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TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM

Committee:	Administration and Finance
Date:	February 10, 2020
Department:	Treasury
Topic:	Additional Financial Applications

Purpose: To seek Council's approval to purchase additional financial applications as recommended by the service delivery review and as part of the modernization initiative and to fund these purchases with modernization grant funding.

Background: The service delivery review recommended that the township increase its IT in order to provide improve service levels to the taxpayers and increase productivity.

Staff had previously brought a report to committee over a year ago with respect to e-billing of tax notices. A list of taxpayers has been compiled over the past year which indicates that approximately 366 or 9% of the total tax accounts would be interested in receiving their tax bills by email. Staff provided a report to committee in June 2019 that indicated that approximately 40% of the payments the township receives for taxes are made electronically through pre-authorized, online banking payments and mortgage company payments.

Once the e-notice application is purchased there will be a period of time that will be required to implement the software and on-going maintenance of the data base will be required. A separate email address will need to be setup to send the e-notices and that would result in a minor increase in the IT services contract costs of approximately $60 per year. It has been confirmed that there are no additional costs to send the e-notices.

Staff recommends that a consent form be used to outline expectations, options and responsibilities between the township and taxpayers before setting anybody up for this billing option.

The SDR also recommended purchasing a reporting module that would allow for more robust reporting of the financial data held in MuniSoft. There are two options that could fulfill this recommendation. Munisoft offers a Custom Report Library module that will

allow staff access to specialized reports from a basic library of reports and to create specialized reports or export data for further analysis and customized reporting.

Public Sector Digest offers an application called CityWide Budgeting Suite which is much more robust than the Munisoft module. The CityWide module is an enterprise budgeting solution that provides tools to develop single or multi-year operating and capital budget plans as well as input into the financial information return (FIR) and preparation of annual financial statements and variance reports.
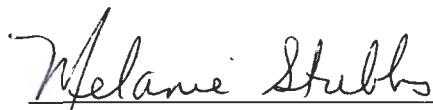
Policy Implications: Council resolution 2019-133 made on April 22, 2019 set up a reserve fund for the modernization funding and states "that funds be removed from this reserve fund only by resolution of Council in payment of invoices directed to these purposes".
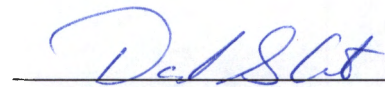
Financial Considerations: Munisoft is offering a 35th anniversary loyalty pricing of 25% discount off the purchase of their applications. There are two applications that staff recommends to purchase at this time- Tax e-notices and custom report library.

The combined cost of these two applications from MuniSoft is $1,723.00 with annual software support fees of $345.00. These initial costs can be funded by the modernization fund and then the annual support fees will be included in future operational budgets.

Alternative option: Purchase the e-notice module from MuniSoft for $1,124.00 + HST and annual support fees of $225.00 and the CityWide Budgeting Suite from PSD which costs $50,000.00 + HST and an annual support fee of $6,000.00. These initial costs can be funded by the modernization fund and then the annual support fees will be included in future operational budgets.

Recommendation: That Council authorize the purchase the tax e-notice and Custom Report Library applications from Munisoft and fund the purchase with modernization funds.

Treasurer

CAO