

Monthly Report

Corporate Services

April 2019

CORPORATE SERVICES – Software updates have had a positive impact on the water reading process for this quarter.

The 2019/20 Operating and Capital budget processes are underway.

The Chief Financial Officer and the contractor are working on the internal control report and it will be finalized once the budget process is complete.

FINANCIAL – The 2019/20 budget process is underway. To date, Council has set the Mandatory Provincial Contributions Area Rate and the Solid Waste Uniform Charge. The setting of the Wastewater Treatment Facility Uniform Charge and the Sewer Rates/Uniform Charge has been forwarded to the April 29, 2019 regular meeting of Council along with the Water Operating Budget. The remaining items for budget are: approval of the General Operating Budget, approval of the Water and General Capitals Budgets and the setting of the Community Support Area Rate.

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

2019/20 INTERIM PROPERTY TAX BILLS - Bills were posted on Friday, April 5, 2019 with a due date of May 31, 2019.

2018 ASSESSMENT APPEALS – There is still one outstanding appeal for the 2018 assessment roll. We are awaiting information from PVSC.

2019 ASSESSMENT NOTICES AND APPEALS – We received the Appeal Inventory & Summary report on the FTP Site on March 8th. As of April 1, 2019 there were 78 appeals, 2 withdrawn and 2 pending.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Mar 1/19	Pending as of Mar 1/19	Withdrawn as of Mar 1/19	Outstanding Appeals as of Mar 1/19	Appeals Successful as of Mar 1/19	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential/Resource	57	8,965,600	0	1	0	56	0	\$ -	\$ -	0
Commercial	21	17,727,200	0	1	2	18	0	\$ -	\$ -	0
TOTAL	78	\$26,692,800	0	2	2	74	0	\$ -	\$ -	0
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WATER / SEWER COLLECTIONS – Bills for the January to March quarter were sent out the week of April 15. It appears the updated software has decreased the time involved in completing the reads and billing. The software provider will be coming onsite to review this billing period and make any adjustments required.

PROCUREMENT – Staff continued working on finalizing the last of the capital procurement projects for 2018-2019, began scope preparation for 2019-2020 operational and short list capital for 2019-2020. Procurement statistics for the end of March are:

	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Capital											
Anticipated Procurement from Capital Budget 2019-2020											6
Scopes for capital received in the month	6	12	4	8	2	3	3	3	0	1	4
All procurement:											
Total new scopes of work received in month	11	20	6	14	8	7	5	3	2	5	8
Released to the public in the month	10	12	7	12	8	12	5	9	3	7	4
Closed during the month	8	9	10	11	7	9	9	12	1	5	8
Awarded by par/council during the month	6	7	11	9	4	10	6	2	8	10	6
Open at the end of month (released month a, closed month b)	4	7	4	3	5	2	5	2	2	2	5

Service agreements (elevator maintenance, HVAC) have been reviewed and procurements are on-going for those that require new procurements.

WCB and insurance inspection/maintenance are on-going. Staff are also reviewing policy and procedures as well as setting up vendor files.

INFORMATION SERVICES (IS) – A review of the phone bills has resulted in a savings of approximately \$450 per month due to lines that were being call forwarded and are no longer required. 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.

The new service request tracker (E-11) has been purchased and is currently being constructed with Town of Amherst information. 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 for Corporate Services are complete and for Operations and APD are underway.

HUMAN RESOURCES – There are no active competitions at this time. The Operator position for Recreation is in progress. Screening and scheduling interviews are in progress for summer students for the recreation department and summer business student.