



CITY OF RICHMOND

REPORT TO COMMITTEE

TO: General Purposes Committee
FROM: Anne Stevens
Manager, Customer Services
RE: **City Hall Special Events Liaison**

DATE: June 7, 2001
FILE: 0005-01

STAFF RECOMMENDATION

That Council approve the creation of a PCC for the exempt position City Hall Special Events Liaison.

Anne Stevens
Manager, Customer Services

FOR ORIGINATING DIVISION USE ONLY		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Budgets.....	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Human Resources.....	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

STAFF REPORT

ORIGIN

Prior to the New City Hall opening in May 2000, a staff position was identified to assist with the move, opening events and also to co-ordinate usage of the Meeting House facilities. The position was referred to as City Hall Transition and Special Events Liaison.

ANALYSIS

In the fall of 2000 Council adopted a programming strategy for the Meeting House. This strategy was based on a phased in approach for the use of the Meeting House by City employees, Richmond based groups and private agencies for a wide range of uses.

The temporary staff position of City Hall Transition and Special Events Liaison has assumed the role of managing all of the meetings, rentals and special events at City Hall. This position was identified and included in the 2001 budget but requires Council approval to fill the position on a regular full time basis.

FINANCIAL IMPACT

Funding was approved in the 2001 budget. (Acct # 4000-10-360)

CONCLUSION

The number of rental requests and the variety of uses of the Meeting House will continue to increase. This position will provide quality service to City employees and officers and to outside agencies and individuals who utilise City Hall for meetings, social and special events. In addition this position will strive to manage the optimal number of uses of City Hall and protect the assets of the City.



Anne Stevens
Manager, Customer Services

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