

Hal Lija Local Council

Business Plan

2017 - 2019

Table of Contents

Introduction and Situation Analysis	1
Mission Statement & Values	2
Objectives and Expected Results	3
Operations Analysis	5
Financial and Performance Forecasts	7
Capital Development	15

1.0 Introduction and Situation Analysis

During the past year, the local council has made various improvements as from year 2015, as there was a surplus for that year of €7,212.00. For the year of 2016 the surplus was for the amount of €34,322.00. During the year, the Hal Lija Local Council made successful progress with regards to works carried out in several areas of the locality. Examples of these outstanding works include of; the upkeep of street cleanliness, the maintenance of public gardens and playing fields, the collection of household waste, recycled waste, that of bulky refuse and as well as glass collection.

The Hal Lija Local Council is doing its utmost so as not to exceed the yearly financial allocation (€246,507.00) and other income which amounts to €304,687.00, given this financial situation. The expenses for 2016 will approximately amount to €270,385.00. Therefore the funds which are allocated at our disposal should cover current expenditure whatsoever with existing salaries and contracts.

An expense that the council still has to pay is that of the PPP project. This expense amounts to €14,062.00 per annum and payment for this project will only be fully settled by the year 2020.

The council could gain some money when the four bye-laws are finally approved. These bye-laws include; bye-laws on the use of facilities, bye-laws on notice boards, bye-laws on the protection of the belvedere tower and windmill and bye-laws regarding advertisements.

The council has received €29,000.00 allocated funds from the Central Region, between December 2014 and the beginning of year 2016. With these funds the Council approved small projects namely; patching works, the construction of pavements, road and street signs, a new council website and zebra crossing lights in Transfiguration Avenue. Hence, the amount of these funds has minimised and therefore the council is now more limited with regards to work progress.

The council has a current expense of €700.00 per month for the renting of the council office premises. The council would like to either have funds so as to buy a property or else be given a government property solely for the council offices. The council already has a confirmation from 2 entities: MaltaPost and social services, who would like to operate from the council premises, given that there is enough space. By means of this agreement, the council will be able to acquire income related to these services.

In the future the council intends to proceed with the restoration of the Belvedere Tower together with the embellishment of Transfiguration Avenue.

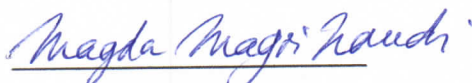
We are ensuring that we are in limit with the Financial indicator for the year 2017, so the council will continue to take these measures:

- Commitment to not incur more than the amount of the yearly allocation,
- Will not take part in new capital projects,
- Will not apply for EU funds unless they are fully financed,
- Unlike previous years the council will not accept any claims with respect to car damages,
- The existing contract for a contracts manager expired and the council decided not to issue another call.

Given the above, the council has planned its expenditure and total expenses for the upcoming year.

Today the council is presenting these financial estimates and is convinced that these estimates are enough to cover and solve problems which have been long pending. By means of allocated funds at the council's disposal, these pending problems will start to be addressed according to priority.

The council believes that these milestones can only be reached as long as the council and the residents of Hal Lija work in collaboration with each other for the benefit of the locality.



Mrs. Magda Magri Naudi
Hal Lija Mayor

1.0 Introduction and Situation Analysis

2.0 Mission Statement and Values

2.1 Mission Statement

To become the model Council through the continuous development of our infrastructure to best meet the needs of the residential and business sectors of our community while continually emphasising operational excellence and innovative administration of our financial resources.

To meet or surpass the revenue targets and maintain expenditure within the budget while ensuring the best 'value for money' for the services we buy.

2.2 Values

- Enhancement of the quality of works and service
- Maximization of the benefits to our Community as a whole while respecting the needs of individuals and specific sectors.
- Respect for the viewpoints and beliefs of all members of our community.
- Respect for the environment and cultural heritage of our community.
- The just and open administration of council business.
- Excellence in everything we do, in the service we receive and give.

3.0 Objectives, Expected Results and Strategies**3.1 Short term objectives and expected results (Year)**

Objectives	Expected Results
<ul style="list-style-type: none"> Maintenance of roads and pavements within the responsibility of the council and liaison with the relative government department for works which fall within the responsibility of the Central Government 	Better streets and pavements and a decrease in the number of complaints received
<ul style="list-style-type: none"> Upkeep and improvements to traffic signs and road markings that fall within the responsibility of the Council and liaison with the Roads Department for works which fall within the responsibility of the Central Government. 	Better more visible road signs and markings to prevent road traffic accidents
<ul style="list-style-type: none"> Upkeep and Maintenance of the Playing Field 	Better environment for children's recreation.
<ul style="list-style-type: none"> Law enforcement of contraventions regarding traffic, littering and other regulations. 	To better regulate traffic and cleanliness in the locality.

3.2 Long Term objectives and expected results (Year+1 - Year+2):

Objectives	Expected Results
<ul style="list-style-type: none"> The implementation of the diversion of traffic in Hal Lija 	To prevent congestion of heavy traffic passing through Hal Lija for the safety of the residents.
<ul style="list-style-type: none"> Provide a centrally located facility from which services relevant to today's needs are offered in an environment which meets the expectations of our community. 	A one-stop shop dealing with most of the services which the community deems necessary and the Council finds indispensable in order to operate well.
<ul style="list-style-type: none"> To provide for the upkeep and maintenance of street lighting. 	To improve the efficiency in the replacement of street lighting.
<ul style="list-style-type: none"> To provide for the re-instatement of roads after household water services are replaced. 	To improve re-instatement works made.
<ul style="list-style-type: none"> New Council Premises 	To improve the quality of services given as well as this will be a help to the Council from the financial point of view as the Council will benefit from the services provide.
<ul style="list-style-type: none"> Implementation of Bye-Laws which consists of Bye-law for Advertisement, Bye-laws for Notice Boards, Protection of Belvedere Tower and Windmill 	The Council will benefit financial when these bye-laws are approved and start to be implemented.

Objectives, Expected Results and Strategies(cont.)

3.3 Strategies

- Develop business relationship with the other councils and suppliers in order to achieve the best possible services at the lowest cost, using the principles of partnership and value chain management.
- Encourage dialogue, respect and teamwork.
- Use the best management techniques.
- Involve community residents and business in the financing of capital and social projects to create a series of improvements for overall, long term benefit of our locality.

4.0 Operation Analysis

4.1 Organisation

MAYOR AND COUNCIL

Mrs. Magda Magri Naudi
Ms. Stephanie Cutajar
Mr. Massimo Scerri
Dr. Marc Sant
Ms. Lorraine Farrugia

EXECUTIVE SECRETARY

Mrs. Georgette Borg

ASSISTANT PRINCIPAL

Mrs. Dorianne Bonnici Bondin

FULL TIME CLERK
Ms. Pamela Borg

PART-TIME CLERK
Mrs. Audrey Pace

COUNCIL WORKS UNIT

IPSL Workers

Mr. Michael Bedingfield
Mr. Ronald Scicluna

Operations Analysis (cont.)

4.2 General Activities

The core activities and progress in each area aim to improve various community services, such as cleaning of roads, waste collection, maintenance of public areas and particularly the work being carried out as part of the civic identity programme.

We shall continue to train our staff and councillors to enable them to apply the best possible management practice with respect to the council affairs and in order to increase our services to the community.

Since its setup the Hal Lija Local Council has formulated its targets with the aim to improve the existing services and introduce new facilities to the Hal Lija residents.

We look forward to this continuous challenge to serve better the residents of Hal Lija

Ms. Georgette Borg
Executive Secretary

5.0 Financial and Performance Forecasts

5.1 L-Estmi Konsolidati tad-Dhul u l-Infiq

Nru. tal-Kont	Deskrizzjoni	ATTWAL I 2016 €	ESTMI 2017 €	ESTMI 2018 €	ESTMI 2019 €	ESTMI 2017- 2019 €
2	Id-Dhul					
0000	Mill-Gvern	247,733.00	267,800.00	270,500.00	273,200.00	811,500.00
0020	Il-'Bye-laws'	30,328.13	19,435.00	19,600.00	19,800.00	58,835.00
0090	L-Investment	19.58	6.00	6.00	6.00	18.00
0100	Generali	1,678.84				
	TOTAL	279,759.55	287,241.00	290,106.00	293,006.00	870,353.00
1	L-Infiq					
1000	Is-Salarji	87,550.44	88,453.00	89,618.00	90,358.00	268,429.00
2000	Manutenzjoni u Xoghlijiet ohra	147,813.05	168,317.00	174,160.00	180,420.00	522,897.00
7000	L-Infiq Kapitali	0	0.00	6,000.00	12,000.00	18,000.00
	TOTAL	235,363.49	256,770.00	269,778.00	282,778.00	809,326.00
	Bilanc	44,396.06	30,471.00	20,328.00	10,228.00	61,027.00
	BROUGHT FORWARD	36,569.00	80,965.06	111,436.06	131,764.06	80,965.06
	CARRIED FORWARD	80,965.06	111,436.06	131,764.06	141,992.06	141,992.06

Notes:

5.2 Notes and Assumptions

1 Income from January 2017 till December 2019

The income for this period is expected to increase by approximately 1% per annum – year on year
All other income is being assumed to remain the same.

2 Expenditure from January 2017 till December 2019

Salaries have been estimated to rise by 1% per annum based on the increase in the budgeted amounts over the actual salaries for last year.

Most of the operations and maintenance works are estimated to rise by an average of 2% per annum. In the case of contractual services these are being estimated at an increase of 5% per annum.

6.0 Capital Development

5.3 L-Estmi tad-Dhul fid-dettall

Nru. tal-Kont	Deskrizzjoni	B	C	c-a	c-b	
		ATTWAL I	ESTMI	ESTMI	ESTMI	ESTMI
		2016	2017	2018	2019	2017 - 2019
		€	€	€	€	€

2 Id-Dhul

0000	Mill-Gvern					
0001	Annwali	246,733.00	267,800.00	270,500.00	273,200.00	811,500.00
0002	Supplimentari					
0003	Bzonnijiet Speċjali					
0004	Delegazzjonijiet Pubblici/Governattivi					
0015	Hwejjeg ohra	1,000.00	0.00	0.00	0.00	0.00
		247,733.00	267,800.00	270,500.00	273,200.00	811,500.00
0020	Il-'Bye-laws'					
0021	Servizzi Komunitarji	13,738.00	5,280.00	5,300.00	5,350.00	15,930.00
0036	Kontravvenzjonijiet	4,017.00	3,855.00	3,900.00	3,950.00	11,705.00
0056	Kontribuzzjonijiet u donazzjonijiet					0.00
0070	Pernessi	12,022.93	10,300.00	10,400.00	10,500.00	31,200.00
0066	Generali	550.00	0.00	0.00	0.00	0.00
		30,328.13	19,435.00	19,600.00	19,800.00	58,835.00
0090	L-Investment					
0091	Imghax tal-Bank	19.58	6.00	6.00	6.00	18.00
0096	Sigurtajiet tal-Gvern					
		19.58	6.00	6.00	6.00	18.00
0100	Generali					
0110	Donazzjonijiet					
0120	Kontribuzzjonijiet	1,678.84	0.00	0.00	0.00	0.00
		1,678.84	0.00	0.00	0.00	0.00
TOTAL		279,759.55	287,241.00	290,106.00	293,006.00	870,353.00

6.0 Capital Development**5.4 L-Estmi ta' l-Infiq fid-dettall :**

Nru. tal-Kont	Deskrizzjoni	B	C	a-c	b-c	
		ATTWAL I	ESTMI	ESTMI	ESTMI	ESTMI
		2016	2017	2018	2019	2017 - 2019
		€	€	€	€	€

1 L-Infiq**1000 Is-Salarji**

1100	L-Onorarju tas-Sindku	7,261.90	7,244.00	7,244.00	7,244.00	21,732.00
1110	Allowance tas-Sindku u Kunsilliera	6,475.00	6,400.00	6,400.00	6,400.00	19,200.00
1200	Pagi ta' l-Impjegati	61,628.70	67,505.00	68,180.00	68,860.00	204,545.00
1300	Bonus	5,736.47	878.00	878.00	878.00	2,634.00
1400	Dhul Supplimentari		786.00	786.00	786.00	2,358.00
1500	Kontribuzzjonijiet tas-Sigurtà Socjali	5,416.45	5,640.00	6,130.00	6,190.00	17,960.00
1600	Koncessjonijiet ('Allowances')	320.32				
1700	Sahra	711.60	0.00	0.00	0.00	0.00

87,550.44	88,453.00	89,618.00	90,358.00	268,429.00
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2000 Manutenzjoni u Xoghlijiet ohra

2100	Konsum tal-bzonn (dawl/ilma/tel. etc.)	1,802.62	2,668.00	2,750.00	2,800.00	8,218.00
2200	Xiri ta' Materjal u Fornimenti	1,009.07	1,500.00	1,550.00	1,580.00	4,630.00
2300	Tiswijiet u Manutenzjoni	6,690.00	44,150.00	45,000.00	46,000.00	135,150.00
2400	Kera	8,850.00	8,850.00	8,850.00	8,850.00	26,550.00
2500	Shubija f'ghaqdiet					
	Nazzjonali/Internazzjonali	207.00	300.00	310.00	315.00	925.00
2600	Spejjez ta' l-Ufficeju	6,236.72	5,367.00	5,500.00	5,610.00	16,477.00
2700	Trasport	1,035.51	2,530.00	2,580.00	2,600.00	7,710.00
2800	Safar u vvjaggar					
2900	Taghrif lill-Publiku	1,838.04	1,532.00	1,560.00	1,600.00	4,692.00
3000	Spejjez ta' Kuntratti	108,657.32	86,934.00	91,300.00	96,000.00	274,234.00
3100	Servizzi Professjonali	10,294.78	9,632.00	9,800.00	10,000.00	29,432.00
3200	Tahrig					
3300	Ospitalità u Servizzi lill-Komunità	1,140.84	4,750.00	4,850.00	4,950.00	14,550.00
3600	Gwardjani Lokali	51.15				
3400	Spejjez ohra li jinqalghu		104.00	110.00	115.00	329.00

147,813.05	168,317.00	174,160.00	180,420.00	522,897.00
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7000 L-Infiq Kapitali

7001	Xiri ta' propjeta					0.00
7100	Bini					
7200	Titjib			5,000.00	10,000.00	15,000.00
7300	Makkinarju u Apparat			1,000.00	2,000.00	3,000.00
7500	Progetti Speċjali					

0	0.00	6,000.00	12,000.00	18,000.00
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TOTAL

235,363.49	256,770.00	269,778.00	282,778.00	809,326.00
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6.0 Capital Development**Notes:**

- The staff compliment is made up of an Executive Secretary, two full time employees and one part timer
- In these workings we are assuming that the Council will continue using the present premises at the present rate of Euro 700 per month.
- Depreciation is not taken into consideration in the working
- The payments due to the PPP supplier is to be taken from the remaining balance

Estimi ta' Tlett Snin ta' progetti kapitali

Nru. tal-Kont Nru. tal-Progett	Infieq Kapitali Deskrizzjoni tal-Progett	2017		2018		2019		2017-2019
		PROGETT	PROGETT	PROGETT	PROGETT	PROGETT	PROGETT	PROGETT
		Eur	Eur	Eur	Eur	Eur	Eur	Eur
7001	Xiri ta' Propjeta							
7100	Bini/Kostruzzjoni Resurfacing							
7200	Titjib Titjib fil-lokalita			5,000		10,000		15,000
7300	Makkinarju u Apparat Apparat għall-Ufficcju tal-Kunsill			1,000		2,000		3,000
7500	Progetti Specjali							

Total Progetti Godda

6,000

12,000

18,000

6.2 Notes and Assumptions

- All the equipment of the Council is fully depreciated however still in use. In the coming years the Council need to invest in new photocopier, printer and computers for administrative purposes
- Works on the Belveder Tower

kapital għall-iżvilupp (cont.)

6.3 Details of Capital Development Projects

Project

NUMBER

NUMBER

NUMBER