

Corporate & Community Services

REPORTS

- R E P O R T S -**12.1 FINANCE****12.1.1 List of Accounts for Payment**

File/Ward	:	FIN040 (All Wards)
Proposal/Issue	:	N/A
Subject Land/Locality	:	N/A
Proponent	:	N/A
Owner	:	N/A
Reporting Officer(s)	:	Finance Officer (C Tapscott)
Disclosure of Interest	:	Nil
Previous Reference	:	N/A
Summary Recommendation	:	Council adopt the list of accounts for payment.
Bulletin Attachment	:	Nil
Locality Plan	:	N/A

COMMENTS / DISCUSSION

- The list of account for payment for the City of Albany is included within the Elected Members Report & Information Bulletin and contains the following:-

Municipal Fund			
Cheques	Totalling		\$443,460.96
Electronic Fund transfer	Totalling		\$3,193,295.94
Credit Cards	Totalling		\$0.00
Payroll	totalling		\$673,180.00
Total			<u>\$4,309,936.90</u>

- As at 4th September 2007, the total outstanding creditors, stands at \$405,061.61

ORDINARY COUNCIL MEETING MINUTES – 18/09/07
** REFER DISCLAIMER **
CORPORATE & COMMUNITY SERVICES REPORTS

Item 12.1.1 continued.

3. Cancelled Cheques – 23380, 23414, 23417 & 23449

RECOMMENDATION

THAT the following City of Albany accounts be passed for payment:-

Municipal Fund Totalling \$4,309,936.90

Voting Requirement Simple Majority

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**MOVED COUNCILLOR WELLINGTON
SECONDED COUNCILLOR EMERY**

**THAT the following City of Albany accounts be passed for payment:-
Municipal Fund Totalling \$4,309,936.90**

CARRIED 14-0

12.1.2 Financial Activity Statement – Month Ending (31 August 07)

File/Ward	:	FIN040 (All Wards)
Proposal/Issue	:	N/A
Subject Land/Locality	:	N/A
Proponent	:	N/A
Owner	:	N/A
Reporting Officer(s)	:	Manager of Finance (S Goodman)
Disclosure of Interest	:	Nil
Previous Reference	:	N/A
Summary Recommendation	:	Note Financial Activity Statement
Bulletin Attachment	:	Nil
Locality Plan	:	N/A

COMMENT/DISCUSSION

1. The Financial Activity Statement was introduced by the Department of Local Government from 1st July 2005. The change was implemented to provide elected members with a better idea of operating and capital revenues and expenditure. It was also intended to link operating results with balance sheet items and reconcile with the end of month cash balances.

STATUTORY REQUIREMENTS

2. Section 6.4 of the Local Government Act 1995 requires that financial reports be prepared and presented in the manner and form prescribed in the regulations. Regulation 34 has been amended to require that Councils report on the sources and applications of funds on a monthly basis, and that the report be noted by Council.

POLICY IMPLICATIONS

3. There are no policy implications relating to this item.

FINANCIAL IMPLICATIONS

4. There are no financial implications. The Financial Activity Statement is a report only.

STRATEGIC IMPLICATIONS

5. There are no strategic implications relating to this item.

Item 12.1.2 continued

COMMENT/DISCUSSION

6. The Financial Activity Report and report on major variances follow.

RECOMMENDATION

THAT Council note the attached Financial Activity Statement for the month ending 31st August 2007.

Voting Requirement Simple Majority

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**MOVED COUNCILLOR WELLINGTON
SECONDED COUNCILLOR WOLFE**

**THAT Council note the attached Financial Activity Statement for the
month ending 31st August 2007.**

CARRIED 14-0

CORPORATE & COMMUNITY SERVICES REPORTS

Item 12.1.2 continued

FINANCIAL ACTIVITY STATEMENT – AUG 07

	Actual Year to Date 31-Aug-07	Current Budget Year to Date 31-Aug-07	Budget Variance
OPERATING INCOME			
Rates	17,928,534	17,723,221	205,313
Grants & Subsidies	725,839	725,940	(101)
Fees & Charges	3,282,638	3,431,916	(149,278)
Interest Earned	57,119	154,840	(97,721)
Other Revenue / Income	98,581		98,581
Net Controlled Trust Revenue	121,000		121,000
	22,213,710	22,035,917	177,793
OPERATING EXPENDITURE (excluding depreciation)			
Employee Costs	(2,158,460)	(2,126,752)	(31,708)
Utilities	(114,434)	(139,760)	25,326
Interest Expenses	45,734	(276,371)	322,105
Contracts, materials & other	(1,594,015)	(2,270,688)	676,673
	(3,821,176)	(4,813,571)	992,395
CAPITAL INCOME			
Grants & Subsidies	642,786	430,000	212,786
Contributions, Reimb & Donations, Other			
Proceeds from sale of assets	199,423	200,000	(577)
Other Income	(1,324)	2,560	(3,884)
	840,884	632,560	208,324
CAPITAL EXPENDITURE			
Asset Masterplans	(602,734)	(671,498)	68,764
ALAC Redevelopment	(2,329,473)	(2,320,000)	(9,473)
Plant Replacement	(486,839)	(490,000)	3,161
Developers Subdivisions			
Other Capital	(96,974)	(121,421)	24,447
	(3,516,019)	(3,602,919)	86,900
CASH FLOWS FROM FINANCING ACTIVITIES			
Loan Principal Repayment	(11,563)	(11,761)	198
Loan Principal Reimbursements	2,750		2,750
Proceeds from new loans			
	(8,813)	(11,761)	2,948
OTHER BALANCE SHEET ITEMS			
Change in stock position	42,042		
Change in Debtors	(19,651,426)		
Change in Creditors	(622,919)		
	(20,232,303)		
NET CASH FLOW	(4,523,717)		
Opening Cash balance	17,673,710		
NET CASH AT BALANCE DATE	13,149,993		

Cash Summary

Municipal Account	5,588,320
Reserve Account	4,853,888
Trust Account	2,707,785
Total Bank / Investments	13,149,993

Item 12.1.2 continued

EXPLANATION OF VARIANCES ON FINANCIAL ACTIVITY STATEMENT – AUGUST 2007**Interest Earned**

Interest through Grange not recognised pending CDO report (98,000)

Utilities

North Road Power – Account not yet received 0

Interest Expense

Accrual reversals 0607 – Timing only as not monthly re-accruals

Contracts / Materials

Waste Minimisation Contract – no August Invoice (237,084)

City Assets Projects – Timing (50,991)

Development Management Projects – Timing (55,986)

Pre-Construction Design Projects – Timing (42,016)

Capital Grants

Capital Funding – Roads To Recovery – early claim (208,800)

12.2 ADMINISTRATION

12.2.1 Information Technology Strategy

File/Ward	:	MAN070 (All Wards)
Proposal/Issue	:	N/A
Subject Land/Locality	:	N/A
Proponent	:	Executive Director Corporate & Community Services (WP Madigan)
Owner	:	City of Albany
Reporting Officer(s)	:	Executive Director Corporate & Community Services (WP Madigan)
Disclosure of Interest	:	Nil
Previous Reference	:	Nil
Summary Recommendation	:	THAT the City of Albany Information Technology Strategy be adopted
Bulletin Attachment	:	Information Technology Strategy
Locality Plan	:	N/A

BACKGROUND

1. Information Technology encompasses all forms of technology that facilitates the transmission and storage of data in a digital format. In addition to physical devices such as computers, ancillary equipment, software and firmware, information technology includes procedures, services (including support services) and related resources that allow technology to permeate business processes.
2. The City of Albany is heavily reliant on its information technology system which incorporates some 200 workstations and laptops, 16 servers and extensive wireless network which links centres such as the Library, Town Hall, Airport, Day Care, Leisure Centre, Visitors Centre and the Vancouver Arts Centre to its main network (diagram of network is included in the Bulletin).
3. Given the importance of the IT System to the City operations, an 'Information Technology Strategy' has been developed to provide guidance for the next three to five years with regard to the development and application of Information Technology at the City of Albany, and is attached.

CORPORATE & COMMUNITY SERVICES REPORTS

Item 12.2.1 continued

4. The Strategy incorporates the following key elements:

- **IT Vision Alliance**

IT Vision provides the City of Albany with a suite of corporate software products that assist in facilitating the many services that the City provides.

- **Web Based Services**

The City currently provides limited web based services both internally and externally, which confines the City's distribution methods and provides customers with limited flexibility.

- **Infrastructure**

The City aims for the provision of first class IT infrastructure to all staff. However, the continually changing IT landscape has resulted in some purchases becoming redundant or no longer meeting customer expectations.

- **Specialist System**

In addition to the City's corporate application software a number of other specialist systems are required to assist in facilitating the many services that the City provides.

STATUTORY REQUIREMENTS

5. There are no statutory requirements in relation to this item, other than adherence to Councils' Purchasing Policy and the Tender Regulations, and then City's budgeting process.

POLICY IMPLICATIONS

6. The policy implications in relation to this item are set out in the strategy, and address the four key elements.

FINANCIAL IMPLICATIONS

7. There are no direct financial implications in relation to this item. Including salaries and overheads, Councils' 2007/08 Information Technology operating budget is \$480,000, with a net capital works budget of \$205,000.

STRATEGIC IMPLICATIONS

8. This strategic context for the City of Albany is set out in the City of Albany 3D Corporate Plan, which states...

Community Vision:

Historic Albany - A vibrant, learning and culturally diverse City, nestled around a spectacular natural harbour in a region of unique beauty, enhanced by a spirit of generosity, enterprise and opportunity.

CORPORATE & COMMUNITY SERVICES REPORTS

Item 12.2.1 continued

Mission Statement:

What do we do?

The City of Albany is committed to...

- *Delivering excellent community services*

What we are renowned for?

The City of Albany will always be renowned for...

- *Our customer focus*

How do we do this?

At all times we will...

- *Actively keep abreast of best practice;*
- *Seek innovative approaches*

Priority Projects:

Nil"

COMMENT/DISCUSSION

9. This document addresses organisation wide informational needs and requirements for information architecture, with reference to strategic direction, which will:

- Improve manageability
- Increase utilisation of resources
- Determine the best system configurations to support the City's applications
- To develop a long-range, strategic IT plan to support the City to consolidate computing resources
- To understand the economic and performance benefits of migrating from the current environment to next-generation architecture
- To decrease support and overhead costs in the City's PC environment
- To integrate internal applications with systems from external suppliers
- To design mobility solutions to provide real-time access to data and improve employee efficiency
- To integrate radio-frequency identification technology into the current infrastructure

10. The following Performance Measurement Criteria have been established and are included in the Strategy.

IT Vision Alliance

- Total number of modules implemented
- Application speed
- Application downtime

Web Based Services

- Total number of services available on the internet/intranet
- Satisfaction surveys (both internal and external)

Item 12.2.1 continued

Infrastructure

- Annual cost of ownership
- Annual turnover percentage
- IT Team response timeframes
- Infrastructure downtime

Specialist Systems

- Annual cost to purchase specialist systems
- Annual cost to maintain specialist systems
- Integration with current and existing systems
- Staff satisfaction surveys

RECOMMENDATION

THAT the City of Albany's Information Technology Strategy be adopted.

Voting Requirement Simple Majority

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**MOVED COUNCILLOR MARSHALL
SECONDED COUNCILLOR WELLINGTON**

THAT the City of Albany's Information Technology Strategy be adopted.

CARRIED 14-0

12.3 LIBRARY SERVICES

Nil

12.4 DAY CARE CENTRE

Nil

12.5 TOWN HALL

Nil

12.6 RECREATION SERVICES

Nil

12.7 VISITORS CENTRE

Nil

12.8 CORPORATE & COMMUNITY SERVICES COMMITTEE

12.8.1 Albany Arts Advisory Committee meeting minutes – 8th August 2007

- File/Ward** : MAN116 (All Wards)
- Proposal/Issue** : Committee Items for Council Consideration.
- Reporting Officer(s)** : Executive Director Corporate & Community Services (WP Madigan)
- Summary Recommendation** : That the Minutes of Albany Arts Advisory Committee held on the 8th August 2007 be accepted.

RECOMMENDATION

THAT the minutes of Albany Arts Advisory Committee meeting held on the 8th August 2007 be received (copy of minutes are in the Elected Members Report/Information Bulletin).

Voting Requirement Simple Majority

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**MOVED COUNCILLOR WELLINGTON
SECONDED COUNCILLOR JAMIESON**

THAT the minutes of Albany Arts Advisory Committee meeting held on the 8th August 2007 be received (copy of minutes are in the Elected Members Report/Information Bulletin).

CARRIED 14-0

CORPORATE & COMMUNITY SERVICES REPORTS

12.8.2 Aboriginal Accord Advisory Committee meeting minutes – 15th August 2007

- File/Ward** : MAN134 (All Wards)
- Proposal/Issue** : Committee Items for Council Consideration.
- Reporting Officer(s)** : Executive Director Corporate & Community Services (WP Madigan)
- Summary Recommendation** : That the Minutes of Albany Aboriginal Accord Advisory Committee meeting held on 15th August 2007 be adopted.

RECOMMENDATION

THAT the minutes of the Albany Aboriginal Accord Advisory Committee meeting held on 15th August 2007 be received (copy of minutes are in the Elected Members Report/Information Bulletin).

Voting Requirement Simple Majority

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**MOVED COUNCILLOR BOJCUN
SECONDED COUNCILLOR EMERY**

THAT the minutes of the Albany Aboriginal Accord Advisory Committee meeting held on 15th August 2007 be received (copy of minutes are in the Elected Members Report/Information Bulletin).

CARRIED 14-0

CORPORATE & COMMUNITY SERVICES REPORTS

12.8.3 Albany Senior Advisory Committee meeting minutes – 16th August 2007

- File/Ward** : MAN131 (All Wards)
- Proposal/Issue** : Committee Items for Council Consideration.
- Reporting Officer(s)** : Community Development Officer - Senior (S Richardson-Newton)
- Summary Recommendation** : That the Minutes of Albany Senior Advisory Committee held on 16th August 2007 be adopted.

RECOMMENDATION

THAT the minutes of Albany Senior Advisory Committee meeting of 16th August 2007 be received (copy of minutes are in the Elected Members Report/Information Bulletin).

Voting Requirement Simple Majority

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**MOVED COUNCILLOR WATERMAN
SECONDED COUNCILLOR WELLINGTON**

THAT the minutes of Albany Senior Advisory Committee meeting of 16th August 2007 be received (copy of minutes are in the Elected Members Report/Information Bulletin).

CARRIED 14-0