Corporate and Financial Services Monthly Report

Recommendation from Administration
That Council accepts the Corporate and Financial Services Report as information.

Report
Assessment

- The 2020 Tax and Property Assessment Notices were mailed on May 7, 2020 with the following key dates:
    o Tax due date has been changed from June 30 to August 31, 2020.
    o Final date for an Assessment Complaint is July 14, 2020.
- Ratepayers have started phone call inquires; some require a reminder and explanation that the assessment stated on the 2020 tax notice is based on a market valuation date of July 1, 2019.
- Planning for the compulsory general assessment re-inspection cycle of properties located on the East Side of the County, within ranges 17 to 20, consisting of approximately 255 parcels with a Residential or Non-Residential improvement. This year will introduce a new process, a survey called Residential Request for Information (RRFI) form, which will be mailed to each property owner to request pertinent information about the residence. The RRFI survey response options are online, by email or fax. The hope is to get a reasonable response (other rural municipalities indicated a 50 – 70% response rate) which should reduce the need for onsite inspections.
- GeodesyGroup Inc. ("GeodesyGroup") is the selected contractor, from four Request For Proposal submissions, to perform the 2020 Regional Orthophoto Project. This project is co-ordinated by Rocky View County, in partnership with Wheatland County and the Town of Strathmore. At the beginning of May, GeodesyGroup performed some acquisition of the aerial photos; however, weather has not been very co-operative (impaired by cumulus cloud cover). The delivery of the orthophotos is to be on or before August 31, 2020.

Financial Services

- Accounts Payable: Electronic Funds Transfer ("EFT") payment system enablement is being planned to allow for vendors invoices and employees, Councillors, and board members expenses to be paid electronically instead of by cheque. EFTs will also allow cost savings on processing letter mail and be more convenient for recipients.
- Budget: Easy to use and comprehensive operating and capital budgeting solution in contract negotiations for an agile implementation during the summer with the Information Technology team.
- Cash flow management: Monitoring expenses and incoming cash flow to ensure interest income is optimized.
- Financial reporting: Review of general ledger to ensure accruals are recorded and reversed for financial reporting.

- Taxes:
    - Staff processed May TIPPS payments. Regular general ledger to sub-ledger balancing occurred, as well as answering various inquiries from the general public.
    - The 2020 Tax and Property Assessment Notices were mailed on May 7, 2020.
- Utilities:
    - Staff processed May utility consumption and utility bills. Utility bills for May consumption were mailed in the first week of June.
    - eSend is being planned for release to allow for utility bills to be emailed. E-billing (eSend) will allow cost savings on processing letter mail and postage.

Information Technology

- Administration has begun training in Neptune360, a cloud based live utility scanning system, which is currently in the implementation phase.
- Easy to use and comprehensive operating and capital budgeting solution in contract negotiations for an agile implementation during the summer with the Finance team. eSend is being planned for release to allow for utility bills to be emailed. E-Billing (eSend) will allow cost savings on processing letter mail and postage.
- EFT payment system enablement is also being planned to allow for vendors invoices and employees, Councillor, and board members expenses to be paid electronically instead of by cheque. EFTs will also allow cost savings on processing letter mail and be more convenient for recipients.
- Continued remediation of Information Security items:
    - IT Directives are still undergoing internal revisions.
    - Security items, backup strategies and server roadmaps are still under way and project funding will be included in the next budget cycle.
- Laserfiche Business Process Automation projects:
    - HSE Incident forms are still being tested by Administration.
    - Building inspection forms are under testing by Administration.
    - Accounts Payable workflow automation continues in project discovery phase and have demoed some turnkey solutions.
    - Building permits and Real Property Reports process are still under project planning phase.
    - Event request, workflow and permitting process is under planning.
    - Vehicle & Equipment Inspection forms (DVIR/CVIP) are under continued development with our vendor MRF based on our requirements.
    - Online payment gateway development has been completed and will be able to be used in future online Laserfiche forms requiring payment.
- Records Management projects:
    - A re-structuring of the project plan and other proposed strategies have been drafted and are awaiting a date to return to work.
    - HR file scanning is under RFQ; however, this is currently deferred.
    - Phase 2 of the scanning project covering June 2015 – 2019 Council Minutes, Municipal Planning, Fire Services Minutes has been deferred.

Report Approval Details

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

Brian Henderson