

MONTHLY REPORT

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| To: | Mayor Stratthdee and Members of Council |
| From: | Finance |
| Date of Meeting: | 27 February 2018 |
| Subject: | FIN 05-2018 February Monthly Report (Finance) |

RECOMMENDATION

THAT FIN 05-2018 February Monthly Report (Finance) be received for information.

DEPARTMENTAL HIGHLIGHTS

Finance

- Formalizing the tendering process and moving to on-line bid submission.
- Completed and submitted yearend reporting for Dedicated Gas Tax, Federal Gas Tax, OCIF and PTIF.
- Review and reconciliation of accounts for year end.

Procurement and Risk Management

- The following were posted on bidsandtenders:
 - RFPQ-PW-01-2018 Request for submissions for Prequalification of General Contractors for St. Marys Ground Level Drinking Water Storage Facility closed January 16/18
 - RFT-PW-03-2018 New Water Storage Reservoir and Booster Pumping Station closing March 6, 2018
 - RFP-DEV-01-2018 Design and Construction of a Pavilion and Performing Arts Stage at Cadzow Park closing February 27/18
 - RFP-DEV-02-2018 Design and Construction of a Guest Service Desk for the Pyramid Recreation Centre closing February 27/18
 - RFP-DEV-06-2017 Design and Construction of Cadzow Park Splash Pad closed January 30/18
- Working with Corporate Communications on creating a claim form and brochure for residents wanting to submit a claim against the town –this will be available on the website when completed.
- Will be attending a seminar in Kitchener provided by the Ontario Public Buyers Association – Introduction to Public Purchasing.
- March 1st Frank Cowan Insurance will provide a seminar on RFP requirements at the MOC

Taxation

- Interim tax bills produced and distributed, revenue totaling \$7,289,000; an increase of \$40K compared to 2017 with an additional 50 tax bills produced this year. Many new properties are being constructed at this time in subdivisions, or are completed and waiting to be assessed.
- Increase in collection efforts has reduced potential tax sale properties to one.

- Property tax adjustments: 7 Requests for Reconsideration and 35 apportionments/severances including Emily St subdivision.
- New pre-authorized tax payment accounts added every month; total combined for monthly and quarterly close to 1,000 rate payers.
- Vacancy rebate applications arriving and being sent to MPAC as received. Deadline is for submission is February 28, 2018.
- February 28 is the first tax installment date for 2018.

OUTSTANDING ISSUES AND PROJECT LIST

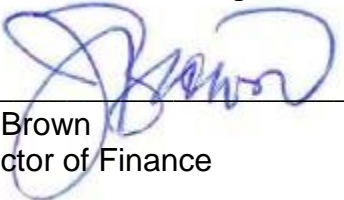
- Awaiting the processing of the first of the Heritage Property Tax Rebate applications.
- Once 2018 budget is approved the annual budget will then require allocation into monthly amounts based on historic or known cash flow patterns.
- Purchasing policy and procedures update.
- Fee by-law

SPENDING AND VARIANCE ANALYSIS

None.


REVIEWED BY

Recommended by the Department



Jim Brown
Director of Finance

Recommended by the CAO



Brent Kittmer
CAO / Clerk