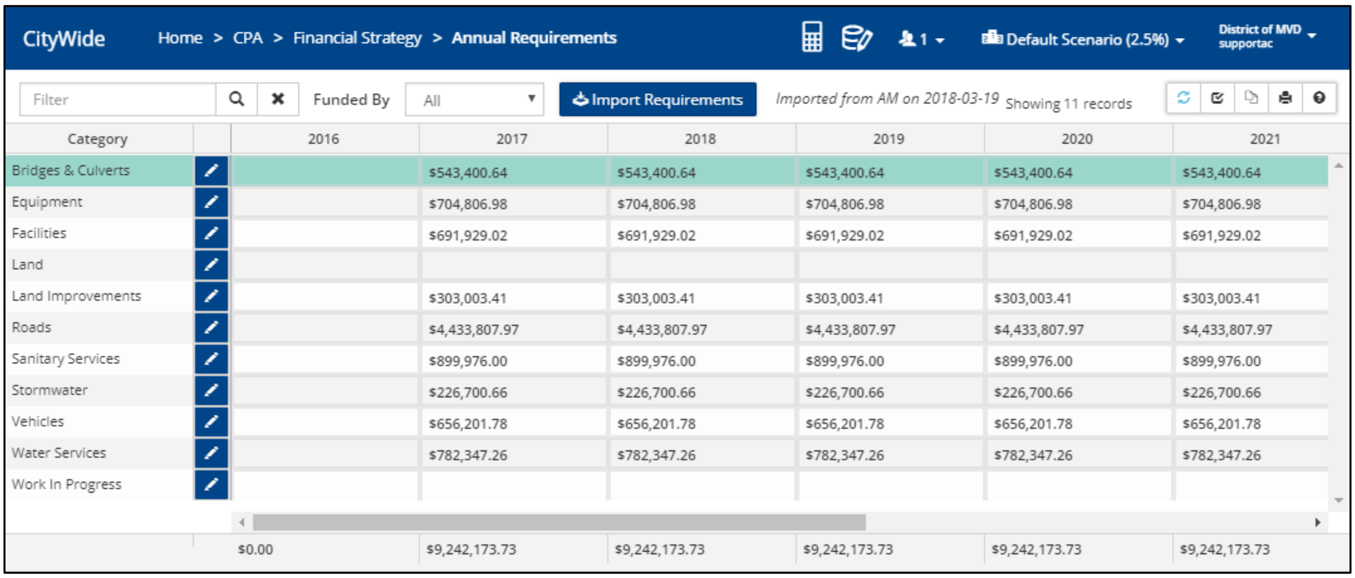




The Financial Strategy houses information relating to annual requirements, rates, revenues, and debenture schedules. These can all be created and adjusted in this section.

Annual Requirements

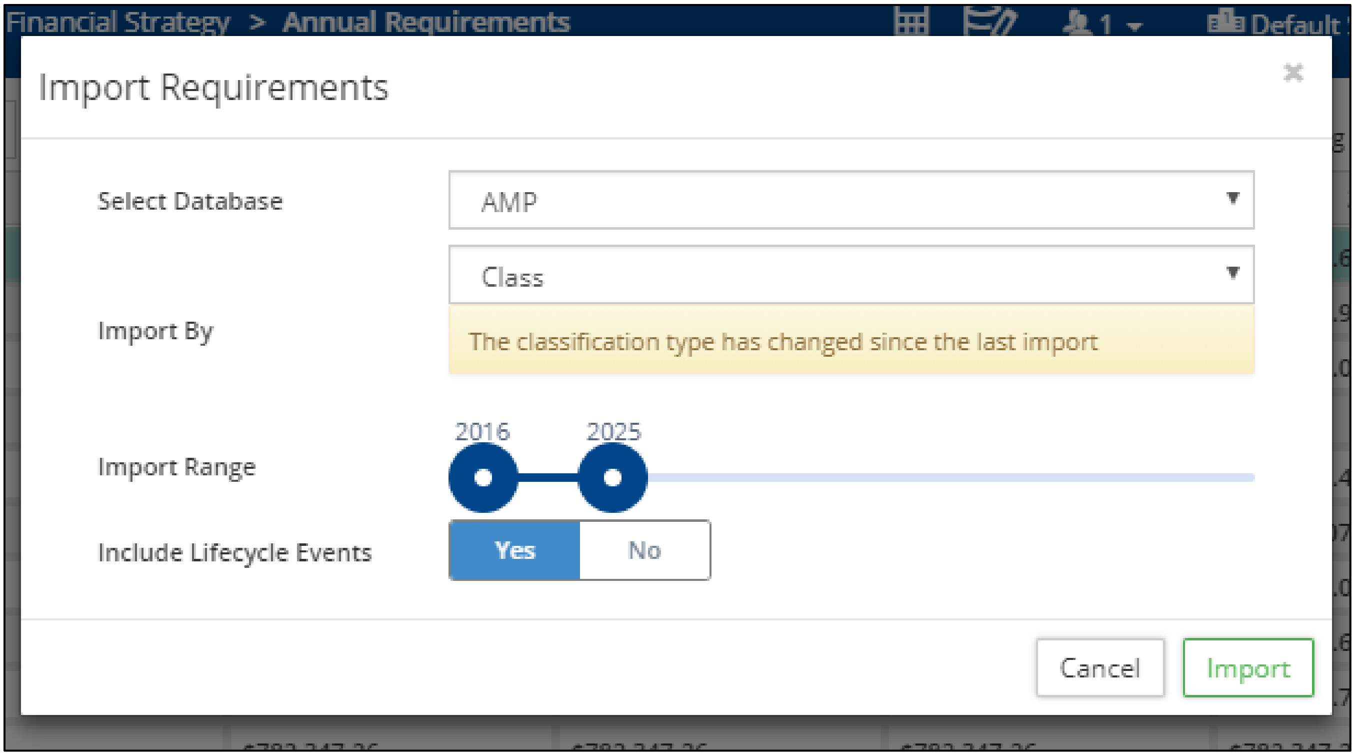




Category	2016	2017	2018	2019	2020	2021
Bridges & Culverts		$543,400.64	$543,400.64	$543,400.64	$543,400.64	$543,400.64
Equipment		$704,806.98	$704,806.98	$704,806.98	$704,806.98	$704,806.98
Facilities		$691,929.02	$691,929.02	$691,929.02	$691,929.02	$691,929.02
Land						
Land Improvements		$303,003.41	$303,003.41	$303,003.41	$303,003.41	$303,003.41
Roads		$4,433,807.97	$4,433,807.97	$4,433,807.97	$4,433,807.97	$4,433,807.97
Sanitary Services		$899,976.00	$899,976.00	$899,976.00	$899,976.00	$899,976.00
Stormwater		$226,700.66	$226,700.66	$226,700.66	$226,700.66	$226,700.66
Vehicles		$656,201.78	$656,201.78	$656,201.78	$656,201.78	$656,201.78
Water Services		$782,347.26	$782,347.26	$782,347.26	$782,347.26	$782,347.26
Work In Progress						
	$0.00	$9,242,173.73	$9,242,173.73	$9,242,173.73	$9,242,173.73	$9,242,173.73

Annual requirements can be imported from CityWide Asset Manager or assigned to each capital asset category based on planning estimates. The annual requirements inventory view can be adjusted to show a different range of years through the **Customize Columns** option.

Import Annual Requirements



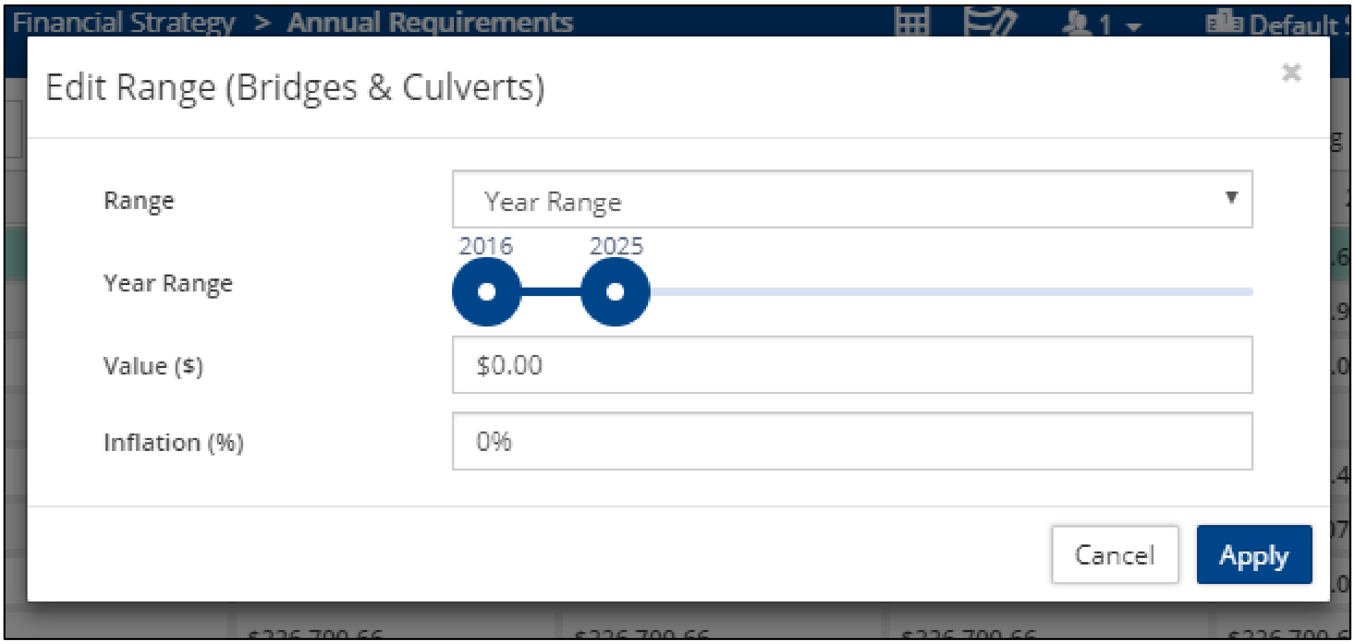
1. Click on the **Import Requirements** button.
2. Under *Select Database,* choose the Asset Manager database from which annual requirements data will be imported.
3. Select category classification through the *Import By* drop down.
4. Select range of years for which annual requirements will be imported into scenario through the *Import Range* scale.
5. Determine if lifecycle events are to be included in the annual requirements calculations.

Note: When selecting a database and category classification, ensure that the selection is the same as the **Categories** selection made in the **Manage** section of the application.

Custom Annual Requirements

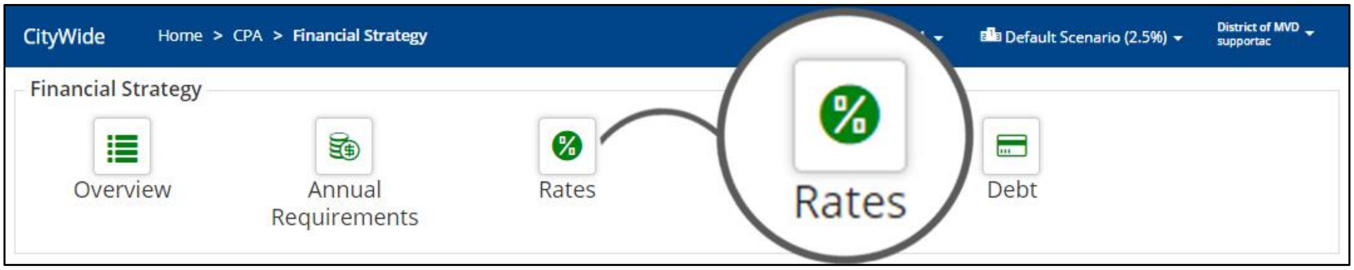
You can override imported annual requirements or input annual requirements based on custom calculations by double-clicking on the value on any given year.

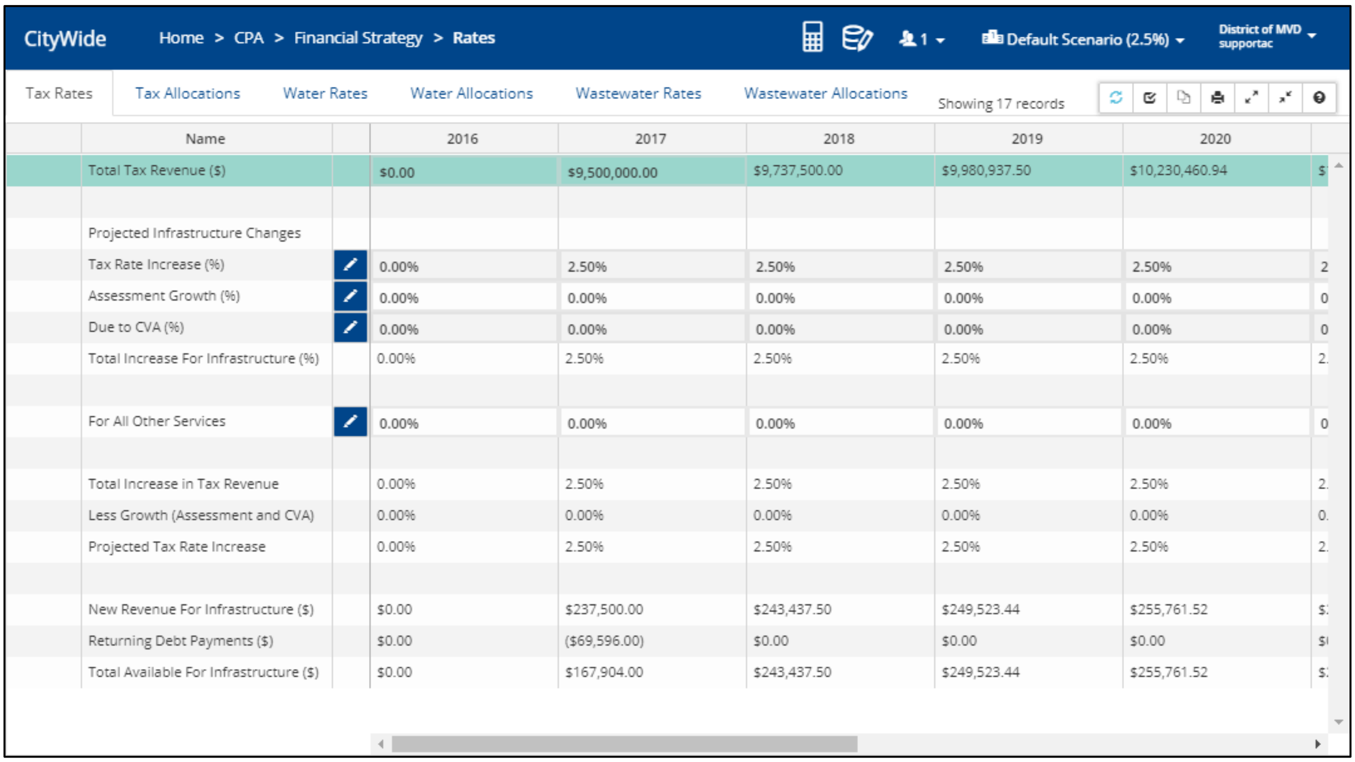
Annual requirements can also be inputted using the same value over a single or multi year plan or they can be inflated.



1. Click on the **Edit** button beside the category name.
2. Under *Year Range*, select a year range or a single year for which you are setting or overriding annual requirements into the scenario.
3. Set annual requirement value in the *Values ($)* field.
4. Set inflation rate if applicable in the *Inflation (%)* field.
5. Click on the **Apply** button.
6. Repeat step 1 through step 5 for each category and range of years you wish to set custom annual requirements.

Rates



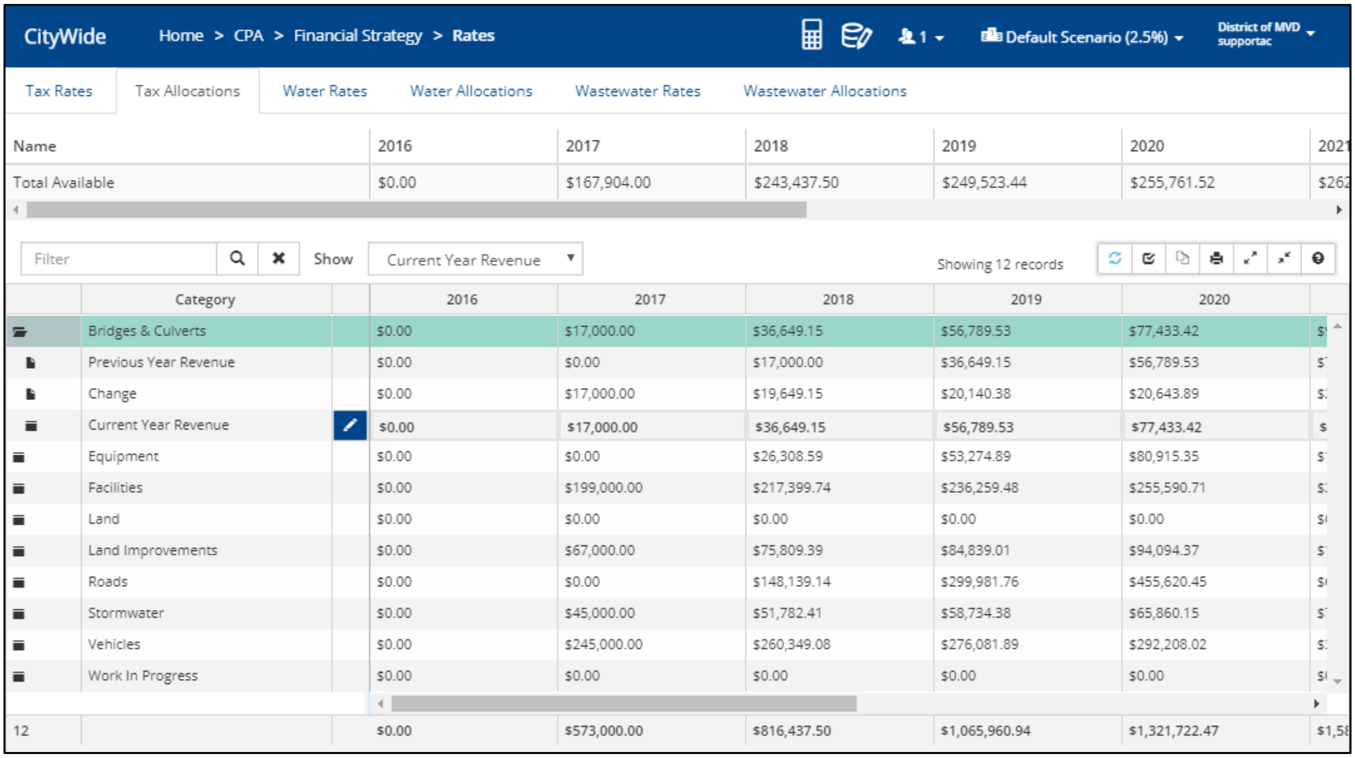


Name	2016	2017	2018	2019	2020
Total Tax Revenue ($)	$0.00	$9,500,000.00	$9,737,500.00	$9,980,937.50	$10,230,460.94
Projected Infrastructure Changes					
Tax Rate Increase (%)	0.00%	2.50%	2.50%	2.50%	2.50%
Assessment Growth (%)	0.00%	0.00%	0.00%	0.00%	0.00%
Due to CVA (%)	0.00%	0.00%	0.00%	0.00%	0.00%
Total Increase For Infrastructure (%)	0.00%	2.50%	2.50%	2.50%	2.50%
For All Other Services	0.00%	0.00%	0.00%	0.00%	0.00%
Total Increase in Tax Revenue	0.00%	2.50%	2.50%	2.50%	2.50%
Less Growth (Assessment and CVA)	0.00%	0.00%	0.00%	0.00%	0.00%
Projected Tax Rate Increase	0.00%	2.50%	2.50%	2.50%	2.50%
New Revenue For Infrastructure ($)	$0.00	$237,500.00	$243,437.50	$249,523.44	$255,761.52
Returning Debt Payments ($)	$0.00	($69,596.00)	$0.00	$0.00	$0.00
Total Available For Infrastructure ($)	$0.00	$167,904.00	$243,437.50	$249,523.44	$255,761.52

In the Tax Rates section of the application, you will be able to enter rate-based funding that can then be allocated to **Base Funding** and used to fund any project costs. The rates inventory view can be adjusted to show a different range of years through the **Customize Columns** option.

Calculations:

Total Increase for Infrastructure (%)
    Tax Rate Increase (%) <u>plus</u> Assessment Growth (%) <u>plus</u> Due to CVA (%)
Projected Tax Rate Increase
    Total Increase in Tax Revenue <u>less</u> Growth (Assessment and CVA)
New Revenue for Infrastructure ($)
    Current Year Total Tax Revenue ($) <u>multiplied by</u> Total Increase in Tax Revenue (%)
Returning Debt Payments ($)
    Current Year P&I payments <u>less</u> Previous Year P&I payments
Total Available for Infrastructure ($)
    New Revenue for Infrastructure <u>less</u> Returning Debt Payments



Name	2016	2017	2018	2019	2020
Total Available	$0.00	$167,904.00	$243,437.50	$249,523.44	$255,761.52

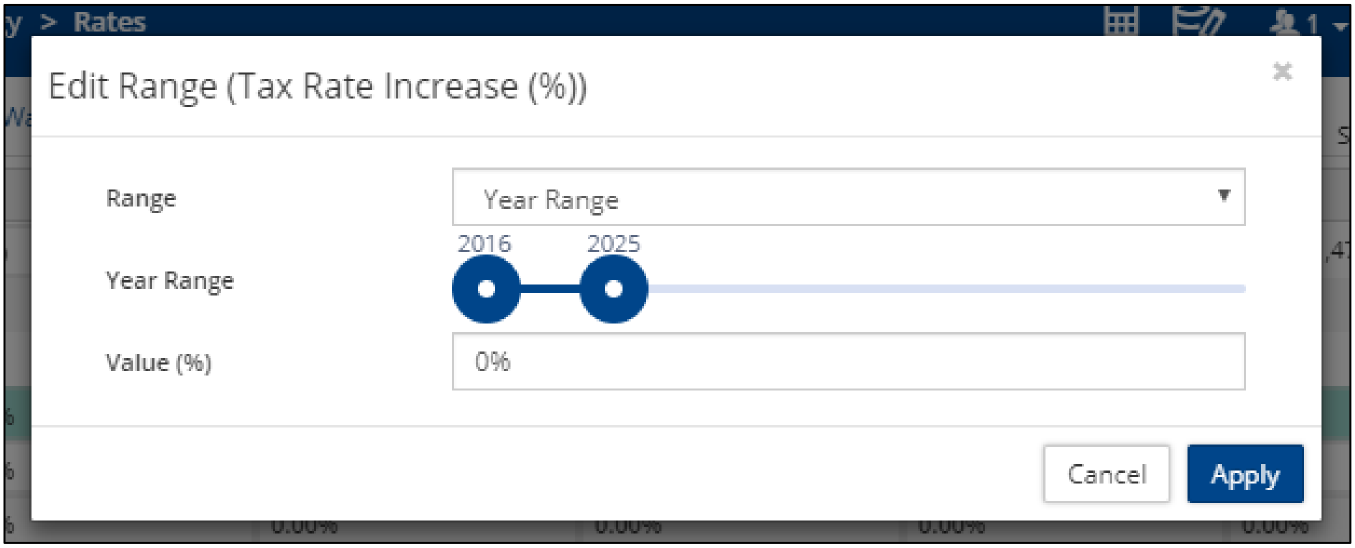
Category	2016	2017	2018	2019	2020
Bridges & Culverts	$0.00	$17,000.00	$36,649.15	$56,789.53	$77,433.42
Previous Year Revenue	$0.00	$0.00	$17,000.00	$36,649.15	$56,789.53
Change	$0.00	$17,000.00	$19,649.15	$20,140.38	$20,643.89
Current Year Revenue	$0.00	$17,000.00	$36,649.15	$56,789.53	$77,433.42
Equipment	$0.00	$0.00	$26,308.59	$53,274.89	$80,915.35
Facilities	$0.00	$199,000.00	$217,399.74	$236,259.48	$255,590.71
Land	$0.00	$0.00	$0.00	$0.00	$0.00
Land Improvements	$0.00	$67,000.00	$75,809.39	$84,839.01	$94,094.37
Roads	$0.00	$0.00	$148,139.14	$299,981.76	$455,620.45
Stormwater	$0.00	$45,000.00	$51,782.41	$58,734.38	$65,860.15
Vehicles	$0.00	$245,000.00	$260,349.08	$276,081.89	$292,208.02
Work In Progress	$0.00	$0.00	$0.00	$0.00	$0.00
12	$0.00	$573,000.00	$816,437.50	$1,065,960.94	$1,321,722.47

In the Tax Allocations tab, you can view the current year tax revenue allocated to each category.

To view and change the water and wastewater rates and allocations, click into each tab at the top.

Add Tax/Water/Wastewater Rate Increases

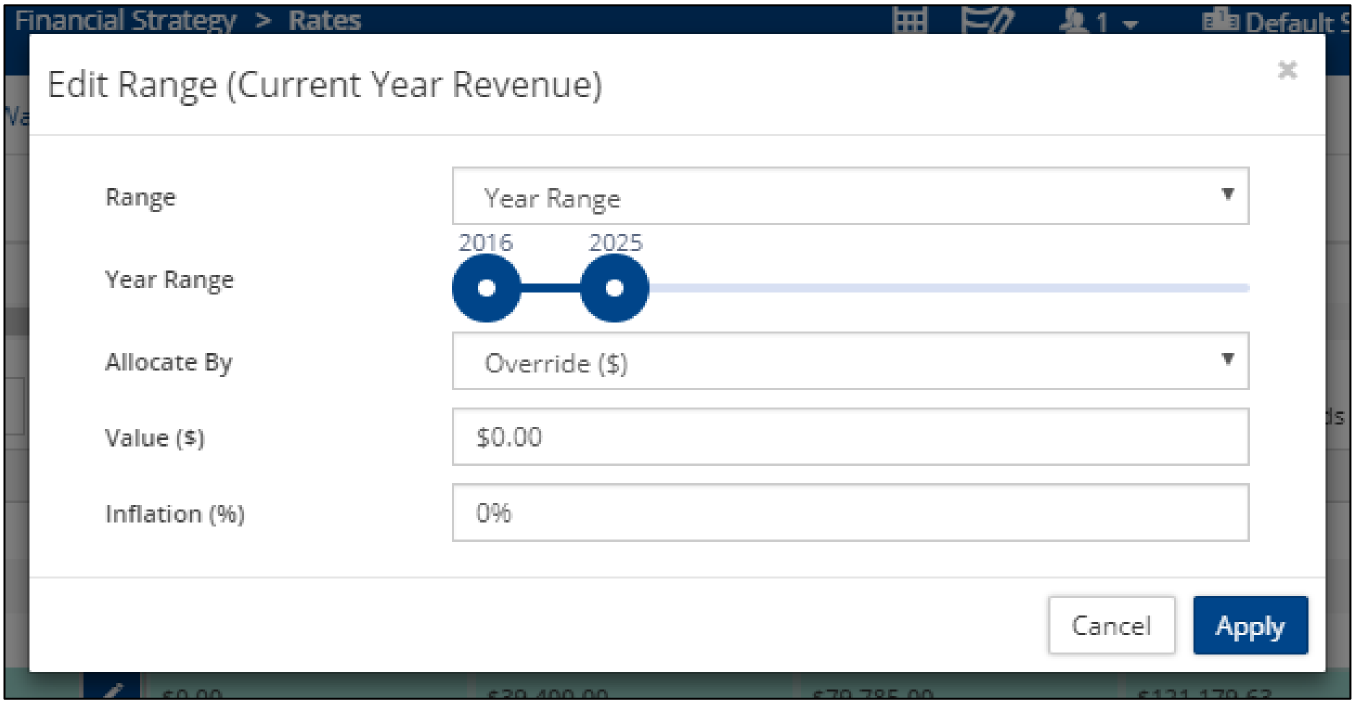
Rate increases can be inputted using the same value over a single or multi year plan or they can be inflated.



1. Click on the **Edit** button (pencil icon) beside the category name in Tax, Water, or Wastewater Rates tabs.
2. Select a year range or a single year for which you are setting or overriding the allocation through the *Year Range* scale.
3. Select to allocate by *Override ($), Prorated ($)* or *Percent Deficiency (%).*
4. Set percent value in the *Value (%)*.
5. Click on the **Apply** button.
6. Repeat step 1 through step 5 for each rate and range of years for which you would like to set rates.

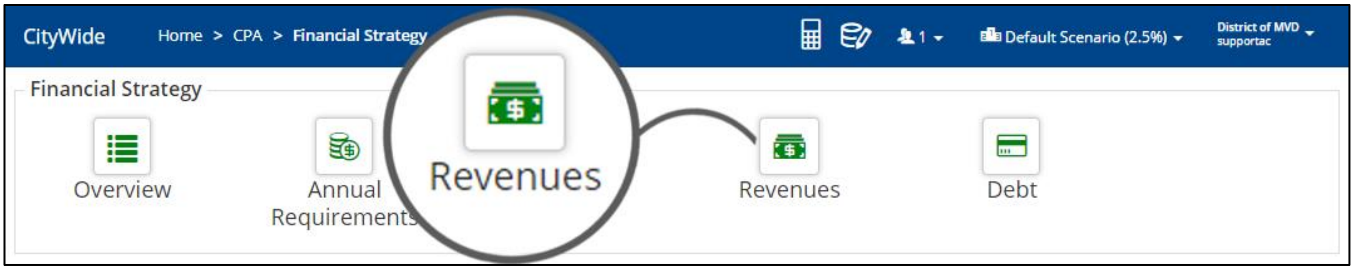
Add Tax/Water/Wastewater Allocations

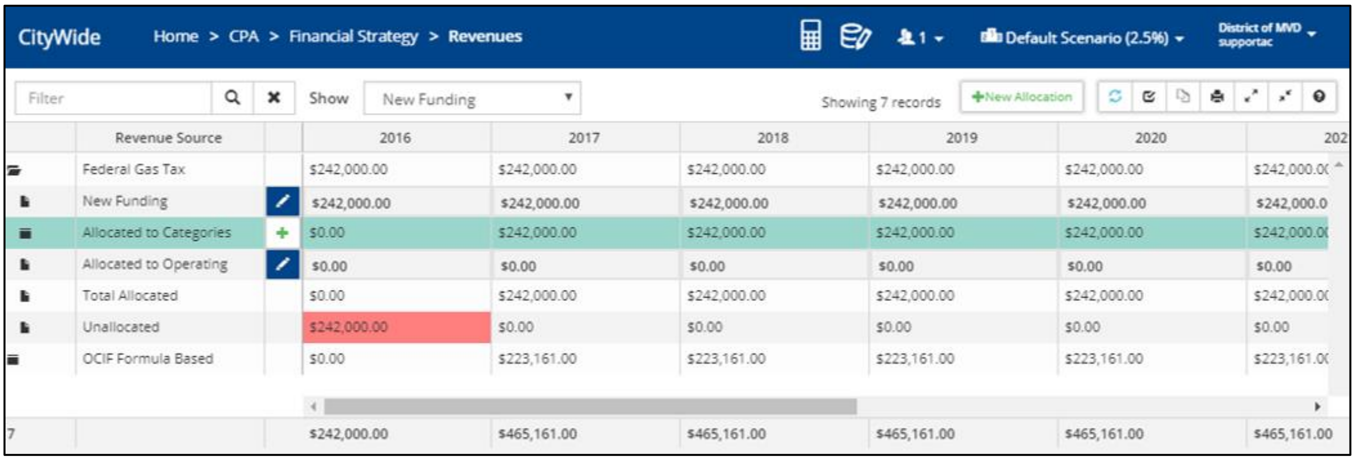
Allocations can be inputted using the same value over a single or multi year plan or they can be inflated.



1. Expand a category and click on the **Edit** button (pencil icon) beside the category name in Tax, Water, or Wastewater Allocations tabs.
2. Select a year range or a single year for which you are setting or overriding the allocation through the *Year Range* scale.
3. Set the allocation value in the *Value ($)* field.
4. Set inflation rate if applicable in the *Inflation (%)* field.
5. Click on the **Apply** button.
6. Repeat step 1 through step 5 for each category and range of years for which you would like to set allocations.

Revenues

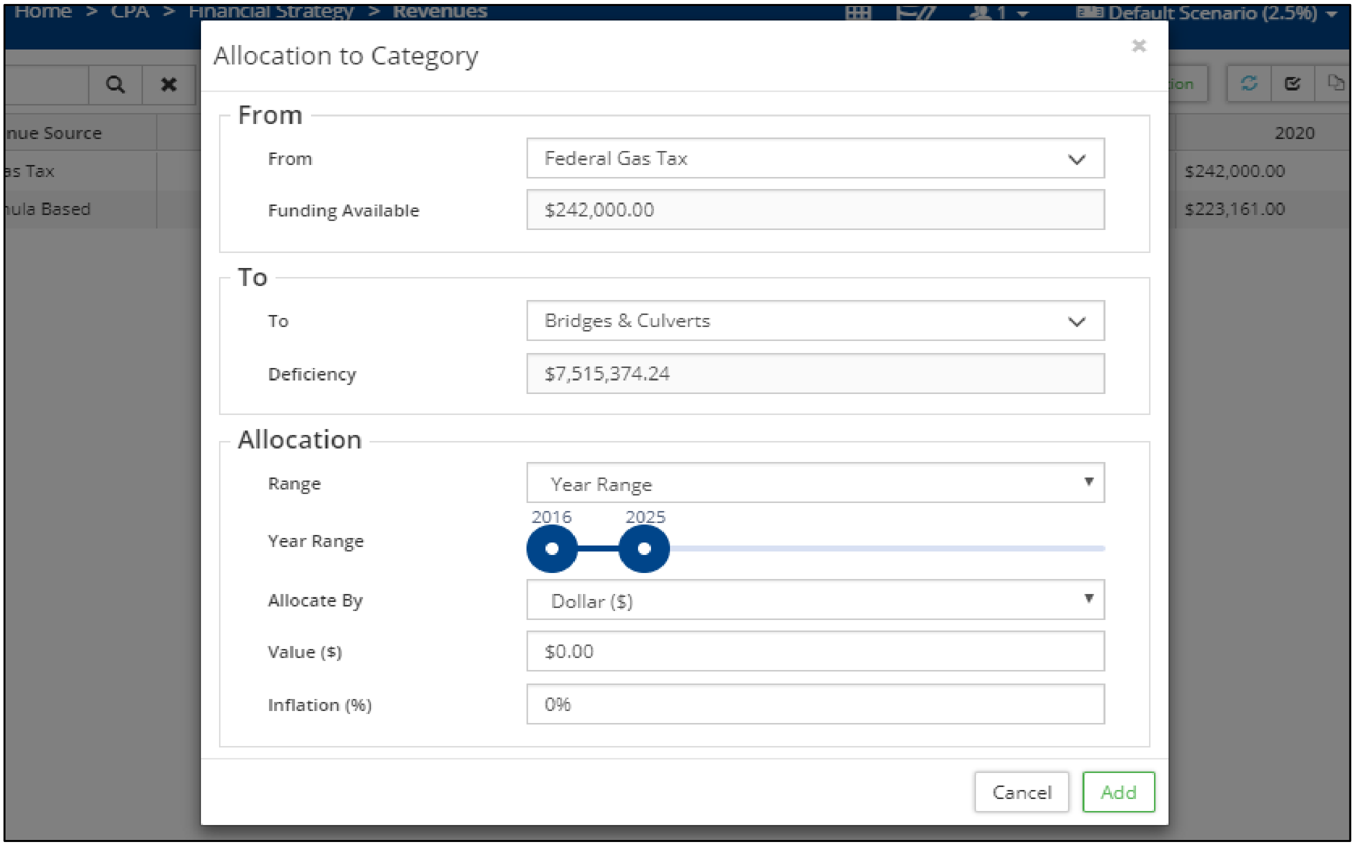




Revenue Source	2016	2017	2018	2019	2020	202
Federal Gas Tax	$242,000.00	$242,000.00	$242,000.00	$242,000.00	$242,000.00	$242,000.0
New Funding	$242,000.00	$242,000.00	$242,000.00	$242,000.00	$242,000.00	$242,000.0
Allocated to Categories	$0.00	$242,000.00	$242,000.00	$242,000.00	$242,000.00	$242,000.0
Allocated to Operating	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total Allocated	$0.00	$242,000.00	$242,000.00	$242,000.00	$242,000.00	$242,000.0
Unallocated	$242,000.00	$0.00	$0.00	$0.00	$0.00	$0.00
OCIF Formula Based	$0.00	$223,161.00	$223,161.00	$223,161.00	$223,161.00	$223,161.0
7	$242,000.00	$465,161.00	$465,161.00	$465,161.00	$465,161.00	$465,161.00

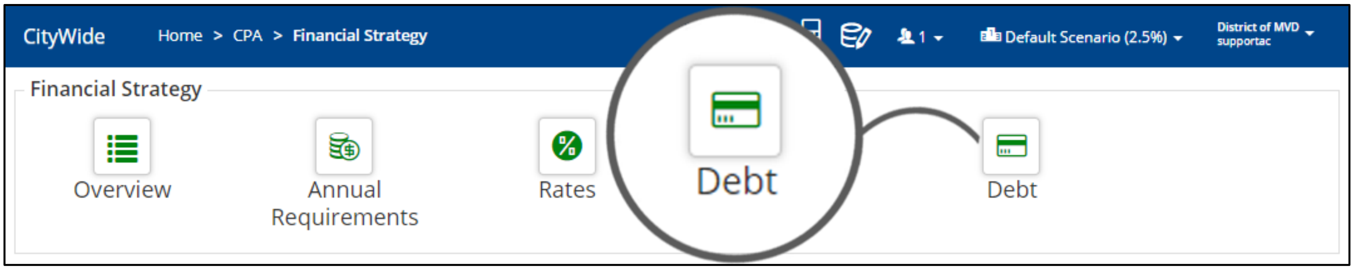
This section allows you to budget and allocate funding to capital categories and operating costs. The revenues inventory view can be adjusted to show a different range of years through the **Customize Columns** option.

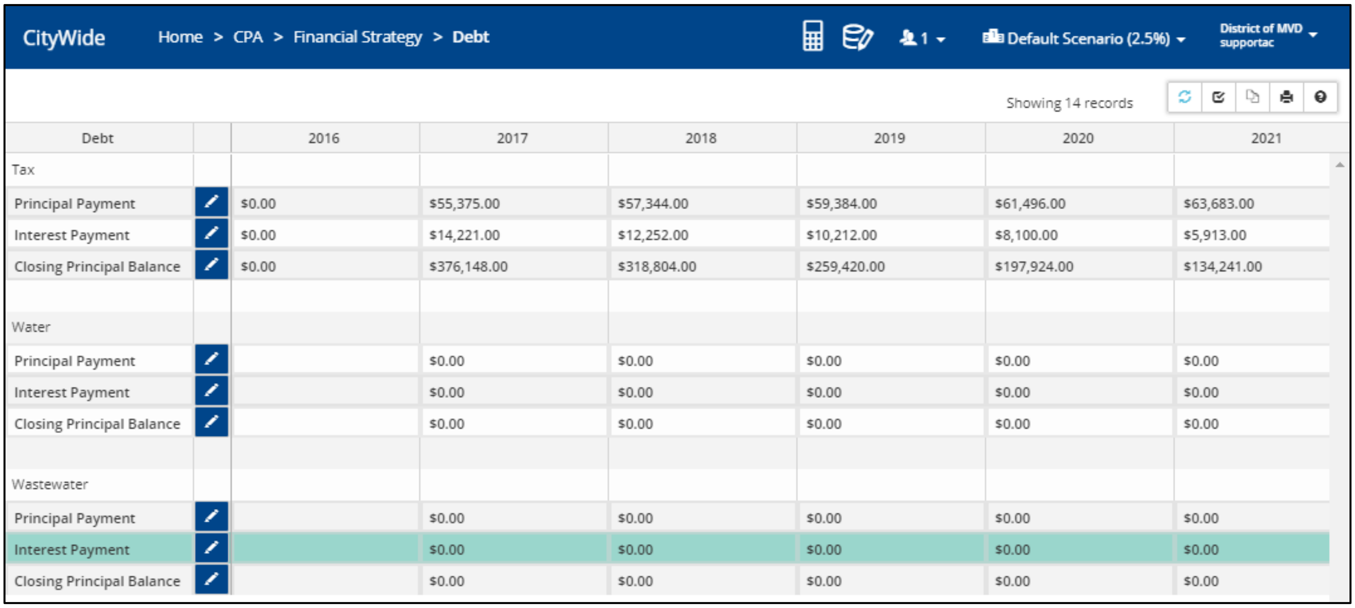
Allocate New Funding to Categories



1. Click on the **+ New Allocation** button in the top right-hand corner, or the **+** button beside *Allocated to Categories.*
2. Under *From*, choose the revenue source from which you are allocating the funds. The *Funding Available* will be automatically populated based on the total unallocated funds.
3. Under *To*, select the category to which the funds are being allocated. The *Deficiency* will be automatically populated.
4. Under *Allocation,* select a year range or a single year for the allocation.
5. Select whether the allocation will be by Dollars ($) or by Percent Deficiency (%).
6. Set the allocation value in the *Value ($)* field.
7. Set inflation rate if applicable in the *Inflation (%)* field.

Debt

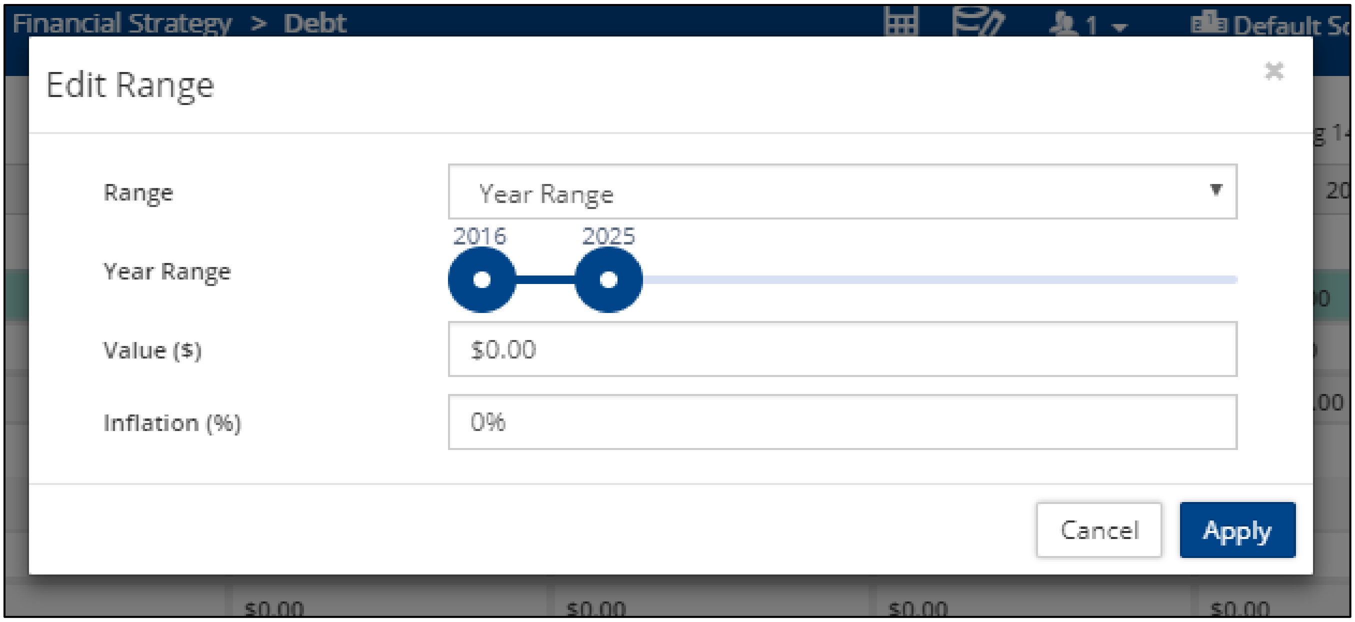




Debt	2016	2017	2018	2019	2020	2021
Tax						
Principal Payment	$0.00	$55,375.00	$57,344.00	$59,384.00	$61,496.00	$63,683.00
Interest Payment	$0.00	$14,221.00	$12,252.00	$10,212.00	$8,100.00	$5,913.00
Closing Principal Balance	$0.00	$376,148.00	$318,804.00	$259,420.00	$197,924.00	$134,241.00
Water						
Principal Payment		$0.00	$0.00	$0.00	$0.00	$0.00
Interest Payment		$0.00	$0.00	$0.00	$0.00	$0.00
Closing Principal Balance		$0.00	$0.00	$0.00	$0.00	$0.00
Wastewater						
Principal Payment		$0.00	$0.00	$0.00	$0.00	$0.00
Interest Payment		$0.00	$0.00	$0.00	$0.00	$0.00
Closing Principal Balance		$0.00	$0.00	$0.00	$0.00	$0.00

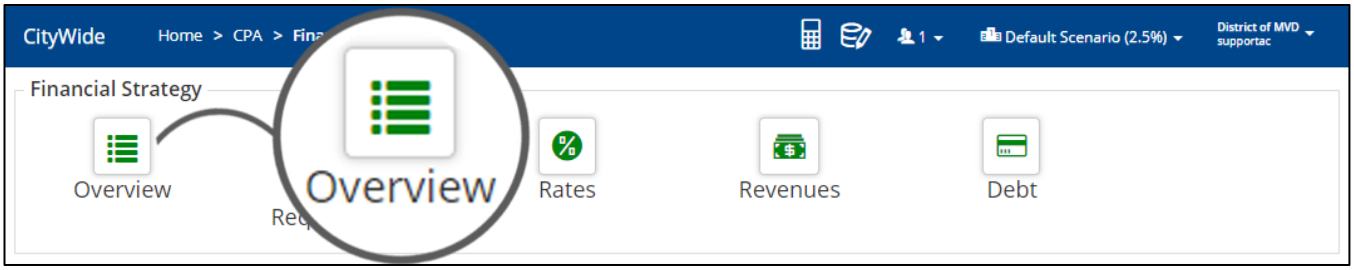
This section provides a summary of principal and interest payments and closing principal balance of non-capital and prior year debt schedules. The debt inventory view can be adjusted to show a different range of years through the **Customize Columns** option.

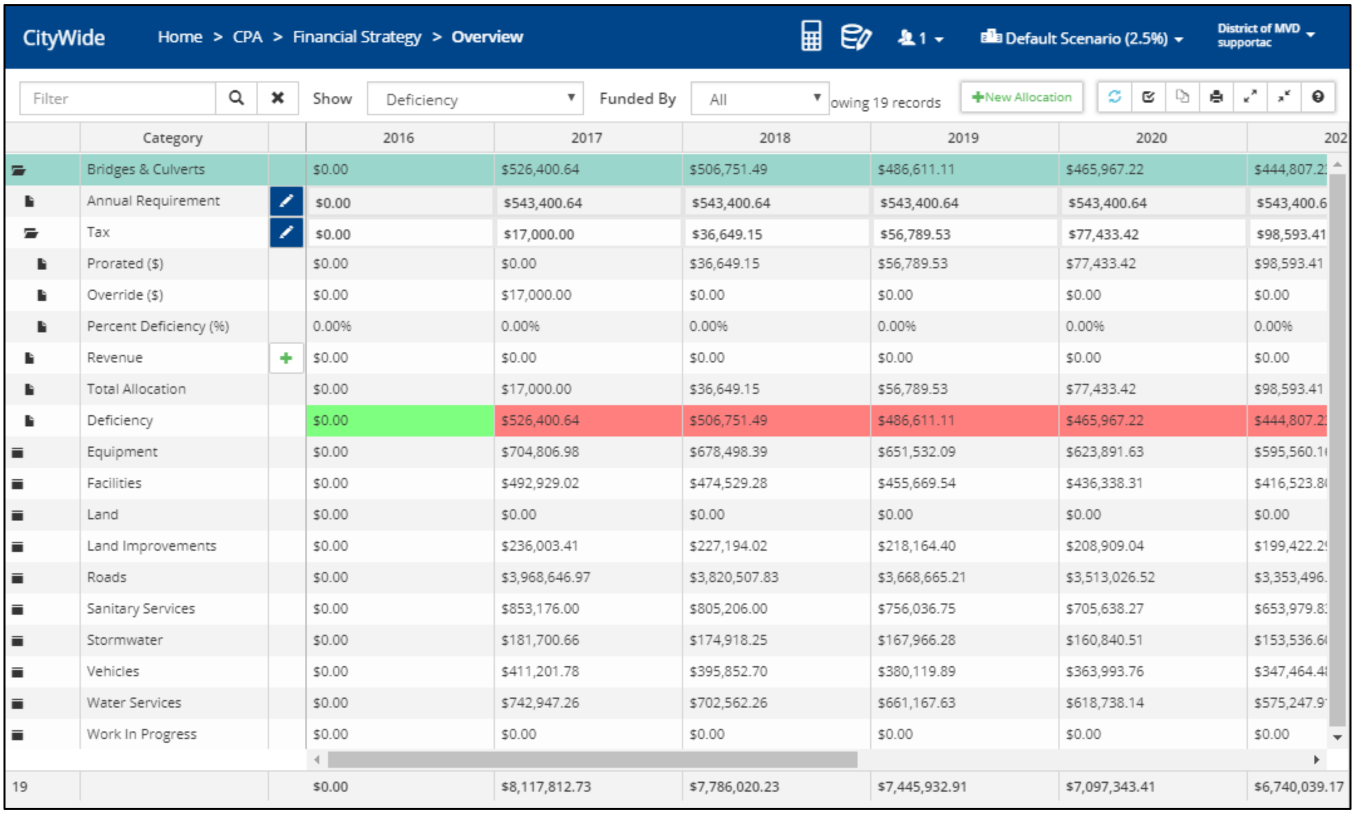
Set New Principal and Interest Payments and Closing Balances for Tax, Water, and Wastewater



1. Click on the **Edit** button (pencil icon) beside the payment or balance name.
2. Under *Year Range,* select a year range or single year for the payment or balance.
3. Set the payment or balance value in the *Value ($)* field.
4. Set inflation rate if applicable in the *Inflation (%)* field.
5. Repeat step 1 through step 5 for each payment and balance and range of years.

Overview

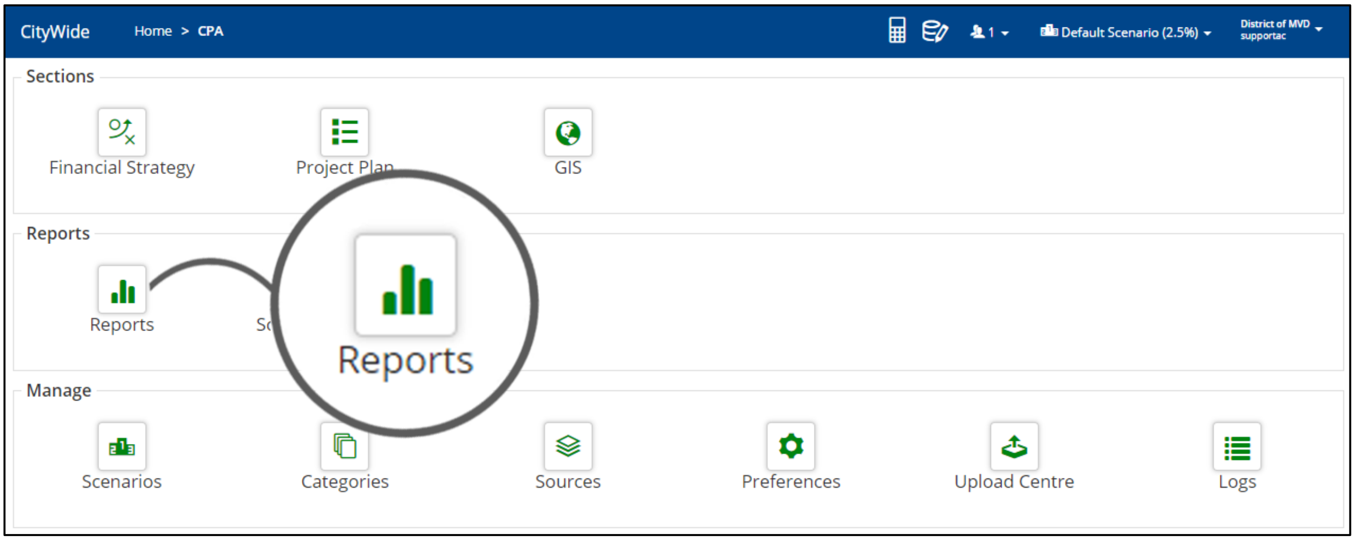




This section provides a summary of the scenario funding position in relation to annual requirements. The summary is presented at the category level. The overview can be adjusted to show a different range of years through the **Customize Columns** option.

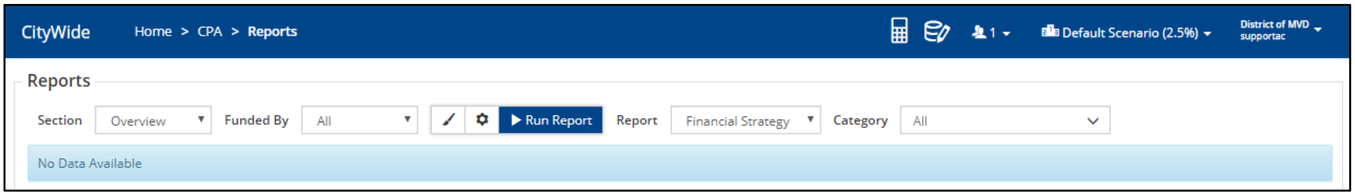
Reports

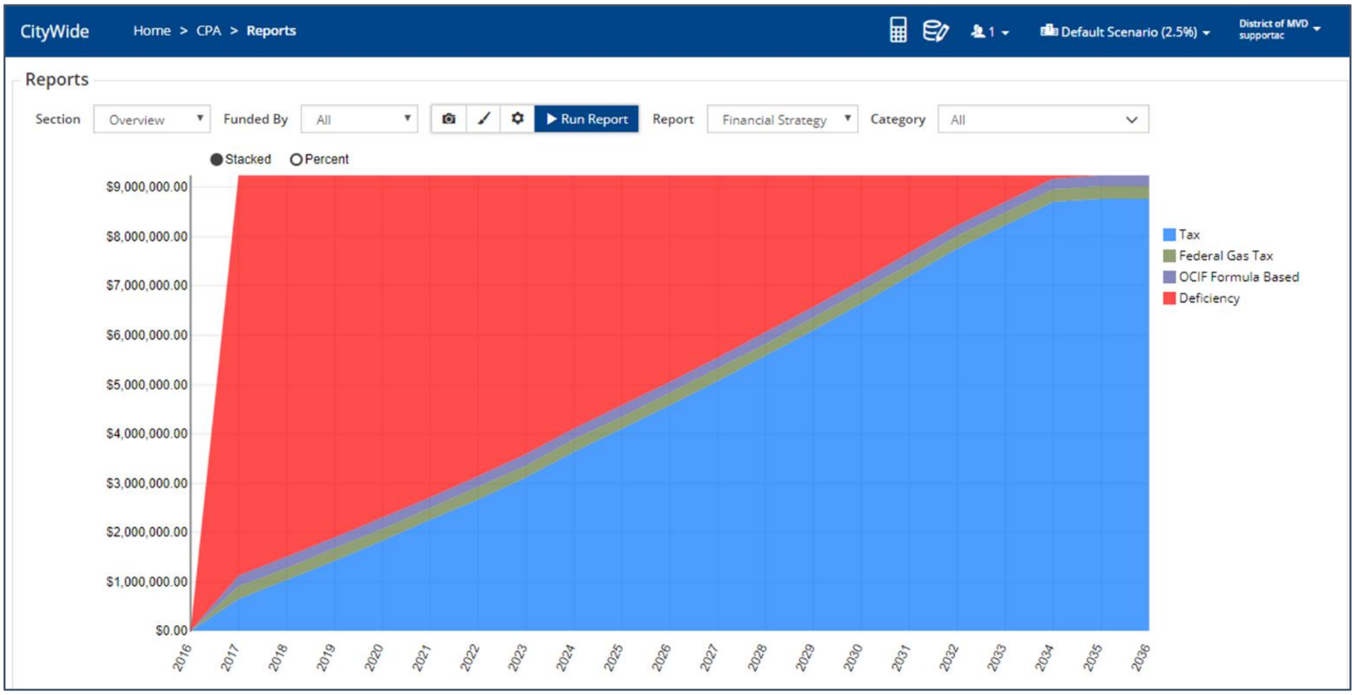
Reports



In this section, you can create and run multiple reports on your CPA financial strategies and project plans.

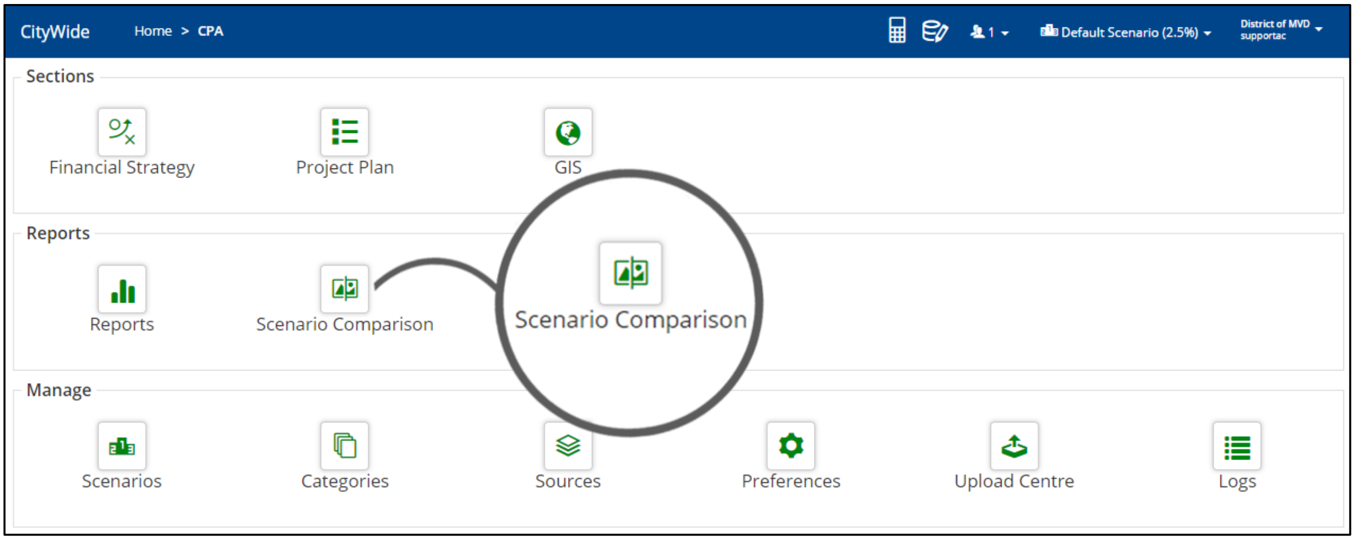
Running Reports



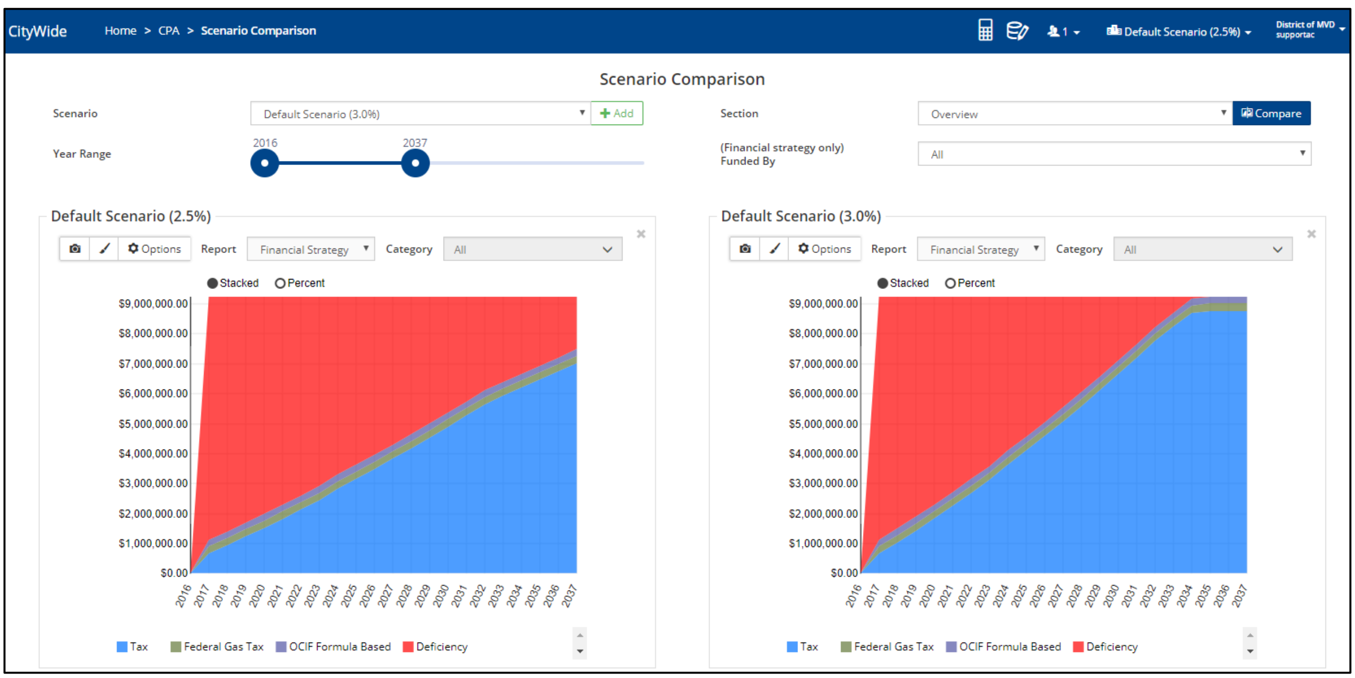


1. Under *Section*, choose which section of CPA to report on.
2. Under *Funded By* (only available under some report types), choose whether to see all funding sources, or only tax, water, or wastewater.
3. Under *Display Options* (paintbrush icon), choose to view data in a bar or area chart, the legend position, the font size, and the number of decimal places.
4. Under *Modify Report* (gear icon), choose the year range.
5. Under *Report*, choose the report type you want to view.
6. Under *Category* (only available under some report types), choose the categories you wish to be included in your chart.
7. Click on the **Run Report** button once all options are selected.
8. Click on *Export Chart* (camera icon) to save a copy of the chart to your computer.

Scenario Comparison



In this section, compare multiple scenarios at a glance. Once you have multiple scenarios created, this section allows you to run reports for each scenario side-by-side to easily view the differences in each scenario, and how those differences affect your overall strategy and finances.



1. Under *Scenario*, choose the scenarios that you want to compare and click the **+ Add** button.
2. Under *Section*, choose which section of CPA to report on.
3. Under *Year Range*, choose the range of years to view in the charts.
4. Under *Funded By* (only available under some report types), choose whether to see all funding sources, or only tax, water, or wastewater.
5. Click on the **Compare** button to compare the reports.

6. Under each scenario:
    a. Choose *Export Chart* (camera icon) to export a picture of the chart to your computer.
    b. Choose *Display Options* (paintbrush icon) to view data in a bar or area chart, the legend position, the font size, and the number of decimal places.
    c. Choose *Options* (gear icon), to select to view the Revenue or Tax groups.
    d. Under *Report* (only available on some report types), choose to view a report on your Financial Strategy or your Project Plan.
    e. Under *Category* (only available on some report types), choose the categories you wish to be included in your chart.

Glossary

Funding

Base Funding

A collection of long-term, sustainable sources of income which include tax rates, water & wastewater user fees, and long-term government grants.

One Time Funding

A collection of short-term, non-sustainable sources of income which may include one-time grants or application-based grants.

Reserves

Reserve or reserve funds that are available for use on capital expenditures.

Debt

Debentures used to fund the cost of capital projects.

Rates

Grouping of long-term, rate-based funding sources. This includes property tax rate, water user fees and wastewater user fees. Users with no water and wastewater services may leave the corresponding sections without data.

Assessment Growth (%)

Assessment growth refers to property taxes from new and/or expanded homes and/or businesses.

CVA (%) Current Value Assessment

CVA is the amount of money a property would realize if sold. If it is anticipated that the assessed value of properties was going to increase or decrease this could be reflected.

Project Details

Activities

Lifecycle Events: These are activities that have been created as part of a lifecycle strategy in the Asset Manager module. The events are activities that could happen to individual assets and can be funded through the capital or operating budget or marked as growth.

Capital Events: A capital event is an activity that will be funded through the capital budget. This could be a major rehabilitation project or replacement of an asset.

Operating Events: An operating event is an activity that will be funded through the operating budget. This could be minor maintenance or preventative maintenance.

Priority

There are four priority options: low, medium, high, and critical.

Drawing Number

Architectural drawing number for engineered structures.

Accounting Reference

General Ledger account number.

Growth

A project which increases the overall value of your current TCA inventory and is funded by Development Charges. Otherwise the project is used to replace existing assets that are accounted for in TCA and PSAB reporting.

Deferred

Has completion of the project been deferred to a future date?

Cumulative Risk

Average risk rating of all assets included in the project. If no assets are attached to a project, then cumulative risk rating will be defaulted as *0 – Low*.

Cumulative Condition

Average condition rating of all assets included in the project. If no assets are attached to a project, then cumulative condition will be defaulted as *0 – Unknown*.

Other

Scenario Years

Start Year: The beginning year of the scenario. Depending on how much historical data is required the can be set. If no historical data is required, this should be set to the same as the current year.
Current Year: This is the current year that is being planned for both the financial strategy and project planning.
End Year: This is the last year of the scenario. Each scenario can be run up to 100 years. If your start year is 2015 and you want a 100-year scenario your end year would be 2115.
Lock Year: The lock year locks any prior years. If the lock year was set to 2017 only values for 2018 forward would be editable.