

## **Assistant CAO Report**

**For Meeting Date: October 3, 2024**

**Prepared by: Rachel Sillers**

**Date Prepared: October 9, 2024**

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The first drafts of the 2024 Operating Budget and 2025-2034 Capital Plan are completed and ready for review and discussion. The first draft includes a small surplus in operating based on estimates for 2025 revenue and expenses. While we will be seeking approval of the 2025 Operations Budget and 10-year Capital Plan from the newly elected Council in November /December 2024, we are presenting a first look to current Council for review and input. As we have just closed the third quarter of 2024 we do not have full projections for the remainder of the year available yet, nor do I have the Q3 financial report ready or review. This will be available at the second meeting in October.

We are still awaiting final invoices from the Highway Water & Sewer rehabilitation project, it is still on track to come in under budget overall.

We initiated our pre-authorized debit software in the month of September. There were a few bugs, but we are working on getting those fixed for October and future months.

The Admin team have also been navigating some technical issues related to our Munisoft hardware and software and our SaskTel server. While this hasn't affected the public, it has slowed productivity in the office and created additional work. It has also caused some delays, we're keeping in close contact with Munisoft and will continue to do so until the issues are resolved.

I have accepted the position of Administrator for the West Central Municipal Government Committee. While I will be doing this on my own time, separate from my duties with the Town of Outlook I wanted to share this change as we are a member of this organization.