

# Monthly Report

## Corporate Services

### February 2019

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**CORPORATE SERVICES** – The Chief Financial Officer and the contractor are working on the internal control report and anticipate it will be completed by the end of March or early April.

Cross training continues for the payroll, human resources and benefits position. The other changes in the Corporate Services Department are starting to be implemented with cross training happening throughout the month of February.

Water bills were sent out the end of January.

Six Sigma Training is scheduled to occur in Amherst on March 27 and 28<sup>th</sup> at the Community Credit Union Business Innovation Centre.

**FINANCIAL** - Capital budget submissions have been received and reviewed. Discussions with Council are anticipated to happen very soon. Operating budgets are being reviewed by the Corporate Services team and it is anticipated meetings will start with Council in March. We are working with RBC to have our telepayments done electronically.

**2019 SPRING TAX SALE** – A Spring tax sale is not anticipated at this time.

**2018/19 TAX REDUCTION POLICY** – We have received 71 applications as of Jan 14/19. 66 received the \$450 reduction. 1 has a prior year balance, 1 is waiting on supporting documents, 2 did not qualify and 1 was a duplicate.

**2018 ASSESSMENT APPEALS** – As of February 1, 2019 for the 2018 assessments there were 73 appeals, 56 complete, 1 outstanding, 16 withdrawn.

|                 | # of<br>Accounts<br>Appealing | Total<br>Assessment<br>Value Being<br>Appealed | Appeal<br>Completed as<br>of Feb 1/19 | Pending as<br>of Feb 1/19 | Withdrawn as<br>of Feb 1/19 | Outstanding<br>Appeals as of<br>Feb 1/19 | Appeals<br>Successful as<br>of Feb 1/19 | Loss of<br>Assessment<br>Value | Amount of<br>Revenue<br>Reduction | Nova Scotia<br>Assessment<br>Appeal<br>Tribunal<br>Status |
|-----------------|-------------------------------|------------------------------------------------|---------------------------------------|---------------------------|-----------------------------|------------------------------------------|-----------------------------------------|--------------------------------|-----------------------------------|-----------------------------------------------------------|
| Residential/Res | 55                            | 12,893,100                                     | 41                                    | 0                         | 13                          |                                          | 27                                      | \$ 1,337,800                   | \$ 21,872                         | 0                                                         |
| Commercial      | 18                            | 29,687,400                                     | 15                                    | 0                         | 3                           | 1                                        | 8                                       | \$ 981,700                     | \$ 43,539                         | 1                                                         |
| TOTAL           | 73                            | \$42,580,500                                   | 56                                    | 0                         | 16                          | 1                                        | 35                                      | \$ 2,319,500                   | \$ 65,411                         | 1                                                         |

**2019 ASSESSMENT NOTICES AND APPEALS** – We received the 2019 Assessment Roll and assessment notices were mailed out January 14, 2019. Appeals must be received by PVSC no later than midnight on February 15, 2019. The Town will receive the appeal report for 2019 in early March.

**2019/20 TAX EXEMPTIONS** – Letters were sent to all Clubs on January 17<sup>th</sup> with applications attached. Applicants were requested to submit a copy of their most recent financial statements and a questionnaire to be completed and returned by Friday, January 31<sup>st</sup>.

**WATER / SEWER COLLECTIONS** – Water bills are due February 28th. Cross training of staff for water/sewer billing and maintenance is underway.

**PROCUREMENT** – We are working on finalizing the last of the capital and operating procurement projects. Procurement statistics for the end of January are:

|                                                             | May | June | July | August | Sept | Oct | Nov | Dec | Jan |
|-------------------------------------------------------------|-----|------|------|--------|------|-----|-----|-----|-----|
| <b>Capital</b>                                              |     |      |      |        |      |     |     |     |     |
| Anticipated Procurement from Capital Budget: 40-44          |     |      |      |        |      |     |     |     |     |
| Scopes for capital received in the month                    | 6   | 12   | 4    | 8      | 2    | 3   | 3   | 3   | 0   |
|                                                             |     |      |      |        |      |     |     |     |     |
| <b>All procurement:</b>                                     |     |      |      |        |      |     |     |     |     |
| Total new scopes of work received in month                  | 11  | 20   | 6    | 14     | 8    | 7   | 5   | 3   | 2   |
| Released to the public in the month                         | 10  | 12   | 7    | 12     | 8    | 12  | 5   | 9   | 3   |
| Closed during the month                                     | 8   | 9    | 10   | 11     | 7    | 9   | 9   | 12  | 1   |
| Awarded by par/council during the month                     | 6   | 7    | 11   | 9      | 4    | 10  | 6   | 2   | 8   |
| Open at the end of month (released month a, closed month b) | 4   | 7    | 4    | 3      | 5    | 2   | 5   | 2   | 2   |

Discussions on operational service agreements (multi-year, repetitive contracts) took place with user departments and procurements are being conducted where required. Service agreements (elevator maintenance, HVAC) have been reviewed and procurements are on-going for those that require new procurements.

WCB and insurance inspection/maintenance is on-going.

**INFORMATION SERVICES (IS)** – On-going reviews and updates this month regarding IT needs for the organization and inclusion in our operating budget. A review of the phone bills and identification of assets is ongoing. Work continues identifying what we have, what we need and what we do not need regarding IT.

Work is ongoing for the Records Management system and future plans for utilizing existing systems to ensure proper record retention and destruction. Replacement of computers and other hardware is expected over the next few months (evergreening asset plan) including APD.

**HUMAN RESOURCES** – Our term Accounts Payable staff has been extended as we have one staff member off on leave for the next few months. A high school co-op student will start working one day per week with Corporate Services until they achieve 100 hours of work.