

Monthly Report

Corporate Services

June-2019

CORPORATE SERVICES – Staff were busy in May with property tax and water/sewer bill payments. As May is one of the busiest months for payments, staff were fully able to utilize the new system capabilities to upload telepayment and PAP transactions in SAP. It has proven to be very successful and is a great improvement in efficiency.

The 2019/20 final rate approval for the Operating budget was completed on May 21, 2019.

The Chief Financial Officer and staff are working on the internal control report and it will be finalized in the near future.

FINANCIAL – The 2019/20 budget process was completed on May 21, 2019. This year each section of the budget was approved individually: the Mandatory Provincial Contributions Area Rate, Solid Waste Uniform Charge, Sewer Operating, Water Operating, General Operating base rate, the Community Support Area Rate, and the Water and General Capital budgets.

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

2019 SPRING TAX SALE – There will be no spring tax sale but there will be a tax sale in December.

2019/20 INTERIM PROPERTY TAX BILLS – Finance staff were busy with property tax payments during the month of May. Interim tax bills were due May 31, 2019.

2019 ASSESSMENT NOTICES AND APPEALS – As of June 1, 2019 there were 70 appeals; 43 outstanding, 16 complete and 11 withdrawn.

	# of Accounts Appealing	Total Assessment Value Being Appealed	Withdrawn as of June 1/19	Outstanding Appeals as of June 1/19	Appeals Successful as of June 1/19	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential/Resource	49	6,651,400	9	29	11	\$ 127,100	\$ 1,481	0
Commercial	21	17,727,200	2	14	5	\$ 285,600	\$ 12,714	0
TOTAL	70	\$24,378,600	11	43	16	\$ 412,700	\$ 14,195	0

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WATER / SEWER BILLING & COLLECTIONS – Bills for the January to March quarter were sent out at the end of April and are due June 28, 2019. There were 18 final one-week notices sent to customers due to non-payment on account. There were 6 accounts that had their water shut off on June 5th. Work is being done to update the water meter reading walk routes to make it more efficient for Public Works when completing the quarterly reads.

2019/20 TAX REDUCTION POLICY – The Tax Reduction Policy 03800-02 provides a \$450 reduction for a household income of less than \$25,000 upon an approved application. Applications are available at Town Hall or on the Town website www.amherst.ca. The application was mailed out to residents having received the tax reduction in prior years. We have received 15 applicants to date, all are eligible.

2019/20 TAX EXEMPTION POLICY – Tax Exemptions were applied to property accounts on May 28, 2019 with a total exemption value of \$86,402.

PROCUREMENT – Staff continued working on finalizing the last of the capital procurement projects for 2018-2019 and on scope and documentation preparation for 2019-20 operational and capital procurements. All items from the capital short list that required an external procurement process have been closed. The outstanding 2018-2019 capital projects are in progress.

	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Capital													
Anticipated Procurement from Capital Budget: 25													
Scopes for capital received in the month	6	12	4	8	2	3	3	3	0	1	4	5	7
All procurement:													
Total new scopes of work received in month	11	20	6	14	8	7	5	3	2	5	8	12	12
Released to the public in the month	10	12	7	12	8	12	5	9	3	7	4	10	15
Closed during the month	8	9	10	11	7	9	9	12	1	5	8	9	12
Awarded by par/council during the month	6	7	11	9	4	10	6	2	8	10	6	6	7
Open at the end of month (released month a, closed month b)	4	7	4	3	5	2	5	2	2	2	5	2	5

INFORMATION SERVICES (IS) – Training was completed in May on the customer request tracking system and it is now being used internally. We anticipate it will be ready for external use in the fall.

The new Wifi system at the stadium worked well during the Fred Page Cup thanks to a fix by our Information Services Manager. Procurement is starting for the MS Windows Server OS upgrades, MS SQL upgrades and the network upgrades.

Information Services continues to provide guidance for Records Management and the move from Docushare to Sharepoint.

Cell Phone, PC replacement, and the APD workstation upgrades, shared PCs and server replacement are under way. Work has started on the firewall configuration for APD Firewall replacement. Planning / Training for MS Windows Server and SQL upgrades will be starting in the next few weeks.

HUMAN RESOURCES – The months of May and June have been very busy with competitions finishing up. The following were completed or are in progress:

- Dispatcher (part-time APD) – hiring completed, candidate started May 10;
- Criminal Records Clerk (part-time APD) – candidate selected, position commences July 1st;
- Summer Students (Rec Dept) – hiring completed, post-secondary students started throughout May with the high school students to start at the end of June;
- Operator Class II Refrigeration (Rec Dept) – hiring completed, candidate started May 27th;
- Tourism Events Assistant (Econ Development) – interviews in progress, candidate selection expected to be completed by end of June.

Work has begun on a Human Resources Policy review. Staff are reviewing and recommending updates for various Human Resources Policies for the Town.