

CORPORATE SERVICES MONTHLY REPORT
OCTOBER, 2020

DEPARTMENT OVERVIEW & STATISTICS

In July, the Corporate Services department accounting and IT staff have been working diligently on the implementation of the new budget software, Questica. Training materials were developed, several training sessions were held via Zoom, and the software was rolled out to all departments for completion of their 2021 operating and capital budgets.

In August, mid-year budget review meetings were held with department directors and information continued to be gathered regarding the financial impact of Covid-19. The Questica integration continued and is expected to be complete by December 31, 2020.

In September, The Public Budget Open House was held to receive input from the public regarding the 2021 budget, which will also be informed by Council’s strategic plan. The 2021 operating, capital, and rate setting budgets are in progress, having received submissions from all departments and the reserve forecasts and budget book summary are being prepared.

A webinar was presented by the Ministry of Municipal Affairs and Housing with regards to the Phase 2 funding for the Safe Restart grant for COVID-19. The final report is due on October 30,2020.

Taxes

4-Year Comparison for the Month of September				
September	2017	2018	2019	2020
Current Year Balance	3,511,202.80	3,641,458.86	3,979,699.62	4,377,565.53
Total Annual Taxes	31,780,125.28	33,224,171.46	35,157,461.72	37,799,811.71
Percentage of Total Annual Taxes	11%	11%	11%	12%

The final tax bills were due on September 30. Phone call reminders are being done on arrear tax balances to remind residents of their outstanding balances. There were no interest penalties charged for 3 months (April-June) as a result of COVID-19. The increase in Taxes Receivable at Sept 30 is a 1% increase from prior years.

Arrears to Utility Billing Comparison						
Year	Revenue Jul/Aug Billing	A/R Aging Report				Percentage
		Plus 122 Days	62-121 Days	1-61 Days	Total	
2020	\$1,159,568.73	\$28,323.36	\$38,685.38	\$204,151.06	\$271,159.80	23.4%
2019	\$969,181.64	\$10,036.80	\$29,708.10	\$143,614.97	\$183,359.87	18.9%
2018	\$954,948.25	\$13,409.77	\$24,364.43	\$166,771.03	\$204,545.23	21.4%

There is an increase in water/wastewater receivables from prior years. There was no interest charged for 3 months (April to June). Calls are being made to remind residents of outstanding balances prior to being added to taxes.

Information Technology

Online payment services are provided by Paymentus on behalf of the Town of Pelham. This service provides the ability to make convenient, safe and secure online Credit Card payments 24/7.

This service is provided by a third party. A convenience fee is applied to all transactions, in order to cover the cost of the service. The convenience fee is based on the transaction amount and is prominently displayed prior to making a payment. Choosing to use this service is optional, and residents may decide to cancel a transaction prior to payment processing. The convenience fee is non-refundable. At no time does the Corporation of the Town of Pelham retain any convenience fee. All convenience fees are collected by, and paid to, the third party processor.

This is an online service only and payments cannot be made by calling Town Hall. Residents can pay for parking tickets, permits, building applications, water bills and property taxes. The Town will soon be adding Marriage Ceremony fee payments.

UC One software implementation and go live was completed on Friday, August 7, 2020. UC One Software allow staff to receive and make calls from laptop or mobile phone. The laptop is an extension of their office phone. When the user is logged into the UC One application, you can contact them directly by extension number, main auto-attendant or direct line. Most staff have been utilizing the software while working remotely, thus ensuring calls are answered and not always going to voicemail. When calling from the UC One software, the phone number (DID) that will be displayed will be the Town of Pelham.

IT has completed the integration of data from Vadim to Questica.

PROJECTS

Accounts Payable

Accounts Payable Back-up Training using mostly Zoom with shared screens began late Spring. The Payroll and Accounting Clerk is now the Accounts Payable back up.

CONSTITUENT CONCERNS & ISSUES ARISING

PERSONNEL

- Five staff members attended the Municipal Finance Officers Association virtual conference.
- Several staff members attended the Questica Budget Software training on operating, capital and salaries modules.
- The Fixed Asset Accountant completed course two of the Municipal Administration Program with a grade of 90%.

GRANTS, CONTRACTS, RFPs & AGREEMENTS

The following is a list of grant submissions by the Town:

Grant Name	Description	Amount Applied For
Safe Restart Agreement – COVID-19 Grant Funding – Municipal Stream – Phase 1	Funding to assist with COVID-related expenses	\$428,500
Safe Restart Agreement – COVID-19 Grant Funding – Transit Stream – Phase 1	Funding to assist with COVID-related expenses	\$18,334
Municipal Transit Enhance Cleaning	Funding to assist with COVID-related expenses	\$6,763

Current Bids and Tenders

Invitation to Bid# 2020-PW-08 RD 05-20 – Concrete Repair and Replacement Program

<u>Bidders</u>	<u>Amount</u>
Steed and Evans Limited	\$113,000
Signature Contractors	\$98,665
Sacco Construction	\$130,150
Neptune Security Services Inc.	\$153,075
Award is to <i>Signature Contractors</i> with a contract value of \$98,665	

Invitation to Bid# 2020-PW-12A – Roadside Ditching Program 2020

<u>Bidders</u>	<u>Amount</u>
CRL Campbell Construction & Drainage LTD	\$45,880 (with Provisional \$58,160)
Anthony's Excavating Central Inc.	\$53,500 (with Provisional \$65,500)
Award is to <i>CRL Campbell Construction & Drainage LTD</i> with a contract value of \$45,880 (with Provisional \$58,160)	

Invitation to Bid# 2020-PW-19 – Public Works Operational Review

<u>Bidders</u>	<u>Amount</u>
KPMG LLP	\$49,225
Award is to <i>KPMG LLP</i> with a contract value of \$49,225	

Invitation to Bid# 2020-PW-14 (RD 01-20) – Engineering Services, Replacement of Bridges 14 and 22

<u>Bidders</u>	<u>Amount</u>
Stephenson Engineering Limited	Score: 78/100 Submission: \$71,600
Pinpoint Engineering Ltd.	Score: 75/100 Submission: \$87,500
Centex Engineering and Development Inc.	Score: 80/100 Submission: \$89,307
IBI Group Professional Services (Canada) Inc.	Score: 81/100 Submission: \$92,080
ELLIS Engineering Inc.	Score: 87/100 Submission: \$95,480
Award is to <i>ELLIS Engineering Inc.</i> with a contract value of Score: 87/100 Submission: \$95,480	

Invitation to Bid# 2020-PW-21 RD 10-20 – Road Rehabilitation Program

<u>Bidders</u>	<u>Amount</u>
Rankin Construction Inc.	\$283,645 (\$384,125 with Provisionals)
Brennan Paving-Niagara, a division of Brennan Paving & Construction Ltd.	\$286,488 (\$452,687 with Provisionals)
Circle P Paving Inc.	\$252,630.50 (\$387,030.50 with Provisionals)
NORJOHN CONTRACTING AND PAVING LIMITED	\$242,134 (\$354,712 with Provisionals)
Award is to <i>NORJOHN CONTRACTING AND PAVING LIMITED</i> with a contract value of \$242,134 (\$354,712 with Provisionals)	

Invitation to Bid# VEH 05-20 – Full Size Work Truck

Bidders

Oxford Dodge Chrysler (1992) LTD

Amount

Total award Value \$34,920 (includes \$698 Provisionals)

Award is to *Oxford Dodge Chrysler (1992) LTD* with a contract value of Total award Value \$34,920 (includes \$698 Provisionals)

Invitation to Bid# 2020-PW-23 – Big Creek Municipal Drain

Bidders

K Smart Associates Limited

Amount

\$29,580

Award is to *K Smart Associates Limited* with a contract value of \$29,850

MEETINGS

- Questica
- F.H. Black & Company
- Watson & Associates
- Pelham Finance and Audit Committee
- EOC
- Niagara Region
- Area Treasurers
- Ministry Municipal Affairs and Housing Advisor