

Cardston County Statement of Operations	2017 BUDGET	2016 ACTUAL	Var % 17 Bud to 16 Act
<u>Income</u>			
Net municipal taxes income	\$5,025,595	\$4,938,579	1.76%
Gov transfers for operating income	839,111	773,220	8.52%
Investment income	175,000	218,577	(19.94%)
Other income	286,000	137,939	107.34%
User fees and sale of goods income	468,864	617,151	(24.03%)
Total Revenue	6,794,570	6,685,466	1.63%
<u>Expenses</u>			
Legislative	324,024	300,631	7.78%
Protection Services	187,228	265,495	(29.48%)
Administration	1,286,434	1,142,844	12.56%
Roads, streets, walks, lighting	3,056,316	2,829,478	8.02%
Water supply and distribution	251,276	239,248	5.03%
Waste management	164,826	156,147	5.56%
Agricultural, planning, and development	873,118	724,426	20.53%
Recreation and culture	290,882	390,678	(25.54%)
Amortization	2,426,000	2,420,452	0.23%
Total Expenses	8,860,104	8,469,399	4.61%
Excess (deficiency) of revenues over expenses before other	(2,065,534)	(1,783,933)	15.79%
<u>Other</u>			
Government transfers for capital	2,083,000	1,804,933	15.41%
Excess (deficiency) of revenues over expenses	17,466	21,000	(16.83%)
Capital Expenditures	2,515,100		
Add back amortization	2,426,000		
SUPRLUS (AMOUNT FROM ACCUM SURPLUS)	(71,634)		
Positive = Extra Funds			
Negative Means = Depleting Accumulated Surplus			

Administration

Cardston County's Administration has six staff members consisting of the Chief Administration Officer, Director of Planning Services, Taxation and Utilities Clerk, Director of Corporate Services, Communications Clerk and Executive Assistant, and one Administrative Assistant.

Staffing

2016 Full Time	2017 Full Time	2016 Seasonal	2017 Seasonal
5.5 FTE	6.00 FTE	0 FTE	.34 FTE

2017 Key Goals:

- Administration will continue to digitalize our older records and expand what is currently digitalized. We will be hiring a summer student to assist in the digitalization of older records with the goal of ensuring historical and future records are accessible when required.
- Major focus of Administration will be to continue working with the provincial government to receive funding for:
 - Regional waterline projects in the Aenta and Hartlyville area, and focus on the water issues in Mountain View and Leavitt.
 - Determining locations and costing for the broadband project while working with our provincial and federal partners to ensure our residents have high speed, high quality internet.

Key Budget Variances:

- Salary and health benefits are increasing:
 - The three year grid realignment with provincial averages occurs this year.
 - Health benefits are anticipated to increase due to usage and market conditions.
 - Communication Clerk and Executive Assistant position is now full-time, and one summer student will be hired in 2017.
- We will have employees complete training/software enhancement to DocuShare as we expand our digitalization project.
- Auditor fees have decreased by 23% as we have new auditors, KPMG.
- Insurance premiums will be reduced for one year only as we are anticipating a refund from our previous insurance carrier.

Budget Funds Carried Over:

Del Bonita Fire has used very little of their budget and they were hoping to allocate that amount to next year's budget. They would like to spend around \$5,000.00 on a concrete pad in front of the Fire Department doors, and the remaining amount will be set aside for a future water tanker purchase.

Public Works

Cardston County’s Public Works (PW) and Operations Department main function is to provide the best possible road network to the public, as well as provide support for the Water and ASB Departments. Public Works consists of 14 full-time employees, 2 supervisors, 1 administrative assistant, 2 mechanics, 1 culvert crew foreman, and 8 grader operators. The full-time staff are supplemented by approximately 15 various seasonal employees who rebuild roads, add gravel to road surfaces, and many other duties to maintain and improve the County’s infrastructure.

Staffing				Budget		
2016 Full Time	2017 Full Time	2016 Seasonal	2017 Seasonal	Budget 2016	Budget 2017	% Change
14.0 FTE	14.0 FTE	6.4 FTE	6.8 FTE			

2016 Key Accomplishments:

- Reconstruction of 1,800 meters of RR 262A (better known as the “Gene Little” Road) for safety, drainage, and snow maintenance. While on site, we also rebuilt 400 meters of TWP 30 to address line of sight issues and snow maintenance.
- Reconstruction of 2 miles of RR 214 just north of the Hutterville Colony to improve safety, reduce future maintenance costs, and restore natural habitats along an original drainage course.
- Finished 2000 meters (3500 meters total 2015-2016) of rehabilitative maintenance along RR 234 just south of Spring Coulee.
- Oiled the entrances into Glenwood on RR 271 for 600 meters, and TWP 51 for 300 meters (150 meters split County/Resident).
- Working with St. Mary’s Dam, we installed double culvert extensions to irrigation canal along RR 263 to widen the crossing and alleviate safety concerns of nearby subdivision.
- Resurfaced 700 meters of the Magrath Transfer Station Rd (TWP 54).
- Replaced 300 meters of drainage line exiting the Hamlet of Welling.

2017 PW Priority Initiatives:

Goal	Rationale
Continue to rebuild roads that are in poor condition for safety and reduced maintenance costs.	Many roads within the County historically were not built to modern expectations and usage.
Continue to work with grader operators and the public to improve standards and conditions of roads.	To train staff on new technologies and introduce them to methodology they may be unaware of, and respond to concerns expressed by the public
Continue to evaluate the whole road network to set priorities for safety and maintenance and complete assessments of road conditions for additional work.	Long-range planning and budgeting to apply a consistent approach to responsibilities of Cardston County.
Continue to examine all Public Works functions to improve performance and reduce costs.	Whether for short duration or long-range projects, to provide staff with direction and the support to do their work.

Innovation and Efficiencies:

- Providing the best tools for staff to allow them to better do their work, as well as communicating and working with staff closely to build a better team and morale.
- Looking at modern technology to best track and review work to aid future planning and improve access to historical data.
- Use radar speed signs for not only traffic calming in Mountain View but also to improve safety for pedestrians and especially children, as well as for recording data on vehicle usage through the community.

Agricultural Service Board

Cardston County’s ASB (Agricultural Service Board) carries out duties related to the following legislation: *Agricultural Service Board Act, Weed Control Act, Soil Conservation Act, Agricultural Pest Act*, as well as assists as needed with the *Animal Health Act*. A few of these duties include: Education, inspections, and enforcement if necessary. The ASB department consists of 1 full-time Agricultural Fieldman and 1 full-time Director of Agricultural Development. There are also various seasonal employees who deal with spraying, mowing, inspections, educational information, and other related duties.

Staffing				Budget		
2016 Full Time	2017 Full Time	2016 Seasonal	2017 Seasonal	Budget 2016	Budget 2017	% Change
2.0 FTE	2.0 FTE	4.5 FTE	4.5 FTE			

2016 Key Accomplishments:

- We received \$214,350.00 as part of our annual ASB grant from the provincial government.
- We co-hosted the 2016 Transboundary Weeds, Water, and Stewardship Tour in August with the County of Warner. There were 133 people registered and everyone really enjoyed the diversity of the tour.
- The implementation of 2 weed inspectors added to the ASB program was beneficial in getting educational information out to landowners in parts of the County.
- We had a good summer spraying program with good coverage in the river valleys controlling knapweed.

2017 ASB Priority Initiatives:

Goal	Rationale
Receive grant funding from Alberta Crop Industry Development Fund.	Extra funding to improve knapweed control and update GPS mapping in river valleys.
Receive provincial ASB funding for the next 3 years under the Legislative and Environmental Grant.	To assist in the current ASB programs and fund future eligible environmental projects.
Purchase a Degelman mower(s) with a “One Pass” herbicide system on it.	To better control weeds in all the County ditches even past sensitive crops.
Undertake an environmental project to improve water quality in the Jensen Reservoir.	Runoff water from nearby colonies and farm fields could be improved before entering Jensen Reservoir.

Innovation and Efficiencies:

- If our grant application is approved, we will do comprehensive GPS weed mapping in the river valleys and add a UTV to our river spraying program.
- Work with Alberta Environment to improve water quality in the Jensen Reservoir.
- Replace our Schulte mower with a Degelman that can apply herbicide while mowing would help by reducing spray complaints.

Variance Highlights:

- Purchased more 2% gopher poison which was offset by higher sales of 2% LSC.

Waterworks

Cardston County's Waterworks provides water treatment and related services to the Magrath area through our work for the Magrath and District Regional Water Services Commission, to the Spring Coulee area as we operate the Spring Coulee Water Treatment Plant and distribution system, to the Cardston area through our work at the Cricklewood subdivision, and to the Cardston South Co-op distribution systems. The Waterworks department maintains and reports on the Del Bonita well/truck fill monthly as well as the Spring Coulee well/truck fill. Waterworks consists of two full time employees, one of which is a Level 1 Operator and the other has begun training for Level 1 certification. The full time staff is supplemented by one employee who is a small systems operator and another who is training for small systems certification with the goal of providing the safest treated water to our residents.

Staffing				Budget		
2016 Full Time	2017 Full Time	2016 Seasonal	2017 Seasonal	Budget 2016	Budget 2017	% Change
2.0 FTE	2.0 FTE	0.0 FTE	0.0 FTE			

2016 Key Accomplishments:

- Worked 812.5 hours at the Magrath Water Plant for the Magrath and District Regional Water Services Commission.
- Submitted 1383 Free Chlorine tests for our systems in Cardston, Magrath, and Spring Coulee.
- Submitted 288 Bacteriological tests for our systems in Cardston, Magrath, and Spring Coulee.
- Submitted 238 raw Iron, 238 treated Iron, 238 raw Manganese, 238 treated Manganese, and 238 pH tests at the Spring Coulee Water Treatment Plant.
- Started reading water meters for the Magrath North East Co-op.
- Upgrading the Del Bonita truck fill with a cam lock connection that will provide safer and easier filling for our residents in the Del Bonita area.

2017 Waterworks Priority Initiatives:

Goal	Rationale
Continue to provide safe drinking water for our communities that we live and work in.	Providing clean, safe drinking water is our top priority.
Continue provide our employees with the skills and knowledge necessary to perform their duties in a safe and efficient manner.	To train staff on new technologies and introduce them to methodology they may be unaware of, and to respond to concerns expressed by the public
Continue to meet or exceed our compliance with environmental Code of Practice and safety legislation.	Meeting or exceeding our legislative requirements helps to build trust with our communities and provincial agencies
Continue to examine all Waterworks functions to improve performance and reduce costs.	Whether for short duration or long range projects to provide staff with direction and the support to do their work.

Innovation and Efficiencies:

- Replace CE5320X handheld meter reader with a Neptune MRX920 (apx. \$15000) as current unit is no longer supported and we are having issues with loading and unloading of routes.
- Looking at upgrades to Spring Coulee Water Plant to improve monitoring and safety of treated water, and to decrease overtime due to call outs (apx. 100 man hours of overtime yearly).
- Improve reporting so water quality data is accessible to all stakeholders.

Budget Funds Carried Over:

Waterworks will also be carrying over funds for a remote project at the Spring Coulee water plant, which will allow the operators to make small adjustments to the plant operations without making overtime runs out to the plant.