AUDIT AND ADMINISTRATION COMMITTEE
MINUTES 09-001(a)
BUDGETS
9:30 a.m.
January 27, 2009
Albion Room
Hamilton Convention Centre

Present: B. Clark (Chair)
Mayor Eisenberger
Councillors B. Bratina, C. Collins, B. Morelli, M.
Pearson, R. Powers and T. Whitehead

Also Present: C. Murray, City Manager
T. Tollis, Acting General Manager, Finance and
Corporate Services
P. Barkwell, City Solicitor, Legal Services
A. Pekaruk, Director, Audit Services
M. Zegarac, Acting Director, Budgets & Finance
T. Hewitson, Manager, Current Budgets & Fiscal
Planning, Budgets & Finance
R. Hewitt, Manager, Finance & Administration,
Budgets and Finance
R. Male
J. Lee, Director, Customer Service, Access and
Equity
H. Tomasik, Executive Director, Human Resources
L. Fontana, D. Godwaldt
K. Christensen, City Clerk
M. Meyer, Legislative Assistant, City Clerk’s Office

1. CHANGES TO THE AGENDA

The Clerk advised that there were no changes to the agenda.

(Collins/Pearson)
That the agenda be approved as presented.  CARRIED
2. DECLARATIONS OF INTEREST

None declared.

3. ADOPTION OF MINUTES

3.1 Minutes of the budget meeting held on January 13, 2009

(Pearson/Powers)
That the minutes of the Audit and Administration Committee meeting held on January 13, 2009 be approved as presented.

CARRIED

4. PRESENTATIONS

4.1 2009 Tax Supported Operating Budget – Other Programs (FCS09007c) (City Wide)

(Pearson/Morelli)
That Report FCS09007c and the corresponding presentation be lifted from the table.

CARRIED

Tony Tollis presented an overview of the 2009 Tax Supported Operating Budget – Other Programs.

(Whitehead/Morelli)
That staff be directed to prepare a report providing an analysis and business plan for the trunk radio system.

CARRIED

(Whitehead/Powers)
That staff be directed to prepare a report consisting of an overview on the $100,000 Special Events Subsidy for HECFI.

CARRIED

(Whitehead/Powers)
That staff be directed to report back on the contractual obligations entered into with the Hamilton Bulldogs.

CARRIED

Committee requested that staff provide information respecting the 38% reduction in material and supplies.

(Morelli/Pearson)
That Committee move in camera at 10:05 a.m. pursuant to section 8.1, subsection (d) of the City’s Procedural By-Law and Section 239 of the Ontario Municipal Act, as the subject matter pertains to labour relations and employee negotiations.

CARRIED

(Collins/Bratina) That Committee reconvene in Open session at 10:33 a.m.

CARRIED

Committee gave staff direction in camera with nothing to report in open session.

(Collins/Pearson) That the presentation respecting the 2009 Tax Supported Operating Budget – Other Programs be received.

CARRIED

(Collins/Pearson) That the in camera presentation respecting Corporate Contingencies remain confidential and restricted from public access, pursuant to Section 8.1, subsection (d) of the Procedural By-Law and section 239 of the Municipal Act, 2001 as the subject matter pertains to labour relations and employee negotiations.

CARRIED

(Whitehead/Collins) That the labour contractual contingency fund be reduced by 10%.

CARRIED

Committee agreed that the contingency fund could be increased again prior to the ratification of the budget, pending information from staff as directed in closed session.

(Collins/Powers) That increases to “Ward Budgets” be tabled.

CARRIED

(Pearson/Collins)

(a) That the 2009 net operating levy for the Legislative budget be approved at $4,277,570 as amended; and

(b) That the 2009 Corporate Financials budget be approved at ($55,931,654) as amended; and

(c) That the 2009 Capital financing charges be approved at
5. DISCUSSION ITEMS

5.1 2009 Tax Supported Operating Budget – City Manager (FCS09007a)
(City Wide)

(Collins/Whitehead)
That Report FCS09007a respecting the 2009 Tax Supported Operating Budget – City Manager be lifted from the table.
CARRIED

(Collins/Morelli)
That the “Intergovernmental Affairs” allocation of the “Administration – City Manager” portion of the City Manager’s Operating Budget be removed from the budget pending a report respecting this issue as directed by the Economic Development and Planning Committee.
CARRIED

(Collins/Morelli)
That staff be directed to prepare a report respecting the possibility of reducing one or two Communications FTEs.
CARRIED

(Collins/Powers)
That staff be directed to investigate the amount of cost savings that could be accrued by extending Christmas shutdown by an additional day, and that this information be included in the City Manager’s report on mitigating employee costs.
CARRIED

(Pearson/Morelli)
(a) That the 2009 net operating levy for City Manager, exclusive of Council referred items, be approved at $6,681,852 as amended; and

(b) That the 2009 City Manager Council referred items per Appendix Two to report FCS09007a be received for consideration.
CARRIED as amended
5.2 2009 Tax Supported Operating Budget – Corporate Services
(FCS09007b) (City Wide)

(Collins/Pearson)
That Report FCS09007b respecting the 2009 Tax Supported Operating
Budget – Corporate Services be lifted from the table.

CARRIED

(Collins/Morelli)
(a) That staff be directed to prepare a report for the 2009 budget
process that would illustrate options and alternatives that would
increase efficiencies and reduce costs in the Customer Contact
Centre.

(b) That a sub-committee be formed to investigate service level
reductions in the Customer Contact Centre, as well as other cost-
saving suggestions made in this budget process and previous
budget processes, to be considered in the 2010 budget process.

The motion CARRIED on the following recorded vote:
Yeas: Clark, Collins, Morelli, Whitehead
Total: 4
Nays: Bratina, Pearson, Powers
Total: 3
Absent: Eisenberger
Total: 1

Committee advised that they do not want staff to hire a consultant to
investigate ways to increase efficiencies and decrease costs.

Suggestions to mitigate costs included but are not restricted to the
following:
- An online phone directory
- Eliminating FTEs
- Centralizing or decentralizing the service delivery model

(Collins/Whitehead)
That staff be directed to investigate and report back on reductions in
services at Municipal Service Centres, specifically with respect to
reductions in the number of days of the week that they are open.

The motion CARRIED on the following recorded vote:
Yeas: Clark, Collins, Eisenberger, Morelli, Whitehead
Total: 5
Nays: Pearson, Powers  
Total: 2  
Absent: Bratina  
Total: 1  

(Whitehead/Pearson)  
That staff be directed to report back on alternative service delivery models; efficiencies in delivering service, which would not exclude the incorporation of library services; and additional revenue-generating opportunities for Municipal Service Centres.  
CARRIED

(Morelli/Bratina)  
That the 2009 net operating levy for Corporate Services be approved at $25,554,621.  
CARRIED

5.3 2009 Budget Request - Corporate Services Volunteer Advisory Committees (FCS09004) (City Wide)  

(Collins/Pearson)  
(a) That the 2009 base budget submissions be approved as follows:  
   (i) Advisory Committee on Immigrants & Refugees in the amount of $3,500.00;  
   (ii) Gay, Lesbian, Bi-sexual, Transgender Advisory Committee in the amount of $3,890.00;  
   (iii) Hamilton Aboriginal Advisory Council in the amount of $3,500;  
   (iv) Hamilton Mundialization Committee in the amount of $5,890  
   (v) Status of Women Committee in the amount of $3,500.00;  
   (vi) Committee Against Racism in the amount of $3,890.00  

(b) That, in addition to the base funding requests, that one-time funding from the Volunteer Committee Reserve be approved as follows:  
   (i) Status of Women Committee in the amount of $2,000.00.  
CARRIED

5.4 Human Resources Budget Status Report (HUR08008) (City Wide)  
(Recommendation (b) was referred to the 2009 budget process on June 18, 2008)  

Helen Hale Tomasik advised that recommendation (b) had been incorporated into the Human Resources Division operating budget.
(Collins/Powers)
That staff be directed to prepare a report respecting options for possible service level reductions in the Human Resources Division.

CARRIED

(Pearson/Collins)
That Report HUR08008 respecting the Human Resources Budget Status Report be received for information.

CARRIED

5.5 2009 Program Change Options – City Manager (FCS09011a) (City Wide)

(Pearson/Collins)
That the 2009 Program Change Options for City Manager, as per Appendix One to report FCS09011a, be approved.

CARRIED

6. ADJOURNMENT

(Morelli/Powers)
The meeting adjourned at 12:15 p.m.

Respectfully submitted,

Councillor B. Clark, Chair
Audit and Administration Committee

Mary-Ann Meyer
Legislative Assistant
Audit and Administration Committee
January 27, 2009