

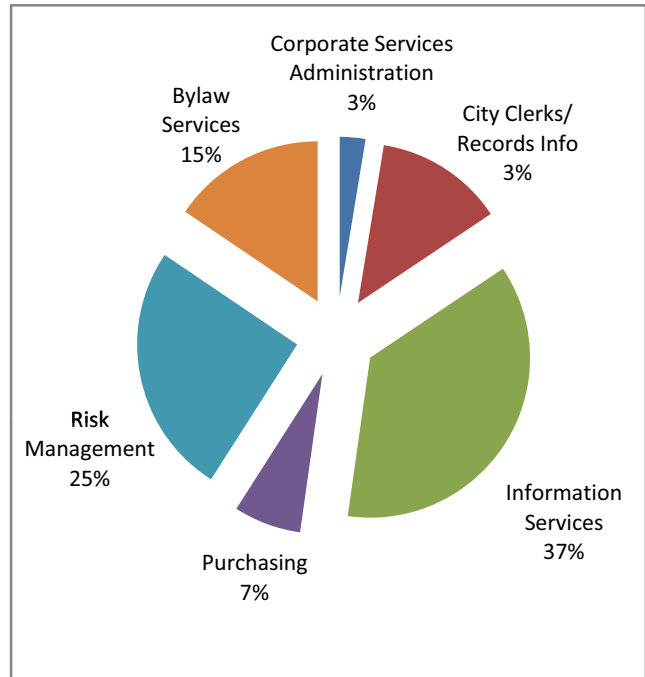
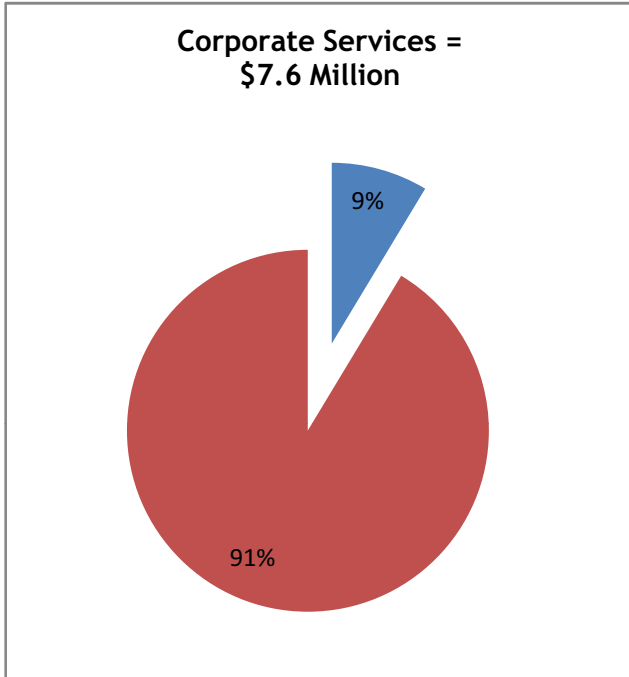
Corporate Services



Rob Mayne - Director

Percent of General Fund Operating

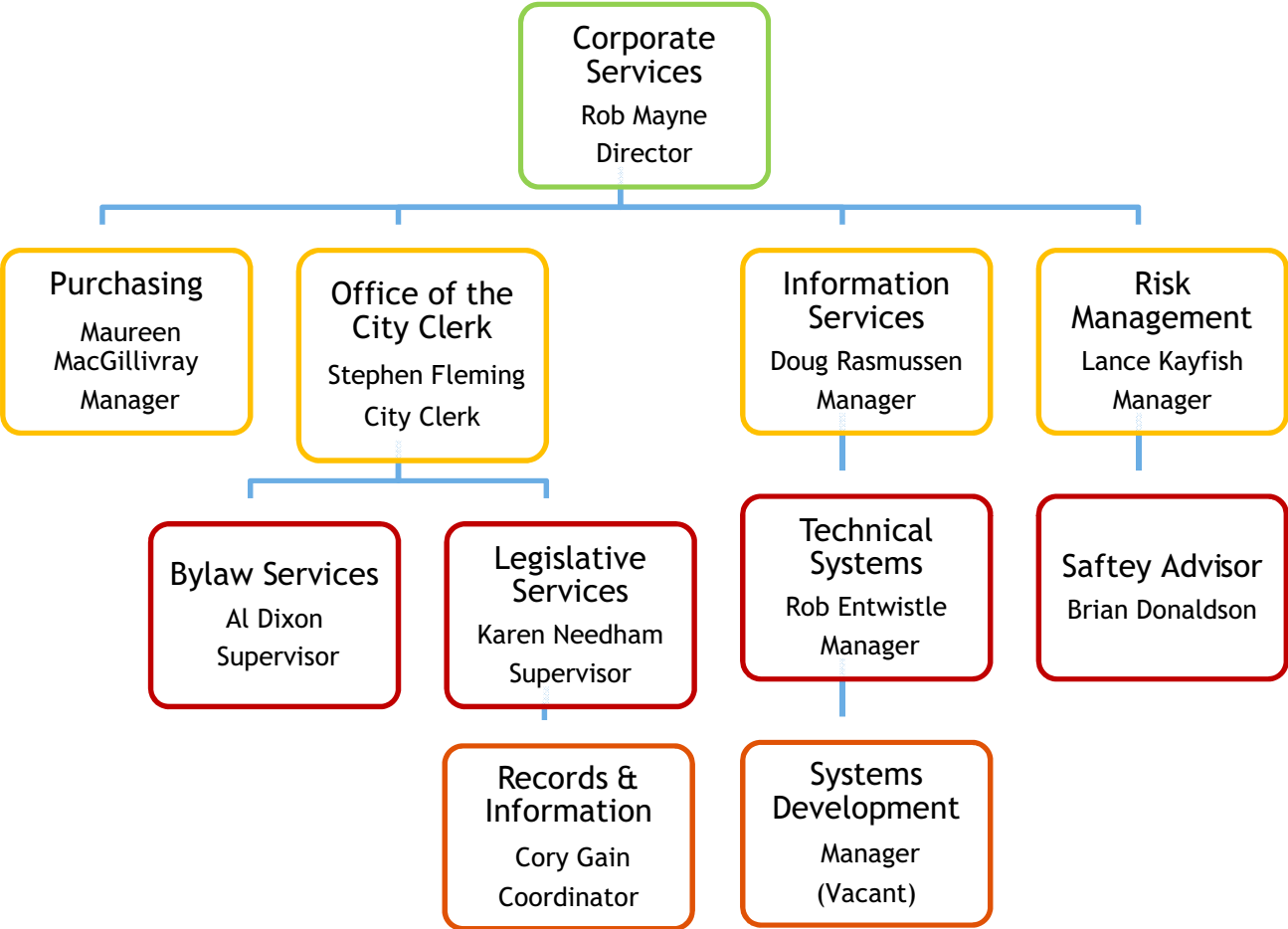
Division Summary



General Fund Operating = \$88.6 Million

Department Overview

	Revised Adopted 2009	Financial Plan 2010	Change from Prior Year	Percent Change
Taxation Expenditures				
Net Operating	7,575,339	7,628,067	52,728	0.7%
Capital	545,000	912,000	367,000	67.3%
Total Taxation Expenditure	8,120,339	8,540,067	419,728	5.2%
Authorized Positions	57.8	57.8	(0.0)	0.0%





DEPARTMENT GOALS

To work collaboratively with other departments to build corporate strategies in the areas of customer service, information technology delivery, security and supply chain management.

To offer internal departments, corporate support in delivery of their core business services.

To allow through the provision of both internal and external resources, for the official business of the corporation (through City Council) to be conducted in accordance with legislated and other requirements.

To build best practice models and corporate policies to ensure effective and efficient deliver of core services in areas including supply chain management, risk management and business licensing by law enforcement and legislative services.

To ensure that the efficient use of Council's time to conduct business is maximized by coordinating staff input, public input and Council consideration of issues before the corporation.

To ensure that the records of the corporation are kept secure and managed throughout their life cycle (creation, retention, destruction, archiving) such that the requirements of Provincial legislation are met and public access to records is ensured to the greatest extent permitted by those requirements.

To provide sound leadership in the development and implementation of an overall strategy for delivering IT solutions including the acquisition and maintenance of integrated information systems and efficient business processes that take into account the needs of the staff, the workgroups, citizens and the corporation as a whole.

CURRENT YEAR OBJECTIVES - Corporate Services Administration

A Healthy, Active Community

- ▶ Encourage staff participation in the City of Kelowna wellness program.

Diverse and Sustainable Infrastructure

- ▶ To stay current with technological advancements and best practices that will assist the City in delivering excellent customer service.

Strong Innovative Leadership

- ▶ To participate on cross functional teams to prioritize and develop customer service delivery systems through the City's web site using the latest proven internet technology.
- ▶ To review and update existing Council and Corporate policies and build best practice guidelines for corporate administration and customer service delivery.

Sound Fiscal Management

- ▶ Ensure that the City remains compliant with new legislative changes implemented by other levels of government (provincial or federal).
- ▶ Implement the Bylaw Dispute Adjudication system through a multi jurisdiction agreement to improve overall bylaw compliance and customer service.

CURRENT YEAR OBJECTIVES - Risk Management

A Healthy, Active Community

- ▶ Complete an audit of the City use of CCTV systems and review with leadership and implement accepted recommendations, including security enhancement for the purpose of increasing public safety and enhance building and property security.

Diverse and Sustainable Infrastructure

- ▶ Steward development of strategic level corporate security plan, including business continuity, physical asset security and a hazard risk and vulnerability analysis to further divisional level emergency planning.

Strong Innovative Leadership

- ▶ Provide increased safety training opportunities for workers, particularly Joint Occupational Health & Safety Committee members.

Sound Fiscal Management

- ▶ Revise Safety Award program to include recognition for positive contributions to creating a safe work environment.
- ▶ Maintain or improve WCB merit rating (37.5%) current.

CURRENT YEAR OBJECTIVES - Purchasing and Stores

Diverse and Sustainable Infrastructure

- ▶ Work with Sustainability Group to develop Sustainability Purchasing Policy.

Strong Innovative Leadership

- ▶ Review and update policy, specifically Consultant Services Selection Policy, Surplus Disposal, MasterCard Policy and Procedures and the Purchasing Bylaw as necessary.

Sound Fiscal Management

- ▶ Identify and develop efficiencies in the procurement processes.
- ▶ Continued involvement in the deployment of Agresso functionality including workflow and other procurement related.



CURRENT YEAR OBJECTIVES - Information Services

Diverse and Sustainable Infrastructure

- ▶ Enhance our ability to store and retrieve image type documents that may have previously been on film or microfiche/film.
- ▶ Extend our private fibre network to the Enterprise Fire hall.

Strong Innovative Leadership

- ▶ Enhance training of city staff in the competent use of standard desktop products as well as internally developed systems by providing dedicated staff to resource and develop a training plan and deliver training on various applications.

Sound Fiscal Management

- ▶ Extend the provision of wireless connectivity in selected areas within city buildings.
- ▶ Expand the use of our internet site for eBusiness and for the support of field staff by expanding support for property tax forms and information, and construction permit applications as well as implementing wireless field apps for Parks, Utilities and Fire.
- ▶ Work with the Community Relations & Media Department on the development of Social Media guidelines to expand the Corporate use of this medium.

CURRENT YEAR OBJECTIVES - Office of the City Clerk

A Healthy, Active Community

- ▶ Bylaw Services will continue working on establishing the appointment of our Bylaw Enforcement Officers as special constables. This will enable more effective and efficient enforcement actions for the City of Kelowna and its enforcement team.
- ▶ Bylaw Services will continue to work with the Ministry of Transportation to establish a working agreement for joint enforcement on arterial highways within the City of Kelowna and in particular the enforcement of the City of Kelowna.
- ▶ Establish specific advertisement and educational campaigns related to seasonal issues that arise such as “snow and ice removal from sidewalks” during winter months, “tarp loads and insecure loads” during spring time for property clean-up, “bicycle use and equipment requirements” during the summer and the “non-parking or storage of trailers on City Street” during the fall months leading into the winter season.
- ▶ To create a positive professional City/Citizen experience, and increase customer satisfaction through Council Committee training, procedural information sessions, community forums with Legislative services staff support, and prompt response to service requests related to council resolutions.

Diverse and Sustainable Infrastructure

- ▶ Increase corporate Records Information Management (RIM) capacity by continuing to deploy the RIM strategy

Strong Innovative Leadership

- ▶ Improve service delivery in support of core services through the preparation and refinement of regulatory instruments, policies, procedures and related customer services
- ▶ Encourage and support individual and departmental learning through active learning through involvement in cross departmental work teams, expanded transfer of performance measurement knowledge and increased staff participation in the Wellness program.
- ▶ Through increased participation in the bike patrol program, park patrols and participation in the Downtown Enforcement Unit, evolve the profile of Bylaw Services from enforcement image only to a level of service where the public can feel safe as a result of various initiatives.
- ▶ To further the strategic direction of Bylaw Services moving from being a reactive response agency to a reactive department in order to provide better services to the public and to generate a more consistent enforcement response in dealing with complainants as well as to improve response time in dealing with service requests.
- ▶ Bylaw Services and where applicable Legislative Services will become more active in attending and participating with various neighbourhood groups as an outreach to the community to address concerns in their areas.



Department ID Section Descriptions

Purchasing

The Purchasing and Stores Branch is responsible for acquiring the materials, equipment and services required by all City departments, for disposing of surplus materials and equipment, and for controlling and maintaining adequate inventory levels.

Office of the City Clerk

The Branch is responsible for supporting the legislative matters and decisions of Council, and for providing the official secretariat for Council and all other statutory bodies within the corporation. This function includes agenda preparation, recording of official minutes of the business of the City of Kelowna, administration and certification of bylaws, bylaw enforcement, and the execution of all legal documentation on behalf of the City. This Branch will also oversee Bylaw Services provides inspections and regulatory work related to the enforcement of specific bylaws.

Information Services

The Information Services Branch is responsible for providing leadership for all City of Kelowna Departments in the application of information systems technology to business requirements; by providing expertise, advise and standards; planning, installation, support and maintenance of information systems; and providing centralized operational services.

Risk Management

The Risk Management Branch is responsible for the development implementation, coordination and administration of the City's comprehensive risk management program. The program is designed to minimize the City's loss exposure and manage the claims process.

PERFORMANCE MEASURES

<i>PROGRAM INPUT MEASURES</i>	Revised Adopted 2009	Financial Plan 2010
115 Corporate Services Administration	200,591	198,359
119/120/228 City Clerks/Records & Information	986,141	992,279
121 Information Services	2,727,562	2,793,838
129 Purchasing	515,594	519,397
132 Risk Management	1,970,342	1,938,617
150 Bylaw Services	1,175,109	1,185,577
Total Net Operating Expenditures	7,575,339	7,628,067



PERFORMANCE MEASURES

	Actual 2008	Estimated 2009	Proposed 2010
PROGRAM OUTPUTS			
# hours RIM training to RM contacts			
Total Claims / incidents managed	180	200	200
# files archived in the Records Centre	2,604	1,731	2,000
# Bylaws created and adopted	189	175	175
# Council directives communicated to staff			
PROGRAM OUTCOMES			
Merit rating from Worksafe BC	37.5%	37.5%	37.5%
# of Work safeBC Orders			
EFFICIENCY MEASURES			
% RIM support / department			
% hours/FOI requests	100	100	100
Cost of Risk Per Capita	\$14.74	\$15.30	\$15.01
# of work hours lost to work related injuries	895	875	700
CUSTOMER SATISFACTION			
INNOVATION AND LEARNING			
# hours training given by staff	100	100	100
Safety Training Courses delivered to staff	1,400	1,600	1,800
# of Risk Management training session offered to staff	5	6	8



REVENUES / EXPENDITURES BY CATEGORY

	Revised 2009	Provisional 2010
<u>REVENUE</u>		
PROPERTY TAX	0	0
PARCEL TAX	0	0
FEES AND CHARGES	(254,931)	(250,531)
OTHER REVENUE	(52,500)	(55,000)
TRANSFERS FROM FUNDS		
Special (Stat Reserve) Funds	0	0
Development Cost Charges	0	0
Accumulated Surplus	(100,302)	(53,682)
TOTAL REVENUE	(407,733)	(359,213)
<u>EXPENDITURES</u>		
SALARIES AND WAGES	4,723,172	4,776,523
INTERNAL EQUIPMENT	166,548	65,210
MATERIAL AND OTHER	3,037,354	3,088,349
CONTRACT SERVICES	55,998	57,198
DEBT	0	0
RCMP CONTRACT	0	0
INTERNAL ALLOCATIONS	0	0
TRANSFER TO FUNDS		
Special (Stat Reserve) Funds	0	0
Development Cost Charges	0	0
Accumulated Surplus	0	0
TOTAL EXPENDITURES	7,983,072	7,987,280
NET OPERATING EXPENDITURES	7,575,339	7,628,067
<u>CAPITAL EXPENDITURES</u>		
GROSS EXPENDITURES	1,262,210	912,000
OTHER FUNDING SOURCES	717,210	0
TAXATION CAPITAL	545,000	912,000
NET OPERATING & TAX CAPITAL EXP.	8,120,339	8,540,067



Description of Program Changes	2010 Gross Cost Change	2010 Net Impact	2010 FTE
1) 2009 One-time Supplementals	(\$46,620)		
2) Annualized 2009 Budget Costs	\$2,500		
3) Salary Adjustments	\$53,351	\$53,351	
4) Other Adjustments	(\$6,000)	(\$6,000)	
5) Departmental Adjustments	\$1,077	\$5,477	
6) 2010 Supplementals	\$39,900	\$39,900	
7) 2010 Expensed Project Supplementals			
8) 2010 Expenditure Reductions	(\$40,000)	(\$40,000)	
Total Changes for 2010	\$4,208	\$52,728	-

Unfunded 2010 Requests

1) 2010 Supplementals	\$104,080	\$48,200
2) 2010 Expensed Project Supplementals		
3) 2010 Expenditure Reductions	(\$77,130)	(\$77,130)
Total Unfunded Requests for 2010	\$26,950	(\$28,930)

Authorized F.T.E. Positions	Revised Adopted 2009	Financial Plan 2010
<i>Salaried</i>	45.6	45.6
<i>Hourly</i>	12.2	12.2
<i>Contract</i>		

2010 Supplemental Request Summary

PROVISIONAL Budget

General Fund Summary

Page	Description	Gross Amount	Revenue	Funding Source	Taxation	Category
<u>Corporate Services - Priority 1</u>						
S13	Software and Hardware Maintenance	39,900	-		39,900	ON-GOING
Department Priority 1 Totals		<u>39,900</u>	<u>0</u>		<u>39,900</u>	
<u>Corporate Services - Priority 2</u>						
S14	Bylaw Adjudication System	41,080	15,880	REVENUE	25,200	ON-GOING
S15	Business Resumption Planning	40,000	40,000	RESERVE	-	ON-GOING
S16	Professional and Consulting Services - IS	20,000	-		20,000	ON-GOING
S17	Ergonomics and Hygiene Professional Services	3,000	-		3,000	ON-GOING
Department Priority 2 Totals		<u>104,080</u>	<u>55,880</u>		<u>48,200</u>	

2010 Supplemental Request Details

Division:	Corporate Sustainability	Priority:	1
Department:	Corporate Services		
Branch:	Information Services		ON-GOING
Description:	Software and Hardware Maintenance		EXPANDED

Justification:

This request is to cover the increase in annual support and maintenance fees for software and hardware. As the software and hardware inventory grows, the annual cost for support increases. Maintenance and support contracts are currently in place for the following;

- 1) Agresso - financial management system.
- 2) AutoDesk - AutoCAD and Civil 3D design software.
- 3) FDM - fire department management and dispatch.
- 4) Microsoft - server and database products.
- 5) Network - core, high speed hardware.
- 6) Phone servers - the primary servers for phones and voice mail.
- 7) Security - products for antivirus, spam filtering, internet filtering (for inappropriate sites).
- 8) VMWare - for our virtual server environment.

The current base budget is \$388,120.

Strategic Plan Objective:

Sound Fiscal Management

Consequences of not funding:

City owned software and hardware will not be supported resulting in larger expenditure in future years.

Account	2010	2011	2012
7540.121.1257.*.204.10.* Purchase Services	39,900	39,900	39,900
TOTAL COST ADDITION:	39,900	39,900	39,900

2010 Supplemental Request Details

Division:	Corporate Sustainability	Priority:	2
Department:	Corporate Services		
Branch:	Corporate Services		ON-GOING
Description:	Bylaw Adjudication System		NEW

Justification:

The implementation of the bylaw adjudication system will streamline the process for disputes of minor bylaw violations by allowing the City to resolve the issues through an adjudicator rather than having to appear in court. The process will ultimately reduce costs to the City by not having to involve the City solicitor or by not requiring the bylaw officer or other City staff to attend court to resolve the concern. The improved process will improve customer service as citizens wishing to contest tickets will be able to do so without the costly and timely Provincial Court process. It is also anticipated that increased compliance of all bylaws will result through increased bylaw officer time in the field and an improved ability to collect outstanding fines.

Strategic Plan Objective:

A Healthy, Active Community

Consequences of not funding:

Non-compliance to bylaws will increase along with increased legal costs and staff overtime. Lower compliance of City bylaws.

Account	2010	2011	2012
5200.115.1020.*.*.000.10.* Salaries	28,480	28,480	28,480
7820.115.1020.*.*.000.10.* Material & Supplies - Office	3,600	3,600	3,600
6260.115.1020.*.*.000.10.* Contract Services	9,000	9,000	9,000
4000.115.1020.*.*.000.10.* General Revenue	(15,880)	(15,880)	(15,880)
TOTAL COST ADDITION:	25,200	25,200	25,200

Special Remarks:

An increase % of tickets collected may result in additional revenues offset by an overall reduction in tickets issued due to increase compliance.

2010 Supplemental Request Details

Division:	Corporate Sustainability	Priority:	2
Department:	Corporate Services		
Branch:	Risk Management		ON-GOING
Description:	Business Resumption Planning		NEW

Justification:

Corporate emergency preparedness and business resumption planning has been initiated to improve quality and consistency of current planning. The requested funding will be used to develop corporate continuity plans to working level documents and establish a program of ongoing updating and training. Employing an 'all hazards' approach the planning process will be facilitated by a qualified consultant firm with expertise in emergency planning that will work closely with City staff to coordinate, coach and ensure a high level of plan quality and practicality. Hazard, risk and vulnerability analysis (HRVA) will identify and prioritize hazard specific plans to be built in areas such as pandemic, facility loss, civic disruption and other potential threats. The resulting plans will be consistent from divisional to branch level planning and be outlined in a clearly articulated fashion. The business resumption planning process proposed will be scalable with respect to the balance between cost, detail and number of branches where individual plan are developed; allowing the City to continue depending on the process using templates and lessons learned. Business resumption planning will included HRVA, business impact analysis, emergency response preparedness and continuity planning. Training key staff on the plan and training for response will be an essential component of the project. Updating the "City of Kelowna Works & Utilities, Emergency Response Manual" last amended in 2000 is also a goal of this initiative. The funds requested in 2010 will be used for the plan development. Ongoing funds are necessary to keep the plan current and to complete training excercises.

Strategic Plan Objective:

Strong Innovative Leadership

Consequences of not funding:

Preparedness for emergencies will be reduced and the ability to provide critical services following a catastrophic event negatively limited.

Account	2010	2011	2012
7520.132.1048.*.*.000.10.* Professional & Consulting Services	40,000	10,000	10,000
4200.132.1048.R083.*.000.10.* Contribution fr General Reserve	(40,000)	0	0
TOTAL COST ADDITION:	0	10,000	10,000

2010 Supplemental Request Details

Division:	Corporate Sustainability	Priority: 2
Department:	Corporate Services	
Branch:	Risk Management	ON-GOING
Description:	Ergonomics and Hygiene Professional Services	EXPANDED

Justification:

With over 800 full-time staff and nearly 1,000 headcount of employees, the City of Kelowna has annual ongoing requirements for undertaking ergonomic assessments of work station and the work environment for the well being of staff. Most assessments can be done by Occupational Health & Safety staff. The result of assessments are generally recommendations for changes to the work station or work environment. Recommendations are intended to be applied incrementally to solve problems that are identified and to improve staff wellness. From time to time problems encountered are technical or difficult to resolve and require the expertise of an occupational hygienist or ergonomist to be hired to review the circumstance. The resulting expert advice determines cost effective resolutions to issues and saves effort and expense by identifying perceived issues that are wrongly attributed to a concern but are not actually causal factors in impacting health and wellness. Resolving ergonomic issues quickly and effectively reduces lost work time hours and has a positive impact on Work Safe BC premiums.

Risk Management works closely with the Real Estate & Buidling Services Department and Information Services to implement the necessary physical changes to address work place changes. Sufficient budget is available in those areas to complete recommended modifications.

Strategic Plan Objective:

A Healthy, Active Community

Consequences of not funding:

Reduced support of employee health and wellness, higher lost work time hours to injuries and higher WS BC premiums 'long term'.

Account	2010	2011	2012
7520.132.1237.*.*.000.10.* Professional & Consulting Services	3,000	3,000	3,000
TOTAL COST ADDITION:	3,000	3,000	3,000

2010 Expenditure Reduction Request Summary

PROVISIONAL Budget

General Fund Summary

Page	Description	Gross Amount	Revenue	Funding Source	Taxation	Category
<u>Corporate Services - Priority 1</u>						
S21	Insurance Program	(40,000)	-		(40,000)	ONE TIME
Department Priority 1 Totals		(40,000)	0		(40,000)	
<u>Corporate Services - Priority 2</u>						
S22	ByLaw Enforcement Officer (position elimination)	(72,130)	-		(72,130)	ONE TIME
S23	OT Wages/PT Wages	(5,000)	-		(5,000)	ONE TIME
Department Priority 2 Totals		(77,130)	0		(77,130)	

2010 Expenditure Reduction Request Details

Division: Corporate Sustainability **Priority:** 1
Department: Corporate Services
Branch: Risk Management **ONE-TIME**
Description: Insurance Program

Justification:

Favorable insurance premiums are likely to continue through 2010. In 2009, claims experience also resulted in lower deductible payments. Working with the Equipment Branch, the Risk Management Branch is investigating options to obtain industry standard auto liability coverage limits using a combination of ICBC and commercially available excess, or umbrella insurance.

Strategic Plan Objective:

Sound Fiscal Management

Consequences of not funding:

If claims experience in future years is not favorable, draws on the insurance deductible reserve may be insufficient to cover the annual costs. Insufficient self insurance reserves increases the risk of future spikes in insurance demands from taxation.

Account	2010
6740.132.1048.*.*.000.10.* Insurance - Building	(40,000)

TOTAL COST REDUCTION: (40,000)

2010 Expenditure Reduction Request Details

Division: Corporate Sustainability **Priority:** 2
Department: Corporate Services
Branch: City Clerk **ONE-TIME**
Description: Bylaw Enforcement Officer Position

Justification:

The Bylaw Enforcement Branch currently consists of 4 teams of three members and a team of two who are responsible for business license and zoning matters. Historically, the role of the business license monitoring has been integrated with other officer responsibilities.

Strategic Plan Objective:

Sound Fiscal Management

Consequences of not funding:

The elimination of this position will result in an increase in the number of non-compliant business licenses. As this number escalates, the number of service requests also increase and the time to respond to each is extended. The type of complaints received has a negative impact on the community. Increased traffic, noise and signs are often the nuisance sighted when businesses are established without correct zoning. The new proactive and prioritized system of responding to all service requests will be compromised if a position is removed.

Account	2010
5200.150.1048.*.*.000.10.* Salaries	(72,130)

TOTAL COST REDUCTION: (72,130)

2010 Expenditure Reduction Request Details

Division:	Corporate Sustainability	Priority:	2
Department:	Corporate Services		
Branch:	Purchasing		ONE-TIME
Description:	Overtime and Part time Wages Reduction		

Justification:

This submission is to reduce operating budgets within the Purchasing Services area due to economic conditions.

Strategic Plan Objective:

Sound Fiscal Management

Consequences of not funding:

Purchasing has limited opportunity to reduce programs and in fact face dramatically increased work loads in tough economic climates. Savings can be found in reducing overtime and shift coverage, but will come at a cost to customer service. With only 2 Stores employees, overtime and additional shift coverage is needed during staff vacation and leave periods. Without adequate funding, the Stores operation would have to close for breaks and lunch. Overtime is also used for inventory counts. Within Purchasing, overtime is used to meet seasonal demands of the construction cycle. Without overtime budgets, processing and timeline delays would occur which would impact City operations.

Account	2010
5295.129.1043.*.*.000.10.* Overtime Salaries - CUPE	(1,000)
5270.129.1043.*.*.000.10.* Wages - Reg Part Time	(4,000)
TOTAL COST REDUCTION:	(5,000)

2010 Capital Requests

PROVISIONAL Budget

General Fund Summary

Page	Project	Description	Asset Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility	Taxation
<u>Information Services Capital - Priority 1</u>									
S27	2130	Front Office, Equipment	474,000	0	0	0	0	0	474,000
S28	2132	Communication Networks	38,000	0	0	0	0	0	38,000
S29	2133	Back Office, Equipment	200,000	0	0	0	0	0	200,000
S30	2234	Major Systems	200,000	0	0	0	0	0	200,000
Priority 1 Total			912,000	0	0	0	0	0	912,000
<u>Information Services Capital - Priority 2</u>									
S31	2132	Communication Networks	225,000	0	0	0	0	0	225,000
Priority 2 Total			225,000	0	0	0	0	0	225,000

2010 Capital Requests

PROVISIONAL Budget

General Fund Summary

Rank	Project	Description	Asset Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility	Taxation
Information Services Capital - Priority 1									
1	2130	Front Office, Equipment	474,000	0	0	0	0	0	474,000
2	2133	Back Office, Equipment	200,000	0	0	0	0	0	200,000
3	2132	Communication Networks	38,000	0	0	0	0	0	38,000
4	2234	Major Systems	200,000	0	0	0	0	0	200,000
Priority 1 Total			912,000	0	0	0	0	0	912,000
Information Services Capital - Priority 2									
5	2132	Communication Networks	225,000	0	0	0	0	0	225,000
Priority 2 Total			225,000	0	0	0	0	0	225,000

2010 Capital Project Request Details

Division:	Corporate Sustainability	Priority:	1
Department:	Corporate Services		
Branch:	Information Services		
Description:	Front Office, Equipment		\$ 474,000

Strategic Plan Objective:
Diverse and Sustainable Infrastructure

Project Justification:
Asset Preservation-Replacement of failed infrastructure or components or planned capital renewal that (1) retains assets anticipated service life and/or (2) extends the anticipated service life.

Phase:

Description:
To provide equipment in the staff workspaces (front office). This is part of a 5 year replacement strategy.

Desktop Computers \$212,500, Notebook Computers \$67,500, Copiers \$50,000, Plotters \$30,000, Council Agenda & Meeting Automation \$50,000, Software \$64,000

Consequences of not funding:
Staff will not have good working equipment, and when warranties run out, costs for repair and service would be incurred.

Net Costs:

Annual Preventative Maintenance & Operating Costs:	0
Planned Total Capital Renewal Costs:	0
Service Life:	0
Total Life Cycle Costs:	474,000
Annual Net Carbon Footprint:	0
10 Year Capital Plan Reference:	11 Front Office Equipment

Account	Funding Amount	Capital Amount
9990.308.2130.*.*.000.10.* All Capital Expenditures (Budget Use Only)	ASSET	474,000

TOTAL FUNDING:	0	474,000
-----------------------	----------	----------------

2010 Capital Project Request Details

Division:	Corporate Sustainability	Priority:	1
Department:	Corporate Services		
Branch:	Information Services		
Description:	Back Office, Equipment		\$ 200,000

Strategic Plan Objective:
Diverse and Sustainable Infrastructure

Project Justification:
Asset Preservation-Replacement of failed infrastructure or components or planned capital renewal that (1) retains assets anticipated service life and/or (2) extends the anticipated service life.

Phase:

Description:
To provide equipment in the back office (primarily the server room) to support the various systems in place for staff.

Servers \$100,000, Support Software \$25,000, Backup \$50,000, New Technologies \$25,000.

Consequences of not funding:

The continued stability and functionality of our back office infrastructure will be at risk.

Net Costs:

Annual Preventative Maintenance & Operating Costs:	0
Planned Total Capital Renewal Costs:	0
Service Life:	0
Total Life Cycle Costs:	200,000
Annual Net Carbon Footprint:	0
10 Year Capital Plan Reference:	I2 Network & Server Equipment

Account	Funding Amount	Capital Amount
9990.308.2133.*.*.000.10.* All Capital Expenditures (Budget Use Only)	ASSET	200,000

TOTAL FUNDING:	0	200,000
-----------------------	----------	----------------

2010 Capital Project Request Details

Division:	Corporate Sustainability	Priority:	1
Department:	Corporate Services		
Branch:	Information Services		
Description:	Major Systems		\$ 200,000

Strategic Plan Objective:
Strong Innovative Leadership

Project Justification:
Improvements to achieve functional efficiencies or effectiveness.

Phase:

Description:
To provide for major systems projects that are either new or significant enhancements to the existing infrastructure.

Consequences of not funding:
Unable to implement any further Agresso modules, specifically HR and Payroll.

Net Costs:

Annual Preventative Maintenance & Operating Costs:	0
Planned Total Capital Renewal Costs:	0
Service Life:	0
Total Life Cycle Costs:	200,000
Annual Net Carbon Footprint:	0
10 Year Capital Plan Reference:	13 Major Systems Projects

Account	Funding Amount	Capital Amount
9990.308.2234.*.*.000.10.* All Capital Expenditures (Budget Use Only)	ASSET	200,000

TOTAL FUNDING:	0	200,000
-----------------------	----------	----------------

2010 Capital Project Request Details

Division:	Corporate Sustainability	Priority:	2
Department:	Corporate Services		
Branch:	Information Services		
Description:	Communication Networks		\$ 225,000

Strategic Plan Objective:
Diverse and Sustainable Infrastructure

Project Justification:
Asset Preservation-Replacement of failed infrastructure or components or planned capital renewal that (1) retains assets anticipated service life and/or (2) extends the anticipated service life.

Phase:

Description:
To provide for the networking environment that interconnects the various places and spaces used by staff. A total of \$263,000 is required to complete the network connections, \$38,000 is being requested as a priority 1 in 2010 and \$225,000 as a priority 2 as some projects will be delayed until 2011. This supplemental represents a reduced work plan for 2010.

Consequences of not funding:
We will be unable to support the network requirements of the city as misc changes occur through the year.

Net Costs:	
Annual Preventative Maintenance & Operating Costs:	0
Planned Total Capital Renewal Costs:	0
Service Life:	0
Total Life Cycle Costs:	225,000
Annual Net Carbon Footprint:	0
10 Year Capital Plan Reference:	

Account	Funding Amount	Capital Amount
9990.308.2132.*.*.000.10.* <small>All Capital Expenditures (Budget Use Only)</small>	ASSET	225,000

TOTAL FUNDING:	0	225,000
-----------------------	----------	----------------