

Chief Administrative Officer

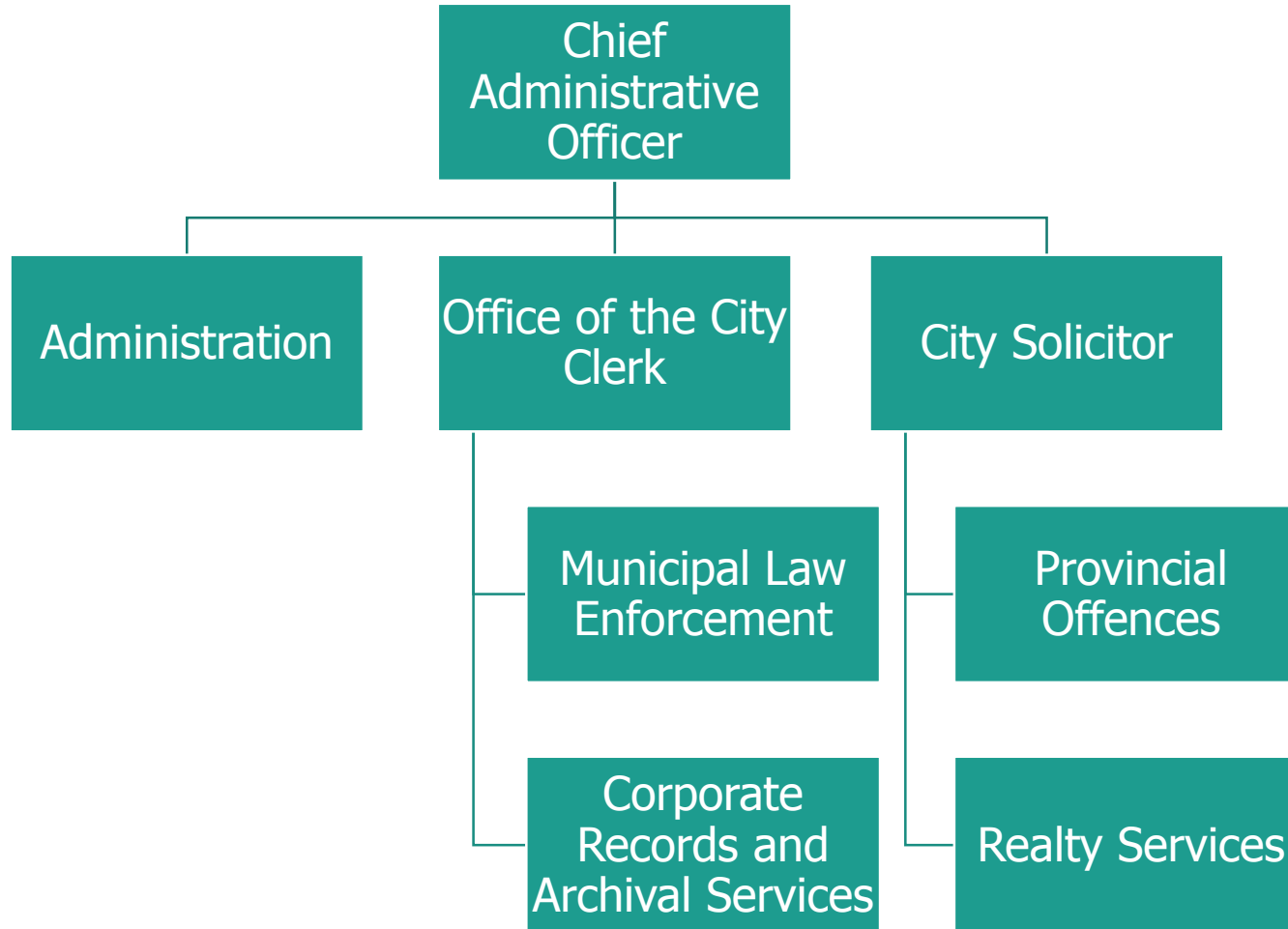
2025 Operating Budget Overview

September 26, 2024

Agenda

1. Organization Chart
2. Department Overview
3. Division Overview
4. Variances
5. Accomplishments and Priorities
6. 2025 Budget Pressures
7. Requested Changes to Operating Budget

Department Organizational Chart



CAO's Office

Department Overview

- The Chief Administrative Officer (CAO) is responsible for the efficient management of the municipal administration and Corporation.
- The department provides advice and guidance to City Council, leadership to Senior Staff (SMT) and all City Departments.
- The department consists of the following divisions: CAO Administration, Legal Services, and Clerk's Office.
- The department provides administrative services and corporate supports to all other City Departments.



Department Financial Summary

Account	Actuals 2022	Actuals 2023	Budget 2024	Draft Budget 2025	Budget Variance (Favourable) / Unfavourable
Revenue					
Grants	170,322	(65,103)	(878)	(11,000)	(10,122)
User Fees, Licenses and Fines	(2,470,763)	(3,842,940)	(2,905,235)	(3,157,449)	(252,214)
Total - Revenue	(2,300,441)	(3,908,043)	(2,906,113)	(3,168,449)	(262,336)
Expenses					
Salaries, Wages and Benefits	4,082,526	4,316,243	4,931,402	5,725,533	794,131
Materials, Training, Services	392,086	416,558	435,800	372,800	(63,000)
Contracted Services	1,223,585	1,153,522	1,033,900	965,901	(67,999)
Rents and Insurance	3,168,742	3,107,777	3,266,750	3,277,500	10,750
Debt, Lease and Financial	31,969	78,665	30,500	37,600	7,100
Transfer to External Clients	311,200	318,738	340,000	327,000	(13,000)
Interfunctional Adjustments	(193,799)	(153,393)	(155,401)	(166,859)	(11,458)
Transfers to Reserves	546,700	2,068,176	793,750	793,750	
Total - Expenses	9,563,009	11,306,286	10,676,701	11,333,225	656,524
Grand Total	7,262,568	7,398,244	7,770,588	8,164,776	394,188

Preliminary Department 2024 to 2025 Budget Variance

Account	Draft Budget 2025 Budget 2024		Budget Variance (Favourable) / Unfavourable Budget Variance	
Revenue				
Grants	(11,000)	(878)	(10,122)	1153%
User Fees, Licenses and Fines	(3,157,449)	(2,905,235)	(252,214)	9%
Expenses				
Salaries, Wages and Benefits	5,725,533	4,931,402	794,131	16%
Materials, Training, Services	372,800	435,800	(63,000)	-14%
Contracted Services	965,901	1,033,900	(67,999)	-7%
Rents and Insurance	3,277,500	3,266,750	10,750	0%
Debt, Lease and Financial	37,600	30,500	7,100	23%
Transfer to External Clients	327,000	340,000	(13,000)	-4%
Interfunctional Adjustments	(166,859)	(155,401)	(11,458)	7%
Transfers to Reserves	793,750	793,750		0%
Grand Total	8,164,776	7,770,588	394,188	

Administrative Overview



Responsible for the efficient management of the municipal administration, working in close collaboration with the Mayor and Council. The CAO provides advice to City Council, leadership to senior staff and the City's 8 other departments, and is responsible for the overall management of the City.

Account	Actual 2022	Actual 2023	Actuals to June 2024	Budget 2024	% Budget Spent	Draft Budget 2025	Budget Variance
Expenses							
Salaries, Wages and Benefits	629,067	493,939	195,749	377,315	52%	435,935	58,620
Materials, Training, Services	93,806	141,143	83,137	121,700	68%	117,250	(4,450)
Contracted Services				5,000	0%	5,000	
Rents and Insurance	1,351	1,351	113	1,750	6%	1,500	(250)
Interfunctional Adjustments	(26,569)	(32,472)	(17,128)	(34,256)	50%	(33,882)	374
Grand Total	697,656	603,962	261,871	471,509		525,803	54,294

Legal Services Overview

Provides legal advice and support to Departments and Council on various Municipal legal matters. The Legal Services Division also consists of the Provincial Offences Administration, Realty Services and Insurance & Risk Management.



Account	Actual 2022	Actual 2023	Actuals to June 2024	Budget 2024	% Spent	Draft Budget 2025	Budget Variance
Revenue							
Grants	235,425						
User Fees, Licenses and Fines	(2,091,081)	(3,281,057)	(1,402,950)	(2,158,135)	65%	(2,256,249)	(98,114)
Expenses							
Salaries, Wages and Benefits	1,466,696	1,535,519	846,298	1,757,488	48%	2,204,480	446,992
Materials, Training, Services	138,666	82,601	33,701	115,400	29%	82,150	(33,250)
Contracted Services	893,523	887,843	276,844	755,700	37%	698,201	(57,499)
Rents and Insurance	3,167,391	3,106,426	3,125,823	3,265,000	96%	3,276,000	11,000
Debt, Lease and Financial	28,676	74,581	15,783	27,500	57%	32,500	5,000
Transfer to External Clients	256,506	231,676	84,903	280,000	30%	267,000	(13,000)
Interfunctional Adjustments	(231,022)	(209,210)	(113,465)	(227,047)	50%	(254,385)	(27,338)
Transfers to Reserves	738,175	2,140,882	535,729	723,750	74%	723,750	
Grand Total	4,602,956	4,569,261	3,402,666	4,539,656		4,773,447	233,791

Office of the City Clerk

Responsible for all statutory duties sanctioned by the Province, including the management of City records, archives, responding to requests made under the Municipal Freedom of Information and Protection of Privacy Act, the Secretariat to Council and its Committees, Register Vital Statistics, Returning Officer for Municipal Elections, Signing Officer for the City, and administration of Provincially Legislated Programs and Services.



Account	Actual 2022	Actual 2023	Actuals to June 2024	Budget 2024	% Budget Spent	Draft Budget 2025	Budget Variance
Revenue							
Grants			(10,983)			(11,000)	(11,000)
User Fees, Licenses and Fines	(110,574)	(191,436)	(58,306)	(113,900)	51%	(140,400)	(26,500)
Expenses							
Salaries, Wages and Benefits	956,155	976,900	488,531	1,137,177	43%	1,279,477	142,300
Materials, Training, Services	74,858	44,842	34,839	67,750	51%	58,000	(9,750)
Contracted Services	264,128	68,439	28,988	70,000	41%	72,700	2,700
Debt, Lease and Financial	638	555	300				
Transfer to External Clients	54,694	87,062	33,111	60,000	55%	60,000	
Transfers to Reserves	(191,476)	70,072	35,000	70,000	50%	70,000	
Grand Total	1,048,424	1,056,433	551,481	1,291,027		1,388,777	97,750

Municipal Law Enforcement and Licensing



Provides investigation and law enforcement services for all divisions of the Corporation. The MLEL certain Provservices include administration and enforcement of many of the regulatory municipal by-laws and incial legislation. Service examples include municipal licensing, property standards, zoning, animal control, noise, parking control and alteration of grade.

Account	Actual 2022	Actual 2023	Actuals to June 2024	Budget 2024	% Budget Spent	Draft Budget 2025	Budget Variance
Revenue							
Grants	(65,103)	(65,103)	(879)	(878)	100%		878
User Fees, Licenses and Fines	(269,108)	(370,447)	(520,668)	(633,200)	82%	(760,800)	(127,600)
Expenses							
Salaries, Wages and Benefits	1,030,608	1,309,885	774,882	1,659,422	47%	1,805,641	146,219
Materials, Training, Services	84,755	147,972	53,983	130,950	41%	115,400	(15,550)
Contracted Services	65,934	197,240	21,387	203,200	11%	190,000	(13,200)
Debt, Lease and Financial	2,655	3,529	3,333	3,000	111%	5,100	2,100
Interfunctional Adjustments	63,792	88,289	49,311	105,902	47%	121,408	15,506
Transfers to Reserves		(142,778)					
Grand Total	913,534	1,168,588	381,349	1,468,396		1,476,749	8,353

Accomplishment and Priorities

2024 Accomplishments	2025 Priorities
Adoption of the 2024-2027 Strategic Plan	Advance with SMT Strategic Plan priorities: <ul style="list-style-type: none"> • Long Term Financial Plan and Asset Management • Customer Experience and Digital Transformation • Municipal Housing Pledge
Implementation of the City's Housing Pledge	Complete review of all Council policies (and associated MDs) for this term of Council
\$636,480.01 revenue from land sales	Complete and/or update MOUs (partnership agreements) between the City and various outside agencies and partners
Completed city property appraisals for both asset management and insurance purposes	Expanding Electronic Document Access for Council and staff

Accomplishment and Priorities Continued



2024 Accomplishments	2025 Priorities
STR licensing program implementation and enforcement	Preparations for the 2026 Municipal Election
	Planning/implementation for 25 th Anniversary celebrating the creation of the City of Kawartha Lakes (January 1, 2026) - list separately
	Review and update of Animal Pound Service Delivery.

Requested Changes to Operating Budget

Department/Division	Reasoning	Amount	Change Description
CAO-LGL-Insurance and Risk Management	Engage consultant to review the Insurance RFP - going out to tender in 2025	15,000	Increase
CAO - Executive	The City of Kawartha Lakes will be celebrating its 25 anniversary of being a City (January 1 2026), preparation for the events will be required in 2025.	100,000	Increase
CAO - Clerk's (MLEL)	Contract with Granicus for short term rental program - compliance monitoring, configuration, training, etc.	90,000	Increase

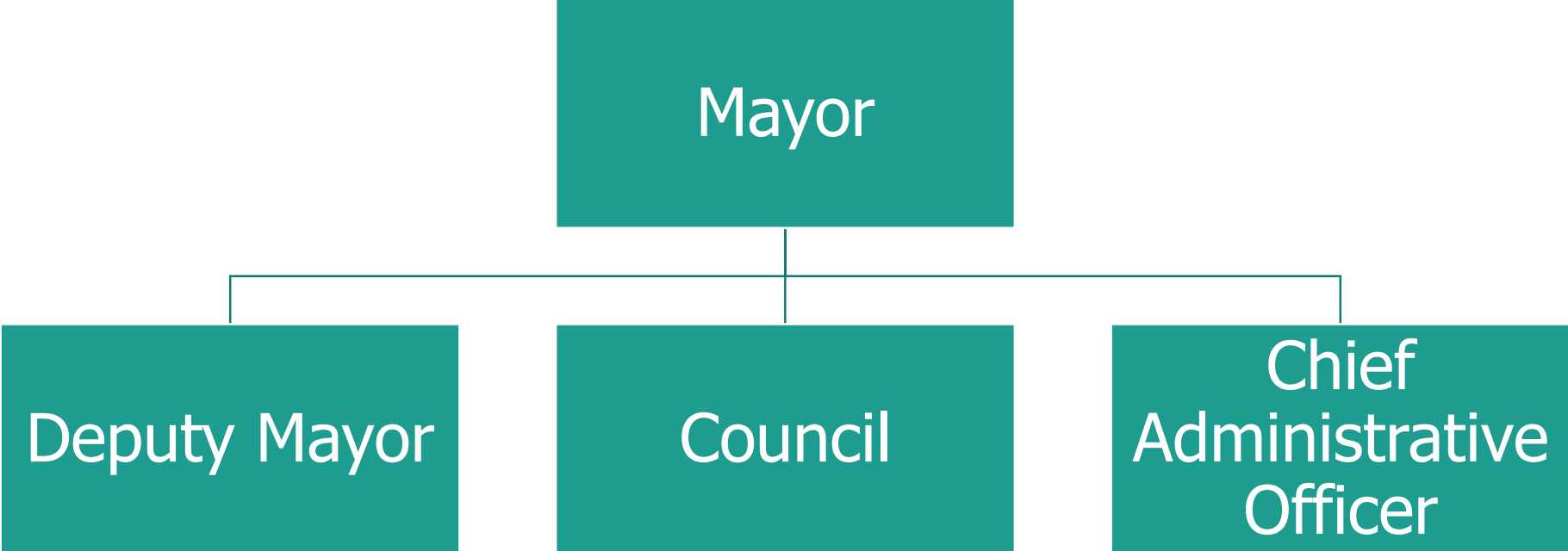
Questions?

Mayor and Council

2025 Operating Budget Overview

September 26, 2024

Council Organizational Chart



Council Overview

- Consists of the Mayor and 8 Councillors, one serving as Deputy Mayor.
- Makes decisions to ensure services offered by the City meets the needs of the community.
- Adopts the municipal budget, allocating resources and services to balance needs of the community with fiscal responsibility.
- Council governs the Municipality, deciding on By-Laws and policies that deal with issues concerning the community and act as stewards for their wards.



Council Financial Summary

Account	Actuals 2022	Actuals 2023	Budget 2024	Draft Budget 2025	Budget Variance (Favourable) / Unfavourable
Expenses					
Salaries, Wages and Benefits	579,430	592,136	603,084	612,062	8,978
Materials, Training, Services	41,708	57,295	61,200	73,700	12,500
Grand Total	621,138	649,432	664,284	685,762	21,478

Council Accomplishments and Priorities

2024 Accomplishments	2025 Priorities
Passed the Rural Zoning By-Law	Establish a GO Transit Link
Approved the new Four-Year Strategic Plan	Complete the construction of the Coboconk Wellness Centre
Invested in After-Hours Clinics and other Primary Care services for their continued operation	Prepare celebrations for the City's 25th Anniversary
Hosting the International Plowing Match (October 1-5)	Launch and establish the City's Climate Change Strategy.
Established a Roads Task Force and a Budget Committee	Continued Implementation of the Community Safety and Well-Being Plan
Enacted Secondary Plans for Fenelon Falls, Omemee, Bobcaygeon and Lindsay	Complete and implement The City's Growth Management Strategy and supporting Servicing and Transportation MPs to support and guide growth & development.