



Finance Select Committee

Date: Thursday, August 15, 2002
Place: Anderson Room
Richmond City Hall
Present: Mayor Malcolm D. Brodie
Councillor Kiichi Kumagai, Chair
Councillor Rob Howard
Councillor Bill McNulty
Absent: Councillor Harold Steves, Vice-Chair
Councillor Evelina Halsey-Brandt
Call to Order: The Chair called the meeting to order at 4:00 p.m.

1. **OPERATIONAL BUDGET REVIEW FOR THE 6 MONTHS ENDING JUNE 30, 2002**

(Report: August 7/02, File No.: 0970-01) (REDMS No. 827520)

The Director of Finance, Andrew Nazareth briefly reviewed the report.

It was moved and seconded

That the report (dated August 7, 2002 from the Director of Finance) on the Operational Budget comparative reports for the six months ending June 30, 2002, be received for information.

CARRIED

At this point the Chair varied the order of the agenda to bring item 3 before item 2.

3. **SERVICE LEVEL REVIEW – BUDGETS & ACCOUNTING, PURCHASING & RISK, STORES AND ACCOUNTS PAYABLE**

(Report: July 12/02, File No.: 0340-20-FCSE1) (REDMS No. 812653, 782028)

The Director of Finance, Andrew Nazareth, reviewed and responded to questions on the Budgets & Accounting, Purchasing & Risk, Stores and Accounts Payable service level review.

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It was moved and seconded

That the report (dated July 12, 2002 from the Manager, Budgets & Accounting) on service levels for the Budgets & Accounting, Purchasing & Risk, Stores and Accounts Payable departments, be received for information.

CARRIED

2. **SERVICE LEVEL REVIEW – BUSINESS LIAISON & DEVELOPMENT**

(Report to be distributed separately)

The Manager, Business Liaison and Development, Marcia Freeman, reviewed and responded to questions on the Business Licencing and Business Liaison and Development service level review.

It was moved and seconded

That the report (dated August 6, 2002 from the Manager, Business Liaison and Development), on service levels for the Business Licencing and Business Liaison Departments, be received for information.

CARRIED

4. **SERVICE LEVEL REVIEW – TREASURY SERVICES & ACCOUNTS RECEIVABLE**

(Report: August 6/02, File No.: 0340-20-FCSE1) (REDMS No. 826461)

The Manager, Treasury Services, reviewed and responded to questions on the Treasury Services & Accounts Receivable service level review.

It was moved and seconded

That the report (dated August 06, 2002 from the Manager, Treasury Services) on service levels pertaining to the Accounts Receivable and Treasury Services departments, be received for information.

CARRIED

5. **SERVICE LEVEL REVIEW – PAYROLL & BENEFITS AND FINANCE ADMINISTRATION**

(Report: August 6/02, File No.: 0340-20-FCSE1) (REDMS No. 826340)

The Manager, Payroll and Administration, Caroline Beaton, reviewed and responded to questions on the Payroll & Benefits and Finance Administration service level review. Ms. Beaton distributed a replacement for page 41 of the report, a copy of which is attached as schedule 1 and forms a part of these minutes.

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It was moved and seconded

That the report (dated August 6, 2002 from the Manager, Payroll & Administration) on service levels for the Payroll & Benefits and Finance Administration, be received for information.

CARRIED

6. **SERVICE LEVEL REVIEW – PROPERTY TAX**

(Report: July 24/02, File No.: 0340-20-FCSE1) (REDMS No. 827301, 782028, 827264)

The Manager, Property Tax, Ivy Wong, reviewed and responded to questions on the Property Tax service level review.

It was moved and seconded

That the report (dated July 24, 2002 from the Manager, Property Tax) regarding the levels of service provided by the Property Tax section, be received for information.

CARRIED

7. The next meeting of the Finance Select Committee will be at the call of the Chair.

8. **MANAGER'S REPORT**

The results of the service level reviews were referred to the August 20 TAG meeting for determination of the method of compiling the information for report to Council.

The Director of Finance, Andrew Nazareth responded to a question from Mayor on the status of the 2003 budget. September 10 will mark the kick-off day for the budget which will be followed by five weeks of department input. The budget will be ready for presentation after October 31st.

The General Manager, Finance and Corporate Services, Jim Bruce, brought forth a request, from the General Manager, Community Safety, Chuck Gale, that \$10,000 be allocated from the Council Contingency Fund to cover the follow-up expenses of the Tall Ships Event.

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It was moved and seconded

That \$10,000 be allocated from the Council Contingency Fund to cover the cost of the thank you barbecue scheduled for September 5; a committee recognition event; and, the cost of developing the aerial photographs of the event.

Prior to the question being called Mayor Brodie said that he had discussed, with the City Clerk, Richard McKenna, the opportunity to recognize key people on the Tall Ship Committees at the annual Civic Appreciation dinner. The question was then called and it was **CARRIED**.

In response to questions, the General Manager, Parks, Recreation and Cultural Services, Cathy Volkering-Carlile, said that an accounting of staff hours for the Tall Ships Event would be included in the wrap up report to Council in October. Ms. Volkering-Carlile will also report back to Committee when quotations are received for the completion of an economic benefit impact study on the Tall Ships Event.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:55 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Finance Select Committee of the Council of the City of Richmond held on Thursday, August 15, 2002.

Councillor Kiichi Kumagai
Chair

Deborah MacLennan
Administrative Assistant

City of Richmond
Finance Administration
Comparative between Municipalities

	Richmond	Burnaby	Surrey	Coquitlam
# of staff - Finance Administration Support	3 *	3	3	3.5
# of employees supported	57	62	59	27
Ratio of employees supported to support staff	19.0:1	20.6:1	19.6:1	7.7:1

* Included .7 FTE supporting the Payroll and Benefits Section
Ratio of employees supported to support staff after the reduction of .7 FTE = 24.8:1