

Wheatland County

Department Report

Regular Council Meeting

April 7, 2020

Report prepared by: Vinod Jasra



Corporate and Financial Services Monthly Report

Recommendation from Administration

That Council accepts Corporate and Financial Services Report as information.

Report

Assessment

- The 2019 Assessment was completed on February 28, 2020 and will be presented at the Assessment 101 presentation.
- 2020 Tax and Property Assessment Notice will be mailed on April 23, 2020, with a final date for assessment complaints of June 30, 2020, to align with the 2020 property tax due date. Working with Finance department to update the tax insert document.

Financial Services

- Accounting: The audited 2019 year-end financial statements will be presented to Council at the April 21, 2020 Council Meeting and is due to the Province by May 1, 2020.
- Accounting: After the audit is complete, we will close our year-end records in our financial software. This process is required on an annual basis.
- Budget: Administration is preparing the 2020 – 2022 Operating budget for Council approval.
- Utilities: Staff processed March utility consumption and utility bills. Utility bills for March consumption were mailed in the first week of April.
- Taxes: Staff processed March TIPPS payments. Regular general ledger to sub-ledger balancing occurred, as well as answering various inquiries from the general public.

People Services

- Ensuring the health and safety of all staff due to the COVID-19 pandemic: sanitary procedures, social distancing, working remotely, meeting cancellations, etc.
- Internal and external communications to staff regarding COVID-19 are occurring daily.
- Most staff have now been trained in eScribe for RFD and report preparations, with the goal to be using eScribe exclusively starting on April 7, 2020.
- Recruitment and selection for various positions, including GM of Corporate and Financial Services and Manager of Fire and Emergency Services, are still in progress, but postponed due to COVID-19.
- Payroll processing will continue, bi-weekly and monthly, as per normal.
- Responding to Financial auditor requests and questions.
- Administrative Directives for Safety (second half) are still in progress.
- Preparation for mock transportation audit is in progress.

Information Technology Services

- Meeting room upgrades for the Large and Small Committee rooms are underway and will be completed March 18th.
- Konica Minolta printers have been installed and the PaperCut program has been a success in reducing the need for replacing costly personal printers and paper user and increase in print security.
- Public Works will be receiving the previous Ricoh Printer and the new PaperCut program to help reduce print costs there where possible.
- Continued remediation of Information Security items:
 - o Mobile Device Management and broad IT Directives using industry standards are still undergoing internal revisions.
 - o Mandatory information security training sessions have been completed and will continue for remaining staff to ensure everyone has been trained.
 - o Continued remediation of other security items is still under way as we continue to harden our network to attack vectors.
- Laserfiche Business Process Automation projects:
 - o Our online Fire Permits have been a success and new enhancements have been released to assist users enter the correct address.
 - o HSE Incident forms have been developed at a high level and are ready for review and the next phase of development.
 - o Building inspection forms are now under project discovery for workflow automation.
 - o The Vehicle & Equipment Inspection forms (DVIR) have been approved to be built by MRF instead of Laserfiche as we will be moving our ASB asset and systems tracking to MRF. This will allow us to utilize their system to automate entries such as odometer readings, which would otherwise be manual in any other system.
 - o Accounts Payable process continues in project discovery phase.
- Records Management projects:
 - o The records organization and cleanup project roadmap has begun, and we now have a contractor to assist in reviewing and cleaning up records in the secure storage area.
 - o HR file scanning is under RFQ.
 - o Phase 2 of the scanning project covering June 2015 – 2019 Council Minutes, Municipal Planning, Fire Services Minutes will begin shortly.
- Business continuity review is underway to ensure critical services and supporting infrastructure of Wheatland County will continue in situations of constrained access or personal.

Report Approval Details

Document Title:	20200407 Corporate and Financial Services Monthly Report.docx
Attachments:	
Final Approval Date:	Mar 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". The signature is fluid and cursive, with a long horizontal stroke at the end.

Brian Henderson