

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Information Technology

COMMITTEE REVIEW

OCTOBER 2023

Service: 1.022 Information Technology

Committee: Governance Committee &
Finance Committee

DEFINITION:

Support services to the departments of the Capital Regional District.

SERVICE DESCRIPTION:

Corporate information system development and support, telecommunications & phone systems, desktop support, networking, 911 systems, data communications, emergency systems, radio systems design & support, corporate web site, social media, application analysis & development, data management, Geographic Information Systems, web mapping, geospatial services, mapping and property information.

PARTICIPATION:

All municipalities and electoral areas and the Songhees and Tsawout Nations

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition and internal recoveries

1.022 INFORMATION TECHNOLOGY	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS:</u>										
Salaries and Wages	7,455,322	5,932,927	7,448,310	129,065	-	7,577,375	7,757,666	8,444,897	8,172,694	8,367,396
Allocations	398,000	398,000	566,415	-	-	566,415	603,624	628,858	646,096	669,694
Consulting	116,830	83,000	48,470	-	-	48,470	49,440	50,430	51,440	52,470
Contract for Services	874,000	849,029	787,010	-	186,000	973,010	802,750	818,800	835,170	851,880
Software Licenses & Computer Mtce	2,311,820	1,967,995	2,363,140	23,000	21,500	2,407,640	2,557,870	2,594,550	2,642,130	2,742,080
Other Operating Expenses	737,780	675,681	529,440	4,700	2,800	536,940	545,160	556,450	567,970	565,340
TOTAL OPERATING COSTS	11,893,752	9,906,633	11,742,785	156,765	210,300	12,109,850	12,316,510	13,093,985	12,915,500	13,248,860
*Percentage Increase over prior year			-1.3%	1.3%	1.8%	1.8%	1.7%	6.3%	-1.4%	2.6%
<u>CAPITAL / RESERVE</u>										
Transfer to General Capital Fund	452,720	1,452,720	468,570	-	-	468,570	1,227,940	1,187,500	497,250	507,200
Transfer to Equipment Replacement Fund	115,240	115,240	119,270	-	-	119,270	121,660	124,100	126,580	129,110
TOTAL CAPITAL / RESERVES	567,960	1,567,960	587,840	-	-	587,840	1,349,600	1,311,600	623,830	636,310
TOTAL COSTS	12,461,712	11,474,593	12,330,625	156,765	210,300	12,697,690	13,666,110	14,405,585	13,539,330	13,885,170
*Percentage increase over prior year Total Costs			-1.1%	1.3%	1.7%	1.9%	7.6%	5.4%	-6.0%	2.6%
Funding from Capital Fund	(1,300,077)	(1,153,054)	(621,094)	-	(161,000)	(782,094)	(631,673)	(642,499)	(180,000)	(180,000)
Funding from Operating Reserve	(463,209)	(431,709)	(120,954)	-	(31,500)	(152,454)	-	-	-	-
TOTAL COSTS LESS INTERNAL RECOVERIES	10,698,426	9,889,830	11,588,576	156,765	17,800	11,763,142	13,034,437	13,763,086	13,359,330	13,705,170
Service Fees	(40,000)	(40,000)	(40,000)	-	-	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
Other Income	-	(2,500)	-	-	-	-	-	-	-	-
TOTAL REVENUES	(40,000)	(42,500)	(40,000)	-	-	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
NET COSTS	10,658,426	9,847,330	11,548,576	156,765	17,800	11,723,142	12,994,437	13,723,086	13,319,330	13,665,170
*Percentage increase over prior year Net Costs			8.4%	1.5%	0.2%	10.0%	10.8%	5.6%	-2.9%	2.6%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	48.27	48.27	48.27	1.00		49.27	49.27	52.27	52.27	52.27
Term	4.0	4.0	4.0			4.0	3.0	3.0	-	-

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.022 Information Technology	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$1,047,946	\$3,976,600	\$2,320,702	\$1,484,893	\$355,000	\$69,000	\$8,206,195
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
	\$1,047,946	\$3,976,600	\$2,420,702	\$1,484,893	\$355,000	\$69,000	\$8,306,195

SOURCE OF FUNDS

Capital Funds on Hand	\$1,047,946	\$3,930,000	\$2,268,702	\$1,423,243	\$305,000	\$20,000	\$7,946,945
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$46,600	\$152,000	\$61,650	\$50,000	\$49,000	\$359,250
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$1,047,946	\$3,976,600	\$2,420,702	\$1,484,893	\$355,000	\$69,000	\$8,306,195

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:	1.022
Service Name:	Information Technology

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
17-01	Replacement	SAP	Business Warehouse	\$ 75,000	E	Cap	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
18-06	Replacement	Data Centre Replacements	Replace Backup	\$ 350,000	E	Cap	\$ 100,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
18-07	Replacement	Data Centre Replacements	Server Replacements	\$ 415,000	E	Cap	\$ -	\$ 100,000	\$ -	\$ 240,000	\$ -	\$ -	\$ 340,000
19-04	Replacement	Data Centre Replacements	Additional Storage	\$ 90,000	E	Cap	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ 70,000
19-05	Replacement	Data Centre Replacements	Router & Switch Network Data Centre	\$ 134,000	E	Cap	\$ -	\$ 20,000	\$ 15,000	\$ 25,000	\$ -	\$ -	\$ 60,000
19-06	Replacement	Data Centre Replacements	Wi-Fi Network System	\$ 170,000	E	Cap	\$ -	\$ 60,000	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ 120,000
20-02	Replacement	Data Centre Replacements	Virtual Server Hosts	\$ 435,000	E	Cap	\$ -	\$ -	\$ -	\$ 245,000	\$ -		\$ 245,000
20-03	Replacement	Data Centre Replacements	Application Load Balancer	\$ 65,000	E	Cap	\$ -	\$ -	\$ -	\$ -	\$ 65,000		\$ 65,000
20-04	Replacement	Data Centre Replacements	Network Data/Voice Switches (Fisgard)	\$ 305,000	E	Cap	\$ -	\$ 190,000	\$ -	\$ -	\$ -		\$ 190,000
20-05	Replacement	Data Centre Replacements	Uninterruptible Power Supply	\$ 70,000	E	Cap	\$ -	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 20,000	\$ 70,000
20-06	Replacement	Data Centre Replacements	Fisgard Phone System	\$ 410,000	E	Cap	\$ -	\$ -	\$ 350,000	\$ 30,000	\$ -		\$ 380,000
20-07	Replacement	Meeting Room Equipment Replacement	Replacement of A/V technology components	\$ 116,250	E	ERF	\$ -	\$ 19,600	\$ 25,000	\$ 34,650	\$ 20,000	\$ 25,000	\$ 124,250
21-01	Replacement	Data Centre Replacements	Corporate Firewall	\$ 200,000	E	Cap	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
23-01	Replacement	SAP	SAP Migration from ECC to S4	\$ 5,840,000	E	Cap	\$ 947,946	\$2,700,000	\$1,848,702	\$ 773,243	\$ -	\$ -	\$ 5,321,945
24-01	Replacement	Computer Equipment	Staff Computer Equipment Replacements	\$ 52,000	E	ERF	\$ -	\$ 27,000	\$ -	\$ -	\$ -	\$ -	\$ 27,000
24-02	Replacement	Data Centre Replacements	Fibre Channel Fabric Replacement	\$ 225,000	E	Cap	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000
24-03	New	Truck	Expand Radio Technology in CRD vehicles to provide reliable and modern communications. We will rely on these trucks for 7 to 10 years	\$ 50,000	E	Cap	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
24-05	new	Physical Security	Card access for data facilities	\$ 80,000	E	Cap	\$ -	\$ 60,000	\$ 20,000	\$ -	\$ -	\$ -	\$ 80,000
25-01	Replacement	Computer Equipment	Staff Computer Equipment Replacements	\$ 27,000	E	ERF	\$ -	\$ -	\$ 27,000	\$ -	\$ -	\$ -	\$ 27,000
25-02	Replacement	Van	Replace IT Van (want this outfitted with proper shelving and bins)	\$ 100,000	V	ERF	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
26-01	Replacement	Computer Equipment	Staff Computer Equipment Replacements	\$ 27,000	E	ERF	\$ -	\$ -	\$ -	\$ 27,000	\$ -	\$ -	\$ 27,000
27-01	Replacement	Computer Equipment	Staff Computer Equipment Replacements	\$ 30,000	E	ERF	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000

Service #:

1.022

Service Name:

Information Technology

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
24-06	Replacement	Brightsign replacements	Replace and upgrade systems to current standards	\$ 10,000	E	Cap	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
24-07	Replacement	Teams Room Upgrades	2 larger rooms and 10 smaller room technology replacement	\$ 60,000	E	Cap	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
24-17	Replacement	SQL Server Replacement	Server Upgrade to provide capacity and performance - This is a thick replacement - far less if we virtualize	\$ 35,000	E	Cap	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
24-18	Replacement	VDI system upgrades	Increase capacity to existing VDI infrastructure to improve the VDI environment and prepare for high perf loads	\$ 50,000	E	Cap	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
			Grand Total	\$ 9,445,250			\$1,047,946	\$ 3,976,600	\$ 2,420,702	\$ 1,484,893	\$ 355,000	\$ 69,000	\$ 8,306,195

Equipment Reserve Schedule

Equipment Reserve Fund: 1.022 Information Technology

Equipment Reserve Cash Flow

Fund: 1022 Fund Center: 101421
ERF Group: INFOTECH.ERF (ITG.ERF)

	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	313,326	357,881	503,051	551,671	703,811	856,531
Actual Purchases	(137,042)					
Planned Purchases (Based on Capital Plan)		(27,000)	(127,000)	(27,000)	(30,000)	(24,000)
Transfer from Operating Budget	181,597	172,170	175,620	179,140	182,720	186,370
Interest Income	-	-	-	-	-	-
Ending Balance \$	357,881	503,051	551,671	703,811	856,531	1,018,901

Assumptions/Background:

Planned purchases include computer equipment replacements for staff (2024-2028) and replacement of one vehicle in 2025.

Equipment Reserve Schedule

Reserve Fund: 1.022 Fisgard Meeting Room ERF

Fisgard Meeting Room Technology - Funding for replacement of IT equipment and infrastructure in the various meeting rooms at the 625 Fisgard St location.

Equipment Reserve Cash Flow

Fund: 1022 Fund Center: 102217

ERF Group: ITMTGROOM.ERF (ITG.ERF)

	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	80,011	83,011	83,411	78,411	63,761	63,761
Actual Purchases	-	-	-	-	-	-
Planned Purchases (Based on Capital Plan)	(17,000)	(19,600)	(25,000)	(34,650)	(20,000)	(25,000)
Transfer from Operating Budget	20,000	20,000	20,000	20,000	20,000	20,000
Interest Income	-	-	-	-	-	-
Ending Balance \$	83,011	83,411	78,411	63,761	63,761	58,761

Assumptions/Background:

Replacement of meeting room audio/video components.