



Date: February 3, 2011

City Council Committee Report

To: Mayor Canfield & Members of Council

From: Charlotte Edie

Re: Finance & Administration Summer Student

Recommendation:

That Council hereby approves the hiring of a summer student to act as both relief cashier and perform parking ticket processing in the Finance & Administration department.

Background:

In late 2005, the Finance & Administration department was restructured based on actual workload volumes through the elimination of a vacant position. At the time, workload from that position was reallocated to various other positions within the Finance & Administration department. As a result of the shifting, the City created a summer student position, commencing in 2006, to relieve on cash during the summer months. This decision was made in the recognition that this would be an annual requirement, until such time as there was a significant shift in the overall workload and related staffing within the Finance & Administration department.

In early 2008, the Finance & Administration department underwent further restructuring, resulting in an additional reduction in staff positions, including the elimination of one full time Cashier position. As part of this downsizing, it was recognized that the City would continue to require a regular summer student to provide relief in the department.

Budget:

Funding for the cashier summer student has been included in the 2011 operating budget. This expenditure is a regular and ongoing expenditure, and does not represent an increase in budget allocation over the 2010 budget levels.

Communication Plan/Notice By-law Requirements:

.cc Karen Brown
Sharen McDowall
Bill Ranger
Heather Kasprick