

PLANNING & CORPORATE SERVICES

Planning
Inspection Services
City Clerks
Community Development & Real Estate
Information Services



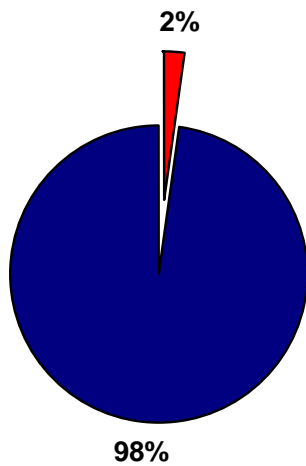
GENERAL FUND

PLANNING SERVICES

Ron Mattiussi - Director of Planning and Corporate Services

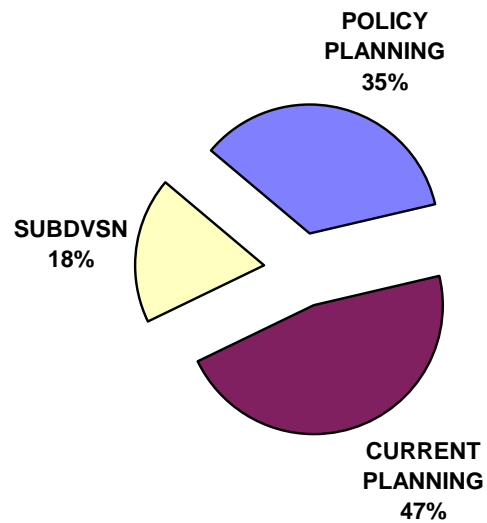
Percent of General Fund Operating

Planning Services = \$1.4 Million



General Fund Operating = \$62.4 Million

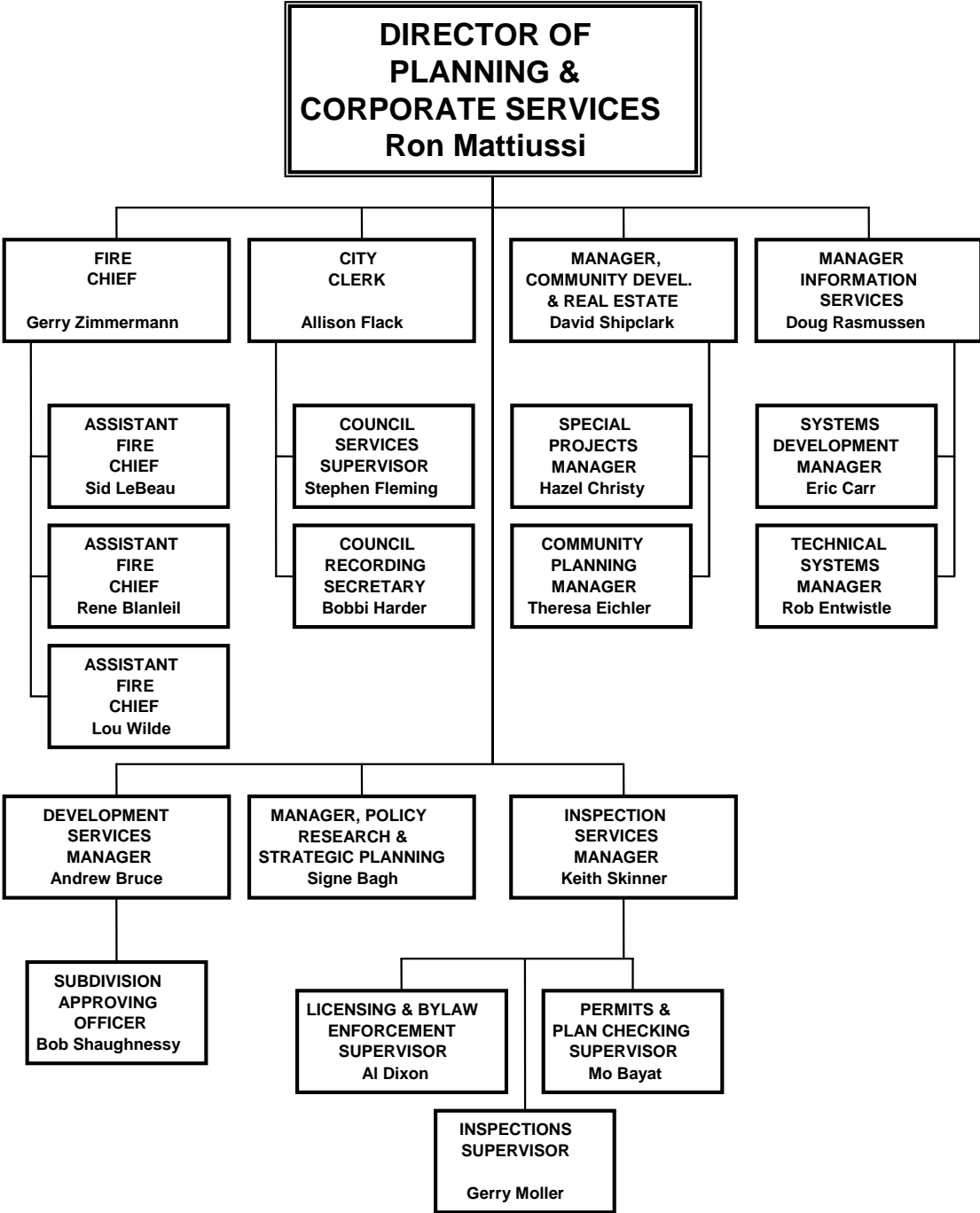
Division Summary



Department Overview

| | Revised Adopted 2004 | Financial Plan 2005 | Change from Prior Year | Percent Change |
|-----------------------------------|-------------------------|------------------------|---------------------------|-------------------|
| Taxation Expenditures | | | | |
| Net Operating | 1,422,981 | 1,378,158 | (44,823) | -3.1% |
| Capital | 0 | 0 | 0 | 0.0% |
| Total Taxation Expenditure | 1,422,981 | 1,378,158 | (44,823) | -3.1% |
| Authorized Positions | 19.3 | 19.3 | 0.0 | 0.0% |

**PLANNING & CORPORATE SERVICES
ORGANIZATIONAL CHART**



PLANNING SERVICES

DEPARTMENT GOALS

To develop plans and policies which will guide the growth and development of the City of Kelowna and ensure a high quality of life for all residents and future generations.

To provide information and assistance to meet the needs of the citizens, Council, City department, developers and agencies regarding the development of the City.

To provide excellent customer service to applicants and the general public for all matters relating to the development process.

To process all applications in accordance with stated timeframe objectives.

To ensure maximum adherence to City policies, bylaws and objectives to ensure development occurs in a manner consistent with stated community direction.

To promote a working environment where learning is encouraged, new ideas are welcome, and a friendly atmosphere prevails as the most productive team approach to business.

CURRENT YEAR STRATEGIC OBJECTIVES

FINANCE

1. Review application fees to ensure appropriate fees are being charged for various types of applications.
2. Continue to refine development review process to ensure applications are being processed as efficiently as possible, therefore minimizing staff time (cost) per application.

FACILITIES/EQUIPMENT/TECHNOLOGY

1. Implement changes to improve tracking system.

PARTNERSHIPS

1. Work with UBC Okanagan on campus plan.

RESEARCH & DEVELOPMENT

1. Explore new uses for GIS and computer aided graphics in the planning process.

IMAGE

1. Maintain team spirit and professionalism.

PRODUCTS & SERVICES

1. Development of revised information sheets for application process.
2. Develop proactive communication policies for Department.

PLANNING SERVICES

Department ID Section Descriptions

ADMINISTRATION

The Planning Services Department is responsible for growth management through research and strategic planning, and current planning. The department oversees all development including the construction and demolition of buildings, subdivision approval and the institution of special designations such as Heritage Conservation areas. In addition, the department manages Licensing, Bylaw Enforcement, Inspection Services, Community Development and Real Estate, and Information Services. To provide support, guidance and administrative services to the division.

RESEARCH & STRATEGIC PLANNING

Develop plans and policies to guide future growth and development from the specific and detailed such as Neighbourhood Plans, to the more general Sector Plans. Concept Development Plans provide a link between specific development proposals and the Official Community Plan, which translates land use, urban form and servicing principles into city-wide strategies and policies.

DEVELOPMENT SERVICES

Process rezoning applications, development permits and development variance permits and prepare reports and recommendations to Council. Staff work closely with the public, developers and other agencies to ensure development meets standards outlined in City plans and bylaws.

SUBDIVISION

Responsible for the review of all subdivision applications to ensure compliance with the Land Title Act and the City's Official Community Plan. Prepare information for Council on rezoning and development permit applications and review development plans and Agriculture Land Reserve applications.

PERFORMANCE MEASURES

| PROGRAM INPUT MEASURES | Actual 2003 | Revised Adopted 2004 | Financial Plan 2005 |
|---|--------------------|---------------------------------|--------------------------------|
| 161 ADMINISTRATION | (199,526) | (75,992) | (139,447) |
| 162 POLICY PLANNING | 509,046 | 529,154 | 535,874 |
| 165 CURRENT PLANNING | 457,550 | 697,044 | 705,287 |
| 166 SUBDIVISION | 247,870 | 272,775 | 276,444 |
| Total Net Operating Expenditures | 1,014,940 | 1,422,981 | 1,378,158 |

PLANNING SERVICES

PERFORMANCE MEASURES

| | July /02 - July /03 | July /03 - July /04 | Proposed 2005 |
|---------------------------------------|---------------------|---------------------|---------------|
| PROGRAM OUTPUTS | | | |
| <u>APPLICATIONS</u> | | | |
| ALR Appeal | 18 | 11 | |
| Area Structure Plan | 0 | 1 | |
| OCP Amendment | 16 | 16 | |
| Rezoning | 39 | 57 | |
| Rezoning - Non APC | 28 | 28 | |
| Development Permit | 37 | 44 | |
| Development Permit - Non APC | 34 | 55 | |
| Development Variance Permit | 25 | 37 | |
| Development Variance Permit - Non APC | 37 | 48 | |
| Development Permit Waiver | 223 | 448 | |
| Text Amendments | 11 | 11 | |
| Soil Removal Application | 11 | 12 | |
| Subdivision - PLR | 51 | 57 | |
| Subdivision - Technical | 91 | 61 | |
| Subdivision - Approval | 59 | 72 | |
| LUC Discharge | 1 | 3 | |
| Heritage Alteration Permit | 15 | 12 | |
| Heritage Revite Agreement | 3 | 3 | |
| Liquor Licence | 16 | 23 | |
| PROGRAM OUTCOMES | | | |
| EFFICIENCY MEASURES | | | |
| CUSTOMER SATISFACTION | | | |
| INNOVATION AND LEARNING | | | |

PLANNING SERVICES DIVISION SUMMARY

REVENUES / EXPENDITURES BY CATEGORY

| | ACTUAL 2003 | REVISED ADOPTED 2004 | FINANCIAL PLAN 2005 |
|---|------------------|----------------------------|---------------------------|
| REVENUE | | | |
| FEES AND CHARGES | (440,921) | (334,651) | (397,651) |
| OTHER REVENUE | (21,883) | (30,167) | (4,367) |
| TRANSFERS FROM FUNDS | (51,716) | (340,530) | |
| Special (Stat Reserve) Funds | (25,000) | | |
| Development Cost Charge Funds | | | |
| Accumulated Surplus | (26,716) | (340,530) | |
| TOTAL REVENUE | (514,520) | (705,348) | (402,018) |
| EXPENDITURES | | | |
| SALARIES & WAGES | 1,203,498 | 1,336,683 | 1,355,315 |
| INTERNAL EQUIPMENT | 7,538 | | |
| MATERIAL & OTHER | 145,828 | 570,346 | 203,561 |
| CONTRACT SERVICES | 4,144 | 2,000 | 2,000 |
| DEBT | | | |
| INTERNAL ALLOCATIONS | 45,819 | 219,300 | 219,300 |
| Interdepartment Transfer | 45,819 | 219,300 | 219,300 |
| Interfund Transfer | | | |
| TRANSFERS TO FUNDS | 122,634 | | |
| TOTAL EXPENDITURES | 1,529,460 | 2,128,329 | 1,780,176 |
| NET OPERATING EXPENDITURES | 1,014,940 | 1,422,981 | 1,378,158 |
| CAPITAL EXPENDITURES | | | |
| FROM TAX DEMAND | | | |
| OTHER FUNDING SOURCES | | | |
| GROSS CAPITAL EXPENDITURES | | | |
| NET OPERATING & CAPITAL EXP. | 1,014,940 | 1,422,981 | 1,378,158 |

AUTHORIZED F.T.E. POSITIONS

| | BUDGETED FTE'S 2003 | ACTUAL 2003 | REVISED ADOPTED 2004 | FINANCIAL PLAN 2005 |
|-----------------|------------------------|----------------|----------------------------|---------------------------|
| <i>Salaried</i> | 18.3 | 17.8 | 19.3 | 19.3 |
| <i>Hourly</i> | | | | |
| <i>Contract</i> | | | | |

PLANNING SERVICES

| Description of Program Changes | 2005 Gross Cost Change | 2005 Net Impact | 2005 FTE |
|---------------------------------------|-----------------------------------|----------------------------|-----------------|
| 1) 2004 One-time supplementals | (\$367,530) | \$0 | |
| 2) Salary Adjustments | \$18,632 | \$18,632 | |
| 3) Miscellaneous Adjustments | (\$455) | (\$455) | |
| 4) 2005 Supplementals | \$0 | (\$63,000) | |
| Total Changes for 2005 | (\$349,353) | (\$44,823) | 0.0 |

**2005 SUPPLEMENTAL REQUEST SUMMARY
FINANCIAL PLAN
GENERAL FUND PRIORITY 1 - BY DEPARTMENT**

| <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u> | <u>GROSS AMOUNT</u> | <u>REVENUE</u> | <u>FUNDING SOURCE</u> | <u>NET AMOUNT</u> | <u>ONE-TIME ONGOING</u> |
|---|-----------------------------|-------------------------|----------------|---------------------------|-----------------------|-----------------------------|
| <u>PLANNING AND CORPORATE SERVICES</u> | | | | | | |
| 610-10-161-0-922X | REZONING & SUBDIVISION FEES | 0 | 63,000 | | (63,000) | ONGOING |
| | DEPARTMENT TOTALS | 0 | 63,000 | | (63,000) | |

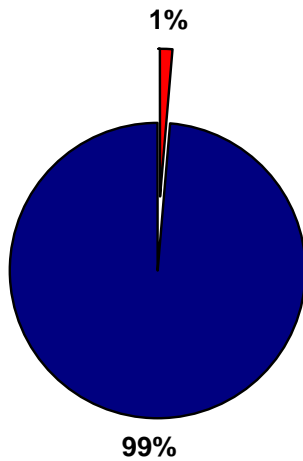
GENERAL FUND

INSPECTION SERVICES

Ron Mattiussi - Director of Planning and Corporate Services
Keith Skinner - Inspection Services Manager

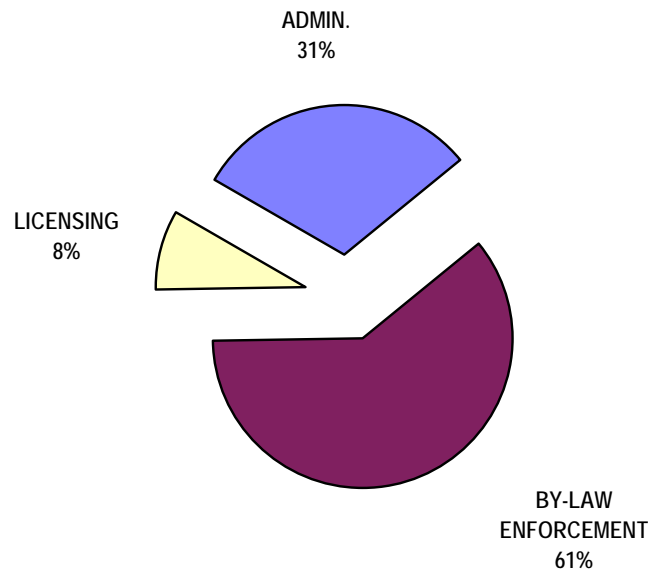
Percent of General Fund Operating

Inspection Services = \$1.1 Million



General Fund Operating = \$62.4 Million

Division Summary



Department Overview

| | Revised Adopted 2004 | Financial Plan 2005 | Change from Prior Year | Percent Change |
|-----------------------------------|-------------------------|------------------------|---------------------------|-------------------|
| Taxation Expenditures | | | | |
| Net Operating | 1,201,646 | 799,597 | (402,049) | -33.5% |
| Capital | 0 | 0 | 0 | 0.0% |
| Total Taxation Expenditure | 1,201,646 | 799,597 | (402,049) | -33.5% |
| Authorized Positions | 39.7 | 42.2 | 2.5 | 6.3% |

INSPECTION SERVICES

DEPARTMENT GOALS

To provide information and assistance to meet the needs of the citizens, Council, City departments, developers, and agencies regarding the development of the City.

To provide a service to the community for protection of health and safety to persons and property. Administer and enforce City of Kelowna Bylaws.

CURRENT YEAR STRATEGIC OBJECTIVES

FACILITIES/EQUIPMENT/TECHNOLOGY

1. A pilot project for electronics in the field will be reintroduced pending the release of new hardware and software.
2. To investigate new electronic ticketing and computer software and to establish the use of transport computers and access for officers while in the field. This will permit more officer field time, less down time for office work and better productivity.

PARTNERSHIPS

1. To work closely with the court services to re-establish and improve the handling of bylaw matters as outlined in the Charter and to increase the use of court services for enforcement purposes, in particular, the development of the summons for bylaw violations.
2. To provide, develop and implement a variety of enforcement practices and procedures both in-house and with the RCMP to provide a greater sense of policing coverage within the city and in particular, the downtown business core and parks areas, and establish an earlier joint patrol program for transient related situations.

PRODUCTS & SERVICES

1. Plan Checking Division is developing a pre-screening program for complex projects such as commercial, industrial, institutional and multi-family residential. The intent is to provide sufficient information with respect to all regulatory requirements to the applicant in a one-to-one meeting prior to submission of a building permit. The program outcomes will be a streamlined and efficient time management approval process, for both the customer and the City. This program will be introduced to developers and professionals in the winter of 2004/2005.
2. To reduce the number of open permits.

INSPECTION SERVICES

Department ID Section Descriptions

ADMINISTRATION

To provide support, guidance and administrative services to the division.

EXISTING AND NEW DEVELOPMENT INSPECTIONS

Inspect building and development sites to ensure compliance with the Zoning Bylaw, development regulations and Building Code requirements. Building permits are required for structural work in all renovation and construction projects. Permits generally require two weeks for a single family dwelling and four weeks for commercial, industrial and multi-family buildings. Once the application is submitted, staff conduct a technical review and plan checks. After a building permit is issued six to eight site inspections usually occur (building, plumbing and heating) prior to final approval and the issuance of an occupancy permit. Permit fees vary according to the cost of development.

BY-LAW ENFORCEMENT

Administer and enforce City of Kelowna by-laws including complaint investigation and policing coverage in coordination with the RCMP.

LICENSING

Licensing administers all municipal licences (business, commercial and dog licences) and enforces licensing and Bylaw regulations.

PERFORMANCE MEASURES

| PROGRAM INPUT MEASURES | | Actual 2003 | Revised Adopted 2004 | Financial Plan 2005 |
|---|-------------------------------|--------------------|---------------------------------|--------------------------------|
| 181 | ADMINISTRATION | 473,120 | 484,961 | 491,397 |
| 182 | EXISTING & NEW DEV'T INSPECT. | (263,965) | (285,687) | (793,981) |
| 184 | BY-LAW ENFORCEMENT | 1,102,086 | 870,603 | 967,043 |
| 187 | LICENSING | 130,650 | 131,769 | 135,138 |
| Total Net Operating Expenditures | | 1,441,891 | 1,201,646 | 799,597 |

INSPECTION SERVICES

PERFORMANCE MEASURES

| | Actual 2003 | Estimated 2004 | Proposed 2005 |
|--|-------------|----------------|---------------|
| PROGRAM OUTPUTS | | | |
| Construction Value of Building Permits | 285.9 M | 330 M | 300 M |
| Building Permits | 2,289 | 2,400 | 2,000 |
| Gas Permits | 1,711 | 1,800 | 1,700 |
| Plumbing Permits | 2,034 | 2,400 | 2,300 |
| Business Licences (Includes renewal and new licences) | 8,080 | 8,633 | 8,700 |
| New Business Licences | 1,582 | 1,505 | 1,500 |
| Bylaw Enforcement Investigations | 6,354 | 7,235 | 7,000 |
| Traffic Violations Issued | 44,245 | 40,000 | 40,000 |
| Inspections completed | 21,549 | 27,962 | 27,000 |
| Bylaw Complaints | 4,681 | 7,500 | 8,000 |
| PROGRAM OUTCOMES | | | |
| % of initial plan check of complete residential 1 - 2 family plans within 10 working days | | | 80% |
| % of initial plan check of complete plans of commercial, multi-family, industrial and institutional plans within 20 working days | | | 80% |
| % of inspections made within 48 hours of request | | | 90 |
| % of new business licences issued within 10 working days of application | | | 70% |
| % of complaints responded to within 5 working days of report | | | 70% |
| ? Applications will be tracked for future reference | | | |
| EFFICIENCY MEASURES | | | |
| Inspections - average number of inspections per inspector | | | |
| % of inspection costs recovered by permit revenues | | | |
| CUSTOMER SATISFACTION | | | |
| INNOVATION AND LEARNING | | | |

INSPECTION SERVICES DIVISION SUMMARY

REVENUES / EXPENDITURES BY CATEGORY

| | ACTUAL 2003 | REVISED ADOPTED 2004 | FINANCIAL PLAN 2005 |
|---|------------------------|-------------------------------------|------------------------------------|
| <u>REVENUE</u> | | | |
| FEES AND CHARGES | (2,750,487) | (1,730,300) | (2,231,652) |
| OTHER REVENUE | (23,880) | (7,085) | (7,655) |
| TRANSFERS FROM FUNDS | | | |
| Special (Stat Reserve) Funds | | | |
| Development Cost Charge Funds | | | |
| Accumulated Surplus | | | |
| TOTAL REVENUE | (2,774,367) | (1,737,385) | (2,239,307) |
| <u>EXPENDITURES</u> | | | |
| SALARIES & WAGES | 2,364,014 | 2,532,100 | 2,736,303 |
| INTERNAL EQUIPMENT | 60,296 | 69,000 | 89,300 |
| MATERIAL & OTHER | 121,657 | 137,548 | 140,358 |
| CONTRACT SERVICES | 365,725 | 72,943 | 72,943 |
| DEBT | | | |
| INTERNAL ALLOCATIONS | | | |
| TRANSFERS TO FUNDS | 1,304,565 | 127,440 | |
| Special (Stat Reserve) Funds | | | |
| Development Cost Charge Funds | | | |
| Accumulated Surplus | 1,304,565 | 127,440 | |
| TOTAL EXPENDITURES | 4,216,258 | 2,939,031 | 3,038,904 |
| NET OPERATING EXPENDITURES | 1,441,891 | 1,201,646 | 799,597 |
| CAPITAL EXPENDITURES | | | |
| FROM TAX DEMAND | | | |
| OTHER FUNDING SOURCES | | | |
| GROSS CAPITAL EXPENDITURES | | | |
| NET OPERATING & CAPITAL EXP. | 1,441,891 | 1,201,646 | 799,597 |

AUTHORIZED F.T.E. POSITIONS

| | BUDGETED FTE'S 2003 | ACTUAL 2003 | REVISED ADOPTED 2004 | FINANCIAL PLAN 2005 |
|-----------------|--------------------------------|------------------------|-------------------------------------|------------------------------------|
| <i>Salaried</i> | 29.6 | 28.8 | 30.7 | 31.7 |
| <i>Hourly</i> | 9.0 | 8.6 | 9.0 | 10.5 |
| <i>Contract</i> | | | | |

INSPECTION SERVICES

| Description of Program Changes | 2005 Gross Cost Change | 2005 Net Impact | 2005 FTE |
|---|-----------------------------------|----------------------------|-----------------|
| 1) 2004 One-time supplementals | (\$54,160) | \$0 | -1.0 |
| 2) Salary Adjustments | \$57,733 | \$57,733 | |
| 3) Revenue Adjustments - offset to salary adjustments | (\$13,532) | (\$13,532) | |
| 4) Miscellaneous Adjustments | \$530 | \$530 | |
| 5) 2005 Supplementals | \$422,640 | (\$119,340) | 3.5 |
| Total Changes for 2005 | \$413,211 | (\$74,609) | 2.5 |

2005 SUPPLEMENTAL REQUEST SUMMARY
FINANCIAL PLAN
GENERAL FUND PRIORITY 1 - BY DEPARTMENT

| <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u> | <u>GROSS AMOUNT</u> | <u>REVENUE</u> | <u>FUNDING SOURCE</u> | <u>NET AMOUNT</u> | <u>ONE-TIME ONGOING</u> |
|---------------------------|--------------------------------------|-------------------------|----------------|---------------------------|-----------------------|-----------------------------|
| <u>INSPECTIONS</u> | | | | | | |
| 511-10-182-0-001 | PLAN CHECKER | 60,540 | 60,540 | REVENUE | 0 | ONGOING |
| XXX-10-182-0-420 | BUILDING INSPECTOR II | 69,870 | 69,870 | REVENUE | 0 | ONGOING |
| XXX-10-182-0-XXXX | PERMIT REVENUE | 200,000 | 400,000 | | (200,000) | ONGOING |
| XXX-10-184-0-001 | TWO LICENCE & BYLAW ENFORCE OFFICERS | 80,660 | 0 | | 80,660 | ONGOING |
| 2XX-10-18X-0-XXX | INTERNAL EQUIPMENT | 11,570 | 11,570 | REVENUE | 0 | ONGOING |
| DEPARTMENT TOTALS | | <u>422,640</u> | <u>541,980</u> | | <u>(119,340)</u> | |

GENERAL FUND

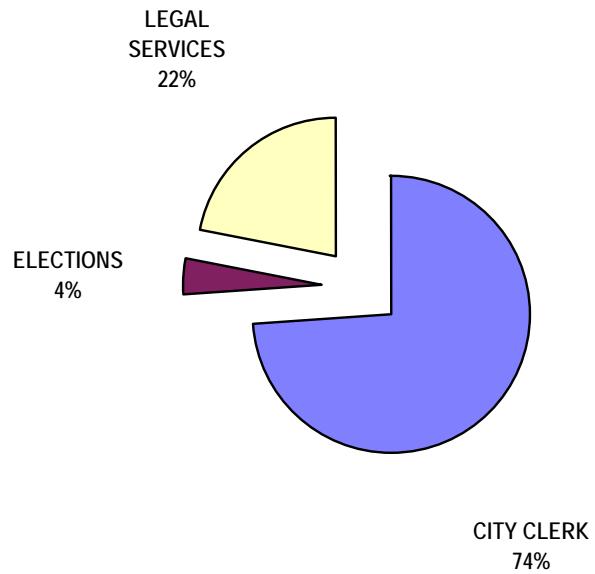
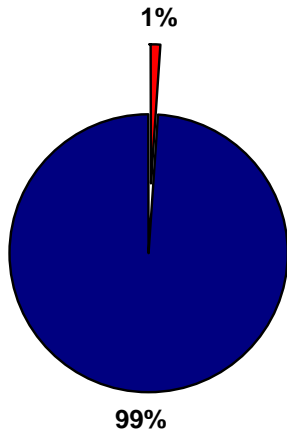
CITY CLERKS

Ron Mattiussi - Director of Planning & Corporate Services
 Stephen Fleming - Acting City Clerk

Percent of General Fund Operating

Division Summary

City Clerk = \$0.8 Million



General Fund Operating = \$62.4 Million

Department Overview

| | Revised Adopted 2004 | Financial Plan 2005 | Change from Prior Year | Percent Change |
|-----------------------------------|-------------------------|------------------------|---------------------------|-------------------|
| Taxation Expenditures | | | | |
| Net Operating | 736,873 | 752,752 | 15,879 | 2.2% |
| Capital | 0 | 0 | 0 | 0.0% |
| Total Taxation Expenditure | 736,873 | 752,752 | 15,879 | 2.2% |
| Authorized Positions | 8.1 | 8.1 | 0.0 | 0.0% |

CITY CLERK

DEPARTMENT GOALS AND OBJECTIVES

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 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 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 ensure that Council business is conducted according to statutes and policy.

To facilitate the provision of information to the public in accordance with provincial legislation.

To ensure the protection of privacy in accordance with provincial statute.

To manage corporate records creation, retention, destruction and archiving.

As a division, develop a more recognizable identity to both internal and external clients.

CURRENT YEAR STRATEGIC OBJECTIVES

FINANCE

1. Complete a review of all City fees and charges and consolidate where appropriate into an updated Fees and Charges Bylaw.

HUMAN RESOURCES

1. Add a Records, Information and Privacy Coordinator to the Office to handle the volume of access to records requests, conduct a needs assessment for implementing a corporate Electronic Document Management System (EDMS) program and to prepare appropriate documentation.

PARTNERSHIPS

1. Coordinate preparation of handover of Kelowna and Area Okanagan Fire Recovery Society executive from current members to staff.

RESEARCH AND DEVELOPMENT

1. Review and update as necessary Council Policies and Consolidated Bylaws.
2. Improve inter-departmental communication to raise awareness within the Corporation of the roles and responsibilities of the City Clerk's Office to ensure that the Clerk's Office is kept abreast of issues and action items coming before Council and that the City is following appropriate legal procedures and processes.
3. To look for efficiencies and, where feasible, to streamline procedures with other departments to create more seamless and efficient processes for ways of conducting Council business.
4. Continue to offer access and privacy training sessions to departments and divisions within the corporation.
5. Continue to work with the LGMA in presenting access and privacy workshops for local governments across BC.
6. Update and standardize Clerk's Office document templates.

CITY CLERK

Department ID Section Descriptions

CITY CLERK

The Clerk Section provides the link between the City, its citizens, and other government bodies. It has three working groups.

Legislative Services ensures all City actions are conducted in accordance with increasingly complex federal, provincial, and municipal government legislation. This working group also prepares notifications and advertisements of Council's actions according to statutory regulations and is responsible for the proper conduct of local government elections.

The Council Recording secretary prepares Council meeting agendas and information packages, compiles meeting minutes, and prepares the correspondence required by Council.

Records management staff have expanded from being official record keepers for legal documents, minutes, and bylaws to being responsible for corporate-wide records management. This working group is also responsible for Freedom of Information and Protection of Privacy issues.

ELECTIONS

The Clerk's Office ensures that Local Government Elections and other voting opportunities are conducted in a fair and open manner.

LEGAL SERVICES

The Clerk's Office oversees the provision of legal services to the corporation and acts as the primary liaison between the City and the City solicitor.

PERFORMANCE MEASURES

| PROGRAM INPUT MEASURES | Actual 2003 | Revised Adopted 2004 | Financial Plan 2005 |
|---|--------------------|---------------------------------|--------------------------------|
| 062 CITY CLERK | 437,073 | 539,873 | 555,752 |
| 065 ELECTIONS | 35,000 | 32,000 | 32,000 |
| 067 LEGAL SERVICES | 150,961 | 165,000 | 165,000 |
| Total Net Operating Expenditures | 623,034 | 736,873 | 752,752 |

CITY CLERK

PERFORMANCE MEASURES

| | Actual 2003 | Estimated 2004 | Proposed 2005 |
|---|-------------|-------------------|------------------|
| PROGRAM OUTPUTS | | | |
| Number of bylaws created, amended or adopted | | 220 | 225 |
| Number of FOI requests received | | 40 | 40 |
| Number of files retrieved from File House | | 1,500 | 1,500 |
| PROGRAM OUTCOMES | | | |
| EFFICIENCY MEASURES | | | |
| Number of successful legal challenges to statutory procedures | | 0 | 0 |
| Number of successful legal challenges to adopted bylaws | | 0 | 0 |
| Number of successful legal challenges to election | | n/a | 0 |
| Percentage of FOI requests responded to within 30 days | | 95% | 100% |
| CUSTOMER SATISFACTION | | | |
| INNOVATION AND LEARNING | | | |
| Number of professional organizations represented | | 5 | 5 |
| Hours of training received by staff | | 60 | 70 |
| Hours of training given by staff to other groups | | 35 | 42 |

CITY CLERKS

REVENUES / EXPENDITURES BY CATEGORY

| | ACTUAL 2003 | REVISED ADOPTED 2004 | FINANCIAL PLAN 2005 |
|---|----------------|----------------------------|---------------------------|
| REVENUE | | | |
| FEES AND CHARGES | (2,902) | | |
| OTHER REVENUE | (59,493) | (40,000) | (40,000) |
| TRANSFERS FROM FUNDS | | | (50,000) |
| Special (Stat Reserve) Funds | | | |
| Development Cost Charge Funds | | | |
| Accumulated Surplus | | | (50,000) |
| TOTAL REVENUE | (62,395) | (40,000) | (90,000) |
| EXPENDITURES | | | |
| SALARIES & WAGES | 388,734 | 472,578 | 488,457 |
| INTERNAL EQUIPMENT | 4,357 | | |
| MATERIAL & OTHER | 239,837 | 276,295 | 326,295 |
| CONTRACT SERVICES | 22,813 | 28,000 | 28,000 |
| DEBT | | | |
| INTERNAL ALLOCATIONS | | | |
| TRANSFERS TO FUNDS | 29,688 | | |
| Special (Stat Reserve) Funds | | | |
| Development Cost Charge Funds | | | |
| Accumulated Surplus | 29,688 | | |
| TOTAL EXPENDITURES | 685,429 | 776,873 | 842,752 |
| NET OPERATING EXPENDITURES | 623,034 | 736,873 | 752,752 |
| CAPITAL EXPENDITURES | | | |
| FROM TAX DEMAND | | | |
| OTHER FUNDING SOURCES | | | |
| GROSS CAPITAL EXPENDITURES | | | |
| NET OPERATING & CAPITAL EXP. | 623,034 | 736,873 | 752,752 |

AUTHORIZED F.T.E. POSITIONS

| | BUDGETED FTE'S 2003 | ACTUAL 2003 | REVISED ADOPTED 2004 | FINANCIAL PLAN 2005 |
|-----------------|------------------------|----------------|----------------------------|---------------------------|
| <i>Salaried</i> | 7.6 | 7.0 | 8.1 | 8.1 |
| <i>Hourly</i> | | | | |
| <i>Contract</i> | | | | |

CITY CLERK

| Description of Program Changes | 2005 Gross Cost Change | 2005 Net Impact | 2005 FTE |
|--------------------------------|---------------------------|--------------------|------------|
| 1) Salary adjustments | \$5,159 | \$5,159 | |
| 2) 2005 Supplementals | \$60,720 | \$10,720 | |
| Total Changes for 2005 | \$65,879 | \$15,879 | 0.0 |

**2005 SUPPLEMENTAL REQUEST SUMMARY
FINANCIAL PLAN
GENERAL FUND PRIORITY 1 - BY DEPARTMENT**

| <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u> | <u>GROSS AMOUNT</u> | <u>REVENUE</u> | <u>FUNDING SOURCE</u> | <u>NET AMOUNT</u> | <u>ONE-TIME ONGOING</u> |
|---------------------------|-------------------------------------|---------------------|----------------|-----------------------|-------------------|-------------------------|
| <u>CITY CLERKS</u> | | | | | | |
| 511-10-062-0-001 | RECORDS AND INFORMATION COORDINATOR | 10,720 | | | 10,720 | ONGOING |
| 231-10-065-0-001 | TRI ANNUAL GENERAL ELECTION | 50,000 | 50,000 | ELC RESV | 0 | ONETIME |
| DEPARTMENT TOTALS | | <u>60,720</u> | <u>50,000</u> | | <u>10,720</u> | |

GENERAL FUND

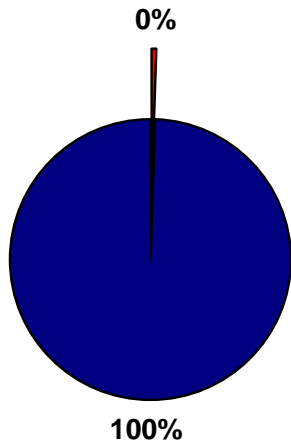
COMMUNITY DEVELOPMENT & REAL ESTATE

Ron Mattiussi - Director of Planning & Corporate Services
 David Shipclark - Manager, Community Development & Real Estate

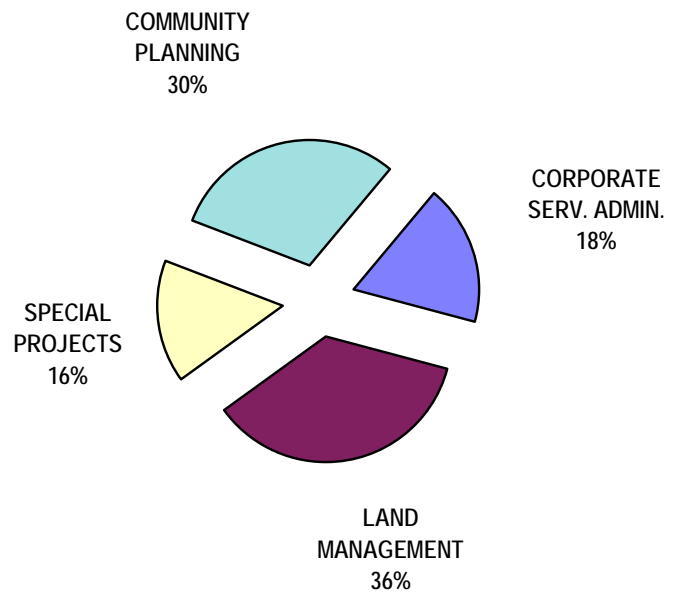
Percent of General Fund Operating

Division Summary

Community Devel & Real Estate = \$0.3 Million



General Fund Operating = \$62.4 Million



Department Overview

| | Revised Adopted 2004 | Financial Plan 2005 | Change from Prior Year | Percent Change |
|-----------------------------------|-------------------------|------------------------|---------------------------|-------------------|
| Taxation Expenditures | | | | |
| Net Operating | 247,134 | 310,655 | 63,521 | 25.7% |
| Capital | 450,000 | 450,000 | 0 | 0.0% |
| Total Taxation Expenditure | 697,134 | 760,655 | 63,521 | 9.1% |
| Authorized Positions | 6.6 | 7.4 | 0.8 | 12.6% |

COMMUNITY DEVELOPMENT AND REAL ESTATE

DEPARTMENT GOALS AND OBJECTIVES

To create initiatives and formulate policy that will implement the City's strategic direction for healthy and sustainable growth.

To promote City led projects that increase economic opportunities and increase employment.

To identify and maintain Kelowna's land based assets, managed where appropriate through lease arrangements that will ensure that they are sustainable over the long term.

To manage an inventory of rental buildings in such a way as to maximize revenues in the short term until required for future city purposes.

To achieve an increase in the supply of affordable housing as defined by the Official Community Plan (OCP), through City initiated housing and mixed use projects.

To build and achieve improvements to city infrastructure by facilitating land transactions that will best provide for infrastructure works for all city capital projects and private sector developments.

To promote public and private sector partnerships to achieve sustainable development projects in an orderly and rational manner, balancing the environmental, social and economic needs of the community.

To act as catalysts for revitalization in the City's Urban and Village Centres.

To resolve land-related issues that have previously hindered advancement of projects or initiatives that will benefit the community.

To prevent social problems from developing or worsening in the community by acting from a prevention perspective.

To ensure that staff have access to education and training necessary to complete assigned tasks.

As a division, develop a more recognizable identity to both internal and external clients.

CURRENT YEAR STRATEGIC OBJECTIVES

FINANCE

1. Complete a review of all City owned land and ensure the existence of a record in the Government Property System.
2. Identify City owned lands in the downtown core that may be available for sale or redevelopment.
3. Complete a review of rent levels for all properties and apply increases to parallel market rates where applicable.
4. Relocate a dwelling from another City owned property to the Manhattan Point property for rental purposes.

HUMAN RESOURCES

1. Add an additional Property Officer and Administrative Clerk to the Division to handle the volume of transactions, and utilize contract staff where possible to complete real estate transactions in a timely fashion.

2. Establish contracting service with the Central Okanagan Foundation for implementation of three community planning grant programs.

PRODUCTS / SERVICES

1. Finalize an Option to Purchase Agreement for the former Kelowna Secondary School (KSS) property, and adopt a Comprehensive Development Plan for the entire property.
2. Achieve a project at 260 Franklyn Road that includes affordable housing units subject to a housing agreement.
3. Continue to complete land transactions required to facilitate W&U, Planning and Parks identified 2005 priorities:

- NEC/Hwy 33 extension
- Rutland Rd/ Hwy 33
- Rutland Sewer Project
- Burtch Road extension
- KLO/ Benvoulin
- Utility ROW's
- Subdivision related transactions
- Parks acquisitions
- Etc.

4. Establish an administrative structure to implement affordable housing requirements imposed by housing agreements, likely by contract with an outside agency.

PARTNERSHIPS

1. Coordinate preparation of Rutland Bluffs Linear Trail Overall Plan and implementation of Phase
2. Complete negotiations for redevelopment of the Richter, Lakeshore, and Swordy properties.
3. Complete negotiations to achieve redevelopment at the foot of Cedar Ave.
4. Complete negotiations to achieve redevelopment of the downtown waterfront.
5. Complete negotiations to acquire land for Rails with Trails initiatives.
6. Explore relocation alternatives for the Gospel Mission.
7. Secure land tenures of outstanding portions of the Mission Greenway Phase 1.
8. Complete land negotiations necessary for Mission Creek restoration project including: dyke setback, sediment trap, Benvoulin Woods.

RESEARCH AND DEVELOPMENT

1. Refine affordable housing policies in the OCP to provide greater direction on the generation of affordable housing units.
2. Produce Community Indicators Report No. 3 that will explore crime statistics and comparative quality of life indicators for Kelowna relative to other Canadian cities.
3. Continue to work with groups including the Central Okanagan Four Pillars Coalition, Homelessness Steering Committee and Homelessness Network, Poverty Task Force and others.
4. Update leases and standardize city document templates.
5. Coordinate long term planning efforts with other departments to identify land needs and priorities into the future.

COMMUNITY DEVELOPMENT & REAL ESTATE

Department ID Section Descriptions

ADMINISTRATION

To provide support and administrative services to the department.

LAND MANAGEMENT

The Land Section is responsible for the acquisition and disposal of land required for City use. This includes wholly owned parcels (like those used for parks) and partially owned parcels (such as those used for rights of way and easements).

RENTAL PROPERTIES / RESIDENTIAL AND COMMERCIAL PROPERTIES

Administer leases and the rentals of more than 50 City-owned houses and concessions.

SPECIAL PROJECTS

Undertakes the preparation of development-related policies, area concept development plans, special planning policy reports and the creation of new zones and bylaws.

COMMUNITY PLANNING

Addresses community and social needs in the areas of affordable housing, crime prevention, employment, youth, seniors and the mobility-challenged.

The focus is to address the needs of people and their communities as part of the planning process to balance the more familiar focus on land use, roads etc.

PERFORMANCE MEASURES

| PROGRAM INPUT MEASURES | Actual 2003 | Revised Adopted 2004 | Financial Plan 2005 |
|---|--------------------|---------------------------------|--------------------------------|
| 061 CORPORATE SERV. ADMIN | 329,331 | 63,269 | 108,245 |
| 070 LAND MANAGEMENT | 6,870 | 214,440 | 217,243 |
| 071 RENTAL PROPERTIES | (212,603) | (289,436) | (292,443) |
| 168 SPECIAL PROJECTS | 215,141 | 93,835 | 95,209 |
| 170 COMMUNITY PLANNING | 152,462 | 165,026 | 182,401 |
| Total Net Operating Expenditures | 491,201 | 247,134 | 310,655 |

COMMUNITY DEVELOPMENT & REAL ESTATE

PERFORMANCE MEASURES

| | Actual 2003 | Estimated 2004 | Proposed 2005 |
|--|-------------|----------------|---------------|
| PROGRAM OUTPUTS | | | |
| Amendments to City bylaws to encourage affordable housing, redevelopment, revitalization | | 1 (DCC) | 3 |
| Participation in steering committees regarding social issues (hours per week) | | 10 | 5 |
| PROGRAM OUTCOMES | | | |
| Newspaper articles on social issues (ie affordable housing) | | 10 | 10 |
| Applications submitted with affordable housing component | | 1 | 3 |
| Units of affordable housing applied for | | 414 | 450 |
| Units of affordable housing constructed | | 0 | 45 |
| Rental units under management (Residential & Commercial) | | 50 | 81 |
| Land transaction files opened | | 450 | 600 |
| Land transaction files closed | | 150 | 300 |
| EFFICIENCY MEASURES | | | |
| Response time on Land Inquiries (days) | | 5 | 3 |
| Response time on Rental Inquiries | | 2 | 1 |
| CUSTOMER SATISFACTION | | | |
| # of rental complaints received | | 36 | 20 |
| INNOVATION AND LEARNING | | | |
| # of professional organizations represented | | 6 | 8 |
| Hours of training received by staff | | 7 | 14 |
| Hours of training given by staff to other groups | | 30 | 40 |

COMMUNITY DEVELOPMENT & REAL ESTATE SUMMARY

REVENUES / EXPENDITURES BY CATEGORY

| | ACTUAL 2003 | REVISED ADOPTED 2004 | FINANCIAL PLAN 2005 |
|---|------------------------|-------------------------------------|------------------------------------|
| <u>REVENUE</u> | | | |
| FEES AND CHARGES | (212,603) | (699,699) | (704,009) |
| OTHER REVENUE | (3,977) | (2,179) | (60,000) |
| TRANSFERS FROM FUNDS | (28,499) | (175,000) | (235,600) |
| Special (Stat Reserve) Funds | | | |
| Development Cost Charge Funds | | | |
| Accumulated Surplus | (28,499) | (175,000) | (235,600) |
| TOTAL REVENUE | (245,078) | (876,878) | (999,609) |
| <u>EXPENDITURES</u> | | | |
| SALARIES & WAGES | 477,401 | 475,622 | 517,611 |
| INTERNAL EQUIPMENT | 31 | | |
| MATERIAL & OTHER | 125,536 | 455,337 | 561,600 |
| CONTRACT SERVICES | 1,019 | 1,200 | 39,200 |
| DEBT | | | |
| INTERNAL ALLOCATIONS | | 75,235 | 75,235 |
| TRANSFERS TO FUNDS | 132,293 | 116,618 | 116,618 |
| Special (Stat Reserve) Funds | | 55,720 | 55,720 |
| Development Cost Charge Funds | | | |
| Accumulated Surplus | 132,293 | 60,898 | 60,898 |
| TOTAL EXPENDITURES | 736,279 | 1,124,012 | 1,310,264 |
| NET OPERATING EXPENDITURES | 491,201 | 247,134 | 310,655 |
| CAPITAL EXPENDITURES | | | |
| FROM TAX DEMAND | 450,211 | 450,000 | 450,000 |
| OTHER FUNDING SOURCES | 2,066,263 | 3,246,746 | 1,987,540 |
| GROSS CAPITAL EXPENDITURES | 2,516,474 | 3,696,746 | 2,437,540 |
| NET OPERATING & CAPITAL EXP. | 3,007,675 | 3,943,880 | 2,748,195 |

AUTHORIZED F.T.E. POSITIONS

| | BUDGETED FTE'S 2003 | ACTUAL 2003 | REVISED ADOPTED 2004 | FINANCIAL PLAN 2005 |
|-----------------|--------------------------------|------------------------|-------------------------------------|------------------------------------|
| <i>Salaried</i> | 7.1 | 5.7 | 6.6 | 7.4 |
| <i>Hourly</i> | | | | |
| <i>Contract</i> | | | | |

COMMUNITY DEVELOPMENT & REAL ESTATE

| Description of Program Changes | 2005 Gross Cost Change | 2005 Net Impact | 2005 FTE |
|---|-----------------------------------|----------------------------|-----------------|
| 1) 2004 One-time supplementals | \$175,000 | \$0 | |
| 2) Salary adjustments | \$4,367 | \$4,367 | |
| 3) Material & Other - printer toner, training, travel | \$7,600 | \$7,600 | |
| 4) Miscellaneous adjustments - city taxes | \$4,394 | \$4,394 | |
| 7) 2005 supplementals | \$127,900 | \$41,090 | 1.7 |
| 8) 2005 expenditure reductions | (\$1,930) | (\$1,930) | |
| Total Changes for 2005 | \$317,331 | \$55,521 | 1.7 |

**2005 SUPPLEMENTAL REQUEST SUMMARY
FINANCIAL PLAN
GENERAL FUND PRIORITY 1 - BY DEPARTMENT**

| <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u> | <u>GROSS AMOUNT</u> | <u>REVENUE</u> | <u>FUNDING SOURCE</u> | <u>NET AMOUNT</u> | <u>ONE-TIME ONGOING</u> |
|--|--------------------------------------|---------------------|----------------|-----------------------|-------------------|-------------------------|
| COMMUNITY DEVELOPMENT & REAL ESTATE | | | | | | |
| 511-10-061-0-001 | ADMINISTRATIVE CLERK | 37,700 | | | 37,700 | ONGOING |
| 511-10-070-0-001 | PROPERTY OFFICER II | 52,200 | 52,200 | CAPITAL | 0 | ONGOING |
| 618-10-071-C420-9400 | RUTLAND HEALTH UNIT LEASE | | 4,610 | REVENUE | (4,610) | ONGOING |
| 252-10-170-0-4100 | ADMINISTER COMMUNITY PLANNING GRANTS | 8,000 | | | 8,000 | ONGOING |
| 252-10-170-0-410 | COMMUNITY/SOCIAL PLANNING REVIEW | 30,000 | 30,000 | GEN RESV | 0 | ONETIME |
| DEPARTMENT TOTALS | | 127,900 | 86,810 | | 41,090 | |

**2005 EXPENDITURE REDUCTION SUMMARY
FINANCIAL PLAN
BY DEPARTMENT**

| <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u> | <u>GROSS AMOUNT</u> | <u>REVENUE</u> | <u>FUNDING SOURCE</u> | <u>NET AMOUNT</u> | <u>ONE-TIME ONGOING</u> |
|--|--------------------|---------------------|----------------|-----------------------|-------------------|-------------------------|
| COMMUNITY DEVELOPMENT & REAL ESTATE | | | | | | |
| XXX-10-061-0-002 | LEASED VEHICLES | 1,930 | 0 | | 1,930 | ONGOING |
| DEPARTMENT TOTALS | | 1,930 | 0 | | 1,930 | |

CITY OF KELOWNA
 2005 CAPITAL BUDGET SUMMARY
 GENERAL FUND
 PROVISIONAL BUDGET



| CHARTFIELD | DESCRIPTION | TAXATION | SURPLUS/ RESERVES | DEBENTURE OTHR BORRW | FED / PROV FUNDING | DEV/COMM OTHR CONTRB | UTILITY REVENUE | TOTAL |
|---|------------------------------|----------------|----------------------|-------------------------|-----------------------|-------------------------|--------------------|------------------|
| <u>COMMUNITY DEVELOPMENT & REAL ESTATE</u> | | | | | | | | |
| 1. 10-075-L1000 | GENERAL LAND | 350,000 | 0 | 0 | 0 | 0 | 0 | 350,000 |
| 2. 10-075-L1300 | ROAD WIDENINGS | 100,000 | 0 | 0 | 0 | 0 | 0 | 100,000 |
| 3. 10-075-L1400 | DCC ROAD WIDENINGS | 0 | 500,000 | 0 | 0 | 0 | 0 | 500,000 |
| 4. 10-075-L1500 | STRATEGIC CAPITAL LAND NEEDS | 0 | 1,000,000 | 0 | 0 | 0 | 0 | 1,000,000 |
| DEPARTMENT PRIORITY 1 TOTALS | | 450,000 | 1,500,000 | 0 | 0 | 0 | 0 | 1,950,000 |

GENERAL FUND

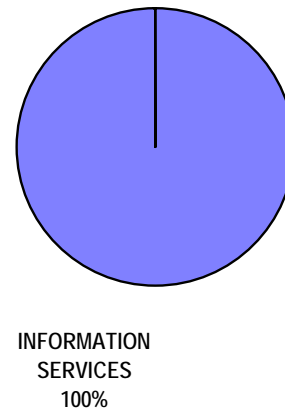
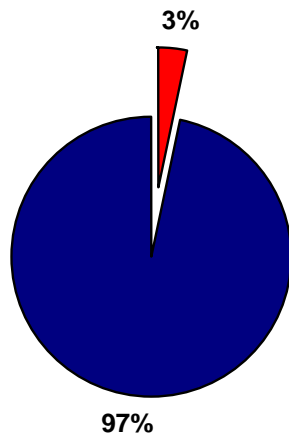
INFORMATION SERVICES

Ron Mattiussi - Director of Planning & Corporate Services
 Doug Rasmussen - Manager Information Services

Percent of General Fund Operating

Division Summary

Information Services = \$2.3 Million



General Fund Operating = \$62.4 Million

Department Overview

| | Revised Adopted 2004 | Financial Plan 2005 | Change from Prior Year | Percent Change |
|-----------------------------------|-------------------------|------------------------|---------------------------|-------------------|
| Taxation Expenditures | | | | |
| Net Operating | 2,210,705 | 2,104,132 | (106,573) | -4.8% |
| Capital | 644,800 | 620,800 | (24,000) | -3.7% |
| Total Taxation Expenditure | 2,855,505 | 2,724,932 | (130,573) | -4.6% |
| Authorized Positions | 16.0 | 17.0 | 1.0 | 6.3% |

INFORMATION SERVICES

DEPARTMENT GOALS

To provide the City of Kelowna with effective and up-to-date information systems and technology by:

- Developing and implementing an overall strategy for delivering integrated information systems to the employees of the city as an assist for them in their day to day business processes.
- Developing and implementing an overall strategy for the selection, implementation and support of software and hardware to meet the business needs of the city.
- Developing and implementing an overall strategy for the selection, implementation and support of our communications facilities and infrastructure.
- Developing and implementing an overall strategy for maintaining our investment in computing software and hardware.
- Training city staff in the competent use of standard desktop products.
- Providing operational support for computer operations and G.I.S.

CURRENT YEAR STRATEGIC OBJECTIVES

HUMAN RESOURCES

1. Hold departmental reviews and develop appropriate work plans.
2. Continue to provide support and training to city staff.
3. Support other city initiatives such as the Training Advisory Group and the Job Evaluation Committee.

PARTNERSHIPS

1. Participate on the financial systems replacement committee.
2. Participate on the Airport committee to replace FIDS and billing.

PRODUCTS AND SERVICES

1. Expand the use of our internet site for eBusiness and for the support of field staff. Specifically to claim the homeowner grant, issue simple heating and plumbing permits and apply for business licences over the internet.

FACILITIES/EQUIPMENT/TECHNOLOGY

1. Continue to provide support to departments enabling them to meet their operational objectives.
2. Continue to provide systems analysis and programming as per departmental requirements.
3. Continue the expansion of our Intra/Internet capabilities using the Intranet as a focal point for providing information to our staff.
4. Upgrade our core database servers, client desktops and network infrastructure to new hardware and software platforms as per budget.
5. Complete upgrade of PeopleSoft Financials to version 8.4.
6. Complete the conversion our GIS system to the ESRI suite of products.
7. Upgrade ESRI products to release 9.
8. Implement security tools that will increase our protection against viruses.
9. Enhance or introduce new systems to streamline payment processing for taxes, directly post cash transaction to the GL, manage an operations log for the Airport safety management system, provide a water valve maintenance management system and to provide a system to manage rights of way for utilities.

RESEARCH AND DEVELOPMENT

1. Enhance our ability to store and retrieve image type documents that may have previously been on film or microfiche/film.
2. Investigate and install more effective disk storage system.
3. Investigate reality of having a laptop in the car for bylaw and inspections.



INFORMATION SERVICES

Department ID Section Descriptions

INFORMATION SERVICES

The Information Services Division is responsible for:

- delivering integrated information systems to the employees of the City to assist them in their day to day business processes.
- the selection, implementation and support of software and hardware to meet the business needs of the City.
- developing and implementing an overall strategy for maintaining the City's investment in computing software and hardware.
- training City staff in the basic use of standard desktop products.
- the provision of operational support for computer operations and G.I.S.

PERFORMANCE MEASURES

| PROGRAM INPUT MEASURES | Actual 2003 | Revised Adopted 2004 | Financial Plan 2005 |
|---|--------------------|---------------------------------|--------------------------------|
| 080 INFORMATION SERVICES | 1,745,748 | 2,210,705 | 2,104,132 |
| Total Net Operating Expenditures | 1,745,748 | 2,210,705 | 2,104,132 |

INFORMATION SERVICES

PERFORMANCE MEASURES

| | Actual 2003 | Estimated 2004 | Proposed 2005 |
|---|-------------|-------------------|------------------|
| PROGRAM OUTPUTS | | | |
| # of Users Supported | 650 | 700 | 750 |
| # of Desktop PC'S | 400 | 425 | 450 |
| # of Notebook PC'S | 40 | 40 | 45 |
| # of PDA'S | 28 | 30 | 35 |
| # of Phones | | 500 | 500 |
| # of Cell Phones | | 325 | 350 |
| # of HELP Calls | 4,500 | 5,500 | 6,500 |
| PROGRAM OUTCOMES | | | |
| Sufficient # of Software Licences | 100% | 100% | 100% |
| Sufficient Disk Space | 100% | 100% | 100% |
| # of Major Buildings without high speed connection | 0 | 0 | 0 |
| EFFICIENCY MEASURES | | | |
| # of Major Network Outages | 0 | 0 | 0 |
| # of Major Phone Outages | 0 | 0 | 0 |
| # of Times a major system is unavailable for unplanned purposes | 0 | 0 | 0 |
| CUSTOMER SATISFACTION | | | |
| Help Desk | | | |
| INNOVATION AND LEARNING | | | |

INFORMATION SERVICES SUMMARY

REVENUES / EXPENDITURES BY CATEGORY

| | ACTUAL 2003 | REVISED ADOPTED 2004 | FINANCIAL PLAN 2005 |
|---|------------------|----------------------------|---------------------------|
| <u>REVENUE</u> | | | |
| FEES AND CHARGES | (8,055) | (6,000) | (6,000) |
| OTHER REVENUE | | | |
| TRANSFERS FROM FUNDS | | (8,560) | (8,560) |
| Special (Stat Reserve) Funds | | | |
| Development Cost Charge Funds | | | |
| Accumulated Surplus | | (8,560) | (8,560) |
| TOTAL REVENUE | (8,055) | (14,560) | (14,560) |
| <u>EXPENDITURES</u> | | | |
| SALARIES & WAGES | 1,020,336 | 1,217,826 | 1,302,458 |
| INTERNAL EQUIPMENT | 3,000 | | |
| MATERIAL & OTHER | 529,628 | 822,438 | 816,233 |
| CONTRACT SERVICES | | | |
| DEBT | | | |
| INTERNAL ALLOCATIONS | | | |
| TRANSFERS TO FUNDS | 200,839 | 185,001 | 1 |
| Special (Stat Reserve) Funds | | | |
| Development Cost Charge Funds | | | |
| Accumulated Surplus | 200,839 | 185,001 | 1 |
| TOTAL EXPENDITURES | 1,753,803 | 2,225,265 | 2,118,692 |
| NET OPERATING EXPENDITURES | 1,745,748 | 2,210,705 | 2,104,132 |
| <u>CAPITAL EXPENDITURES</u> | | | |
| FROM TAX DEMAND | 541,138 | 644,800 | 620,800 |
| OTHER FUNDING SOURCES | 161,369 | 712,840 | 284,400 |
| GROSS CAPITAL EXPENDITURES | 702,507 | 1,357,640 | 905,200 |
| NET OPERATING & CAPITAL EXP. | 2,448,255 | 3,568,345 | 3,009,332 |

AUTHORIZED F.T.E. POSITIONS

| | BUDGETED FTE'S 2003 | ACTUAL 2003 | REVISED ADOPTED 2004 | FINANCIAL PLAN 2005 |
|-----------------|------------------------|----------------|----------------------------|---------------------------|
| <i>Salaried</i> | 16.0 | 13.5 | 16.0 | 17.0 |
| <i>Hourly</i> | | 0.8 | | |
| <i>Contract</i> | | | | |

INFORMATION SERVICES

| Description of Program Changes | | 2005 Gross Cost Change | 2005 Net Impact | 2005 FTE |
|---------------------------------------|-------------------|-----------------------------------|----------------------------|-----------------|
| 1) | Salary adjustment | \$30,329 | \$20,702 | |
| 2) | GST rebate | (\$6,205) | (\$6,205) | |
| 3) | 2005 supplemental | \$63,930 | \$63,930 | 1.0 |
| Total Changes for 2005 | | \$88,054 | \$78,427 | 1.0 |

**2005 SUPPLEMENTAL REQUEST SUMMARY
FINANCIAL PLAN
GENERAL FUND PRIORITY 1 - BY DEPARTMENT**

| <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u> | <u>GROSS AMOUNT</u> | <u>REVENUE</u> | <u>FUNDING SOURCE</u> | <u>NET AMOUNT</u> | <u>ONE-TIME ONGOING</u> |
|------------------------------------|----------------------------|---------------------|----------------|-----------------------|-------------------|-------------------------|
| <u>INFORMATION SERVICES</u> | | | | | | |
| 511-10-080-0-227 | HELP DESK SUPPORT POSITION | 63,930 | | | 63,930 | ONGOING |
| | DEPARTMENT TOTALS | 63,930 | 0 | | 63,930 | |

**2005 EXPENDITURE REDUCTION SUMMARY
FINANCIAL PLAN
BY DEPARTMENT**

| <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u> | <u>GROSS AMOUNT</u> | <u>REVENUE</u> | <u>FUNDING SOURCE</u> | <u>NET AMOUNT</u> | <u>ONE-TIME ONGOING</u> |
|------------------------------------|--------------------|---------------------|----------------|-----------------------|-------------------|-------------------------|
| <u>INFORMATION SERVICES</u> | | | | | | |
| XXX-10-080-0-224 | GST REDUCTION | 6,205 | 0 | | 6,205 | ONGOING |
| | DEPARTMENT TOTALS | 6,205 | 0 | | 6,205 | |

CITY OF KELOWNA
 2005 CAPITAL BUDGET SUMMARY
 GENERAL FUND
 PROVISIONAL BUDGET



| CHARTFIELD | DESCRIPTION | TAXATION | SURPLUS/ RESERVES | DEBENTURE OTHR BORRW | FED / PROV FUNDING | DEV/COMM OTHR CONTRB | UTILITY REVENUE | TOTAL |
|-------------------------------------|--------------------------------|----------------|----------------------|-------------------------|-----------------------|-------------------------|--------------------|----------------|
| <u>INFORMATION SERVICES</u> | | | | | | | | |
| 1. 10-082-IS114 | COMPUTER SECURITY | 100,000 | 0 | 0 | 0 | 0 | 0 | 100,000 |
| 2. 10-082-IS115 | DESKTOP SOFTWARE | 50,000 | 0 | 0 | 0 | 0 | 0 | 50,000 |
| 3. 10-082-IS121 | NEW TECHNOLOGIES | 25,000 | 0 | 0 | 0 | 0 | 0 | 25,000 |
| 4. 10-082-IS134 | NETWORK UPGRADES | 25,000 | 0 | 0 | 0 | 0 | 0 | 25,000 |
| 5. 10-082-IS138 | SERVER UPGRADES | 100,000 | 0 | 0 | 0 | 0 | 0 | 100,000 |
| 6. 10-082-IS139 | COMPUTER SYSTEM UPGRADES | 130,000 | 20,000 | 0 | 0 | 0 | 0 | 150,000 |
| 7. 10-082-ISXXX | COMPUTER EQUIPMENT REPLACEMENT | 160,000 | 0 | 0 | 0 | 0 | 0 | 160,000 |
| 8. 10-082-ISXXX | NEW COMPUTERS | 30,800 | 0 | 0 | 0 | 0 | 0 | 30,800 |
| 9. 10-082-IS140 | PHONE SYSTEM UPGRADE | 0 | 10,000 | 0 | 0 | 0 | 0 | 10,000 |
| DEPARTMENT PRIORITY 1 TOTALS | | 620,800 | 30,000 | 0 | 0 | 0 | 0 | 650,800 |