

*City of Port Alberni
Administration and Finance*



City of Port Alberni

ADMINISTRATION 2009

- *City Manager – Ken Watson*
- *City Clerk / Deputy City Manager – Russell Dyson*
- *Admin Assistant/Deputy City Clerk – Davina Sparrow*
- *1.5 Bylaw Enf. / Bus. Lic. Inspector - Mark Zenko
(Shelley Arnfield)*
- *2 Receptionists – Jane MacNaughton & Tanya Meek*

*City of Port Alberni
City Clerk's Department*

2009 FOCUS

- Implement Municipal Ticketing
- Implement Nuisance Property Procedures
- Evaluate record storage needs and options
- Legislative support for Council
- Public Communications

City of Port Alberni Finance Department



Mission Statement:

To maintain the City's high standard of financial excellence by providing the citizens, elected officials, staff and vendors with professional customer service through the collection and disbursement of funds, financial reporting and management of assets.

City of Port Alberni



FINANCE DEPARTMENT

Director of Finance
Ann Hopkins

Deputy Director of Finance
Brenda Goorts

Tax Clerk
Marc Fortais

Utilities Clerk
Cheryl Cottini

Payroll Clerk
Chris Lowe

Payables Clerk
Cathy Stephen

Receivables Clerk
Maria Bosma

Accountant/Assistant
Collector
Diane Sherlaw

Storeskeeper
Vince Lauzon

Purchasing Clerk
Laury Kristensen

City of Port Alberni Finance Department



Buildings



Water System



Sewer System



Machinery/Equipment




Road System



Land
& Land Improvements


Tangible Capital Assets

City of Port Alberni Administration and Finance

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		CITY OF PORT ALBERNI												
2		ADMINISTRATION/FINANCE 5 YEAR PLAN												
3														
4			2008	2009	2009		2010		2011		2012		2013	
5			<i>Final</i>	<i>Projected</i>										
6				<i>Last Year</i>										
7														
8	Line #	REVENUES (Pages 2 and 3)												
9														
10	39	Administration Service Charges	79,200	80,784	90,125	13.79%	91,928	2.00%	93,766	2.00%	95,641	2.00%	97,554	2.00%
11	105	Prof. & Business Licence Fees	120,000	132,000	120,000	0.00%	132,000	10.00%	132,000	0.00%	145,200	10.00%	145,200	0.00%
12	106	Municipal Vehicle Licence Fees	4,300	4,386	0	-100.00%	0		0		0		0	
13	107	Dog Licence Fees	8,500	8,670	8,500	0.00%	8,500	0.00%	8,500	0.00%	8,500	0.00%	8,500	0.00%
14	112	Fines & Parking Tickets	14,000	18,500	18,500	32.14%	18,500	0.00%	18,500	0.00%	18,500	0.00%	18,500	0.00%
15														
16		REVENUES	226,000	244,340	237,125	4.92%	250,928	5.82%	252,766	0.73%	267,841	5.96%	269,754	0.71%

City of Port Alberni

Administration and Finance

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1		CITY OF PORT ALBERNI												
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4			2008	2009	2009		2010		2011		2012		2013	
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6				<i>Last Year</i>										
7	Line #	EXPENDITURES												
8														
9		ADMINISTRATIVE (Page 7)												
10	17	City Manager	222,974	227,433	227,433	2.00%	231,982	2.00%	236,621	2.00%	241,354	2.00%	246,181	2.00%
11	18	Municipal Clerk	338,952	345,731	375,731	10.85%	383,246	2.00%	390,911	2.00%	398,729	2.00%	406,703	2.00%
12	19	Legal Services	42,840	43,697	43,697	2.00%	44,571	2.00%	45,462	2.00%	46,372	2.00%	47,299	2.00%
13	20	By-Law Prosecution Services	7,140	7,283	7,283	2.00%	7,429	2.00%	7,577	2.00%	7,729	2.00%	7,883	2.00%
14														
15		FINANCIAL MANAGEMENT (Page 7)												
16	23	Financial Management Administration	680,964	694,583	694,583	2.00%	708,475	2.00%	722,644	2.00%	737,097	2.00%	751,839	2.00%
17	24	External Audit	12,880	13,138	13,138	2.00%	13,401	2.00%	13,669	2.00%	13,942	2.00%	14,221	2.00%
18	25	Purchasing Administration	210,165	214,368	214,368	2.00%	218,655	2.00%	223,028	2.00%	227,489	2.00%	232,039	2.00%
19	26	Other Financial Management	127,236	26,375	26,375	-79.27%	26,903	2.00%	27,440	2.00%	27,990	2.00%	28,550	2.00%
20														
21		COMMON SERVICES (Page 7)												
23	34	Other Common Services	271,334	276,761	276,761	2.00%	282,296	2.00%	287,942	2.00%	293,701	2.00%	299,575	2.00%
24														
25		OTHER ADMINISTRATIVE SERVICES (Page 7)												
26	40	Appraisals	20,000						25,000					
27														
28		OTHER GENERAL GOV'T SERVICES (Page 8)												
29	48	Election Expense	32,860	300	300		300	0.00%	34,832		300			
30	52	Damage Claims	25,000	25,500	25,000	0.00%	25,500	2.00%	26,010	2.00%	26,530	2.00%	27,061	2.00%
31	53	Donations & Grants	16,000	16,000	16,000	0.00%	16,000	0.00%	16,000	0.00%	16,000	0.00%	16,320	2.00%
32														
33		PROTECTIVE SERVICES												
34	64	Commissionaire Services (Page 8)	33,339	34,006	34,006	2.00%	34,686	2.00%	35,380	2.00%	36,087	2.00%	36,809	2.00%
35	87	Animal Pound Operation (Page 9)	113,935	113,992	114,203	0.24%	116,288	1.83%	114,026	-1.95%	114,090	0.06%	114,156	0.06%
36														
37		TOURISM (Page 13)												
38	212	Travel Bureau	84,000	84,000	84,000	0.00%	84,000	0.00%	84,000	0.00%	84,000	0.00%	84,000	0.00%
39	213	Promotion of Tourism	2,300	2,346	2,346	2.00%	2,393	2.00%	2,441	2.01%	2,490	2.01%	2,540	2.01%
40														
41		EXPENDITURES	2,241,919	2,125,513	2,155,224	-3.87%	2,196,124	1.90%	2,292,984	4.41%	2,273,900	-0.83%	2,315,176	1.82%

City of Port Alberni Administration and Finance



**CITY OF PORT ALBERNI
ADMINISTRATION/FINANCE 5 YEAR PLAN**

	2008 <i>Final</i>	2009 <i>Projected Last Year</i>	2009	2010	2011	2012	2013	
REVENUES	226,000	244,340	237,125	250,928	252,766	267,841	269,754	
EXPENDITURES	2,241,919	2,125,513	2,155,224	2,196,124	2,292,984	2,273,900	2,315,176	
NET EXPENDITURES	2,015,919	1,881,173	1,918,099	-4.85% 1,945,196	1.41% 2,040,218	4.88% 2,006,059	-1.67% 2,045,422	1.96%

City of Port Alberni Federal Gas Tax – Community Works Fund

- *Began receiving funds in 2005*
- *To date have received a total of \$1,174,000*
- *Invested in separate account – interest earned to date \$60,000+*
- *Funds expended on:*
 - *Liquid Waste Management Plan – \$53,000*
 - *Sewer renewals & relines – \$340,000*
 - *Treatment & Pumping – \$203,000*
 - *Storm sewer renewals – \$200,000*
- *Balance remaining at January, 2009 approximately \$438,000*
- *Funds must be used on projects which reduce GHG emissions, promote cleaner air and/or cleaner water*
- *Funds cannot be used to finance City's portion of any federally funded project*