

Wheatland County

Department Report

Regular Council Meeting

October 6, 2020

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



October Report to Council

Recommendation from Administration

That Council accepts the Corporate and Financial Services report dated October 6, 2020 as information.

Report

It has been a busy month for the department. The budget engagement program continues to be refined, policy revisions are being worked on, research around FOIP and public hearing submissions occurred, IT Broadband Project Management selection process is almost finalized, research on DIP payments occurred, and the departments portion of the Strategic Plan was completed among many other tasks listed below.

Assessment

- Administration received a 54% response rate for the Residential Request for Information (RRFI) project. The deadline was July 31st however, responses were still received in the early part of September. The request helped to update the 2020 re-inspection cycle of improved properties situated on the east side of the county within ranges 17 to 20 and part of the general assessment.
 - Assessment staff are planning to perform general assessment inspections during the months of September and October and possibly November. The purpose of these inspections is to update property assessment information.
- Assessment staff will be performing the 2020 annual property assessment inspections throughout the entire County. The purpose of these annual inspections is to gather information on new or incomplete buildings constructed in prior years.
- Both inspections will require taking digital exterior photographs and may require measuring buildings. Due to COVID 19, Assessment Services will try to perform most inspections visually from the road, but occasionally may require an onsite inspection. If required, a call back card will be placed on the main entrance door of the residence or another conspicuous location.
- The contract assessor will be carrying out some of these inspections which will commence in September and continue into October and possibly November.
- The Senior Assessor is preparing for Designated Industrial Property ("DIP") inspections, as per the counties contract with Alberta Minister of Municipal Affairs which has been extended by one year. These inspections will occur during October and November.

Financial Services

- Accounts Payable:
 - Staff processed and mailed September payments. Regular general ledger to sub-ledger balancing occurred.
 - Accounts Payable Clerk position selection occurred.
 - The successful applicant will replace the retiring Accounts Payable Clerk on November 30, 2020.
 - 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 September bills. Regular general ledger to sub-ledger balancing occurred as well as following up with customers with overdue invoices.
- Analytics:
 - August monthly operating budget versus actuals analyzed and disseminated to budget owners.
 - Capital Spending Report updated and maintained in anticipation for the Q3 September 30, 2020 report to be presented to Council in November.
- Budget:
 - 2021 budget process is underway.
 - Finance continues to compile the budget for Council review.
 - Finance and IT continues to implement Questica, an easy to use and comprehensive operating and capital budgeting software solution.
 - Payroll module implementation is complete.
 - Capital module implementation is underway.
 - Capital account structure overhauled to ensure each project has a unique identifiable code.
- Cash flow management:
 - Monitoring expenses and incoming cash flow to ensure interest income is optimized.
 - Investment Management Services Request for Proposal (“RFP”):
 - Decision matrix and cost versus benefit analysis underway.
- Financial reporting:
 - Review of general ledger to ensure accruals are recorded and reversed for financial reporting.
 - Q3 Unaudited Financial Statements as at September 30, 2020 to be presented to Council in November.
- Grants:
 - Municipal Stimulus Program Capital Project Application submitted.
- Insurance:
 - 2020 – 2021 insurance renewal verification reports updated and submitted to RMA.
 - Annual invoices and insurance certificates to arrive near the end of October.
- Long Term Debt:
 - Received funds of \$267,402.54 for the Alberta Capital Finance Authority (“ACFA”) loan to fund the Transtor Capital Replacement Project outlined in Bylaw 2020-27.

- Policy:
 - Accounts Receivable Cancellation & Collections Policy 2.12 under review for future amendments.
 - Investment Policy 2.6 under review for future amendments.
 - Madsen Charity Guidelines Policy 2.4 proposed amendments brought forward to Council for approval.
- Taxes:
 - Staff processed September TIPPS payments. Regular general ledger to sub-ledger balancing occurred, as well as answering various inquiries from residents.
 - August 31, 2020 tax deadline passed, and the County issued penalties on overdue taxes.
 - Letters were sent to ratepayers who were charged penalties reminding them of overdue payments.
- Utilities:
 - Staff processed September utility consumption and utility bills. Utility bills for September consumption will be mailed in the first week of October.
 - 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.
 - 81 utility customers have already signed up for this service.
 - Lakes of Muirfield
 - Residents utility accounts are being created in anticipation for the County to take over billing on October 31, 2020.
 - Utilities & Accounts Receivable Clerk position posting closed on October 2, 2020.
 - Interviews to commence in the coming weeks.

Information Technology

- Applications & Solutions:
 - OneSpan release is currently under way and will be onboarded in the near future.
 - Questica and Diamond integration has been developed and is being setup for regular data updates.
 - MRF installs to equipment will begin within approximately thirty days and will use FOBs to help identify authorized drivers and automate form completion of future tools.
- Information Service and Security
 - Information, Technology and Security Policy revisions continue in development stage with the intent to replace existing IT Policies with more robust and up to date versions.
 - Firehall onboarding has been completed except for Wheatland West. The firehalls are now connected through our network and benefiting from interconnectivity and growing corporate security initiatives.
 - IT infrastructure switches and battery backups will be undergoing replacement between Admin, Public Works and ASB.
- Business Process and Workflow Automation (Laserfiche)
 - HSE incident forms are in User Acceptance Testing phase and a release is pending prior to the close of 2020.
 - An Internal Link directory called “Employee Self-Serve” is being developed in Laserfiche to make releasing future links, forms, and cloud services easier and more accessible to the organization. A one stop shop.

- Building Permit Workflow has completed initial form development and is undergoing its final iterations of initial form testing.
- Vehicle & Equipment Inspection forms (DVIR/CVIP) from MRF are currently in phase 2 of development and testing is slated to begin with releases planned for late October or November.
- Development of a self-serve kiosk for residents in the lobby is now underway and due to be completed before the end of 2020.
- The EFT Payment Request form and process testing is still under way.
- Records Management Projects
 - Secure storage clean-up project is nearing completion. Less than 70 land/development boxes for review and shredding left.
 - HSE Incident Reporting project is scheduled for user acceptance testing in early October. Clears the way to going live with this project.
 - Boxes identified in the vault as having met retention are being indexed and reviewed by GM's for inclusion in the shredding of boxes from the secure storage.
 - 2020 Annual disposition sign-off will be going to CAO for final sign-off. Approximately 80 boxes identified as having met retention, will be shredded.
 - COVID-19 Screening Questionnaire being moved from Laserfiche test to production. Will be ready to go live in early October.
 - Contract Management System phase I completed (identified and indexed contracts in the vault). Preparing to move into phase II in October, which includes workflow automation design.
- GIS
 - Created and digitized Wheatland County's IDP boundary data into the County's database. The data is now available for mapping, and visible on Munisight.
 - Ongoing coordination with the vendor "INet" to ensure that the rural addresses are up to date for Wheatland and Adjacent Districts Emergency Medical Services (WADEMSA) dispatch center. Also, coordinating with Wheatland EMS to get the workflow behind how/where AHS receives and validates the addressing data.
 - Looking into creating robust and up to date GIS policies and Non-Disclosure Agreement (NDA) forms. The goal is to aggregate all information and all GIS related information available on a single page, with the NDA forms being available for signatures online, instead of email scans.
 - Evaluating the uses of Munisight PD and investigating methods for improved efficiencies.

Report Approval Details

Document Title:	October Report to Council .docx
Attachments:	
Final Approval Date:	Sep 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 "Brian Henderson", written in a cursive style.

Brian Henderson