



City of
Parksville

**2019-2023 Draft
Administration Budget Review
(Admin/Bylaw/IT)**

February 25, 2019

by Keeva Kehler, Director of Administrative Services

Presentation Overview

- Budget Revenues
- Revenue and Expenditure comparison to 2018
- Budget Expenditures
- 2018 Projects carried forward to 2019
- New Spending Packages
- New costs proposed for 2020-2023
- Other Considerations not currently in budget

2019 Administration Program Budget Expenditures

Admin Revenues and Expenditures Comparison to 2018

Budget Year: 2019 & Previous Year: 2018 & Forecast Year: 2020

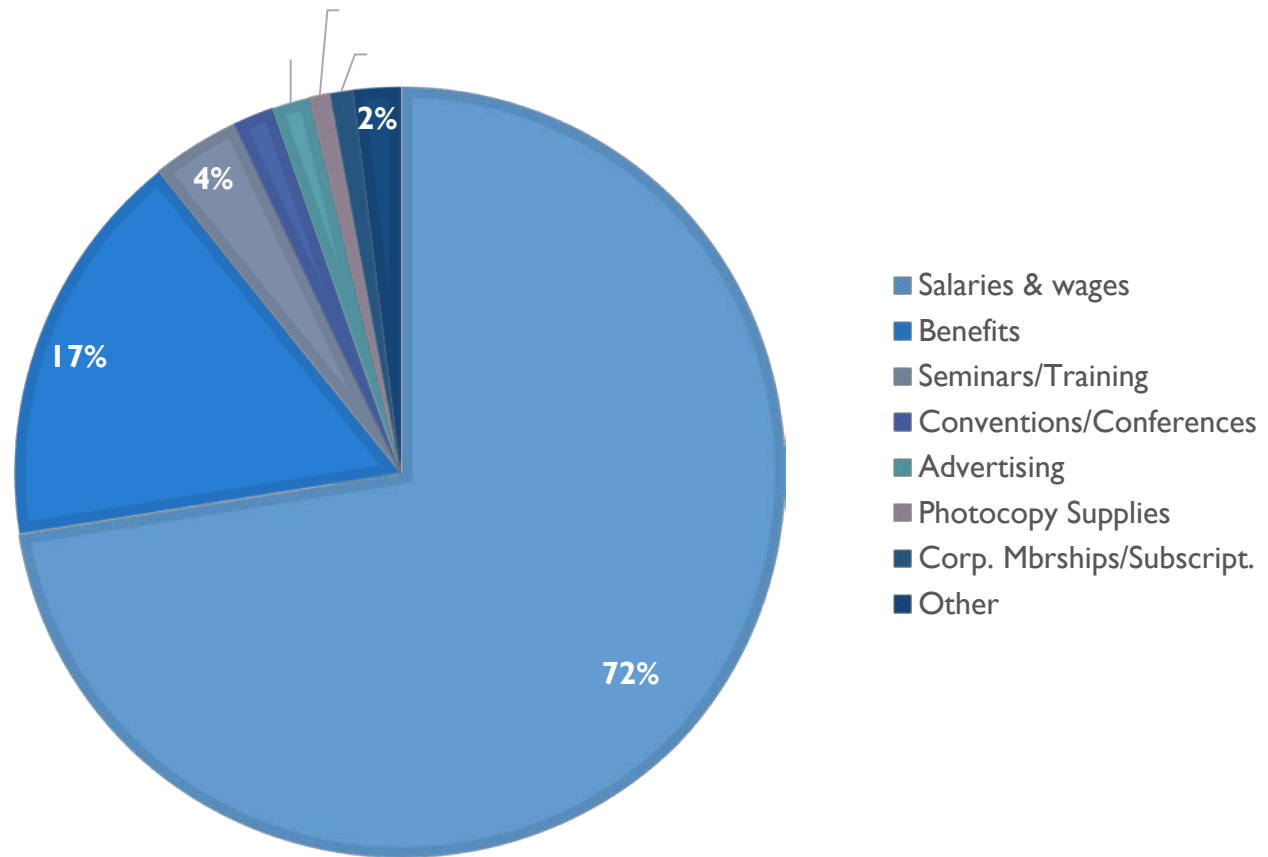
Division or Department: Administration

From Stage: <All> To Stage: <All>

Activity	2018 Budget	2018 Actuals	2019 Budget	Variances
Revenues				
Administration				
Executive				
1200 - Administration	624,000	429,246	666,000	42,000
Total Revenues	624,000	429,246	666,000	42,000
Expenditures				
Administration				
Executive				
1300 - Administration	586,600	564,792	690,700	104,100
1310 - Records management	5,600	33	5,700	100
Total Expenditures	592,200	564,826	696,400	104,200
Net Total	31,800	(135,580)	(30,400)	(62,200)

2019 Administration Program Budget Expenditures

TOTAL BUDGET EQUALS \$690,700



Bylaw Revenues and Expenditures Comparison to 2018

Budget Year: 2019 & Previous Year: 2018 & Forecast Year: 2020

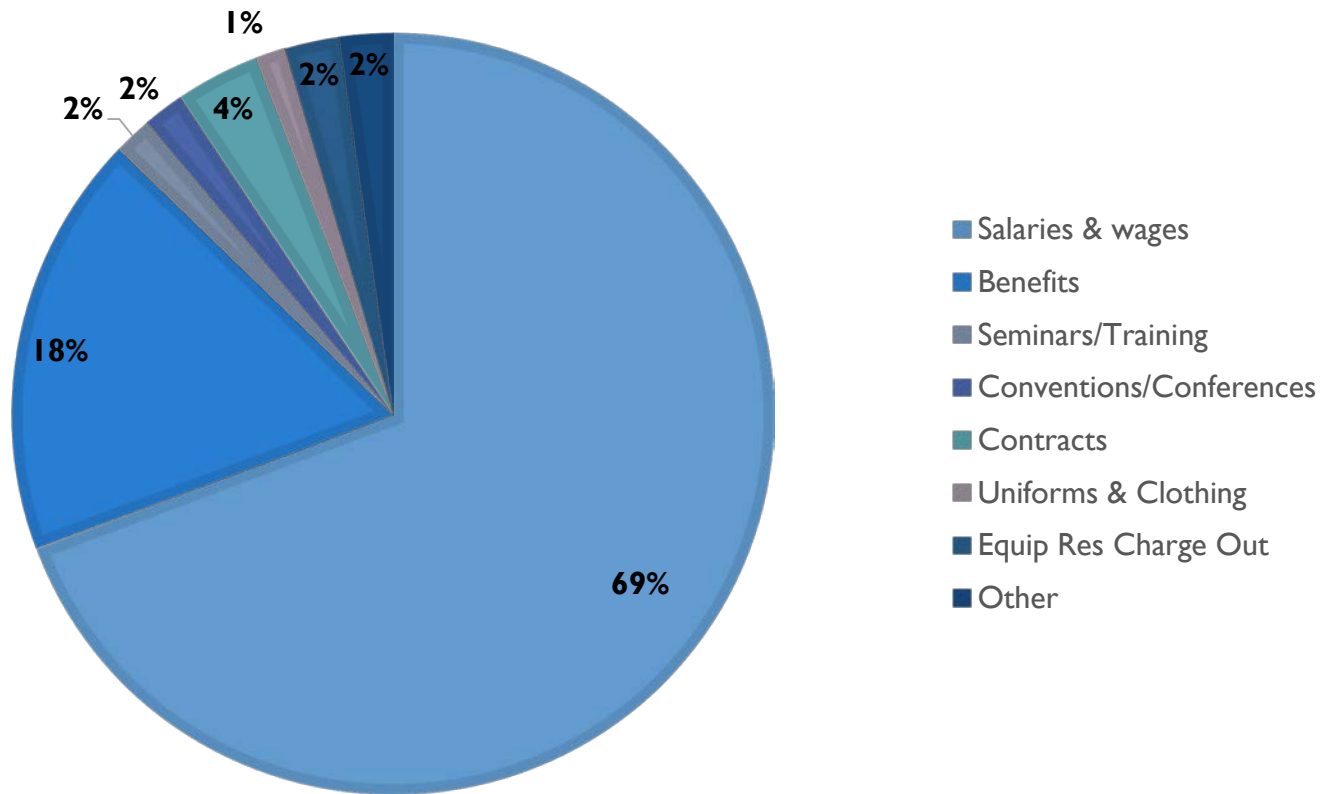
Division or Department: Bylaw Enforcement

From Stage: <All> To Stage: <All>

Activity	2018 Budget	2018 Actuals	2019 Budget	Variances
Revenues				
Administration				
Bylaw Enforcement				
2100 - Bylaw Enforcement	5,000	4,463	5,000	0
2101 - Parking Enforcement	12,000	9,350	10,000	(2,000)
2102 - Animal Control	15,700	18,288	18,400	2,700
2340 - Business Licences	160,000	171,215	165,000	5,000
Total Bylaw Enforcement	192,700	203,316	198,400	5,700
Total Administration	192,700	203,316	198,400	5,700
Total Revenues	192,700	203,316	198,400	5,700
Expenditures				
Administration				
Bylaw Enforcement				
2100 - Bylaw Enforcement	308,800	298,015	344,600	35,800
2101 - Parking Enforcement	1,800	481	1,000	(800)
2102 - Animal Control	16,900	7,167	18,100	1,200
2340 - Business Licences	8,800	7,797	8,400	(400)
2341 - Chamber Grant	43,000	45,673	47,000	4,000
Total Bylaw Enforcement	379,300	359,133	419,100	39,800
Total Administration	379,300	359,133	419,100	39,800
Total Expenditures	379,300	359,133	419,100	39,800
Net Total	(186,600)	(155,818)	(220,700)	(34,100)

2019 Bylaw Budget Expenditures

TOTAL BUDGET EQUALS \$344,600



IT Revenues and Expenditures Comparison to 2018

Budget Year: 2019 & Previous Year: 2018 & Forecast Year: 2020

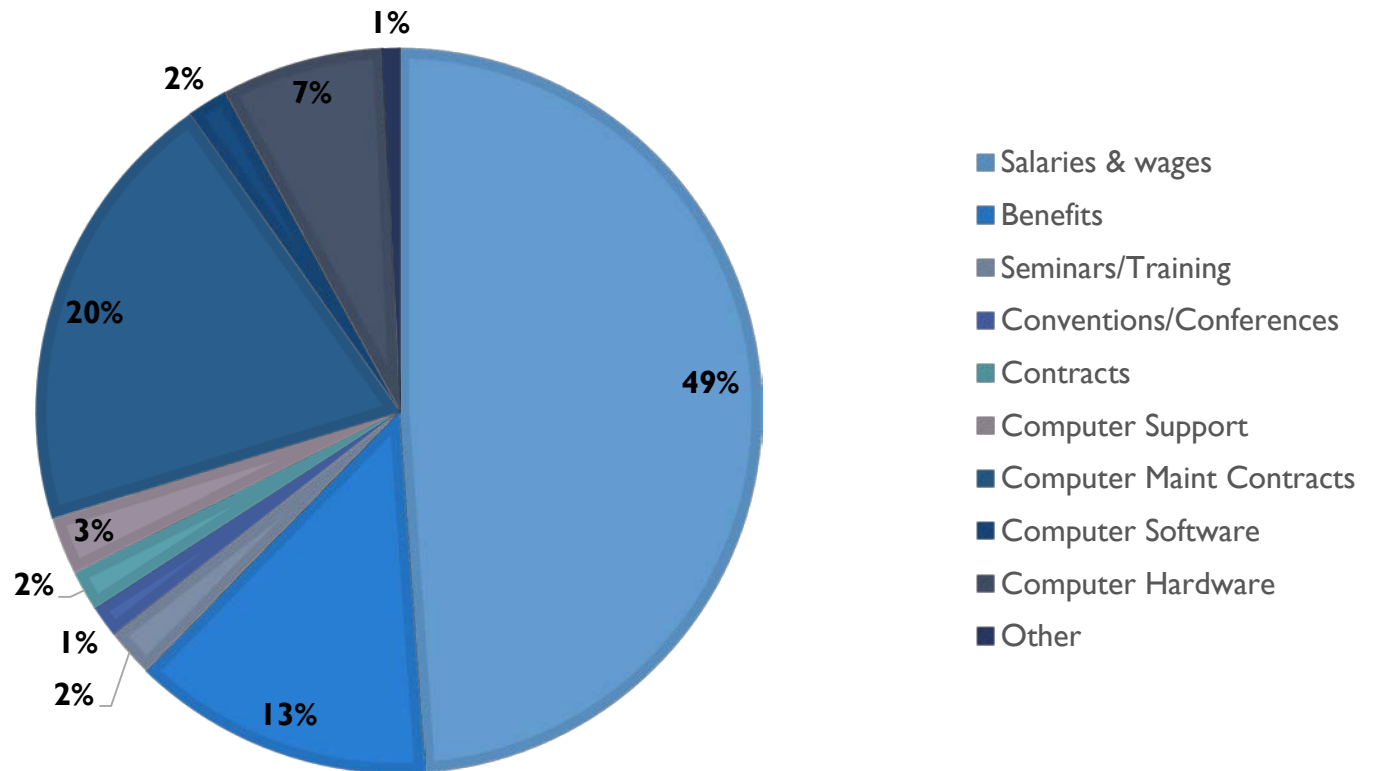
Division or Department: Information Systems

From Stage: <All> To Stage: <All>

Activity	2018 Budget	2018 Actuals	2019 Budget	Variances
Revenues				
Administration				
Information Systems				
2540 - I.T. - Minor Capital	21,300	15,000	44,300	23,000
Total Information Systems	21,300	15,000	44,300	23,000
Total Administration	21,300	15,000	44,300	23,000
Total Revenues	21,300	15,000	44,300	23,000
Expenditures				
Administration				
Information Systems				
2520 - Information systems	451,500	360,491	701,400	249,900
2529 - Amortization-Info Systems	8,200	0	8,200	0
2540 - I.T. - Minor Capital	140,300	52,392	277,800	137,500
Total Information Systems	600,000	412,882	987,400	387,400
Total Administration	600,000	412,882	987,400	387,400
Total Expenditures	600,000	412,882	987,400	387,400
Net Total	(578,700)	(397,882)	(943,100)	(364,400)

2019 Information Systems (IT) Program Budget Expenditures

TOTAL BUDGET EQUALS \$701,400



2018 Projects Carried Forward to 2019

- PCTC Phone System - \$88,000
- Server System - \$10,000
- Computer Server Hardware - \$16,500
- Electronic Payments - \$8,000
- Windows Server Licenses - \$3,500
- Windows User Client Access Licenses - \$2,500
- HR Management Software - \$6,300
- **IT CO-OP Student - \$22,800** (salary and benefits)

2018 Projects Carried Forward to Future Years

- IT Needs Assessment \$20,000 to be moved from 2019 to 2024
- Electronic Documents Management Software (EDRMS) \$20,000 to be moved to 2023

2019 New Spending Packages

- IT-05 – Network Switches (\$12,000)
- IT-06 – Lets Talk Parksville Website (\$8400)
- IT-07 – Mapping Software Update (\$20,000)
- IT-08 – Council Computing (\$14,000)
- IT-09 – GP and Diamond Software Upgrades (Increase from \$10,000 previously budgeted to \$15,000 every two years)
- IT-10 – Forum Video Upgrade (\$30,000)
- IT-11 – Live Streaming Council Meetings (\$45,000 capital plus \$4500 annually)

Proposed New Expenditures 2020-2023 and beyond

- None at this time

Other Considerations not currently in Budget

- E-Invoicing - \$15,000 to \$60,000 (Estimate)
- GIS Specialist FTE (high priority) \$103,700 (including benefits) - *\$81,900 salary, \$21,800 benefits*
- Information Systems Analyst FTE - \$87,800 (including benefits) - *\$67,900 salary, plus \$19,200 benefits*



QUESTIONS/COMMENTS

INPUT FROM COUNCIL
INPUT FROM THE PUBLIC