Monthly Report

Corporate Services

March 2019

<u>CORPORATE SERVICES</u> – 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 of staff has occurred regarding changes in roles within the Corporate Services Department. Changes will be made to the website over the next few weeks.

Software updates have been done to the water reading system to ensure readings in early April are done as efficiently as possible.

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

<u>FINANCIAL</u> – Capital budget discussions are beginning. The Operating budget discussions will begin in March. Our telepayments are now being done electronically. Third quarter and capital year to date were presented to the Audit Committee. The auditor for 2019-20 was appointed.

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 January 14, 2019. 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APPEALS – As of February 1, 2019 for the 2018 assessments there were 73 appeals, 56 complete, 1 outstanding, 16 withdrawn. There is still one outstanding appeal for the 2018 assessment roll.

	Accounts Appealin	Value Being	Appeal Completed as of Feb 1/19	Pending as of Feb 1/19	Withdrawn as	Outstanding Appeals as of Feb 1/19	Successful as	Assessment	Amount of Revenue	Nova Scotia Assessment Appeal Tribunal Status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 Appeal Inventory & Summary report on the FTP Site on March 8th. The results are as follows:

·			Appeal Completed as	Pending as		Outstanding Appeals as of		Loss of Assessment	Amount of Revenue	Nova Scotia Assessment Appeal Tribunal
	Appealing	Appealed	of Mar 1/19	of Mar 1/19	of Mar 1/19	Mar 1/19	of Mar 1/19	Value	Reduction	Status
Residential/Resource	57	8,965,600	0	1	0	56	0	\$ -	\$ -	0
Commercial	21	17,727,200	0	1	1	19	0	\$ -	\$ -	0
TOTAL	78	\$26,692,800	0	2	1	75	0	\$ -	\$ -	0
As of Mar 1, 2019 there were 78 appeals, 1 withdrawn, 2 pending, (note the 2 pending are included in the 78)										

2019/20 TAX EXEMPTIONS – Letters were sent to all Clubs on January 17th with application requesting a copy of their most recent financial statements and a questionnaire to be completed and returned by Friday, January 31st. Applications have been received and will be included as part of the budget process.

<u>WATER / SEWER COLLECTIONS</u> – The software for the water/sewer billing has been updated and Town and water staff completed training on the new software. Low consumption letters and meter checks are underway.

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

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

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.

<u>INFORMATION SERVICES (IS)</u> – On-going reviews and updates this month regarding budget. A review of the phone bills and identification of assets is ongoing. Work is also ongoing reviewing what we have and identifying gaps or excesses in IT delivery. In addition, analysis of various options for service delivery to ensure efficiency and effective utilization of resource for IT is underway.

Plans are underway for a new service request tracker (E-11). This is expected to be available to the public by the fall of 2019.

Work is ongoing for the Records Management system and 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.

<u>HUMAN RESOURCES</u> – There are currently two job postings out for positons with the Town. One for an Operator with Refrigeration Class II for the Recreation Department and the other for Summer Students.