

# Mississippi Mills 2025 Capital and Operating Budget

Council & Corporate Services  
Kathy Davis

October 24, 2024



# Agenda

Binder 2

Department Overview

Recent Accomplishments and Investments

Draft Budget Summary

Draft Budget Highlights

Draft Capital Budget

Draft Operating Budget

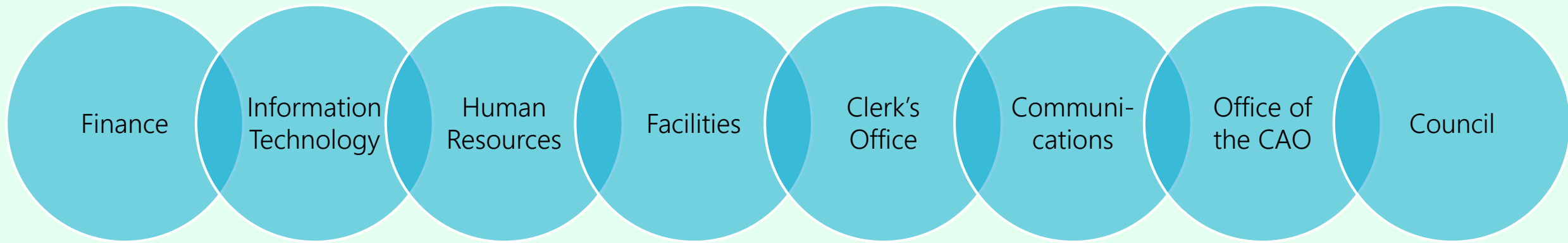
Staffing

Other Notes and Considerations

Binder 1



# Corporate Services Overview



# Corporate Services Recent Accomplishments & Investments

Awarded RFP for Long Term Financial Plan

Completed Phase II of the Asset Management Plan

Issuing RFP for new Financial Information System

Implementing Human Resources Information System

Finalized Operational Efficiency Project Plan

Proposed revisions and new policies:

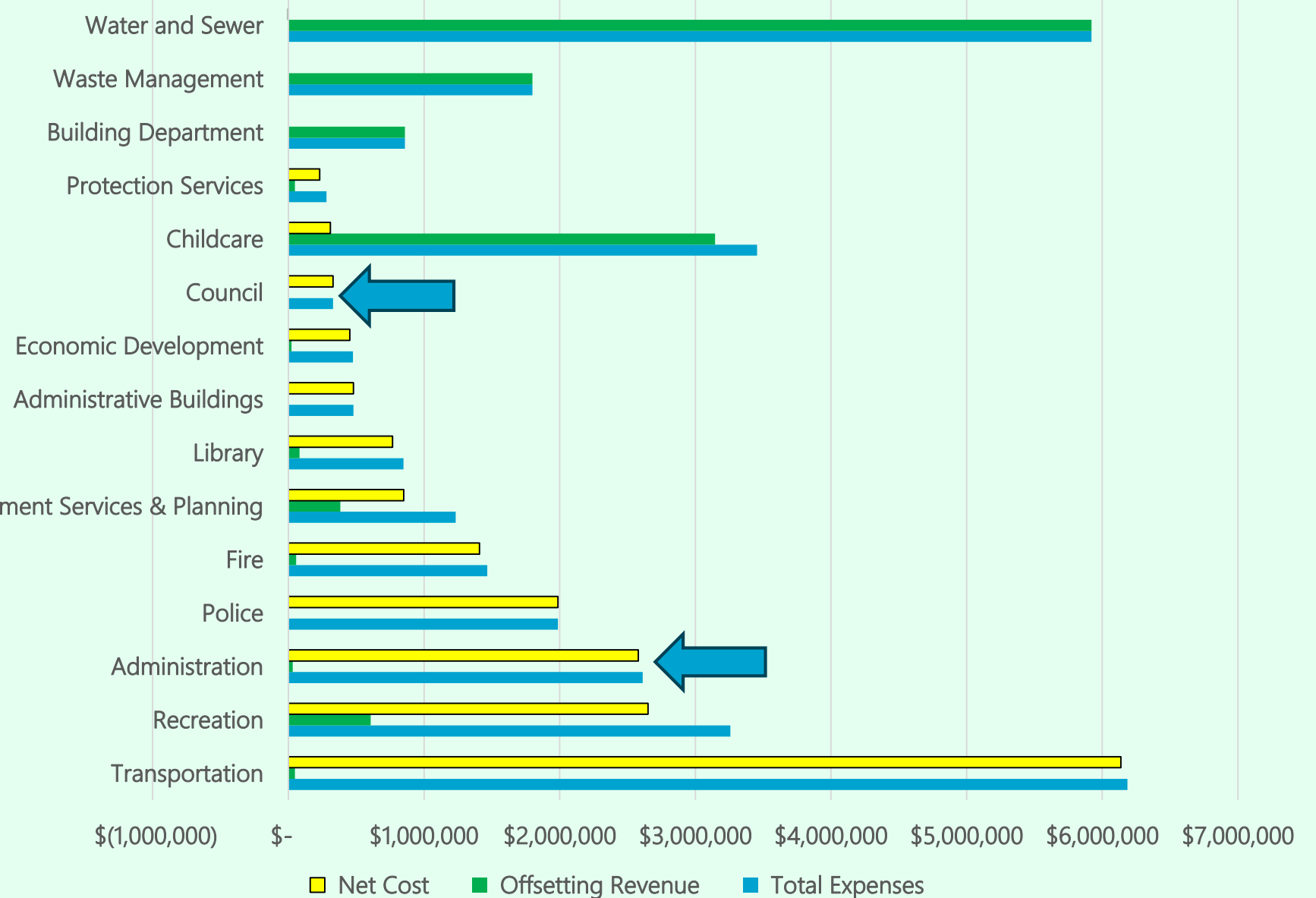
- Reserves, Procurement, Asset Retirement Obligations, Debt, Tax Registration



# 2025 Draft Budget Summary

- Council and Admin represent 10% of the Municipality's operating expenditures at \$3.17M
- 3% of total capital requests for 2025 relate to Administrative and Corporate Services projects

## Revenue & Expenses





# Draft Budget Highlights

# 2025 Draft Budget Highlights



## Operating

- Proposed increase in training funds and association fees; staffing in the department has increased but this budget has not
- One time request for \$10,000 for team training in process mapping and quality
- Updated IT budget includes increased costs following shift to Managed Service Provider

## Capital

- Space Needs Assessment (Phase 1) for Building Condition Assessments
- Teams Phone (investment results in operational savings)
- Website upgrades include ability to accept online payments
- Communications
- Council Chambers

# Draft Operating Budget – Council & Corporate Services

	<i>2025 budget</i>	<i>2024 budget</i>
Council	\$ 342,209	\$ 315,029
Salaries & Benefits	\$ 2,014,143	\$ 1,825,979
Office Expenses	\$ 89,314	\$ 87,068
Professional Svcs	\$ 270,983	\$ 263,800
Computer Expenses	\$ 257,263	\$ 202,208
Insurance	\$ 41,573	\$ 36,151
Other Expenses	\$ 120,290	\$ 61,594
Capital	\$ 33,830	
To Reserves	\$ 111,423	\$ 195,875
Recoveries	\$ (95,018)	\$ (92,700)
<b>Total Expenses</b>	<b>\$ 3,186,010</b>	<b>\$ 2,895,004</b>

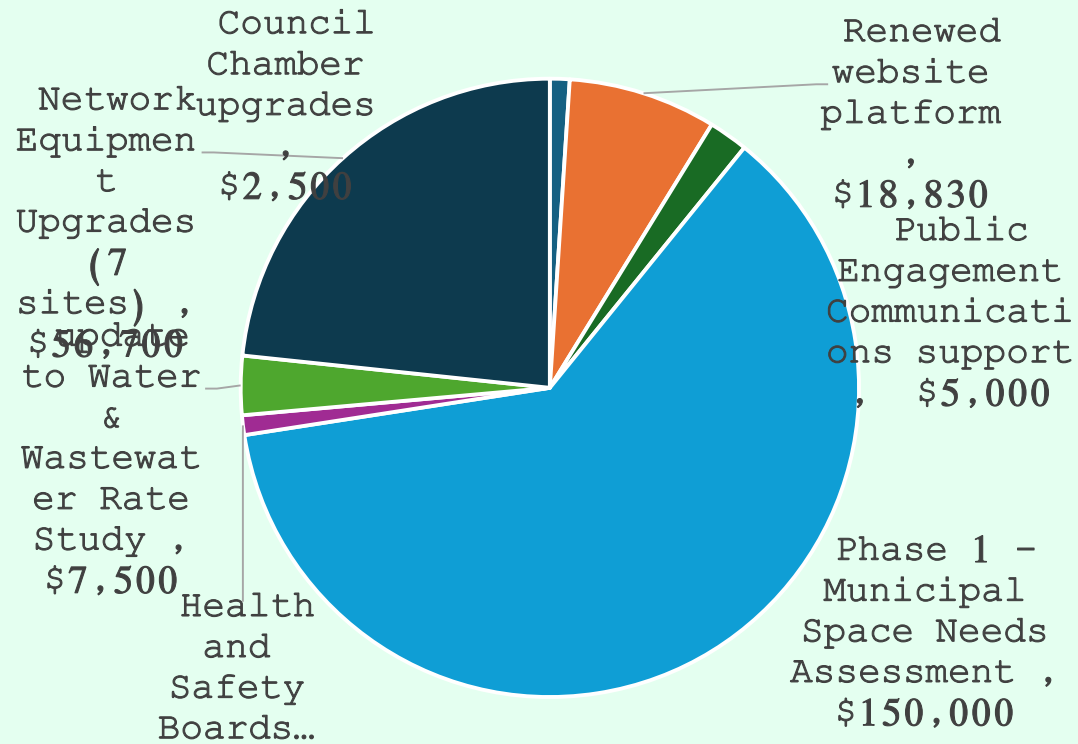




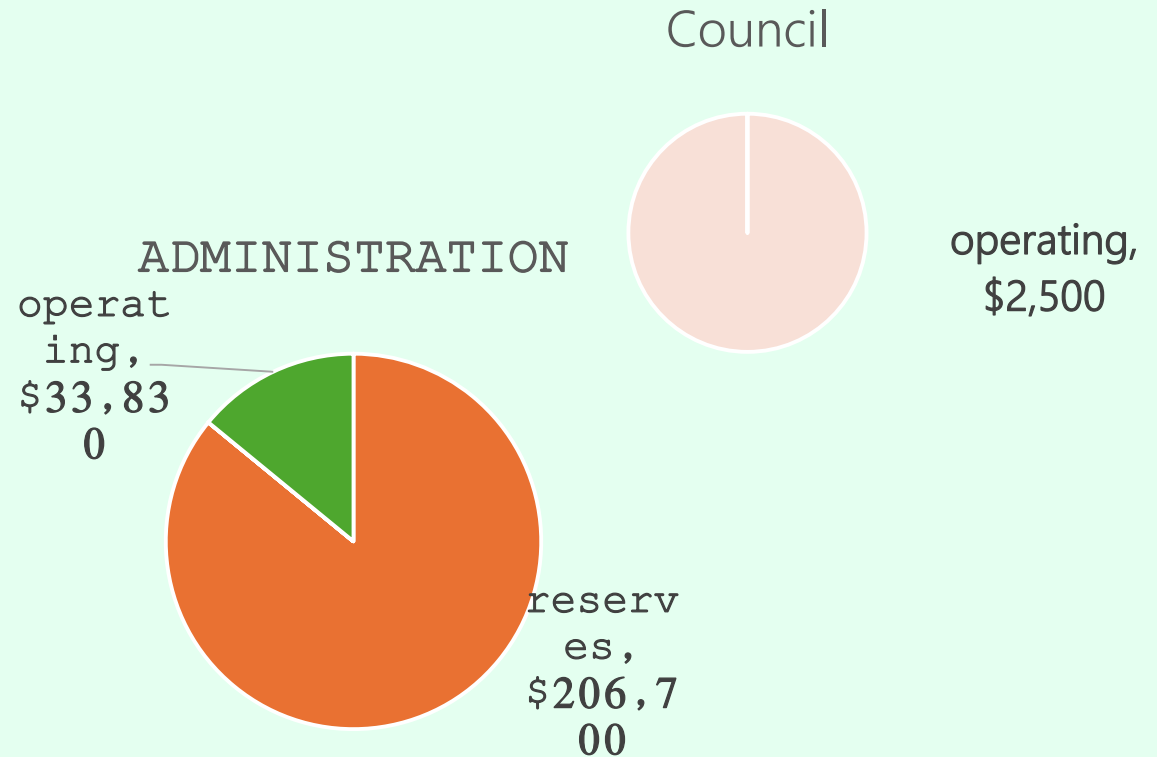


# Draft Capital Budget

## Planned Spending \$243,030



## Funding Sources



# Draft Staffing Budget – Corporate Services

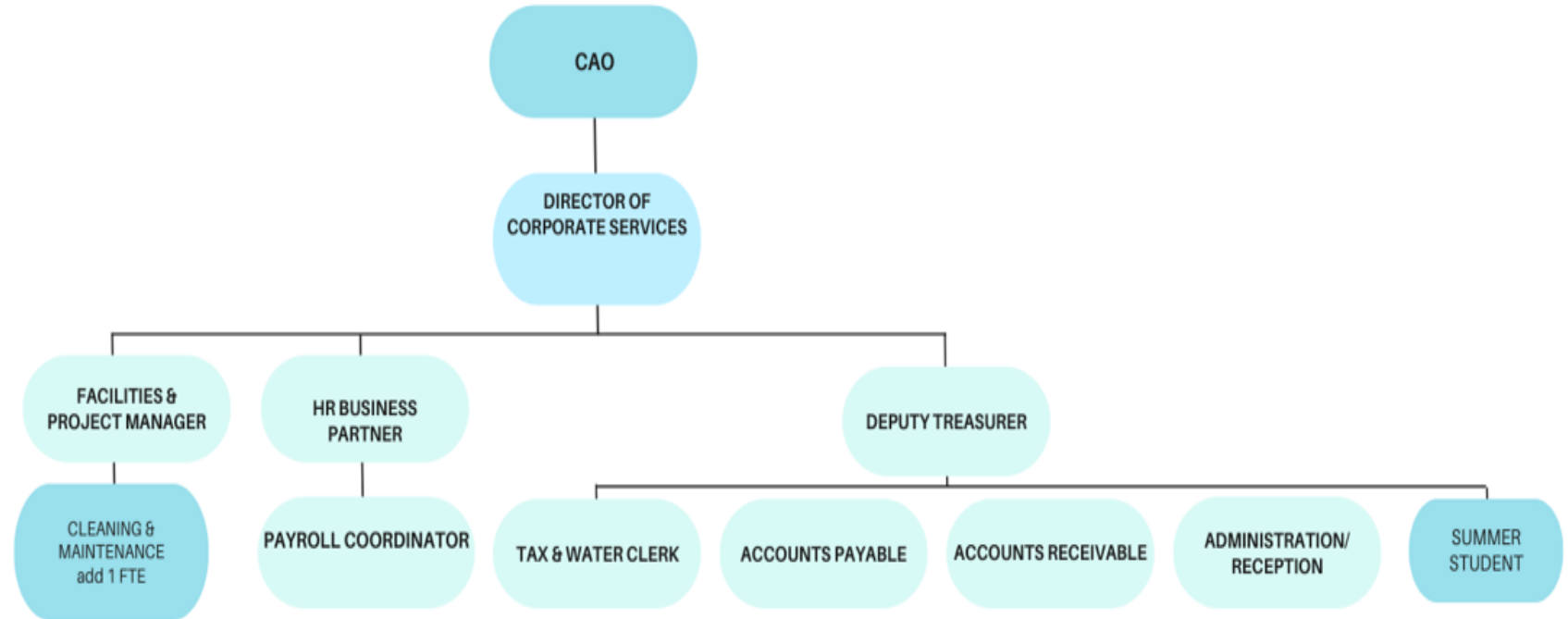
- Requesting the addition of one **summer student** to support the team and help with vacation coverage, front desk support, IT administration, and special projects
- Team will seek grant funding to help offset costs
- There is \$34,320 in salary dollars for IT supports that have not been hired
- Salaries budget also includes proposed additional cleaner/facilities position (Facilities presentation)





# Organization Chart / Staff

- Request for funding for a summer student
- Facilities & cleaning / maintenance provided in a separate presentation



# Other Notes and Considerations

## Additional Information re: Aquatic Reimbursement Program

- Recommending that the pilot be continued at \$25,000
- As of September 15, spending to date was \$17,638 (70% of budget)



Team is focused on technological upgrades, streamlining operations, reducing paper, and working more efficiently



Tax registration supports the collection of tax arrears receivable



Asset management plan (final phase) to be completed in early 2025



Long term financial plan to be completed following AMP and Master Plans to inform the 2026 budget



# Agriculture & Drainage

- Requesting additional funding for remuneration as demand has increased and the budget has historically been short
- Requesting \$20,000 capital funding to update Schedule of Assessments for Robinson Drain

Description	2025 Budget	2024 Budget
Remuneration	\$ 35,000	\$ 3,060
Long Term Debt Charges	\$ 5,442	\$ 1,630
Office Supplies		
Other M&S		
Association & Convention		
Capital Expenditure	\$ 20,000	\$ -
	<u>\$ 60,442</u>	<u>\$ 4,690</u>



Questions?

