## **Monthly Report**

## Corporate Services May-2019

<u>CORPORATE SERVICES</u> – Updating the Town's software to upload telepayment and PAP transactions in SAP has been successful. This is a great improvement in efficiency.

The 2019/20 Operating and Capital budget are nearing completion.

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 nearing completion. To date, Council has set the Mandatory Provincial Contributions Area Rate, Solid Waste Uniform Charge, Sewer Operating, Water Operating, General Operating base rate and Water and General Capital budgets. The remaining item for budget approval is the setting of the Community Support Area Rate.

Work has begun on the 2018/19 year end review. Initial review indicates positive results.

**<u>2019 SPRING TAX SALE</u>** – 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 –** All appeals for the 2018 assessment roll are complete.

**2019 ASSESSMENT NOTICES AND APPEALS** – We received the Appeal Inventory & Summary report on the FTP Site on March 8<sup>th</sup>. As of May 1, 2019 there were 71 appeals, 1 complete, 2 withdrawn and 1 pending (7 non-compliant have been removed from the inventory listing).

										Nova Scotia
		Total	Appeal	Pending			Appeals			Assessment
	# of	Assessment	Completed	as of	Withdrawn	Outstanding	Successful	Loss of	Amount of	Appeal
	Accounts	Value Being	as of May	May	as of May	Appeals as	as of May	Assessment	Revenue	Tribunal
	Appealing	Appealed	1/19	1/19	1/19	of May 1/19	1/19	Value	Reduction	Status
Residential/Resource	50	6,668,900	0	1	0	49	0	\$ -	\$ -	0
Commercial	21	17,727,200	0	0	2	18	1	\$ 131,200	\$ 5,819	0
TOTAL	71	\$24,396,100	0	1	2	67	1	\$ 131,200	\$ 5,819	0

As of Mar 1, 2019 there were 78 appeals, 1 withdrawn, 2 pending. As of Apr 1, 2019 there were 78 appeals, 2 withdrawn, 2 pending.

As of May 1, 2019 there were 71 appeals, 1, complete, 2 withdrawn and 1 pending (7 non-compliant have been removed from the inventory listing).

<u>WATER / SEWER COLLECTIONS</u> – Bills for the January to March quarter were sent out at the end of April and are due June 28, 2019. There were 43 letters sent for non-payment with a response date of May 22, 2019. Actual disconnection is scheduled for the last week in May.

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

	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April
Capital												
Anticipated Procurement											6	
from Capital Budget: 29												
Scopes for capital received in the month	6	12	4	8	2	3	3	3	0	1	4	5
All procurement:												
Total new scopes of work	11	20	6	14	8	7	5	3	2	5	8	12
received in month												
Released to the public in	10	12	7	12	8	12	5	9	3	7	4	10
the month												
Closed during the month	8	9	10	11	7	9	9	12	1	5	8	9
Awarded by par/council	6	7	11	9	4	10	6	2	8	10	6	6
during the month												
Open at the end of												
month (released month	4	7	4	3	5	2	5	2	2	2	5	2
a, closed month b)												

Other work includes preparing operational and capital scopes in anticipation of budget approval, work on vendor files (separate from project files) and insurance files.

**INFORMATION SERVICES (IS)** – Work has been ongoing to develop a customer service tracking system (E-11). Work has been done to prepopulate fields addresses, template information entry, and categories. This is anticipated to be available in the fall for public use. Testing of the system is ongoing.

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 Operations and APD are underway.

**HUMAN RESOURCES** – The months of April and May were very busy with competitions. The following were completed or are in progress:

- Dispatcher (part-time APD) interviews completed, selection in progress;
- <u>Criminal Records Clerk (part-time APD)</u> candidate selected, position commences July 1<sup>st</sup>;
- Summer Students (Rec Dept) interview and selection in progress;
- Business Summer Student (Corporate Services) hiring complete, position appointed.
- Operator Class II Refrigeration (Rec Dept) hiring completed, anticipated start date of May 27<sup>th</sup>;
- <u>Tourism Events Assistant (Econ Development)</u> posting to occur in mid May, selection/hiring to take place by first week of June.