

Wheatland County

Department Report

Regular Council Meeting

September 1, 2020

Report prepared by: Tracy Buteau, General Manager of Corporate and Financial Services



September 2020 Report to Council

Recommendation from Administration

That Council approves the Corporate and Financial Services report dated September 1, 2020 as information.

Report

In Q3, Corporate and Financial Services continues to make progress and complete many projects as detailed below. This year, during the budget process residents will have the opportunity to provide valuable feedback and assess levels of service within the County through an online program called Citizen Budget. The results of the engagement will be presented to Council during the budget process.

Assessment

- The assessment complaint period closed on July 14, with one complaint received on a large non-residential property.
- The Residential Request for Information (“RRFI”) project was very successful, receiving approximately a 51% response. Deadline was July 31st however, the County will continue to accept responses. The RRFI’s help to update the 2020 Assessment information within the compulsory general assessment re-inspection cycle of improved properties situated on the east side of the County within Ranges 17 to 20.
 - o There are approximately two hundred and fifty-five improved properties within ranges 17 to 20 subject to the re-inspection cycle.
 - o Early June, 198 RRFI’s were mailed out to properties with a single residence requesting property owners provide pertinent information about their residence and residential use out buildings.
 - o Staff are planning to perform inspections for the non-response properties during months of September and October.
- The Senior Assessor is preparing for Designated Industrial Property (“DIP”) inspections within Ranges 20 and 21, as per a contract with Alberta Minister of Municipal Affairs.
- The Senior Assessor received notice of a contract extension to 2021 to continue with the hybrid assessment delivery for DIP properties.
- Staff are preparing for annual assessment inspections. The purpose of these inspections is to update assessment information for property(s) with new assessable buildings built in 2020 or incomplete buildings constructed in prior years. Staff will be adhering to COVID safety precautions and many of these inspections may be done from the road. This will require taking digital exterior photographs of all assessable buildings. These inspections will start in September and continue into October and possibly November.

Financial Services

- Accounts Payable:
 - Staff processed and mailed August payments. Regular general ledger to sub-ledger balancing occurred.
 - Centralized email for Accounts Payable (ap@wheatlandcounty.ca) released to internal and external stakeholders to begin streamlining the processing of payments.
 - Electronic Funds Transfer (“EFT”) payment system enablement is being tested to allow vendors invoices and employees, Councillors and board members expenses to be paid electronically instead of by cheque.
 - EFTs will require fewer mail outs which will see a savings and be more convenient for recipients.
- Accounts Receivable:
 - Staff processed and mailed August bills. Regular general ledger to sub-ledger balancing occurred as well as following up with customers with overdue invoices.
- Analytics:
 - Capital Spending Report as at June 30, 2020 was approved Council.
- Budget:
 - 2021 budget process is underway. Budget owners have submitted their budget requests to Finance to compile for Council review.
 - Finance and IT continue to implement Qwestica, an easy to use and comprehensive operating and capital budgeting software solution.
 - Payroll module implementation underway.
 - Capital module account structure optimization underway.
- Cash flow management:
 - Monitoring expenses and incoming cash flow to ensure interest income is optimized.
 - Investment Management Services Request for Proposal (“RFP”)
 - Submissions received and are being reviewed by Finance.
- Financial reporting:
 - Review of general ledger to ensure accruals are recorded and reversed for financial reporting.
 - Q2 Unaudited Financial Statements as at June 30, 2020 approved by Council.
 - 2019 Statistical Information Return (“SIR”) submitted to Municipal Affairs.
- Grants
 - Municipal Sustainability Initiative (“MSI”) Capital Grant was received for \$3,413,225.25.
- Insurance:
 - 2020 – 2021 insurance renewal verification reports updated and submitted to RMA.
- Long Term Debt:
 - Applied for loan from the Alberta Capital Finance Authority (“ACFA”) for \$267,402.54 to fund the Transtor Capital Replacement Project outlined in Bylaw 2020-27.
- Policy:
 - Procurement Policy 2.1 amendments approved by Council.
 - Lakes of Muirfield Reserve Policy 2.12.35 approved by Council.
- Taxes:
 - Staff processed August TIPPS payments. Regular general ledger to sub-ledger balancing occurred, as well as answering various inquiries from residents.

- Utilities:
 - Staff processed August utility consumption and utility bills. Utility bills for August consumption will be mailed in the first week of September.
 - E-billing (“eSend”) was released in August. This will provide residents with the option to receive their bills by email. eSend will allow cost savings on processing letter mail and postage.
 - 47 utility customers have already signed up for this service.
 - Lakes of Muirfield
 - Sent out welcome letter with County contact information in the utility bill.

Information Technology

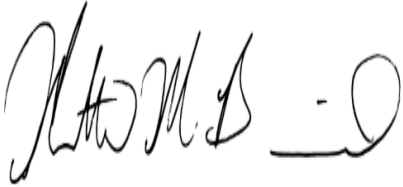
- Applications & Solutions:
 - We are proud to announce that OneSpan was selected as the preferred solution for Digital Signatures. The release of this capability and training will be coming soon. With this solution, staff was able to save approximately \$10,000 from the original budget.
 - Ethelo Engagement Software has been selected for future budget community engagement.
 - MRF installs have been completed for the ASB spray trucks Automated Vehicle Location, as well as enabling weed inspections and other time saving features through mobile devices.
 - MRF was selected as the solution provider to replace Fleet Complete as the Automated Vehicle Location solution with subsequent mapping features for Public Works. Installs to equipment will begin within approximately thirty to sixty days and will tie into the future equipment inspection form solution.
- Information Service and Security
 - Information, Technology and Security Policy revisions are underway with the intent to replace existing IT Policies with a more robust and up to date version.
 - Firehall onboarding has been completed apart from Wheatland West. The firehalls are now connected through our network and benefiting from interconnectivity and growing corporate security initiatives.
- Business Process and Workflow Automation (Laserfiche)
 - HSE incident forms are nearing completion and in final testing phases.
 - Building Inspection Report Workflow Automation has been released to production and will be available for staff to use for building inspections and for the CAO to signoff digitally.
 - Building Permit Workflow has completed initial form development and is undergoing functionality and calculation testing before the remaining workflow is to be developed.
 - Vehicle & Equipment Inspection forms (DVIR/CVIP) from MRF are currently in phase 2 of development and testing is slated to begin shortly.
 - eBilling (eSend) has been completed and released to the public. The request forms and workflow has been completed and are online. Bills can now be sent through email, reducing postage costs.

- The EFT Payment Request form and process is undergoing testing and will be ready to pilot within the next two months. After the pilot is successful, it will be released to all vendors.
- Records Management Projects
 - Staff toured Iron Mountain to investigate scanning, storage, and file processing services.
 - The secure storage cleanup project is proceeding on time with many boxes that have been reviewed by staff and management for dispositions, most of which have met retention and have been destroyed.
 - Contracts have been logged in the system to prepare for a more robust contract management process in the future.

Report Approval Details

Document Title:	September 2020 Report to Council .docx
Attachments:	
Final Approval Date:	Aug 25, 2020

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read 'MB - 0'.

Matthew Boscarol