

(CORPORATE SERVICES) DIRECTOR'S REPORT-Q3, 2019



PROGRESS & UPDATES DURING PERIOD

Finance:

- Working on Third Quarter, 2019 Financials statements,
- Working on Budget 2020
- Debenture by-law to borrow \$2.1 million to improve intersection at Hwy 16 and RR 20 was completed and money was received,
- Worked on Banking RFP,
- Working on Investment RFP,
- Working on IT RFP (possible),

Taxes:

- Working with Tax Agreement and assisting rate payers to pay their tax balance,
- Promoting various payment methods to provide more option for county residents,
- 14 transactions totaling \$23,373 were received using OptionPay (new payment method),
- \$3.6M worth of taxes were outstanding as of October 1, 2019,
 - 92% of 2019 taxes were received leaving only about 8% of 2019 taxes outstanding,
 - 8% of the 2019 taxes were paid year to date, as of September 1, 2019,
 - 84% of the 2019 taxes were received in the month of September,
- Tax auction will be held at December 11, 2019,

GIS:

- Created Asset ID's for all assets, and provided information to AssetFinda
- Participated in several meetings, and provided updates for AssetFinda implementation planning
- Imported map fixes and missed surveys into Gas Utility As-Builts and provided updates to the Federation and Rural Utilities
- Continued improving Gravel and Dust Control tracking collector applications
- Continued improving Gravel and Dust Control tracking dashboards
- Upgraded security on cloud server, and completed all updates in ArcGIS online to support increased security
- Started process of locking down internal GIS server in preparation of opening a port to the outside
- Created maps and asset lists of infrastructure assets within the Lloydminster Annexation area
- Mapped proposed road closures
- Created an import process to download all GPS data from TitanGPS
- Started processing GPS data, and created initial grading report for Public Works
- Assisted with Dust Control billing process
- Created and updated Cathodic read collector application for the Gas Utility
- Migrated the Yard Inspection application from Survey123 to Collector for the Gas Utility

- Made requested changes and updates to Land Use bylaw and Municipal Development plan for Planning and Development
- Co-taught an ICS 200 course to get certified as an ICS 200 instructor for Emergency Management

Records Management:

- Advertised for Record Management Position,

IT:

- Working toward future IT infrastructure plan and initial quote for technology refresh was received, in discussion with CAO and management,
- Awaiting Orest to work with legal to draft policy for implementation. Awaiting reply to work on online fire permit.

HR:

- Worked on following position;
 - Dog control officer,
 - CAO, Development Officer, A/R Admin, Records Mgt Technician, GIS Technician,
 - Peace officer, Protective Service Admin,
 - 10 exit interviews were conducted
- Worked on CAO hiring (CAO Start date Sep 3/2019),
- Worked on job description review for HR, Payroll and other position to simplify job duties,
- Completed AUMA Wage & Compensation, Statistic Canada, and CPHR Trend surveys.
- Worked on Canada Summer Job grant,
- Created THRIVE Committee for Teagan Bruce,

Other:

- Attended Central Square user conference in September,

FUTURE PLANS

- Working on Management Reporter (enhance Financial Reporting from system) to produce Financial Statements out of Diamond.
- Working on Implementing WorkTech (pearl) modules to better track costing,

ATTACHMENT – (REPORT)

- Vacation, Sick time and Personal Day balance for CAO, (NOT APPLICABLE)