

TOWN OF COBOURG

2020 CURRENT OPERATING BUDGET SUMMARY

	2019 BUDGET	2020 DEPT REQUEST	%	2020 FINAL APPROVED	%	2021 FORECAST	2022 FORECAST
DIRECT CONTROL NET EXPENDITURES	18,510,091	19,322,347	4.4	0	(100.0)	23,592,537	25,543,427
DIRECT CONTROL REVENUE	-749,100	-886,910	18.4	0	(100.0)	-844,680	-840,200
DIRECT NET COST	<u>17,760,991</u>	<u>18,435,437</u>	3.8	<u>0</u>	(100.0)	<u>22,747,857</u>	<u>24,703,227</u>
POLICE - NET - OPERATING	6,199,538	6,266,980	1.1	0	(100.0)	6,392,266	6,503,511
- CAPITAL	25,000		(100.0)		(100.0)	0	0
POLICE NET COST	<u>6,224,538</u>	<u>6,266,980</u>	0.7	<u>0</u>	(100.0)	<u>6,392,266</u>	<u>6,503,511</u>
TOTAL FOR MUNICIPAL LEVY	<u>23,985,529</u>	<u>24,702,417</u>	3.0	<u>0</u>	(100.0)	<u>29,140,123</u>	<u>31,206,738</u>
						Note 1	Note 1
IMPACT OF NEW ASSESSMENT GROWTH		<u>240,000</u>	1.0	<u></u>			
IMPACT ON PRIOR EXISTING ASSESSMENT		<u>24,462,417</u>	2.0	<u>0</u>	(100.0)		

Note 1:

Readers are cautioned that the 2021 and 2022 columns and forecast only and have not been approved by Council at this time. The forecast numbers do not take into account various forms of capital financing such as the use of reserves, grants and long-term debt, all of which reduce the Municipal Tax Levy.

TOWN OF COBOURG

2020 CURRENT OPERATING BUDGET SUMMARY

FUNCTION	2019 BUDGET	2020 DEPT REQUEST	%	2020 FINAL APPROVED	%	2021 FORECAST	2022 FORECAST
NET EXPENDITURES							
GENERAL GOVERNMENT	3,307,928	3,384,196	2.3	0	(100.0)	3,508,277	3,414,974
PROTECTION - OTHER	3,539,051	3,591,526	1.5	0	(100.0)	3,770,157	3,957,977
PUBLIC WORKS	4,300,927	4,392,281	2.1	0	(100.0)	4,794,121	4,967,438
ENVIRONMENTAL	37,425	34,925	(6.7)	0	(100.0)	35,525	35,650
SOCIAL & FAMILY	196,500	25,000	(87.3)	0	(100.0)	125,000	125,000
PARKS & RECREATION	3,559,915	3,871,996	8.8	0	(100.0)	4,283,435	4,504,998
CULTURE & COMMUNITY	1,672,319	1,820,372	8.9	0	(100.0)	1,852,655	1,899,915
PLANNING & RESIDENTIAL	456,097	455,773	(0.1)	0	(100.0)	514,318	535,245
COMMERCIAL & ECO. DEV.	660,229	671,594	1.7	0	(100.0)	720,979	725,321
TOTAL OPERATING	17,730,391	18,247,663	2.9	0	(100.0)	19,604,467	20,166,518
CAPITAL LEVY	129,000	423,984	228.7	0	(100.0)	3,337,370	4,726,209
LONG TERM DEBT CHARGES	650,700	650,700	0.0	0	(100.0)	650,700	650,700
TOTAL CAPITAL FORMATION	779,700	1,074,684	37.8	0	(100.0)	3,988,070	5,376,909
TOTAL DIRECT CONTROL	18,510,091	19,322,347	4.4	0	(100.0)	23,592,537	25,543,427

TOWN OF COBOURG

2020 CURRENT OPERATING BUDGET SUMMARY

FUNCTION	2018 BUDGET	2019 DEPT REQUEST	%	2019 FINAL APPROVED	%	2020 FORECAST	2021 FORECAST
REVENUE SUMMARY							
REVENUE							
SUPPLEMENTARY TAXES	500,000	425,000	(15.0)		0 (100.0)	425,000	425,000
PENALTY & INTEREST	370,000	410,000	10.8		0 (100.0)	400,000	400,000
TAX CANCELLATIONS	-350,000	-225,000	(35.7)		0 (100.0)	-250,000	-250,000
TOTAL	520,000	610,000	17.3		0 (100.0)	575,000	575,000
PROVINCIAL GRANTS							
UNCONDITIONAL - TOWN	37,600	31,210	(17.0)		0 (100.0)	32,380	34,700
UNCONDITIONAL - OMPF	67,500	57,500	(14.8)		0 (100.0)	48,800	41,500
TOTAL	105,100	88,710	(15.6)		0 (100.0)	81,180	76,200
OTHER GRANTS							
OTHER GRANTS IN LIEU	24,000	13,200	(45.0)		0 (100.0)	13,500	14,000
TOTAL	24,000	13,200	(45.0)		0 (100.0)	13,500	14,000
OTHER							
OTHER REVENUE	100,000	175,000	75.0		0 (100.0)	175,000	175,000
TOTAL	100,000	175,000	75.0		0 (100.0)	175,000	175,000
TOTAL REVENUE	749,100	886,910	18.4		0 (100.0)	844,680	840,200

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

REVENUE SUMMARY

FUNCTION	2019 BUDGET	2019 YTD	2020 DEPT REQUEST	%	2020 FINAL APPROVED	%	2021 FORECAST	2022 FORECAST
TAXATION								
MILL RATE	23,985,529	23,969,476	24,702,417	3.0	0 (100.0)		29,140,123	31,206,738
OTHER	870,000	671,904	835,000	(4.0)	0 (100.0)		825,000	825,000
TAX CANCELLATIONS	-350,000	-127,525	-225,000	(35.7)	0 (100.0)		-250,000	-250,000
TOTAL	24,505,529	24,513,855	25,312,417	3.3	0 (100.0)		29,715,123	31,781,738
PROVINCIAL GRANTS								
UNCONDITIONAL - TOWN	37,600	18,909	31,210	(17.0)	0 (100.0)		32,380	34,700
UNCONDITIONAL - OMPF	67,500	67,600	57,500	(14.8)	0 (100.0)		48,800	41,500
TOTAL	105,100	86,509	88,710	(15.6)	0 (100.0)		81,180	76,200
OTHER GRANTS								
OTHER GRANTS IN LIEU	24,000	12,315	13,200	(45.0)	0 (100.0)		13,500	14,000
TOTAL	24,000	12,315	13,200	(45.0)	0 (100.0)		13,500	14,000
OTHER								
OTHER REVENUE	100,000	129,376	175,000	75.0	0 (100.0)		175,000	175,000
TOTAL	100,000	129,376	175,000	75.0	0 (100.0)		175,000	175,000
TOTAL REVENUE	24,734,629	24,742,055	25,589,327	3.5	0 (100.0)		29,984,803	32,046,938

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **TAXATION**

ACCOUNT #: **860**

2019	2018	2019			2020		2020		2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	*	FORECAST	FORECAST
23,985,529	23,120,862	23,969,476	8601	Taxation - Municipal	24,702,417	*	0		29,140,123	31,206,738
500,000	560,550	313,196	8604	Supplementary	425,000				425,000	425,000
370,000	369,660	358,708	8606	Penalty and Interest on Taxes	410,000	*			400,000	400,000
-350,000	-289,591	-127,525	8609	Tax Cancellations	-225,000	*		*	-250,000	-250,000
24,505,529	23,761,481	24,513,855		TOTAL TAXATION	25,312,417		0		29,715,123	31,781,738

2019-12-12

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **OTHER GRANTS IN LIEU**

ACCOUNT #: **862**

2019	2018	2019			2020		2020		2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	*	FORECAST	FORECAST
24,000	12,066	12,315	8621	Canada	13,200				13,500	14,000
24,000	12,066	12,315		TOTAL OTHER GRANTS IN LIEU	13,200		0		13,500	14,000

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **OTHER GRANTS IN LIEU**

ACCOUNT#: **862**

STATEMENT OF PURPOSE: Payments of grants in lieu by federal & municipal governments.	HIGHLIGHTS/EXPLANATIONS:		
	CODE	OBJECT	DETAILS
	8621	Canada	Canada Post Building - Town allocation of payment in lieu of taxes.
PERFORMANCE DATA:			

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **PROVINCIAL GRANTS IN LIEU**

ACCOUNT #: **863**

2019	2018	2019			2020		2020		2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	*	FORECAST	FORECAST
4,600	4,710	0	8631	LCBO	3,900				4,000	4,000
200	306	332	8638	MTO	360	*			380	400
4,600	4,347	3,746	8634	Ontario Correctional - Brookside	3,100				3,200	3,300
8,200	8,046	8,019	8636	Northumberland Hills Hospital	6,650				6,800	7,000
20,000	17,366	6,812	8637	O.P.P.	17,200				18,000	20,000
37,600	34,775	18,909		TOTAL PROVINCIAL GRANTS IN LIEU	31,210		0		32,380	34,700

2019-12-12

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **PROVINCIAL GRANTS - OMPF**

ACCOUNT #: **864**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	*	2021 FORECAST	2022 FORECAST
67,500	79,500	67,600	8641	OMPF- Direct	57,500				48,800	41,500
67,500	79,500	67,600		TOTAL PROV GRANTS UNCONDITIONAL	57,500		0		48,800	41,500

2019-12-12

*Indicates increase over previous year

BUDGET JUSTIFICATION

ACCOUNT#: 864

STATEMENT OF PURPOSE:		HIGHLIGHTS/EXPLANATIONS:	
		CODE	OBJECT
Grants from the Province to offset downloading including a grant which formerly came to Municipality and now goes directly to the County.		8641	OMPF
PERFORMANCE DATA:			
2019	67,500.00		
2018	79,500.00		
2017	93,500.00		
2016	109,900.00		
2015	129,200.00		
2014	161,500.00		
2013	189,900.00		
2012	210,900.00		
2011	318,300.00		
2010	353,600.00		
2009	442,000.00		
2008	442,000.00		
2007	442,000.00		

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **OTHER REVENUE**

ACCOUNT #: **871**

2019	2018	2019			2020		2020		2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	*	FORECAST	FORECAST
100,000	140,076	129,376	8711	Interest Income	175,000	*			175,000	175,000
			8712	Surplus	0	*	0		0	0
100,000	140,076	129,376		TOTAL OTHER REVENUE	175,000	*	0		175,000	175,000

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING ESTIMATES**

GENERAL GOVERNMENT SUMMARY

FUNCTION	2019 BUDGET	2019 YTD	2020 DEPT REQUEST	%	2020 FINAL APPROVED	%	2021 FORECAST	2022 FORECAST
COUNCIL	373,948	311,966	367,930	(1.6)	0	(100.0)	368,356	371,665
CAO	249,378	225,094	250,877	0.6	0	(100.0)	257,258	262,699
COMMUNICATIONS	209,179	172,962	260,514	24.5	0	(100.0)	255,276	262,011
CLERKS								
Administration	464,326	415,209	484,184	4.3	0	(100.0)	596,607	456,371
General Licenses	-22,500	-18,434	-22,800	1.3	0	(100.0)	-23,000	-23,500
Lottery Revenue	-110,000	-108,927	-110,000	0.0	0	(100.0)	-110,000	-110,000
Dog Tag Revenue	-12,000	-6,660	-12,000	0.0	0	(100.0)	-12,000	-12,000
General Revenue	-33,200	-112,732	-34,700	4.5	0	(100.0)	-34,700	-34,700
NET CLERK	286,626	168,456	304,684	6.3	0	(100.0)	416,907	276,171
FINANCE	661,388	642,624	679,206	2.7	0	(100.0)	699,173	713,395
Revenue	-18,000	-18,660	-19,000	5.6	0	(100.0)	-19,500	-20,000
NET FINANCE	643,388	623,964	660,206	2.6	0	(100.0)	679,673	693,395
INFORMATION TECH	319,976	305,554	340,530	6.4	0	(100.0)	356,136	366,270
VICTORIA HALL	686,118	576,849	718,047	4.7	0	(100.0)	731,115	748,917
FINANCIAL	144,500	2,146,226	56,000	61.2	0	(100.0)	56,000	56,000
PERSONNEL	381,965	286,191	412,558	8.0	0	(100.0)	374,706	364,996
HEALTH & SAFETY	12,850	9,656	12,850	0.0	0	(100.0)	12,850	12,850
TOTAL EXPENSES	3,503,628	5,092,331	3,582,696	2.3	0	(100.0)	3,707,477	3,615,174
TOTAL REVENUE	-195,700	-265,413	-198,500	1.4	0	(100.0)	-199,200	-200,200
NET TO TOWN	3,307,928	4,826,918	3,384,196	2.3	0	(100.0)	3,508,277	3,414,974
DEBT CHARGES	0	0	0	-	0	-	0	0

**Detail in Long Term Debt Charges Section

TOWN OF COBOURG 2020 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **COUNCIL**

ACCOUNT #: **1000.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
217,306	175,224	191,687	100010	Payroll Salaries & Wages	220,577			224,437	228,365
0	242	698	100011	Payroll Overtime	0	*		0	0
55,000	44,959	49,949	100030	Payroll Benefits	58,000	*		62,000	65,000
0	0	0	1000290	Honourarium - Town Crier / Poet Laurette	1,000			1,000	1,000
272,306	220,425	242,334		SUB TOTAL SALARIES, WAGES & BENEFITS	279,577	*	0	287,437	294,365
1,000	2,401	635	1000150	Office Supplies	1,000			1,000	1,000
4,400	5,475	4,216	1000180	Telephone & Answer Svc	4,400			4,400	4,400
2,725	5,177	2,918	1000210	Advertising & Promotions	590			600	600
10,000	1,382	9,337	1000211	Citizen Engagement	0			0	0
800	1,315	1,146	1000220	Printing	1,300	*		1,300	1,300
100	0	12	1000240	Postage & Couriers	100			100	100
10,875	8,818	9,963	1000250	Memberships & Subscrip'ns	12,325	*		13,000	13,500
3,500	2,839	1,519	1000270	Travel Expense	3,000			3,000	3,000
8,000	13,825	6,028	1000330	Receptions	8,000			8,000	8,000
7,000	6,710	5,590	1000340	Presentations	7,500	*		7,500	7,500
10,000	9,236	3,784	1000350	Election	10,000			10,000	10,000
3,500	3,056	1,520	1000370	Meals & Refreshments	3,500			3,500	3,500
21,000	5,890	8,307	1000380	Conference & Conventions	21,000			21,000	21,000
6,760	6,604	9,948	1000399	Public Relations	10,000	*		10,000	10,000
8,000		9,787	1000851	Special Projects - Strategic Planning	0			4,000	0
0	2,440	0	1000854	Special Project - Mayor's 150th Project	0	*		0	0
0	4,019	0	1000856	Special Project - Council Chamber Gallery Chairs	0	*		0	0
1,700	0	2,640	1000857	Special Project - Town Crier	1,500			1,500	1,500
10,000	0	0	1000853	Special Project - Human Resources	0			0	0
0	0	0 NEW		Special Project - Carpet Replacement	12,000	*		0	0
0	0	0 NEW		Special Project - Organizational Review	60,000			0	0
0	0	0 NEW		Special Project - Service Delivery Review	85,000				
-7,718	-7,604	-7,718	1000955	Building Dept. - Indirect Costs	-7,862	*		-7,981	-8,100
0	0	0	1000912	Transfer from/to Election Reserve	0	*		0	0
0	0	0 NEW		Transfer from Building Efficiencies Fund	-60,000			0	0
0	0	0 NEW		Transfer from Municipal Optimization	-85,000			0	0
101,642	71,583	69,632		SUB TOTAL MATERIALS	88,353		0	80,919	77,300
373,948	292,008	311,966		TOTAL COUNCIL	367,930		0	368,356	371,665

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **COUNCIL**

ACCOUNT#: **1000.100**

STATEMENT OF PURPOSE: To provide expenses and remuneration for the Mayor's Office and Members of Council, including expenditures required for Council activities.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2020	100010	Salaries & Wages	As per resolution 344-19 dated - Sept 9, 2019 for Council increase
	2020	1000210	Advertising & Promotions	Legion Vet. Publication - \$290 James Cockburn Cleaning and Misc. - \$300
	2020	1000211	Citizen Engagement	Bang the Table Annual Software Mtce moved to Communications
	2020	1000250	Memberships & Subscriptions	AMO - \$9,575, Great Lakes - \$2750
	2020	1000330	Receptions	Mayor's Levee - \$1,500, 25 yr Reception - \$2,500 Staff Christmas Reception - \$4,000 Business Achievement Awards - \$1,300
	2020	1000340	Presentations	Framing - \$500, Merchandise - \$700 Long Service Recognition Gifts - \$5000 J D Burnett - \$500, Bereavement Flowers - \$500 Christmas Cards - \$300
	2020	1000380	Conferences & Conventions	Mayor - \$3,000 Deputy Mayor & Councillors - \$3,000/each x 6 = \$18,000
	2020	100399	Public Relations / Mayor Discretion	Rotary Ribfest - \$500, Legion Wreath - \$60 NHH Coffee - \$100, NHH Gala - \$2,500 United Way Challenge the Dragon - \$1,500 United Way - \$100, MADD - \$315 Northumberland Fare Share Food Bank Golf - \$900 GRCA Dinner - \$290 International Women's Day Operation Red Nose - YMCA Strong Communities Banner 2020 Special Dignitaries
	2020	1000857	Town Crier	Town Crier, cleaning, guild membership, insurance, etc.
	2020	New	Carpet Replacement	Replace carpet in Council Chambers

TOWN OF COBOURG 2020 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **ADMINISTRATION - CAO**

ACCOUNT #: **1100.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
195,196	187,917	177,725	110010	Payroll Salaries & Wages	194,727			198,135	201,602
0	242	783	110011	Payroll Overtime	0			0	0
48,000	48,269	41,848	110030	Payroll Benefits	50,000	*		53,000	55,000
243,196	236,428	220,356		SUB TOTAL SALARIES, WAGES & BENEFITS	244,727		0	251,135	256,602
750	596	648	1100150	Office Supplies	750			750	750
1,000	860	524	1100180	Telephone & Answering Svc	900			900	900
200	2,268	61	1100220	Printing	200			200	200
2,000	1,882	1,965	1100250	Memberships & Suscrip'ns	2,000			2,000	2,000
2,000	366	1,711	1100260	Training & Courses	2,100	*		2,100	2,100
1,500	1,434	1,294	1100270	Travel Expense	1,500			1,500	1,500
200	466	208	1100370	Meals & Refreshments	200			200	200
250	1,865	45	1100380	Conferences & Conventions	250			250	250
-1,718	-1,693	-1,718	1100955	Building Dept. - Indirect Costs	-1,750			-1,777	-1,803
6,182	8,044	4,738		SUB TOTAL MATERIALS	6,150		0	6,123	6,097
249,378	244,472	225,094		TOTAL ADMINISTRATION	250,877		0	257,258	262,699

2019-12-12

*Indicates increase over previous year

TOWN OF COBOURG 2020 OPERATING ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CAO**

ACCOUNT #: **1100.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Directs the provision of Municipal services through Division Directors. Ensures implementation of Council decisions; general management of Municipal Administration and provides personnel service.	2020	1100250	Memberships & Subscriptions	Municipal Engineers Assoc. - \$120 OMAA Membership - \$400 Professional Engineers Dues - \$250 Ontario Good Roads - \$1,200
	2020	1100260	Training & Courses	Spring OMAA Registration/Accommodations - \$950 Fall OMAA Registration / Accommodations - \$950 Miscellaneous Day Courses - \$200
PERFORMANCE DATA:	2020	1100270	Travel Expenses	Annual Car Allowance - \$1,000 Spring OMAA - \$192 Fall OMAA - \$269
	2020	1100370	Meals & Refreshments	Spring OMAA - \$100 Fall OMAA - \$100
	2020	1100380	Conferences & Conventions	Miscellaneous - \$250

TOWN OF COBOURG 2020 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **ADMINISTRATION - COMMUNICATIONS DEPT**

ACCOUNT #:

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
119,312	85,731	93,574	130010	Payroll Salaries & Wages	136,747	*		140,300	143,925
0	260	337	130015	Payroll Part-time Salaries & Wages	0			0	0
3,367	3,661	3,793	130011	Payroll - Overtime	3,367			3,426	3,486
34,600	32,682	27,179	130030	Payroll Benefits	35,000			40,000	43,000
0	0	0	130031	Payroll Part-time Benefits	0			0	0
157,279	122,334	124,883		SUB TOTAL SALARIES, WAGES & BENEFITS	175,114	*	0	183,726	190,411
0	0	1,285	1300150	Office Supplies	400	*		400	400
19,500	20,079	15,725	1300171	Software Maintenance	32,400			32,400	32,400
1,200	609	464	1300180	Telephone & Answering Svc	1,200			1,200	1,200
29,000	32,417	26,674	1300210	Advertising & Promotions	30,900	*		32,000	32,000
0	0	121	1300220	Printing	1,500	*		1,500	1,500
400	305	339	1300250	Memberships & Suscrip'ns	950	*		950	950
400	0	113	1300260	Training & Courses	400			400	400
200	59	0	1300270	Travel Expense	250	*		300	350
1,200	2,091	0	1300280	Conferences & Conventions	2,400	*		2,400	2,400
51,900	55,560	44,721		SUB TOTAL MATERIALS	70,400	*	0	71,550	71,600
0	11,887	3,358	1300851	Special Project - Website	0		0	0	0
0	0	0 NEW		Special Project - Hometown Hockey	15,000			0	0
0	11,887	3,358		SUB TOTAL OTHER CHARGES & TRANSFERS	15,000	*	0	0	0
209,179	189,781	172,962		TOTAL ADMINISTRATION	260,514	*	0	255,276	262,011

2019-12-12

*Indicates increase over previous year

TOWN OF COBOURG 2020 OPERATING ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **COMMUNICATIONS**

ACCOUNT #:

STATEMENT OF PURPOSE: To ensure that communications across the Town of Cobourg are well co-ordinated, effectively managed and responsive to the diverse information needs of the public.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2020/2021/2022	1300171	Software Maintenance	Annual Webhosting Esolutions - \$4,200 / yr Icompass Video Streaming - \$5,600 / yr Annual E-Commerce Gateway - \$3,500 / yr Annual Ebook Module Service Fee - \$500 Annual CLUDO Service Fee - \$700 Web/Intranet Enhancements - \$5,000 Adobe Creative Cloud Software - \$900/yr Bang the Table Annual Fee - \$12,000/yr
	2020	1300210	Advertising & Promotions	Includes all block ad advertising and department promotion as well as cross-departmental marketing promotional material. Added in IABC Gold Quill Award application fee - \$299 US - \$400 CAD
	2020	1300220	Printing	Printing of marketing and communications material for Town of Cobourg corporate branding initiatives EngageCobourg (public engagement), travel advertisements, lamp post banners, pull up banners, etc.
	2020	1300250	Memberships & Subscriptions	IABC Membership - \$340 US - \$450 CAD CMP Designation - \$500
	2020	1300260	Training & Courses	Digital Marketing Workshop
	2020	1300270	Travel Expense	Travel to Conference and Workshop
	2020	1300380	Conferences	Municipal Communications Conference 2020 for 2 members. Registration, travel, meals & accommodatons

**TOWN OF COBOURG
2020 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-6,500	-5,000	-3,850	8701	General License	-6,800			-7,000	-7,500
-16,000	-15,246	-14,584	8702	Marriage License	-16,000	*		-16,000	-16,000
-110,000	-108,944	-108,927	8703	Lottery License	-110,000	*		-110,000	-110,000
-12,000	-11,604	-6,660	87017	Dog Tags & Fines	-12,000	*		-12,000	-12,000
-8,000	-74,092	-89,529	87013	General Income	-8,000	*		-8,000	-8,000
-200	-37	-5	87014	Printing Chargebacks	-200	*		-200	-200
-6,000	-4,535	-2,893	8704	Taxi License	-4,000	*		-4,000	-4,000
-4,000	-4,155	-4,370	87035	Burial Permits	-4,000	*		-4,000	-4,000
-15,000	-15,985	-15,935	87060	Wedding Solemnization Services	-17,000			-17,000	-17,000
0	0	0	87071	FOI / Comm of Oath	-1,500			-1,500	-1,500
-177,700	-239,598	-246,753		TOTAL CLERKS DEPARTMENT REVENUE	-179,500		0	-179,700	-180,200

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
Performance of statutory duties of Municipal Clerk as defined by Municipal Act and other Provincial Legislation and as directed by Council.				YEAR	CODE	OBJECT	DETAILS
				2020	8701	Business Licences	Refreshment Vehicles, Itinerant Vendors, Second Hand Goods, Horse and Carriage
PERFORMANCE DATA:				2020	8702	Marriage Licences	Marriage Licence processed on behalf of Province of Ontario
				2020	8703	Lottery Licensing	Includes: Bingos, Raffles, Nevada Licences
Function	2017	2018	2019	2020	8704	Taxi Licensing	Annual Taxi Licence (Owner/Operator) Renewals Annual Taxi Driver Licence Renewals
Lotteries	92,766	108,943	82,016				
Business Licenses	4,900	5,000	3,250				
Marriage Licenses	13,244	15,431	13,505				
Civil Ceremonies (new	13,550	15,684	14,400				
Taxi Licences	2,363	4,535	1,602	2020	87017	Dog Tag Sales	2020 Dog Tag Sales with new DocuPet Online Application Process, with potential to increase dog tag sales and compliance with the licencing process.
Dog Tag Sales	7,646	11,604	6,565				
Burial Permits	3,415	4,155	3,200				
				2020	87013	General Income	General Income, Commission of Oaths, FOI Requests
				2020	87035	Burial Permits	Vital Statistics - Processing and Registration of Certificates (Death)
				2020	87060	Wedding Solemnization Services	Marriage Ceremonies performed by Town of Cobourg Marriage Officiant - B Larmer, Julie Behan-Jones back-up As part of regular salary, includes courtroom or Council Chambers. (300 On-Site and 350 Off-Site).

TOWN OF COBOURG 2020 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

2019	2018	2019		2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
282,425	263,236	248,819	115010	Payroll Salaries & Wages	331,257		286,523	295,331
0	3,676	1,797	115011	Payroll - Overtime	0		0	0
0	90	0	115020	Payroll Part-time Salaries & Wages	0	*	0	0
88,221	83,975	73,802	115030	Payroll Benefits	90,000	*	90,000	95,000
370,646	350,977	324,418		SUB TOTAL SALARIES, WAGES & BENEFITS	421,257	*	0	376,523
2,500	2,482	2,209	1150150	Office Supplies	2,500		2,500	2,500
6,200	1,011	5,777	1150160	Office Equipment Purchase	2,000		2,000	2,000
800	752	634	1150170	Office Equip Maintenance	800		2,000	2,000
5,000	4,767	6,600	1150171	Software Maintenance	5,000		5,000	5,000
22,000	23,655	21,423	1150180	Telephone & Answering Svc	15,000		12,000	12,000
500	63	39	1150210	Advertising & Promotions	500		500	500
1,500	971	371	1150220	Printing	1,500		1,500	1,500
10,000	11,435	9,257	1150230	Photocopier Expense	10,000		10,000	10,000
0	196	0	1150231	Accessibility Expenses	0	*	0	0
9,500	5,929	20,736	1150240	Postage & Couriers	10,000	*	10,000	10,000
1,000	590	853	1150250	Memberships & Subscripn's	1,000		1,000	1,000
3,000	1,849	2,466	1150260	Training & Courses	3,000		3,000	3,000
1,000	1,116	647	1150270	Travel Expenses	1,000		1,000	1,000
500	465	90	1150370	Meals & Refreshments	500		500	500
2,000	2,140	1,508	1150380	Conferences & Conventions	2,000		2,000	2,000
-2,820	-2,778	-2,820	1150955	Building Dept. - Indirect Costs	-2,873		-2,916	-2,960
62,680	54,643	69,790		SUB TOTAL MATERIALS	51,927		0	50,084
0	0	0	1150750	Contracts - Archives County	0	*	0	0
6,000	6,000	6,000	1150750	Contracts - Archive Rent CPL	6,000		6,000	6,000
25,000	0	15,001	1150850	Special Project - Record Management Software	154,000	*	154,000	0
0	0	0 NEW		Transfer to IT Reserve	5,000		10,000	10,000
0	0	0 NEW		Transfer from Building Efficiencies Grant	-154,000		0	0
31,000	6,000	21,001		SUB TOTAL CONTRACTED SERVICES	11,000		0	170,000
464,326	411,620	415,209		TOTAL CLERKS DEPARTMENT	484,184	*	0	596,607

2019-12-12

*Indicates increase over previous year

TOWN OF COBOURG 2020 OPERATING ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

STATEMENT OF PURPOSE: Performance of statutory duties of Municipal Clerk as defined by Municipal Act and other Provincial Legislation and as directed by Council.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:	2020	1150150	Office Supplies	Purchase of office supplies for Clerks, Mayor, CAO, Bylaw, Communications and HR. Provincial rate - Coop Purchasing with County
	2020	1150160	Office Equipment Purchase	Office furnishings, and equipment
	2020	1150170	Office Equipment Maintenance	Small office equipment repairs, shredding (Prov rate), licence agreements, contracts
	2020	1150171	Software Maintenance	Civic Web Annual Fee, Max Galaxy, MOMRMS Records Management
	2020	1150180	Telephone & Answering Services	Telephones, Service Provider, Cell Phone
	2020	1150210	Advertising	Municipal Information, Council Meetings, Notices
	2020	1150220	Printing	Stationery, letterhead, business cards, labels, brochures, booklets, signs
	2020	1150250	Photocopier Expenses	Photocopier rental service agreement, maintenance, toner and photocopy paper
	2020	1150250	Memberships & Subscriptions	AMCTO Annual Membership (1) - \$400 TOMRMS - \$300 Flip Book Software - Shared WHMIS - Shared Municipal Web Subscription - shared
	2020	1150260	Training & Courses	AMCTO - Provincial Offences, Lotteries, Elections, Legislation, Freedom of Information, Records Management, Civic Web/Icompass/Records Management
	2020	1150380	Conferences & Conventions	Annual AMCTO Conference

**TOWN OF COBOURG
2020 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

STATEMENT OF PURPOSE: Performance of statutory duties of Municipal Clerk as defined by Municipal Act and other Provincial Legislation and as directed by Council.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2020	1150750	Archives	Remove - Archives on County Tax levy Rent to Cobourg Public Library - \$6,000 (moved from Org Grants)
	2020	1150850	Sp Project - Record Management Software	TOMRMS Filehold Record Management Software. All departments will benefit and utilize the software. Work to review entire Records Retention By-law and compliance with the Legislation including training.

**TOWN OF COBOURG
2020 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
-18,000	-16,135	-18,660	87038	Tax Certificates	-19,000			-19,500	-20,000
-18,000	-16,135	-18,660		TOTAL FINANCE DEPARTMENT REVENUE	-19,000		0	-19,500	-20,000

2019-12-12

*Indicates increase over previous year

TOWN OF COBOURG 2020 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
475,353	448,378	439,843	120010	Payroll Salaries & Wages	487,112	*		497,057	505,756
6,867	6,071	28,470	120011	Payroll - Overtime	8,479	*		8,627	8,778
500	0	871	120020	Other Salaries & Wages	500			500	500
136,000	133,151	124,084	120030	Payroll Benefits	142,000	*		145,000	148,000
618,720	587,600	593,268		SUB TOTAL SALARIES, WAGES & BENEFITS	638,091	*	0	651,184	663,034
2,400	2,345	1,342	1200150	Office Supplies	2,400			2,500	2,600
500	285	0	1200160	Office Equip Purchase	500			500	500
4,500	3,531	4,593	1200170	Office Equip Maintenance	4,500			4,500	4,500
34,000	18,682	31,532	1200171	Software Maintenance	37,500	*		42,750	44,500
1,450	1,416	905	1200180	Telephone & Answer Serv	1,450			1,500	1,550
250	0	0	1200210	Advertising & Promotion	250			250	250
6,500	4,875	3,188	1200220	Printing	6,500			7,000	7,000
6,000	5,784	5,265	1200230	Photocopier Expense	6,000			6,000	6,000
19,000	18,428	14,313	1200240	Postage & Couriers	18,500			19,000	19,000
3,700	3,760	3,429	1200250	Memberships & Subscrip'ns	3,800	*		3,900	4,000
4,000	2,843	1,978	1200260	Training & Courses	4,500	*		5,000	5,500
2,000	2,265	1,024	1200270	Travel Expense	2,000			2,000	2,000
200	50	0	1200370	Meals & Refreshments	200			200	200
4,500	1,260	3,510	1200380	Conferences & Conventions	4,500			4,500	4,500
-8,232	-8,110	-8,232	1200955	Building Dept. - Indirect Costs	-8,385			-8,511	-8,639
-38,600	-33,600	-13,600	1200991	Recoveries	-43,600			-43,600	-43,600
42,168	23,814	49,247		SUB TOTAL MATERIALS	40,615		0	47,489	49,861
0	3,391	109	1200850	Special Project - Upgrade to Vailtech Security	25,000	*		0	0
0	0	0 NEW		Transfer from Building Efficiencies	-25,000			0	0
500	1,465	0	1200300	Legal Fees	500			500	500
500	4,856	109		SUB TOTAL CONTRACTED SERVICES	500		0	500	500
661,388	616,270	642,624		TOTAL FINANCE DEPARTMENT	679,206	*	0	699,173	713,395

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING ESTIMATES**

FINANCE RECOVERIES

RECOVERIES	2020	2021	2022
<i>Transit</i>	3,600	3,600	3,600
<i>Parking</i>	10,000	10,000	10,000
<i>Northam Industrial Park</i>	30,000	30,000	30,000
<i>Total Recoveries</i>	43,600	43,600	43,600

TOWN OF COBOURG 2020 OPERATING ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
To ensure timely collection of revenues, to pay suppliers accounts, salaries and wages, prepare financial statements, subsidy applications, invest surplus funds and maintain adequate tax flow to meet commitments. Co-ordinate debentures sales, energy management matters, computerized information systems.				YEAR	CODE	OBJECT	DETAILS
				2020	1200170	Office Equipment Maintenance	Includes leasing of folding machine, yearly shredding
PERFORMANCE DATA:				2020	1200171	Software Maintenance	Annual software maintenance contracts: Vailtech - \$15,500 increases for 2021/22 licensing Great Plains - \$22,000
				2020	1200180	Telephone	Includes 2 cell phones
Perf Data	2017	2018	2019	2020	1200220	Printing	Envelopes, tax bills, letterhead, paper and toner kits
			to Nov 18/19	2020	1200230	Photocopier	Lease plus maintenance cost
Tax Bills Issued	16456	16518	16744	2020	1200240	Postage	Postage is based on usage, this includes postage for tax bills, accounts receivable invoices, reminders notices, accounts payable cheques.
Tax Cert. Issued	474	463	493	2020	1200250	Memberships & Subscriptions	Municipal Finance Officers - \$400 Ont. Municipal Revenue & Tax Collector - \$220 CPA Dues (2) - \$2,250 CPA PSAB Handbook - \$150 AMTCO - \$395 Canadian Payroll - \$275
Tax Appeal Proc	42	36		2020	1200260	Training & Courses	Canadian Payroll Association - year end CA required courses Payroll Designation courses
A/C Payable - Cheques	2743	2888	2491	2020	1200380	Conferences & Conventions	Great Plains Conference - 2 Attendees MFOA Conference - 2 Attendees
A/C Payable - EFT	3105	3192	2655	2020	1200850	Sp Project - Upgrade Vailtech	Upgrade Vailtech software to meet security
Misc. Rev Inv.	1483	1745	1504				

TOWN OF COBOURG 2020 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **INFORMATION TECHNOLOGIES**

ACCOUNT #: **1210.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
91,561	78,452	70,506	121010	Payroll Salaries & Wages	95,031	*		98,730	100,457
3,112	15,346	13,322	121011	Payroll - Overtime	3,112			3,166	3,222
24,555	25,081	21,825	121030	Payroll Benefits	25,000			30,000	32,500
119,228	118,879	105,653		SUB TOTAL SALARIES, WAGES & BENEFITS	123,143	*	0	131,896	136,179
1,000	874	2,212	1210150	Office Supplies	1,000			1,000	1,000
5,000	6,313	2,883	1210170	Office Equipment	4,000			4,500	5,000
2,500	3,277	2,500	1210180	Telephone and Answ Svc	3,000	*		3,000	3,000
0	0	0	1210220	Printing	0	*		0	0
0	0	0	1210250	Memberships & Subscrip'ns	0	*		0	0
2,000	0	0	1210260	Training & Courses	2,000			2,000	2,000
1,000	715	741	1210270	Travel Expense	1,000			1,000	1,000
0	0	0 NEW		Special Project - Firewall Upgrade	6,000	*		0	0
0	4,070	0	1210853	Special Project - Adobe Professional	0			0	0
40,000	0	0	1210850	Special Project - IT Strategy Plan	0			0	0
-9,632	-9,490	-9,632	1210955	Building Dept. - Indirect Costs	-9,813			-9,960	-10,109
41,868	5,759	-1,296		SUB TOTAL MATERIALS	7,187		0	1,540	1,891
6,500	5,651	5,698	1210171	Software Maintenance	7,500	*		8,000	8,500
156,380	67,277	152,134	1210175	Web / Security Enhancement Contract	166,200			172,200	177,200
36,000	41,650	43,365	1210750	Support Contract Simnet	24,000			24,000	24,000
0	0	0	1210751	Technical Support Contract - All Others	12,000			12,000	12,000
198,880	114,578	201,197		SUB TOTAL CONTRACTED SERVICES	209,700	*	0	216,200	221,700
0	0	0 NEW		Insurance	6,500			6,500	6,500
0	0	0	1210912	Transfer to Computer Reserve	0			0	0
-40,000	0	0	1210913	Transfer from Computer Reserve	-6,000			0	0
-40,000	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	500		0	6,500	6,500
319,976	239,216	305,554		TOTAL INFORMATION TECHNOLOGIES	340,530	*	0	356,136	366,270

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **INFORMATION TECH.**

ACCOUNT #: **1210.100**

STATEMENT OF PURPOSE: Computer systems support.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA: Systems Supported: 10 Complete Network Systems (VPN's) 10 Routers/Gateway Systems 4 E-mail Gateway/Virus Scanning System 12 Servers 150 Desktop Computers 51 Desktop and network printers 6 Networked Copiers 36 Laptop Computers GIS System - 3 Servers Financial Systems	2020	1210170	Office Equipment	Misc spare parts, UPS, monitors, cables, previously shown as part of capital
	2020	1210171	Software Maintenance	Annual Costs - Anti virus subscriptions - \$6,000 - Regular software maintenance costs - \$1,500
	2020	1210175	Web / Internet Costs	Exchange Server - \$22,000 Barracuda Spam - \$3,500 Eagle DSL Connection - \$28,000 Fortinet Analyzer - \$7,700 Firewall Annual Renewal - \$5,900 Cloud Backup/Recovery - \$6,200 Nable System Monitoring Software - \$10,700 Hosted Servers - \$15,000 Splunk Security Monitoring Intelligence \$5,600/month
	2020	1200180	Telephone	Cell phone costs for two staff
	2020	1200250	Memberships & Subscriptions	MISA, other associations
	2020	1210260	Training & Courses	Various training for staff
	2020	1210270	Travel Allowance	Travel allowance
	2020	NEW	Insurance	Cyber Insurance
	2020	1210750	Support Contract	Simnet Technical Support - Contract \$2,000/month
	2020	NEW	Technical Support Contract	Technical Support - \$12,000 includes all time and material contractors
	2020	NEW	Sp Project - Firewall Upgrades	Upgrades to the Firewall at WPCP #1 & #2, and McGill St Pumping Station, Building 7

TOWN OF COBOURG 2020 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **ADMIN. BUILDING VICTORIA HALL**

ACCOUNT #: **1400.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
219,873	205,868	195,419	140010	Payroll Salaries & Wages	223,612			227,494	231,449
12,250	11,607	8,307	140011	Payroll - Overtime	12,500	*		12,750	13,000
16,726	15,751	15,415	140012	Payroll - Standby	16,944			17,241	17,542
7,520	10,949	6,588	140015	Payroll - Part Time Wages	9,931			10,105	10,282
40,000	39,921	39,820	140020	Other Salaries & Wages	45,000	*		50,000	55,000
72,000	68,204	62,514	140030	Payroll Benefits	72,000			75,000	80,000
1,278	1,227	650	140030	Payroll Part-time Benefits	1,738	*		1,970	2,211
1,600	1,462	1,049	140050	Clothing	1,600			1,600	1,600
600	810	810	140060	Footwear	600			600	600
371,847	355,799	330,572		SUB TOTAL SALARIES, WAGES & BENEFITS	383,925	*	0	396,760	411,684
400	378	371	1400150	Office Supplies	400			400	450
2,100	2,082	1,236	1400180	Cell Phone Expenses	2,100			2,100	2,200
300	191	191	1400190	Communication Equipment	400	*		500	600
1,500	366	550	1400260	Training & Courses	1,500			1,500	2,000
20,000	20,857	14,699	1400450	Heat	20,000			20,000	20,000
162,500	163,515	149,228	1400460	Utilities	175,000	*		175,000	175,000
65,000	76,099	84,825	1400470	Building Maintenance	65,000			65,000	65,000
9,000	11,382	7,227	1400500	Custodial/Cleaning Supplies	9,000			9,000	9,500
1,500	0	0	1400570	Property Maintenance & Improvements	1,500			1,500	1,500
2,000	3,854	3,018	1400600	Vehicle Maint & Repair	3,000	*		3,000	3,000
1,500	1,528	1,702	1400650	Gasoline	1,500			1,500	1,500
1,000	1,968	3,410	1400680	Other Equip Maint/Repair	1,000			1,000	1,500
2,473	2,473	2,473	1400930	Transfer to Vehicle Reserve	2,473			2,473	2,473
-24,002	-23,647	-24,002	1400955	Building Dept. - Indirect Costs	-24,451			-24,818	-25,190
0	0	0	1400992	Recoveries - Dressler House	0	*		0	0
-18,500	-18,466	-18,352	1400993	Recoveries - Commissionaires Wages	-20,000			-21,000	-22,000
-7,000	-7,665	-7,529	1400994	Recoveries - Library Maintenance	-7,000			-7,000	-7,000
219,771	234,915	219,047		SUB TOTAL MATERIALS	231,422	*	0	230,155	230,533

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **ADMIN. BUILDING VICTORIA HALL**

ACCOUNT #: **1400.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
21,000	19,884	-44,598	1400320	Liability Insurance	21,700	*		21,700	21,700
5,000	4,988	6,132	1400480	Garbage Removal	5,000			5,000	5,000
62,000	80,270	83,428	1400550	System Contracts/Repairs	69,500	*		71,000	73,000
5,000		7,840	1400850	Library Maintenance	5,000			5,000	5,000
0	3,231	0	1400851	Dressler House Maintenance	0	*		0	0
1,500	1,292	4,345	1400852	Special Projects - Christmas Magic	1,500			1,500	2,000
94,500	109,665	57,147		SUB TOTAL CONTRACTED SERVICES	102,700	*	0	104,200	106,700
0		-29,917	1400913	Transfer to/from Reserve	0			0	0
0	0	-29,917		TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0	0
686,118	700,379	576,849		TOTAL ADMIN. BUILDING VICTORIA HALL	718,047	*	0	731,115	748,917

TOWN OF COBOURG 2020 OPERATING ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **VICTORIA HALL BUILDING**

ACCOUNT #: **1400.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To undertake maintenance of Victoria Hall interior, exterior and co-ordinate long term maintenance and repair. Oversee cleaning contracts(new), oversee all maintenance contracts and the everyday operation of Victoria Hall safety regulations and fire code checks. Also includes C. Gordon King Centre, Dressler House, Second Street Fire Hall, Henley Arcade, and Market Building.	2020	140020	Other Salaries & Wages	Building security contractor
	2020	1400180	Telephone Expenses	Cell phones for staff on call for emergencies
	2020	1400190	Communications Equipment	Hand radios, base station, licence
	2020	1400260	Training & Courses	Retraining certifications as required by the Ministry of Labour
PERFORMANCE DATA:	2020	1400470	Building Maintenance	Regular Maintenance - \$65,000
	2020	1400480	Garbage Removal	2 yr contract garbage bins, recycling bin 1 year contract
	2020	1400550	System Contracts	Air Handling and Heating System - \$20,000 Chiller Service Agreement - \$6,000 Elevator - \$15,000 Boiler - \$2,000 TSSA Inspections - \$1,000 Fire Protection System - \$2,500 Sprinkler Systems - \$1,000 Generator Annual Inspection - \$1,000 Fire Extinguishers Inspection - \$1,000 Alarm Monitoring - \$1,500 Contingency - \$11,000 Upgrade to Chemical fee system - \$5,000 Concert Blinds Yearly Service - \$1,500 Clock Tower Mechanism Service - \$1,000
	2020	1400600	Vehicle Maint & Repairs	Truck aging so more repairs required
	2020	1400650	Gasoline	Fuel for truck, lawn and snow equipment and generator
	2020	1400850/994	Library Maintenance	Services provided and billed back to library by Victoria Hall staff
	20/21/22	NEW	Transfer to Reserve Victoria Hall Mtce	Develop a reserve account for emergency maintenance / repairs.

TOWN OF COBOURG 2020 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCIAL**

ACCOUNT #: **1500.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
25,000	23,187	47,333	1500300	Legal Fees	25,000			25,000	25,000
6,000	0	21,379	1500360	Legal Fees - Ombudsman Complaints	0			0	0
0	0	0 NEW		Legal Fees - Integrity Commissioner	25,000			25,000	25,000
1,000	949	0	1500305	Collection Fee	1,000			1,000	1,000
40,000	33,313	43,960	1500310	Audit Fees	40,000			40,000	40,000
65,000	68,538	1,983,749	1500320	Liability Insurance	67,500	*		67,500	67,500
0	2,006	1,143	1500852	Special Project - Development Charges Study	0			0	0
60,000	10,532	5,775	1500853	Special Project - Asset Management Plan	85,500	*		15,000	15,000
0	0	0	1500913	Recoveries - Holdco Reserve	0			0	0
0	0	0	1500913	Recoveries - Development Charges	0			0	0
197,000	138,525	2,103,339		SUB TOTAL CONTRACTED SERVICES	244,000	*	0	173,500	173,500
25,000	66,806	30,675	1500321	Insurance - Reserve for claims	25,000			25,000	25,000
12,500	10,480	9,494	1500912	POS, Modem and Other Bank Fees	12,500			12,500	12,500
10,000	0	0	1500913	Trans to Reserve - Contingency	10,000			10,000	10,000
10,000	0	0	1500912	Contingency Non-Union / Union Changes	0			0	0
200,000	205,437	754	1500916	Interest Expenses / Internal Reserve Accounts	200,000			200,000	200,000
0	16,147	7,739	1500924	Municipal Payment in Lieu Payments	0	*		0	0
257,500	298,870	48,662		SUB TOTAL FINANCIAL	247,500		0	247,500	247,500
657,500	606,968	572,917	1500925	Transfer to Reserve - Holdco	410,400			410,400	410,400
0	0	0	1500926	Transfer to Reserve - Northam	100,000	*		100,000	100,000
600,000	589,848	1,190,570	1500927	Transfer Federal Gas Tax Reserve	600,000			600,000	600,000
50,000	50,000	0	1500930	Transfer to Development Charges Reserve	50,000			50,000	50,000
-45,000	0	0	1500910	Transfer from Building Efficiencies - AMP	-85,500			-15,000	-15,000
0	0	0	1500910	Transfer from Northam Reserve - Tax Cancellations	0			0	0
-15,000	0	-5,775	1510910	Transfer from Development Charges - AMP	0			0	0
-300,000	-487,100	0	8715	Northam Dividend - Regular	-500,000			-500,000	-500,000
-150,000	-150,000	-150,000	8716	Holdco Dividend	-150,000			-150,000	-150,000
-507,500	-507,500	-422,917	8717	Holdco Interest	-260,400			-260,400	-260,400
-600,000	-589,848	-1,190,570	8718	Federal Gas Tax Rebate	-600,000			-600,000	-600,000
-310,000	-487,632	-5,775		TOTAL OTHER CHARGES & TRANSFERS	-435,500		0	-365,000	-365,000
144,500	-50,237	2,146,226		TOTAL FINANCIAL	56,000		0	56,000	56,000

**TOWN OF COBOURG
2020 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCIAL**

ACCOUNT #: **1500.100**

STATEMENT OF PURPOSE: To provide for various transfers and expenses. Investment income is received and then transferred to reserves.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:	2020	1500321	Insurance Deductible	Plan to establish new reserve if funds not required in 2015 and then able to reduce future amounts to reserve
	2020	1500912	POS, modem, and other bank fees	Cost of doing business as more municipal locations are offering debit and credit cards as methods of payment.
	2020	1500912	Contingency Non-Union/Union Changes	Contingency for reviews at 6 months of positions moved from Non-Union to Union
	2020	1500310	Audit Fees	KPMG quote of \$45,000 less \$5,000 allocated to Northam Industrial Park
	2020	1500926	Transfer to Northam Reserve	Northam reserve used to fund projects as approved each year in the capital budget or special projects in the operating budget.
	2020	1500930	Transfer to Development Charges Reserve	To fund non statutory development charge exemptions from prior years.
	2020	1500853	Assessment Management Plan	2020 - Asset Management Software Licence - \$11,000/yr - Software Support - \$4,000/yr - Software Training - \$13,000/yr - Data Importation - \$7,500/yr - Engineering review and cost estimates for maintenance of all Town owned buildings - \$50,000

TOWN OF COBOURG 2020 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

2019	2018	2019		2020	2020	2021	2022		
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
148,110	142,884	130,014	190010	Payroll Salaries & Wages	197,361	*	153,501	156,187	
5,824	8,506	4,411	190011	Payroll - Overtime	5,822		5,924	6,028	
42,641	49,120	28,642	190030	Benefits	45,000	*	48,000	50,000	
20,000	2,486	0	190035	Future Benefits/Neer Surcharge	15,000		15,000	0	
3,200	3,056	2,868	190050	Clothing	4,200	*	4,200	4,200	
219,775	206,052	165,935		TOTAL SALARIES, WAGES & BENEFITS	267,383	*	0	226,625	216,415
1,500	898	388	1900150	Office Supplies	1,500		1,500	1,500	
700	670	412	1900180	Telephone Expense	700		700	700	
2,500	1,181	4,729	1900210	Advertising	2,500		2,500	2,500	
500	74	0	1900220	Printing	500		500	500	
1,200	2,231	963	1900250	Memberships & Subscrip'ns	1,650	*	1,700	1,750	
3,000	3,539	0	1900260	Training & Courses	3,000		3,000	3,000	
1,000	154	144	1900270	Travel Expense	1,000		1,000	1,000	
1,500	785	2,289	1900330	Receptions - Retirements	1,500		1,500	1,500	
2,500	975	1,161	1900380	Conferences & Conventions	2,500		2,500	2,500	
500	0	0	1900391	Negotiation Expense	1,000	*	1,000	1,000	
-3,210	-3,162	-3,210	1900955	Building Dept. - Indirect Costs	-3,270		-3,319	-3,369	
11,690	7,345	6,876		TOTAL MATERIALS	12,580	*	0	12,581	12,581
6,000	13,520	8,728	1900300	Legal Fees	6,000		6,000	6,000	
1,500	0	0	1900360	Consultant Fees	1,500		1,500	1,500	
26,000	21,635	21,965	1900361	Employee Assistant Program	22,500		23,000	23,500	
95,000	68,812	63,931	1900362	Retiree Benefits	95,000		95,000	95,000	
7,000	6,381	5,981	1900399	Management Team Training	7,000		10,000	10,000	
25,000	19,646	12,775	1900850	Sp Proj - Non-Union Job Evaluation/Pay Equity Plan	55,000	*	0	0	
160,500	129,994	113,380		TOTAL CONTRACTED SERVICES	187,000	*	0	135,500	136,000
-10,000	-10,000	0	1900913	Transfer from Building Efficiencies	-54,405		0	0	
-10,000	-10,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-54,405		0	0	
381,965	333,391	286,191		TOTAL PERSONNEL	412,558	*	0	374,706	364,996

**TOWN OF COBOURG
2020 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

STATEMENT OF PURPOSE: Administration of personnel policies; conduct negotiations and administer collective agreements with two bargaining units and two non-union groups. Provide advice on personnel and organizational matters.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2020	190010	Salaries & Wages	Hire a 12 month temporary contract employee to complete risk assessments, required training assessments and ergonomic assessments for all Town of Cobourg departments. Work would also includes providing support to the Joint Health and Safety Committee with action items.
	2020	190035	WSIB Neer - Surcharge	Annual WSIB Neer Rating/Surcharge. Surcharge or refund is determined by WSIB based on claims experience in comparison to premiums paid an the experience of other employers in our rate group. Year end balances are placed in a reserve account.
	2020	190050	Clothing	42 Employees eligible for clothing purchase - \$100 each
	2020	1900250	Memberships & Subscriptions	HRPA Membership for HR Manager and Generalist OMHRA Membership for Manager and Generalist Valuable resources and reduced rates for conferences and training.
	2020	1900260	Training & Courses	\$1,500 each for training / courses provided throughout the year.
	2020	1900300	Legal Fees	Amount for possible grievances
	2020	1900380	Conferences & Conventions	Fire Association Labour Conference - Jan 2020 OMHRA Spring Conference
	2020	1900361	Employee Assistant Program	Rate adjustment - CPI increase effective April 1, 2021
	2020	1900362	Retiree Benefits	Calculation based on current retirees anticipated retirements in 2020. Fire - 1 retirement

**TOWN OF COBOURG
2020 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

STATEMENT OF PURPOSE: Administration of personnel policies; conduct negotiations and administer collective agreements with two bargaining units and two non-union groups. Provide advice on personnel and organizational matters.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:	2020	1900850	Sp Project - Non-Union Job Evaluation/Pay Equity Plan	Estimated amount of market and pay equity adjustments. Presentation to be made to Council by consultant.
	2020	1900391	Negotiation Expense	Bargaining for Full Time Fire Association
	2020	1900399	Management Team Training	Training to support and reflect performance review results.
	2020/2021	1900850	Special Project - Non-Union Job Evaluation and Pay Equity	Compensation Review and Job Evaluation / Pay Equity Non-Union

**TOWN OF COBOURG
2020 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **HEALTH AND SAFETY**

ACCOUNT #: **1950.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
4,500	4,500	4,500	195010	Payroll Salaries & Wages	4,500			4,500	4,500
0	0	0	195034	Flu Clinic	0			0	0
4,500	4,500	4,500		SUB TOTAL SALARIES, WAGES & BENEFITS	4,500		0	4,500	4,500
200	475	0	1950150	Office Supplies	200			200	200
3,500	3,354	3,355	1950251	Memberships & Subscriptions	3,500			3,500	3,500
2,000	1,040	1,801	1950260	Training & Courses	2,000			2,000	2,000
0	0	0	1950262	Wellness Committee / Initiatives	0			0	0
450	277	0	1950370	Meals & Refreshments	450			450	450
200	377	0	1950850	Special Project - Fire Extinguishers	200			200	200
0	0	0	1950851	Special Project - Asbestos Reassessment	0			0	0
2,000	0	0	1950852	Special Project - First Aid Kits	2,000			2,000	2,000
8,350	5,523	5,156		SUB TOTAL MATERIALS	8,350		0	8,350	8,350
12,850	10,023	9,656		TOTAL HEALTH & SAFETY	12,850		0	12,850	12,850

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **HEALTH AND SAFETY**

ACCOUNT #: **1950.100**

STATEMENT OF PURPOSE: Ensure compliance with Provincial Legislation and Municipal Policies regarding Health and Safety. Promotion of safe and healthy work practices in all departments.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:	2020	1950250	Memberships & Subscriptions	HR Downloads Training - Partnership with Port Hope and Cramahe Township. All staff complete health and safety training. Access to policy/procedure templates/risk assessment tools etc. - Approx. \$3,200 fee to be negotiated in May
	2020	19520260	Training & Courses	Certification for one committee member - Part 1 and 2 - registration, mileage, and per diem Summer student training is conducted at the dept. level with the support of the HR Assistant. Use HR Summer student lunch and learn (Fire Safety) is still conducted each summer. Funds required for cost of lunch.
	2020	1950370	Meals & Refreshment	Health and Safety Committee lunch/appreciation. 18 possible attendees. Approx. \$20.00 / person + gratuity
	2020	1950852	Special Project - First Aid Kits	Contract for First Aid Kits with a monthly service to ensure they are filled and complete

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

PROTECTION SUMMARY

FUNCTION	2019 BUDGET	2019 YTD	2020 DEPT REQUEST	%	2020 FINAL APPROVED	%	2021 FORECAST	2022 FORECAST
POLICE OPERATING								
GENERAL	5,668,111	5,641,959	5,788,486	2.12	0 (100.0)		5,887,978	5,973,552
COURT SECURITY	359,612	1,094,823	296,127	(17.7)	0 (100.0)		311,416	326,951
FACILITIES	155,800	128,045	159,900	2.63	0 (100.0)		169,800	179,320
SUB TOTAL	6,183,523	6,864,827	6,244,513	0.99	0 (100.0)		6,369,194	6,479,823
MISC REVENUE	-65,000	-46,111	-65,000	0.00	0 (100.0)		-65,000	-65,000
POLICE BOARD	81,015	113,775	87,467	7.96	0 (100.0)		88,072	88,688
POLICE TOTAL EXP	6,264,538	6,978,602	6,331,980	1.08	0 (100.0)		6,457,266	6,568,511
POLICE TOTAL REVENUE	-65,000	-46,111	-65,000	0.00	0 (100.0)		-65,000	-65,000
TOTAL POLICE	6,199,538	6,932,491	6,266,980	1.09	0 (100.0)		6,392,266	6,503,511
BUSINESS SERVICES	0	0	0	-	0 -		0	0

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

PROTECTION SUMMARY

FUNCTION	2019 BUDGET	2019 YTD	2020 DEPT REQUEST	%	2020 FINAL APPROVED	%	2021 FORECAST	2022 FORECAST
FIRE								
EXPENSES	2,940,731	2,708,016	2,995,435	1.9	0 (100.0)		3,151,216	3,320,085
REVENUE	-13,500	-3,213	-13,500	0.0	0 (100.0)		-13,500	-13,500
NET FIRE	2,927,231	2,704,803	2,981,935	1.9	0 (100.0)		3,137,716	3,306,585
EMERGENCY MANAGEMENT	129,645	115,989	136,456	5.3	0 (100.0)		140,325	143,945
BUILDING INSPECTION								
EXPENSES	410,000	311,223	410,000	0.0	0 (100.0)		415,000	415,000
BUILDING REVENUE	-410,000	-311,787	-410,000	0.0	0 (100.0)		-415,000	-415,000
NET BUILDING INSPECTION	0	-564	0	-	0 -		0	0
BYLAW DEPT								
EXPENSES	96,921	65,318	93,353	(3.7)	0 (100.0)		97,503	100,451
BYLAW REVENUE	-19,000	-18,480	-19,000	0.0	0 (100.0)		-19,000	-19,000
NET BYLAW DEPT	77,921	46,838	74,353	(4.6)	0 (100.0)		78,503	81,451
CONSERVATION AUTHORITY	248,903	248,903	248,100	(0.3)	0 (100.0)		250,000	255,000
ANIMAL CONTROL	99,748	74,361	101,632	1.9	0 (100.0)		103,550	105,510
BYLAW ENFORCEMENT	55,603	42,416	49,050	(11.8)	0 (100.0)		60,063	65,486
OTHER TOTAL EXP	3,981,551	3,566,226	4,034,026	1.3	0 (100.0)		4,217,657	4,405,477
OTHER TOTAL REVENUE	-442,500	-333,480	-442,500	0.0	0 (100.0)		-447,500	-447,500
TOTAL PROTECTION - OTHER	3,539,051	3,232,746	3,591,526	1.5	0 (100.0)		3,770,157	3,957,977

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **87015**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	* 2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
-65,000	-64,306	-46,111	87016	Police Receipts	-65,000	*	-65,000	-65,000
-65,000	-64,306	-46,111		TOTAL POLICE GENERAL REVENUE	-65,000	0	-65,000	-65,000

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
3,910,092	3,268,138	3,087,784	210010	Payroll Salaries & Wages	3,983,414			4,046,397	4,111,139
-171,977	0	0	210010	Payroll Salaries & Wages	0			0	0
100,000	261,187	175,915	210011	Payroll - Overtime	100,000			100,000	100,000
40,382	108,031	150,147	210012	Payroll Part Time Wages	111,636	*		113,422	115,237
13,000	4,594	7,042	210013	Payroll - Shift Differ'l	13,000			13,000	13,000
25,000	107,515	40,240	210014	Payroll - Acting Pay	25,000			25,000	25,000
94,886	75,204	63,833	210015	Payroll - Responsibility Pay	108,455	*		110,190	111,953
0	704	1,197	210016	Payroll - Ride	0			0	0
56,003	29,894	37,054	210017	Student Program Administration	56,003			56,003	56,003
8,300	7,110	5,181	210018	Payroll - Specialist & Service Pay	8,300			8,300	8,300
0	100,521	0	210020	Payroll - Banked Overtime	0			0	0
34,035	0	0	210010	Payroll - Survivor Top-up	0			0	0
1,121,790	975,838	878,377	210030	Payroll Benefits	1,133,834			1,151,975	1,170,407
6,865	26,617	34,564	210031	Payroll - Part-time Benefits	26,536	*		26,961	27,392
84,168	71,097	67,789	210032	Payroll Retired Employees	74,282			74,282	74,282
3,190	7,681	8,756	210033	Payroll 10% in lieu of Benefits	10,625	*		10,795	10,968
20,000	142,509	13,197	210035	WSIB - Employee Claims	20,000			20,000	20,000
30,000	15,499	31,011	210036	YMCA Membership Benefit	15,000			15,000	15,000
10,000	7,438	4,315	210050	Clothing Allowance	9,000			10,000	10,000
2,000	3,701	4,478	210060	Footwear Allowance	2,000			2,000	2,000
0	562	1,013	210061	Gloves	0	*		0	0
1,500	1,549	1,967	210070	Cleaning Allowance	2,000	*		2,000	2,000
700	0	0	210080	Employee Meal Allowance	700			700	700
30,000	28,200	30,910	210090	Uniforms	27,000			27,000	27,000
5,419,934	5,243,589	4,644,770		SUB TOTAL SALARIES, WAGES & BENEFITS	5,726,785	*	0	5,813,025	5,900,381

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
8,000	14,721	15,390	2100150	Office Supplies	8,000			8,000	8,000
4,000	4,128	3,054	2100160	Office Equipment Purchase	4,000			4,000	4,000
30,000	27,365	32,158	2100170	Software Maintenance	15,000			15,000	15,000
0	13,921	9,822	2100172	RCMP Fingerprint Equipment	0			0	0
22,000	23,176	20,515	2100180	Telephone	18,000			18,000	18,000
4,000	0	5,497	2100182	Telephone Monthly Service Rent	5,000	*		5,000	5,000
22,000	34,816	33,154	2100189	Blackberry Data Charges	15,000			20,000	20,000
4,200	0	3,677	2100204	Radio Licence - Communications	4,200			4,200	4,200
5,000	14,616	5,292	2100210	Advertising & Promotion	5,000			5,000	5,000
10,000	9,627	6,009	2100231	Photocopier Contract	9,500			9,500	9,500
1,000	597	270	2100241	Postage Fees	500			500	500
1,000	1,016	1,127	2100242	Courier Charges	1,000			1,000	1,000
8,000	8,010	7,655	2100250	Memberships & Subscrip'ns	7,000			7,500	7,500
15,000	13,613	10,641	2100261	Courses - Alymer	13,000			15,000	15,000
0	0	232	2100263	Courses - Niche Training	0	*		0	0
5,000	2,748	2,446	2100264	Seminars	5,000			5,000	5,000
20,000	96,465	58,517	2100265	Training	20,000			20,000	20,000
10,000	8,458	6,278	2100266	Block Training	10,000			10,000	10,000
22,000	25,261	11,981	2100267	Senior Career Development Training	22,000			19,000	19,000
2,000	2,120	859	2100270	Travel Expense	2,000			2,000	2,000
1,000	0	1,447	2100271	Auxiliary Travel Expense	0			0	0
5,000	5,356	8,733	2100330	Recognition Awards	5,500	*		6,000	6,000
10,000	15,633	12,821	2100370	Meals & Refreshments	10,000			10,000	10,000
25,000	48,174	20,143	2100380	Conferences & Conventions	20,000			20,000	20,000
3,000	7,669	9,215	2100601	Maint & Repair - #Reserve-04	3,000			3,000	3,000
0	1,570	1,415	2100602	Maint & Repair - #07-01	0	*		0	0
3,000	642	242	2100604	Maint & Repair - #07-02	3,000			3,000	3,000
3,000	2,352	865	2100605	Maint & Repair - #07-03	3,000			3,000	3,000
3,000	3,645	4,352	2100606	Maint & Rep - Admin	3,000			3,000	3,000
3,000	3,788	1,800	2100607	Maint & Rep - CIB	3,000			3,000	3,000
3,000	4,352	1,306	2100608	Maint & Rep - Comm Service	3,000			3,000	3,000
0	15,697	7,384	2100611	CIB Lease Payments / Refunds	0			0	0
2,000	1,379	2,304	2100620	Vehicle - Cleaning	2,000			2,000	2,000
1,500	132	910	2100621	Vehicle Equipment	1,500			1,500	1,500
50,000	53,610	58,275	2100650	Gasoline	50,000			50,000	50,000
8,831	22,999	11,339	2100670	Other Equipment Purchases	5,000			5,000	5,000
3,000	3,296	7,675	2100680	Other Equipment Maintenance & Repair	2,000			2,000	2,000
2,000	3,565	3,551	2100710	Lab Supplies	2,000			2,000	2,000
2,000	1,635	2,649	2100711	Lab Supplies - Equipment	2,000			2,000	2,000
2,500	0	308	2100752	Computer Repairs	2,000			2,000	2,000

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
5,000	20,408	11,404	2100753	Consulting Fees	5,000			5,000	5,000
20,000	0	16,667	2100754	Identification Services - Peterborough	20,000			20,000	20,000
5,000	204	13,893	2100755	Website Maintenance	5,000			5,000	5,000
4,000	4,870	8,105	2100756	Health & Wellness	4,000			4,000	4,000
0	0	0	NEW	Shredding	2,000	*		2,000	2,000
0	0	0	NEW	Donations / Sponsorships	2,000	*		2,000	2,000
10,000	32,674	19,192	2100820	Other Operating Materials	5,000			5,000	5,000
50,000	61,063	37,525	2100821	OPTIC Costs	25,000			25,000	25,000
0	2,629	1,560	2100853	Community Services Project	0	*		0	0
25,000	10,505	3,502	2100854	Special Project - Other Covert	25,000			25,000	25,000
32,000	56,148	36,846	2100856	Special Project - Outwear	32,000			32,000	32,000
25,000	25,000	25,000	2100857	Special Project - Rebound	25,000			25,000	25,000
6,000	0	1,263	2100858	Special Project - Promotional Items	6,000			6,000	6,000
15,000	44,772	29,857	2100859	Special Project - Police Ambassador	15,000			15,000	15,000
7,500	0	815	2100860	Special Project - Surveillance	0			0	0
25,000		9,807	2100867	Special Project - Active Shooter Program	35,000	*		35,000	35,000
30,000	25,000	30,000	2100862	Special Project- Domestic Violence Enhancement	30,000			30,000	30,000
35,000	40,145	45,834	2100863	Special Project - CERT Program	35,000			35,000	35,000
0	78,117	63,472	2100864	Special Project - Mobile Data Project	0			0	0
0	10,461	1,667	2100865	Special Project- K9 Special Therapy Program	0			0	0
10,000	9,698	6,784	2100866	Special Project - Respectful Workplace Project	10,000			10,000	10,000
45,000	41,440	20,813	2100868	Special Project - Pipe Band	10,000			10,000	10,000
0	0	0 NEW		Special Project - Crime Analytics Development	100,000	*		100,000	100,000
0	0	0 NEW		Special Project - CPTED Audits	8,000	*		8,000	8,000
5,000	1,099	711	2100919	Bank Service Fees	1,000			1,000	1,000
-178,000	-217,105	0	871142100	Recoveries (include 6 grants)	-138,000	*		-138,000	-138,000
-53,023	0	0	871142100	Recoveries - Student Program	-53,023			-53,023	-53,023
0	0	0	871142100	Recoveries - Secondments	0			0	0
447,508	743,280	776,025		SUB TOTAL MATERIALS	493,177	*	0	498,177	498,177
55,000	92,829	29,578	2100300	Legal Fees	55,000			55,000	55,000
45,000	47,941	-80,291	2100320	Liability Insurance	52,000	*		52,000	52,000
10,000	0	10,922	2100540	Water Tower Rental	10,000			10,000	10,000
55,000	48,204	51,102	2100750	Information Technology Support	55,000			55,000	55,000
6,500	0	2,564	2100751	Support Contract - Sidewinder Firewall	6,500			6,500	6,500
20,000	0	20,304	2100869	Pay Equity	0			0	0
207,421	0	213,147	2100998	Contracts - Communications	213,644	*		213,644	213,644
398,921	188,974	247,326		SUB TOTAL CONTRACTED SERVICES	392,144		0	392,144	392,144

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
-598,252	-591,219	0	2100913	Recoveries - Business Services Revenue	-786,252			-786,252	-786,252
0	0	0	2100913	Bus Services Loan Repayment - Transfer to Reserve	50,000	*		60,000	60,000
0	0	0 NEW		Transfer from Reserve - Criminal Analyst Position	-87,368			-89,116	-90,898
	13,038	-26,162	2100991	Recoveries	0				
-598,252	-578,181	-26,162		SUB TOTAL OTHER CHARGES & TRANSFERS	-823,620		0	-815,368	-817,150
5,668,111	5,597,662	5,641,959		TOTAL POLICE GENERAL	5,788,486	*	0	5,887,978	5,973,552

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - GENERAL**

ACCOUNT #: **2100.100**

STATEMENT OF PURPOSE:						HIGHLIGHTS/EXPLANATIONS:			
The protection of life, property and the prevention of crime. Apprehension of offenders.						YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA: Calls for Service:						2020	210010	Payroll Salaries & Wages	Contractual wage increase, pay equity increases
						2020	210012	Payroll Part Time Wages	Executive Assistant moved back to Part-time wages from 210010.
						2020	210015	Payroll Responsibility Pay	Increase number of officers eligible for Responsibility Pay
						2020	210030	Payroll Benefits	Due to increase in Salaries & Wages
						2020	210033	Payroll 10% in lieu of Benefits	Due to increase in Part Time Wages
						2020	210070	Cleaning Allowance	Increase to include dry cleaning for Auxiliary members dress uniform, Pipe Band
						2020	2100150	Office Supplies	Increased to reflect actuals
						2020	2100210	Advertising & Promotion	Increased to reflect actuals
						2020	871142100	Recoveries (2 grants)	Reduced grant recoveries by \$40,000
						2020	2100998	Contracts - Communications	Increase in annual cost as per contract
2015	2016	2017	2018	2019		2020	NEW	Transfer to Corp Services Reserve Legal Deficit	CPS allocated \$173,593.92 from CIR funds to offset the deficit in the 2018 Legal account. CPS will budget to pay back the money transferred from the CIR funds.
6861	7792	7140	8852						

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-COURT SERVICES**

ACCOUNT #: **2100.120**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
138,382	221,811	160,478	212010	Payroll Salaries & Wages	67,538			68,618	69,716
2,000	21,524	17,534	212011	Payroll - Overtime	2,000			2,000	2,000
0	43	775	212013	Payroll - Shift Differential	1,000	*		1,000	1,000
568,010	947,860	1,057,113	212015	Part-time Salaries & Wages	661,818	*		672,407	683,166
0	6,952	4,870	212016	Responsibility Pay	0			0	0
0	0	0	212017	Payroll - Security Officers	0			0	0
0	0	0	212018	Payroll - Cell Monitoring	0			0	0
2,000	1,525	5,967	212019	Service Pay	2,000			2,000	2,000
42,898	73,884	47,035	212030	Payroll Benefits	20,599			20,929	21,264
93,722	161,904	197,586	212031	Payroll Part-time Benefits	139,443			141,674	143,941
56,801	75,987	82,497	212033	Payroll 10% in Lieu of Benefits	66,182	*		67,241	68,317
2,000	2,345	356	212090	Clothing & Uniforms	2,000			2,000	2,000
0	10,829	6,464	212050	Clothing Allowance	0			0	0
905,813	1,524,664	1,580,675		SUB TOTAL SALARIES, WAGES & BENEFITS	962,580	*	0	977,869	993,404
6,000	5,752	4,309	212095	Prisoner Meals	3,000			3,000	3,000
600	522	3,004	2120150	Office Supplies	1,000	*		1,000	1,000
600	646	1,141	2120180	Telephone Expenses	1,000	*		1,000	1,000
4,500	5,358	5,604	2120230	Photocopier Contract	4,500			4,500	4,500
0	211	266	2120231	Photocopier Materials	0			0	0
2,500	2,518	5,463	2120260	Training & Courses	2,000			2,000	2,000
500	427	1,237	2120603	Maint & Repair - #833	0			0	0
-26,953	-44,632	-20,215	871142120	Recoveries - Province	-26,953	*		-26,953	-26,953
-1,000	0	0	871142120	Recoveries - Prisoner Meals	-1,000	*		-1,000	-1,000
-532,948	-487,992	-486,661	2120995	Recoveries - Northumberland County	-650,000			-650,000	-650,000
-546,201	-517,190	-485,852		SUB TOTAL MATERIALS	-666,453		0	-666,453	-666,453
359,612	1,007,474	1,094,823		TOTAL COURT SERVICES	296,127		0	311,416	326,951

2019-12-12

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - COURT SERVICES**

ACCOUNT #: **2100.120**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide Crown Attorney with briefs to prosecute. To provide court security for judges and prisoners. To provide escorts for prisoners as required.				
	2020	212033	Payroll 10% in Lieu of Benefits	Increase due to contractual increase and Pay Equity increase to Salary lines.
PERFORMANCE DATA:				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-CORPORATE SERVICES**

ACCOUNT #: **2100.150**

2019	2018	2019		2020	2020	2021	2022		
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
0	0	158,599	215010	Payroll Salaries & Wages	447,927	*	455,094	462,375	
1,553,665	1,063,665	1,153,058	215015	Payroll Salaries & Wages	1,109,338		1,127,087	1,145,121	
0	4,145	22,195	215011	Payroll - Overtime	20,000	*	20,000	20,000	
0	81	2,086	215013	Payroll - Shift Differential	2,500	*	2,500	2,500	
0	0	2,166	215018	Payroll - Specialist Pay	1,000	*	1,000	1,000	
0	0	52,295	215030	Payroll Benefits Full Time	132,999	*	135,127	137,289	
271,976	195,106	187,602	215031	Payroll Benefits Part Time	250,134		254,136	258,202	
123,717	65,600	98,581	215033	Payroll Benefits Vac Lieu	110,934		112,709	114,512	
0	0	0 NEW		YMCA Membership	15,000	*	15,000	15,000	
1,000	0	0	215050	Clothing Allowance	1,000		1,000	1,000	
1,950,358	1,328,597	1,676,582		SUB TOTAL SALARIES, WAGES & BENEFITS	2,090,832	*	0	2,123,653	2,156,999
6,000	9,816	10,066	2150150	Office Supplies	6,000		6,000	6,000	
0	0	0 NEW		Shredding	2,000	*	2,000	2,000	
2,000	15,544	8,265	2150160	Office Equipment Purchases	2,000		2,000	2,000	
5,000	4,912	3,188	2150180	Telephone	5,000		5,000	5,000	
0	0	0 NEW		Cell Phones	3,000	*	3,000	3,000	
20,000		5,550	2150211	Marketing	20,000		20,000	20,000	
5,000	2,692	520	2150230	Photocopier Expenses - Materials	5,000		5,000	5,000	
15,000	14,423	10,980	2150231	Photocopier Lease	15,000		15,000	15,000	
4,000	0	1,224	2150241	Postage	4,000		4,000	4,000	
5,000	4,631	4,463	2150240	Courier Charges	5,000		5,000	5,000	
15,000	1,216	2,368	2150260	Training & Courses	15,000		15,000	15,000	
0	1,343	0	2150270	Travel Expense	0		0	0	
6,000	5,645	1,767	2150370	Meals / Meetings	6,000		6,000	6,000	
0	0	0 NEW		OPTIC Costs	25,000	*	25,000	25,000	
0	0	0 NEW		Vehicle Maintenance	3,000	*	3,000	3,000	
0	0	0 NEW		Health and Wellness	3,000	*	3,000	3,000	
15,000	3,865	4,150	2150850	Audit Travel Expense	15,000		15,000	15,000	
10,000	9,891	6,425	2150919	Banking Fees	10,000		10,000	10,000	
108,000	73,978	58,966		SUB TOTAL MATERIALS	144,000	*	0	144,000	144,000
50,000	0	51,231	2150751	IT	55,000	*	55,000	55,000	
0	0	0 NEW		Software Maintenance	15,000		15,000	15,000	
15,000	0	14,000	2150360	Consultant	15,000		15,000	15,000	
0	0	0 NEW		Contracted Office Cleaning	5,000	*	5,000	5,000	
0	0	0 NEW		Building Maintenance	5,000	*	5,000	5,000	
45,000	31,101	46,130	2150460	Utilities - Venture 13	45,000		45,000	45,000	
150,000	54,070	60,936	2150750	Contracts - Business Development	150,000		150,000	150,000	
0	0	0 NEW		Firewall	2,800	*	2,800	2,800	
260,000	85,171	172,297		SUB TOTAL CONTRACTED SERVICES	292,800		0	292,800	292,800

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-BUSINESS SERVICES**

ACCOUNT #: **2100.150**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
50,000	0	0	2150912	Transfer to Computer Reserve	50,000			50,000	50,000
70,000	0	0	2150912	Transfer to Police Cruiser Reserve	70,000			70,000	70,000
0	0	0	NEW	Transfer to Building Reserve	250,000	*		250,000	250,000
0	0	0	NEW	Transfer to Facility Analysis Review	50,000	*		50,000	50,000
-2,438,358	-3,285,791	-1,907,845	2150912	Transfer from Reserve	-2,947,632			-2,980,453	-3,013,799
0	1,779,559	0	2150913	Transfer to Communications Reserve	0			0	
-2,318,358	-1,506,232	-1,907,845		SUB TOTAL OTHER CHARGES & TRANSFERS	-2,527,632		0	-2,560,453	-2,593,799
0	-18,486	0		TOTAL BUSINESS SERVICES DEPARTMENT	0	*	0	0	0

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - CORPORATE SERVICES**

ACCOUNT #: **2100.120**

STATEMENT OF PURPOSE: To provide Criminal Record Checks.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2020	215015	Payroll Salaries & Wages	Contractual wage increase, pay equity increase
PERFORMANCE DATA:				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - FACILITIES**

ACCOUNT #: **2100.130**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
12,000	10,809	7,397	2130450	Heat	13,000	*		14,000	14,800
53,000	51,100	40,899	2130461	Utilities - Electrical	53,000			55,000	57,200
5,000	4,128	3,280	2130462	Utilities - Water	5,000			5,300	5,500
500	0	0	2130470	Building Maintenance	0			0	0
2,200	1,617	1,023	2130500	Custodial/Clean Supplies	2,200			2,500	2,800
13,500	12,699	10,583	2130505	Cell Cleaning	14,000	*		15,000	16,000
9,400	10,943	10,433	2130510	Electrical Repairs	10,000	*		11,000	11,000
3,000	2,783	1,753	2130515	Heat Repairs	4,000	*		4,000	5,000
6,500	4,576	2,471	2130520	Plumbing Repairs	5,000			5,000	5,000
2,000	7,818	671	2130521	Door Repairs	2,000			2,000	2,000
3,700	2,768	3,518	2130522	Fire Safety	3,800	*		4,000	4,500
1,600	1,170	936	2130523	Biohazard Bin	1,600			1,700	1,800
7,500	8,628	6,051	2130524	Snow Removal	8,000	*		8,500	9,000
119,900	119,039	89,015		SUB TOTAL MATERIALS	121,600		0	128,000	134,600
7,000	7,091	-15,462	2130320	Liability Insurance	8,300	*		8,300	8,300
5,700	5,723	4,465	2130480	Garbage Removal	5,800			5,800	6,000
18,000	18,332	16,319	2130550	Service Contract	20,000	*		21,000	22,000
36,000	35,420	29,871	2130552	Contractor Cleaning	35,000			36,000	36,720
8,000	11,791	1,497	2130554	Minor Repairs	5,000			6,500	6,500
0	1,221	2,340	2130555	Minor Repairs - Painting	3,000	*		3,000	4,000
74,700	79,578	39,030		SUB TOTAL CONTRACTED SERVICES	77,100		0	80,600	83,520
-38,800	-49,516	0	2130913	Transfer - Business Service Revenue	-38,800			-38,800	-38,800
-38,800	-49,516	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-38,800	*	0	-38,800	-38,800
155,800	149,101	128,045		TOTAL POLICE FACILITIES	159,900	*	0	169,800	179,320

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - FACILITIES**

ACCOUNT #: **2100.130**

STATEMENT OF PURPOSE: To provide for maintenance of the police facility.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE SERVICES BOARD**

ACCOUNT #: **2100.10**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
17,160	18,274	17,588	210115	Payroll Part Time Wages	18,720	*		18,720	18,720
2,446	4,604	2,815	210130	Payroll Benefits	3,182	*		3,182	3,182
1,716	1,880	0	210131	Payroll 10% in Lieu of Benefits	1,872	*		1,872	1,872
34,593	23,557	29,776	2101290	Payroll Honorarium	34,593			35,198	35,814
55,915	48,315	50,179		SUB TOTAL SALARIES, WAGES & BENEFITS	58,367	*	0	58,972	59,588
500	530	716	2101150	Office Supplies	500			500	500
0	0	0 NEW		Telephone/Cell Phones	1,500	*		1,500	1,500
100	514	0	2101210	Advertising & Promotion	100			100	100
3,000	3,895	3,797	2101250	Memberships & Subscrip'ns	3,600	*		3,600	3,600
2,000	1,019	0	2101260	Training & Courses	2,000			2,000	2,000
1,000	0	0	2101261	Per Diem Training	1,000			1,000	1,000
500	485	938	2101280	Car Allowance	500			500	500
2,000	3,516	0	2101340	Presentations	2,500	*		2,500	2,500
5,000	35,366	4,787	2101360	Labour Relations Consultants	5,000			5,000	5,000
5,000	3,491	7,832	2101380	Conferences & Conventions	6,000	*		6,000	6,000
1,000	486	96	2101780	Meeting Expense	1,400	*		1,400	1,400
20,100	49,302	18,166		SUB TOTAL MATERIALS	24,100	*	0	24,100	24,100
5,000	30,000	45,430	2101300	Legal Fees	5,000			5,000	5,000
5,000	30,000	45,430		SUB TOTAL CONTRACTED SERVICES	5,000		0	5,000	5,000
81,015	127,617	113,775		TOTAL POLICE SERVICES BOARD	87,467	*	0	88,072	88,688

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE SERVICES BOARD**

ACCOUNT #: **2100.10**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To ensure consistent standards of Police Services in Cobourg are met in accordance with the Police Standards of Ontario.	2020	21015	Payroll Part Time Wages	Reflects actuals
	2020	210130	Payroll Benefits	Due to increase to wages 210115
PERFORMANCE DATA:	2020	2101250	Memberships & Subscriptions	Reflects actuals
	2020	2101340	Presentations	Reflects actuals
	2020	2101380	Conferences & Conventions	Reflects actuals
	2020	2101780	Meeting Expenses	Increase to meeting expenses

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **87015**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-10,000	-10,262	-285	87015	Fire Receipts	-10,000			-10,000	-10,000
-3,500	-2,082	-2,928	87072	Reports / Permits	-3,500			-3,500	-3,500
-13,500	-12,344	-3,213		TOTAL FIRE DEPARTMENT REVENUE	-13,500		0	-13,500	-13,500

2019-12-12

*Indicates increase over previous year

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,727,097	1,654,465	1,578,480	200010	Payroll Salaries & Wages	1,786,461	*		1,889,780	1,995,980
268,700	256,511	236,676	200011	Payroll Salaries Volunteer	269,725			274,445	279,248
40,000	55,686	56,417	200012	Payroll Overtime	40,000			40,000	40,000
0	26,011	35,733	200013	Payroll - OT Fire Emergency	0			0	0
0	11,929	17,439	200014	Payroll - Overtime Training	0			0	0
75,600	68,383	72,539	200016	Recognition Pay	82,418	*		83,860	85,328
500,858	474,113	458,244	200030	Payroll Benefits	520,000	*		550,000	600,000
25,000	27,408	19,838	200031	Payroll - Part-time Benefits	25,000			27,000	30,000
15,000	14,684	7,223	200050	Protective Clothing	15,500	*		16,000	16,500
3,800	3,350	3,323	200060	Footwear	3,800			3,900	4,000
3,800	2,522	2,701	200070	Cleaning Allowance	3,900	*		4,000	4,000
7,000	6,746	12,129	200090	Uniforms	7,100			7,200	7,300
2,666,855	2,601,808	2,500,742		SUB TOTAL SALARIES, WAGES & BENEFITS	2,753,904	*	0	2,896,185	3,062,356
2,500	1,019	1,710	2000150	Office Supplies	2,500			2,500	2,500
4,500	4,208	3,401	2000180	Telephone & Answering Svc	4,500			4,600	4,700
4,500	7,211	6,015	2000200	Communication Equip Rep	4,600	*		4,700	4,800
650	385	375	2000210	Advertising & Promotions	650			650	650
500	420	423	2000220	Printing	500			500	500
1,500	1,342	1,274	2000230	Photocopier Expense	1,300			1,400	1,500
200	210	49	2000240	Postage	300	*		300	300
11,000	9,063	9,580	2000250	Memberships & Subscip'ns	11,000			11,000	11,000
15,500	13,925	15,273	2000260	Training & Courses	15,500			15,750	16,000
2,000	1,542	1,603	2000280	Car Allowance	1,000			1,100	1,200
3,500	4,260	2,599	2000370	Meals & Refreshments	3,600	*		3,700	3,700
9,000	8,485	5,179	2000380	Conferences & Conventions	9,000			9,250	9,500
12,000	12,907	6,051	2000450	Heat	12,000			12,000	12,000
12,000	11,471	9,288	2000460	Utilities	12,000			12,000	12,000
8,400	8,182	6,513	2000470	Building Maintenance	8,500			8,600	8,700
2,000	1,035	1,686	2000500	Custodial/Cleaning Supplies	1,500			1,600	1,700
5,000	13,092	4,754	2000570	Property Improvements	5,200	*		5,400	5,400
4,100	4,230	3,251	2000590	Other Maint & Repairs - Snow Removal	4,200	*		4,300	4,400
27,000	72,699	67,624	2000600	Vehicle Maint & Repair	27,500			28,000	28,500
15,000	17,044	14,984	2000650	Gasoline	15,000			15,000	15,000
12,500	17,481	11,782	2000670	Other Equip Purchases	13,000	*		13,500	14,000
10,500	10,872	6,504	2000680	Other Equip Maint/Repair	11,000	*		11,500	12,000
3,300	4,442	2,926	2000681	Medical Supplies	3,400	*		3,500	3,600
4,000	3,359	1,186	2000760	Fire & Crime Prevention	4,500	*		5,000	5,000
2,500	3,476	1,524	2000780	General Administrative Supplies	2,500			2,600	2,700

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **FIRE DEPARTMENT** FUNCTION/ACTIVITY: **FIRE DEPARTMENT** ACCOUNT #: **2000.100**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	* 2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
15,000	0	13,488	2000852	Special Project - IT Upgrades	0		0	0
36,200	0	47,643	2000853	Special Project - Bunker Gear Replacement	22,000		22,000	0
-13,074	-12,881	-13,074	2000955	Building Dept. - Indirect Costs	-13,319		-13,519	-13,721
211,776	219,479	233,611		SUB TOTAL MATERIALS	183,431	0	186,931	167,629
2,000	1,776	3,044	2000300	Legal Fees	2,000		2,000	2,000
19,000	18,438	-40,338	2000320	Liability Insurance	19,500	*	19,500	19,500
21,000	20,214	-37,294		SUB TOTAL CONTRACTED SERVICES	21,500	*	0	21,500
8,600		8,600	2000930	Transfer to Admin Vehicle Reserve	8,600		8,600	8,600
0	27,300	0	2000931	Transfer to Small Equipment Reserve	0	*	10,000	10,000
50,000	50,000	50,000	2000932	Transfer to Large Vehicle Reserve	50,000		50,000	50,000
-12,000	-12,028	-15,722	871162000	Recovery - Development Charges	0		0	0
-5,500	0	-31,921	2000913	Transfer from Small Equipmet Reserve	-22,000		-22,000	0
41,100	65,272	10,957		SUB TOTAL OTHER CHARGES & TRANSFERS	36,600		46,600	68,600
2,940,731	2,906,773	2,708,016		TOTAL FIRE DEPARTMENT	2,995,435	0	3,151,216	3,320,085

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
To respond to and provide protection of life and property being threatened by incidents caused by nature and/or persons. To provide Building/Fire Code consultation, interpretation and enforcement for existing occupancies and new development.				YEAR	CODE	OBJECT	DETAILS
				2020	200010	Payroll Salaries & Wages	Anticipated contractual obligations + additional probationary firefighter Additional FF - 1.3%
PERFORMANCE DATA:				2020	200011	Payroll Salaries Volunteer	Anticipated contractual obligations
Responses:				2020	200030	Payroll Benefits	Anticipated contractual obligations
2014	Actual	1191 Incidents		2020	200050	Protective Clothing	Additional VFF's added last year
2015	Actual	1215 Incidents		2020	2000250	Memberships & Subscriptions	Records Management Software - \$3,500 Ontario Fire Cheifs - \$560 Northumberland County Fire Chiefs - \$800 Mutual Aid - \$100 Ontario Fire Prevention Officers - \$150 Fire Marshall Prevention Safety Council - \$100 NFPA Codes - \$1,800 EMP Canada - \$50 Radio Licences - \$1,500 Trade/Training Publications & Manuals - \$2,440
2016	Actual	1158 Incidents					
2017	Actual	1395 Incidents					
2018	Actual	1666 Incidents					
2019	Estimate	1550 Incidents					
Fire Inspections:							
2014	Actual	531 Activities					
2015	Actual	565 Activities					
2016	Actual	468 Activities					
2017	Actual	518 Activities					
2018	Actual	355 Activities					
2019	Estimate	302 Activities					
Training:				2020	2000570	Property Improvements	Ongoing refurbishment of grounds and buiding
2014	Actual	287 Sessions					
2015	Actual	225 Sessions					
2016	Actual	223 Sessions					
2017	Actual	233 Sessions					
2018	Actual	246 Sessions					
2019	Estimate	386 Sessions					

2014

Actual

531 Activities

2015

Actual

565 Activities

2016

Actual

468 Activities

2017

Actual

518 Activities

2018

Actual

355 Activities

2019

Estimate

302 Activities

2014

Actual

287 Sessions

2015

Actual

225 Sessions

2016

Actual

223 Sessions

2017

Actual

233 Sessions

2018

Actual

246 Sessions

2019

Estimate

386 Sessions

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **EMERGENCY MANAGEMENT**

ACCOUNT #: **2700.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
79,725	67,754	71,749	270010	Payroll Salaries and Wages	86,756	*		88,275	89,820
23,120	21,163	22,396	270030	Payroll Benefits	25,000	*		27,000	29,000
102,845	88,917	94,145		SUB TOTAL SALARIES, WAGES & BENEFITS	111,756	*	0	115,275	118,820
300	151	110	2700150	Office Supplies	300			300	300
1,000	2,035	1,559	2700160	Equipment Purchases	1,000			1,000	1,000
5,000	4,498	4,101	2700180	Telephone	4,500			4,500	4,500
250	28	40	2700210	Advertising	250			250	250
250	74	0	2700220	Printing	250			250	250
250	335	319	2700230	Photocopier Expense	300	*		350	375
1,400	904	1,518	2700250	Memberships & Subscriptions	1,000			1,100	1,100
2,000	1,365	764	2700260	Training	2,000			2,000	2,000
3,000	0	2,115	2700261	Training - Risk Management New	2,000			2,000	2,000
250	223	297	2700270	Mileage	250			250	250
600	598	687	2700370	Meals & Refreshments	600			600	600
3,250	2,291	3,688	2700380	Conferences	3,500	*		3,700	3,700
750	822	904	2700852	Special Project - Emergency Exercise	750			750	800
18,300	13,324	16,102		SUBTOTAL MATERIALS	16,700		0	17,050	17,125
8,500	7,455	5,742	2700170	Equipment Maintenance - Generators	8,000			8,000	8,000
8,500	7,455	5,742		SUBTOTAL CONTRACTED SERVICES	8,000		0	8,000	8,000
129,645	109,696	115,989		TOTAL EMERGENCY MEASURES	136,456	*	0	140,325	143,945

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **EMERGENCY MANAGEMENT**

ACCOUNT #: **2700.100**

STATEMENT OF PURPOSE: To provide funding for projects associated with major emergencies and the municipal emergency control group as set forth in the Town's emergency plan.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA: The Town of Cobourg has achieved compliance with provincial legislation and international best practices.	2020	270010	Payroll Salaries & Wages	Emergency Planner was moved from Non-Union to CUPE with a subsequent increase in wage.
	2020	2700250	Memberships & Subscriptions	Reduction of \$400 to reflect actuals
	2020	2700380	Conferences	CEMC and Emergency Planner need to stay current with Emergency Management and Risk Management legislation and trends.

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **870**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-410,000	-733,798	-311,787	8707	Building Permits	-410,000			-415,000	-415,000
-410,000	-733,798	-311,787		SUBTOTAL BUILDING REVENUE	-410,000		0	-415,000	-415,000

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **2600.100**

2019	2018	2019		2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
188,962	184,500	152,570	260010	Payroll Salaries & Wages	213,400	*	207,135	210,934
6,000	1,816	10,954	260011	Payroll - Overtime	10,000	*	10,000	10,000
5,000	0	0	260015	Payroll - Part-time	5,000		5,000	5,000
60,626	56,555	43,514	260030	Payroll Benefits	66,753	*	72,264	77,947
750	853	487	260060	Footwear / Clothing	800	*	850	850
261,338	243,724	207,525		SUB TOTAL SALARIES, WAGES & BENEFITS	295,953	*	0	295,249
700	916	700	2600150	Office Supplies	700		725	725
700	156	84	2600170	Office Equipment Mtce	700		730	730
7,500	7,500	7,500	2600171	Software Maintenance - AMS/PLL	7,500		7,500	7,500
2,000	4,425	1,097	2600180	Telephone Expenses	2,000		2,000	2,000
250	0	0	2600210	Advertising Promotions	250		250	250
1,000	1,065	1,408	2600220	Printing	1,350	*	1,200	1,200
3,000	1,620	1,756	2600250	Memberships & Subscrip'ns	3,000		3,000	3,000
10,000	5,918	4,082	2600260	Training & Courses	12,000	*	12,000	12,000
1,000	1,024	844	2600280	Car Allowance	1,000		1,000	1,000
2,500	0	0	2600380	Conference & Conventions	2,600	*	2,700	2,700
2,000	554	1,123	2600600	Vehicle Maintenance	2,000		2,000	2,000
600	417	336	2600650	Gasoline	750	*	775	775
0	0	0	2600853	Special Project - Office Renovations	0		0	0
99,027	447,568	99,027	2600955	Building Dept. - Indirect Costs	100,879		102,392	103,928
130,277	471,163	117,957		SUB TOTAL MATERIALS	134,729	*	0	136,272
10,000	9,072	1,975	2600300	Legal Fees	10,000		12,000	12,000
13,000	9,836	-22,234	2600320	Liability Insurance	10,500		10,500	10,500
23,000	18,908	-20,259		SUB TOTAL CONTRACTED SERVICES	20,500		0	22,500
-10,615	0	0	2600913	Transfer Reserve	-47,182		-45,021	-56,039
6,000	12,000	6,000	2600930	Transfer to Vehicle Reserve	6,000		6,000	6,000
-4,615	12,000	6,000		SUB TOTAL OTHER CHARGES & TRANSFERS	-41,182		0	-39,021
410,000	745,795	311,223		TOTAL BUILDING DEPT	410,000		0	415,000

2019-12-12

*Indicates increase over previous year

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **2600.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
To ensure reasonable compliance with codes and By-laws for the protection of citizens and property including enforcement of the Building Codes, Property Standards and Home Loans as well as enforcement of other By-laws.				YEAR	CODE	OBJECT	DETAILS
				2020	260010	Payroll Salaries & Wages	Charge allocated of time for Chief Building Official
				2020	260020	Other Salaries	Additional staff or overtime to cover workload
				2020	2600171	Software Maintenance	Annual Licence AMS/PLL - Building Portion
PERFORMANCE DATA:				2020	2600180	Telephone Services	3 Phones for Building staff
				2020	2600250	Memberships & Subscriptions	Pine Ridge Chapter - 3 x \$75 OBOA - 3 x \$320 Building Code Identification Number - 3 x \$114 Northumberland Today - \$75 Ontario Building Code - 3 new codes with amendments
	2018 Rev	2019 Val	2019 Rev	2020	2600260	Training & Courses	3 Building Officials, Continuous development and/or obtaining new qualifications 2 courses each @ \$2,000 per course
\$ Res Permits	229,700	18,572,580	212,299	2020	2600280	Car Allowance	.55/km use personal vehicle for inspections
\$ Comm Permits	115,182	6,382,961	117,275	2020	2600380	Conferences/Conventions	OBOA Annual Conference for 1 to 2 officials
\$ Institutional Permits	405	2,427,130	14,889	2020	2600955	Building Dept. - Indirect Costs	Building Department share of other departments overhead costs in support of the Building Department as justified in the building permit fee study.
\$ Indust. Permits	27,300	119,000	825				
Demolition Permits	5,999	119,284	2,934				
Total Permit Value		27,620,955					
Total Fees	734,061		348,222				
Heritage Rebates	-4,950		-18,738				
Other Rebates	-68,461		-44,166				
Other Revenue							
Total Revenue	660,650		285,318				
Total Permits	222		182				
New Dwellings	156		66				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING - BYLAW DEPT**

ACCOUNT #: **870**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-13,000	-9,500	-9,730	87045	Sign Permits	-13,000			-13,000	-13,000
-3,000	0	-5,550	87048	Property Standards Inspection	-3,000			-3,000	-3,000
-800	-100	0	87057	Liquor License Fee	-800			-800	-800
-2,200	-2,150	-3,200	87067	Pool Permit	-2,200			-2,200	-2,200
-19,000	-11,750	-18,480		SUBTOTAL BYLAW DEPT REVENUE	-19,000		0	-19,000	-19,000

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING - BYLAW DEPT**

ACCOUNT #:

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
59,241	48,753	47,780	261010	Payroll Salaries & Wages	62,193	*		63,949	65,718
0	590	2,676	261011	Payroll - Overtime	0			0	
17,180	16,581	14,373	261030	Payroll Benefits	12,310			13,404	14,533
375	34	0	261060	Footwear / Clothing	375			400	450
76,796	65,958	64,829		SUB TOTAL SALARIES, WAGES & BENEFITS	74,878		0	77,753	80,701
250	9	0	2610150	Office Supplies	250			275	275
250	0	0	2610170	Office Equipment Mtce	250			275	275
0	0	0	2610210	Advertising Promotions	0	*		0	0
350	335	260	2610220	Printing	350			400	400
450	0	76	2610250	Memberships & Subscrip'ns	475	*		475	475
2,500	0	0	2610260	Training & Courses	1,000			1,000	1,000
500	185	89	2610280	Car Allowance	700	*		750	750
1,525	0	0	2610380	Conference & Conventions	1,600	*		1,700	1,700
300	221	180	2610650	Gasoline	350	*		375	375
1,000	970	14,469	2610989	Property Standards Recoverable Expenses	1,000			1,000	1,000
6,500	3,205	24,602	2610990	Weed Cutting Recoverable Expenses	6,500			6,500	6,500
-1,000	-1,233	-8,511	2610993	Property Standards Removal Recoveries	-1,000			-1,000	-1,000
-6,500	-4,870	-23,614	2610992	Weed Cutting Recoveries	-6,500			-6,500	-6,500
6,125	-1,178	7,551		SUB TOTAL MATERIALS	4,975		0	5,250	5,250
10,000	3,278	349	2610300	Legal Fees	10,000			11,000	11,000
4,000	3,279	-7,411	2610320	Liability Insurance	3,500			3,500	3,500
14,000	6,557	-7,062		SUB TOTAL CONTRACTED SERVICES	13,500		0	14,500	14,500
96,921	71,337	65,318		TOTAL BYLAW DEPT	93,353		0	97,503	100,451

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING - BYLAW DEPT**

ACCOUNT #:

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
To ensure reasonable compliance with codes and By-laws for the protection of citizens and property including enforcement of the Building Codes, Property Standards and Home Loans as well as enforcement of other				YEAR	CODE	OBJECT	DETAILS
				2020	260010	Payroll Salaries & Wages	Charge allocated of time for Chief Building Official
				2020	2610250	Memberships & Subscriptions	Ontario Association of Property Standards Officers 3 memberships
				2020	2610260	Training & Courses	2 Building Officials By-Law training / continuous development
				2020	2610280	Car Allowance	.55/km use personal vehicle for inspections
PERFORMANCE DATA:				2020	2610380	Conferences / Conventions	2 Building Officials Annual Conference Ontario Association of Property Standards Officers (OAPSO)
	2017	2018	2019				
Signs Permits	146	121	86				
Liquor License	6	1	2				
Pool Permits	6	10	14				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **CONSERVATION AUTHORITY**

ACCOUNT #: **2300.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
248,903	210,513	248,903	2300940	Grants & Transfers	248,100			250,000	255,000
248,903	210,513	248,903		SUB TOTAL OTHER CHARGES & TRANSFERS	248,100		0	250,000	255,000
248,903	210,513	248,903		TOTAL CONSERVATION	248,100		0	250,000	255,000

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **CONSERVATION**

ACCOUNT #: **2300.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To provide for the annual operating levy of the Ganaraska Conservation Region Authority. The GCRA have set their 2015 budget at this time.</p>	2020	2300940	Grants & Transfers	Levy as determined by GRCA.
<p>PERFORMANCE DATA:</p> <p>2019 - \$248,903 2018 - \$210,531 2017 - \$213,153 2016 - \$207,666 2015 - \$201,297 2014 - \$198,606 2013 - \$198,150 2012 - \$193,317 2011 - \$186,663</p>				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **JOINT ANIMAL CONTROL**

ACCOUNT #: **2400.10**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
600	474	0	2410240	Postage	600			600	600
0	0	0	2410390	Admin Operating Materials	0			0	0
600	474	0		SUB TOTAL MATERIALS	600		0	600	600
99,148	97,204	74,361	2410750	Contracts - Animal Control	101,032			102,950	104,910
99,148	97,204	74,361		SUB TOTAL CONTRACTED SERVICES	101,032	*	0	102,950	104,910
99,748	97,678	74,361		TOTAL JOINT ANIMAL CONTROL	101,632		0	103,550	105,510

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **JOINT ANIMAL CONTROL**

ACCOUNT #: **2400.10**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
Animal Control service for 5 area Municipalities. Service administered by Hamilton Township.				YEAR	CODE	OBJECT	DETAILS
				2020	2410750	Contracts - Animal Control	Municipal Animal Services - JACS Board Budget
PERFORMANCE DATA:							
	2017	2018	2019				
Dog Tags Issued	1007	1063					
Dog Tag Revenue	7646	11554	6565				
Cobourg - 35%							
Port Hope - 32%							
Hamilton Township - 21%							
Alnwick/Haldimand - 12%							
Cramahe - Fixed Rate - \$9,303							
Alderville - Fixed Rate - \$1,500							

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BYLAW ENFORCEMENT SERVICES**

ACCOUNT #: **2800.100**

2019	2018	2019		2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
49,462	26,461	21,771	280010	Payroll Salaries and Wages	102,476	*	106,850	111,416
-18,000		0	280010	Recoveries - From Parking Enforcement	-73,000		-75,000	-77,000
0		0	280010	Recoveries - From Bylaw Dept	-19,000		-20,000	-21,000
0	0	0	280010	Recoveries - From Parks	-32,000		-33,000	-34,000
0	449	591	280011	Payroll - Overtime	0		0	0
		0 NEW		Part-time Salaries & Wages	27,127	*	27,601	28,084
13,741	12,417	10,802	280030	Payroll Benefits	26,000	*	36,230	39,948
		0 NEW		Part-time Benefits	4,747	*	5,382	6,038
700	680	1,898	280050	Clothing Allowance	2,500	*	1,500	1,500
45,903	40,007	35,062		SUB TOTAL SALARIES, WAGES & BENEFITS	38,850		0	49,563
700	564	537	2800150	Office Supplies	700		700	700
500	0	0	2800210	Advertising & Promotions	500		500	500
1,000	1,526	61	2800220	Printing	1,000		1,000	1,000
1,300	99	1,234	2800250	Memberships & Subscriptions	1,300		1,300	1,300
700	525	1,714	2800600	Vehicle Maintenance	1,200	*	1,000	1,000
1,000	928	1,067	2800650	Gasoline	1,000		1,000	1,000
1,000	155	0	2800380	Conference & Conventions	1,000		1,000	1,000
1,500	3,526	1,220	2800260	Training & Courses (Paralegal)	1,500		1,500	1,500
7,700	7,323	5,833		TOTAL MATERIALS	8,200	*	0	8,000
2,000	2,290	1,521	2800300	Legal Fees	2,000		2,500	2,500
0	0	0	2800750	Contracts	0		0	0
2,000	2,290	1,521		TOTAL CONTRACTED SERVICES	2,000		0	2,500
55,603	49,620	42,416		TOTAL BYLAW ENFORCEMENT DEPT	49,050		0	60,063

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BYLAW ENFORCEMENT SERV**

ACCOUNT #: **2800.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
				YEAR	CODE	OBJECT	DETAILS
By-law Enforcement Coordinator responsible for scheduling, training, supervision, trial preparation and tracking of By-law Enforcement Officer contract, prepare by-laws, enforcement, set fines, prosecutions of POA including scheduling of trials, mediation before court, for all Town General and Parking By-laws. (Paralegal P1)				2020	280010	Payroll Salaries and Wages Recoveries - From Parking Enforcement	By-law Officer - 50% 25% of Manager of Legislative Services - for prosecutions and administration New bylaw enforcement officer position
				2020	280050	Clothing	Clothing for new Building Officer and students
PERFORMANCE DATA:				2020	2800220	Printing	By-law booklet for public education
Prosecutions/Trials	2017	2018	2019	2020	2800250	Memberships & Subscriptions	P1 Paralegal Licence - \$1,200 Prosecutors Association of Ontario - \$99
Parking (Part II)	65	60	82				
By-law General	16	10	12	2020	2800260	Training & Courses	CPD Law Society Licence Credits - \$500 AMCTO By-law and Licensing Training - \$1,000
By-laws Prepared / Passed by Council	5	2					
Tribunals - Property				2020	2800300	Legal Fees	Prosecution Services TPML Paralegal
Strd / Animal Ctrl	0	4	6				
Main General / Parking Enforcement Bylaws				2020	2800380	Conferences & Conventions	Property Standards / Enforcement / Provincial Offences
Parks By-law				2020	2800600	Vehicle Maintenance	Repairs & maintenance on vehicle
Dog Park By-law							
Bicycles / Skateboards / In-Line Skates on Sidewalks				2020	2800650	Gasoline	Gas for By-law Officer Enforcement
Display of Wares on Sidewalk							
Animal Control By-law				2020	2800750	Contracts	Maxama Protection is being charged to Parks & Parking due existing Bylaw Officer (this will be eliminated with new position)
Taxi Regulating By-law							
Itinerant Vendor By-law							
Parking By-law							
Refreshment Vehicle By-law							
Boulevard By-law							
Smoking By-law							
Feeding of Waterfowl / Wildlife							
Fishing By-law							
Depositing of Waste							
Cleaning Yard and Lot Maintenance							
Electric Sign							
Sign By-law							

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

PUBLIC WORKS SUMMARY

FUNCTION	2019 BUDGET	2019 YTD	2020 DEPT REQUEST	%	2020 FINAL APPROVED	%	2021 FORECAST	2022 FORECAST
ENGINEERING								
ADMINISTRATION	311,398	90,909	261,258	(16.1)	0	(100.0)	341,699	420,855
GIS	191,719	172,246	184,557	(3.7)	0	(100.0)	189,894	195,001
SUB TOTAL	503,117	263,155	445,815	(11.4)	0	(100.0)	531,593	615,856
PUBLIC WORKS								
ADMINISTRATION	2,127,878	1,075,245	2,284,891	7.4	0	(100.0)	2,426,403	2,535,141
ROADS - GENERAL	330,900	497,435	311,750	(5.8)	0	(100.0)	307,150	311,150
ROADS - WINTER	181,500	426,848	160,500	(11.6)	0	(100.0)	165,500	170,500
SUB TOTAL	2,640,278	1,999,528	2,757,141	4.4	0	(100.0)	2,899,053	3,016,791
SIDEWALKS	51,800	135,595	49,500	(4.4)	0	(100.0)	49,500	49,500
ENG & PUBLIC WORKS EXP	3,195,195	2,398,278	3,252,456	1.8	0	(100.0)	3,480,146	3,682,147
ENG & PUBLIC WORKS REV	0	0	0	-	0	-	0	0
NET ENG & PUBLIC WORKS	3,195,195	2,398,278	3,252,456	1.8	0	(100.0)	3,480,146	3,682,147
CROSSING GUARDS	77,458	69,154	77,999	0.7	0	(100.0)	79,617	81,049
STREET LIGHTS	346,730	194,598	309,300	(10.8)	0	(100.0)	311,870	314,440
TRANSIT								
EXPENSES	1,046,444	866,688	1,080,526	3.3	0	(100.0)	1,254,988	1,234,502
REVENUE	-364,900	-338,197	-328,000	(10.1)	0	(100.0)	-332,500	-344,700
NET TRANSIT	681,544	528,491	752,526	10.4	0	(100.0)	922,488	889,802
TOTAL EXPENSES	4,665,827	3,528,718	4,720,281	1.2	0	(100.0)	5,126,621	5,312,138
TOTAL REVENUES	-364,900	-338,197	-328,000	(10.1)	0	(100.0)	-332,500	-344,700
NET TO TOWN	4,300,927	3,190,521	4,392,281	2.1	0	(100.0)	4,794,121	4,967,438
 ROADS - DEBT CHARGES	 309,000	 524,153	 512,700	 65.9	 0	 (100.0)	 626,700	 626,700
** Detail in Long Term Debt Charges Section								

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

TRANSPORTATION SUMMARY

FUNCTION	2019 BUDGET	2019 YTD	2020 DEPT REQUEST	%	2020 FINAL APPROVED	%	2021 FORECAST	2022 FORECAST
PARKING								
EXPENDITURES	516,470	264,660	529,925	2.6	0	(100.0)	536,577	540,759
REVENUES	-615,000	-487,168	-687,500	11.8	0	(100.0)	-710,500	-779,000
TO PARKING RESERVE	-98,530	-222,508	-157,575	59.9	0	(100.0)	-173,923	-238,241

TOWN OF COBOURG

2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ENGINEERING ADMINISTRATION**

ACCOUNT#: **3000.005**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
240,881	240,371	132,001	300510	Payroll Salaries & Wages	211,410			228,445	233,434
0	137	320	300511	Payroll - Overtime	0	*		0	0
0	0	531	300512	Payroll - Standby	0	*		0	0
83,291	67,740	41,752	300530	Payroll Benefits	72,159			78,638	85,160
2,205	0	978	300550	Clothing	1,830			2,205	2,300
935	320	522	300560	Footwear	935			935	935
327,312	308,568	176,104		SUB TOTAL SALARIES, WAGES & BENEFITS	286,334		0	310,223	321,829
1,000	217	163	3005150	Office Supplies	1,000			1,000	1,000
1,000	483	0	3005160	Office Equipment Purchase	2,000	*		1,000	1,000
2,000	731	804	3005180	Telephone & Answering Svc	1,000			2,000	1,000
500	0	0	3005210	Advertising	500			500	500
300	0	0	3005211	Marketing/Public Relation	0			0	0
500	888	1,207	3005220	Printing	1,000	*		500	1,000
5,000	2,723	2,073	3005230	Photocopier Expenses	3,000			5,000	3,000
1,000	21	0	3005231	Accessibility Expenses	0			0	0
2,000	2,401	1,000	3005240	Postage & Couriers	2,000			2,000	2,000
1,680	1,344	2,357	3005250	Memberships & Subscrip'ns	1,900	*		2,100	2,300
5,000	928	1,427	3005260	Training & Courses	5,000			5,000	5,000
1,800	514	400	3005270	Travel Expense	1,800			1,800	1,800
0	15,230	14,947	3005851	Sp Project - Downtown Christmas Lights	0			0	0
-9,694	-9,647	-9,694	3005955	Building Dept. - Indirect Costs	-9,876			-10,024	-10,174
20,000	0	2,112	3005853	Sp Project - Accessibility	0			0	0
0	0	0	3005854	Sp Project - Brook Creek Flood Reduction	25,000	*		0	0
0	0	0	3005855	Sp Project - Massey Creek EA Renewal	0	*		5,000	0
0	0	0	3005856	Sp Project - Transportation Master Plan	0			75,000	0
0	0	0	3005857	Sp Project - Kerr St Environmental Assessment	0			0	150,000
32,086	15,833	16,796		SUB TOTAL MATERIALS	34,324	*	0	90,876	158,426
2,000	1,198	2,016	3005300	Legal Fees / Consultant	1,500			1,500	1,500
4,000	4,000	-9,000	3005320	Liability Insurance	4,100	*		4,100	4,100
6,000	0	0	3005360	Engineering Consultant	5,000			5,000	5,000
12,000	5,198	-6,984		SUB TOTAL CONTRACTED SERVICES	10,600		0	10,600	10,600
-60,000	-52,685	-95,007	87073	Recoveries - Engineering Review Fees	-70,000			-70,000	-70,000
-60,000	-52,685	-95,007		SUB TOTAL REVENUE	-70,000		0	-70,000	-70,000
311,398	276,914	90,909		TOTAL ENGINEERING ADMINISTRATION	261,258		0	341,699	420,855

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ENGINEERING ADMINISTRATION**

ACCOUNT #: **3000.05**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
The Engineering Office provides administration functions for the Environmental and Transportation sections as well as administration of subdivision construction, transportation and traffic studies, road reconstruction/capital projects and street trees.	2020	300550	Clothing	2020: 5 staff x \$346, 1 x \$100
	2020	300560	Footwear	3 x \$225 + 2 x \$130
	2020	3005160	Office Equipment Purchases	2020 increase to account for ergonomic improvements per Ministry of Labour
PERFORMANCE DATA:	2020	3005210	Advertising & Promotions	Public meetings, job ads
	2020	3005240	Postage & Couriers	Postage allocated from Legislative Services Mail outs for public meetings
	2020	3005250	Memberships & Subscriptions	OACETT - \$300 x 3 Professional Engineers - \$225 x 2 MEA - \$150 TAC - \$400
	2020	3005260	Training & Courses	TRIECA, MEA courses/conferences Parking, Transit, engineering courses/conferences
	2020	3005300	Legal Fees / Consultant	Review contracts, parking trials
	2020	3005360	Engineering Consultant	Incidental engineering not tagged to a capital project.
	2020	3005851	Sp Proj - Christmas Lights	Moved to Special Events - Christmas Magic
	2020	3005854	Sp Project - Brook Creek Flood Reduction Phase II	Develop a contract for engineering services to further develop a master flood reduction plan for Brook Creek as initiated by GRCA. This plan is important for the Town to have in place to assist with development strategies and to be prepared for when funding becomes available for construction.
	2021	3005855	Sp Project - Massey Creek Flood Reduction Study - EA Renewal	The Massey Creek Flood reduction study EA was filed in 2011 and must be renewed within 10 years.
	2021	3005856	Sp Project - Transportation Master Plan	The last TMP update was in 2011 and is typically renewed every 5 years or as development evolves.
	2022	3005857	Sp Project - Kerr Street EA	Preliminary planning for final section of Kerr Street between the rail spur at Midtown Creek and Ontario St

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS** FUNCTION/ACTIVITY: **GIS DEPARTMENT** ACCOUNT #: **3000.008**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
64,743	63,295	59,381	300810	Payroll Salaries & Wages	65,933			67,087	68,261
9,900	367	9,439	300815	Student Payroll Salaries & Wages	1,000			1,000	1,000
21,689	16,216	15,071	300830	Payroll Benefits	19,000			20,000	22,000
1,428	0	908	300831	Student Benefits	0			0	0
100	0	0	300850	Clothing	100			100	100
150	0	0	300860	Footwear	130			130	130
98,010	79,878	84,799		SUB TOTAL SALARIES, WAGES & BENEFITS	86,163		0	88,317	91,491
98,300	95,870	95,273	3008170	Software Purchase / Maintenance	98,840			101,010	103,030
9,250	17,131	9,401	3008172	Hardware Maintenance / Server Hosting	11,400	*		12,500	13,500
1,300	943	998	3008220	Printing	1,900	*		2,550	2,700
1,500	2,443	9	3008260	Training & Courses	2,500	*		2,500	1,500
500	439	0	3008270	Mileage	500			500	500
0	92	0	3008851	Special Project - Air Photos	500	*		0	0
-5,641	-5,557	-5,641	3008955	Building Dept. - Indirect Costs	-5,746			-5,833	-5,920
0	0		3008993	Recoveries - Past Capital Budget	0			0	0
0	0	0	3008995	Recoveries - Chargeback Developers	0			0	0
-7,500	-7,500	-7,500	3008170	Recoveries - Building PLL Portion	-7,500			-7,650	-7,800
97,709	103,861	92,540		SUB TOTAL MATERIALS	102,394	*	0	105,577	107,510
-500	-326	-2,340	87074	Recoveries - Maps	-500			-500	-500
-3,500	-3,686	-2,753	87075	Recoveries - LUSI	-3,500			-3,500	-3,500
-4,000	-4,012	-5,093		SUB TOTAL REVENUE	-4,000	*	0	-4,000	-4,000
191,719	179,727	172,246		TOTAL GIS DEPARTMENT	184,557		0	189,894	195,001

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **GIS DEPARTMENT**

ACCOUNT #: **3000.008**

STATEMENT OF PURPOSE: GIS is a corporate service which all departments benefit from through in house base mapping, mapping of assets and thematic datasets, web maps, hard copy maps, data queries, data analysis, and reporting.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2020	300815	Part-time Wages	The Town hires County GIS staff for 4 weeks in order for us to split up collection of data both in the spring/fall and stay more up to date, year round. Cityworks admin student was a huge success in 2019. Creating 800 service requests for PW/Parks and answering over 1000 calls and document frequently asked questions to be integrated on website and share with other admin staff. Completed a lot of cleanup on Cityworks closing old work orders. Recovered from Parks/Public Works
	2020	3008170	Software Purchase / Maintenance	ESRI maintenance - \$31,000 Maintenance Contingency - \$500 Annual licensing Cityworks AMS/PLL increasing to \$59,540/yr + 7,800 Citiworks PLL centralizes the Town's spatial processes within GIS. Public Works, Parks, Forestry, Building & Planning processes are digitized and consolidated into GIS which strengthens our collective reporting, analysis and communicative capabilities.
	2020	3008172	Hardware Maintenance / Server Hosting	\$9,400/yr for server hosting at Simnet data centre plus \$2,000 contingency.
	2020	3008220	Printing	Costs of ink wells have substantially increased, typically need 1 to 2 sets per year. Full size printing for all departments requires 10 rolls of paper. New print head in 2021 will be \$650
	2020	3008260	Training & Courses	ESRI International User Conference SQL Server Training, Crystal Reports Training ESRI Training in Toronto, Cityworks
	2020	3008851	Sp Project - Air Photos	County investigating 10cm resolution air photos through Northumberland GIS Co-op for 10cm resolution photos at 50% of cost to lower tiers.

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWERS**

ACCOUNT#: **3000.10**

2019	2018	2019	2020			2020	2021	2022		
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST		
948,544	648,607	544,738	301010	Payroll Salaries & Wages - Unallocated	1,059,572	*	1,200,097	1,285,026		
63,294	28,772	14,852	301011	Payroll - Overtime	65,550	*	66,697	67,998		
46,358	43,452	44,237	301012	Payroll - Standby	44,800		45,584	46,382		
36,665	11,810	4,884	301015	Payroll Part Time Wages	21,234		21,606	21,984		
383,384	196,528	157,211	301030	Payroll Benefits	430,000	*	440,000	450,000		
6,231	1,247	429	301031	Payroll Benefits Part-time	3,716		4,213	4,726		
6,315	8,611	6,881	301050	Clothing	5,982		7,678	8,100		
3,375	3,359	3,289	301060	Footwear	3,825	*	4,050	4,275		
650	367	160	301070	Cleaning Allowance	650		650	650		
2,000	1,916	1,289	301080	Employee Meal Allowance	2,000		2,000	2,000		
1,496,816	944,669	777,970	SUB TOTAL SALARIES, WAGES & BENEFITS			1,637,329	*	0	1,792,575	1,891,141
5,000	5,236	4,973	3010150	Office Supplies	5,000		5,000	5,000		
1,200	2,742	24	3010160	Office Equipment Purchase	1,500	*	1,500	1,500		
3,000	3,445	2,932	3010170	Software - Hours of Service Tracking	3,000		3,000	3,500		
12,000	11,987	10,204	3010180	Telephone & Answering Svc	12,000		12,000	12,000		
1,700	2,319	1,103	3010190	Communication Equipment	1,700		1,700	1,700		
500	116	957	3010200	Communication Equip Rep	500		500	500		
900	1,627	945	3010250	Memberships & Subscriptn's	2,700	*	2,800	2,900		
9,000	8,482	6,607	3010260	Courses & Conferences	9,000		9,000	9,000		
7,500	7,331	9,216	3010261	Courses - Certification Training	12,500	*	7,500	10,000		
600	581	450	3010270	Car Allowance	600		600	600		
20,000	20,595	15,051	3010450	Heat / Utilities	18,000		18,000	18,000		
14,300	33,965	6,105	3010460	Utilities - 390 King St W	10,000		10,000	10,000		
20,000	30,688	29,666	3010470	Building Maintenance	20,000		20,000	20,000		
1,000	863	892	3010471	Building Maintenance - 390 King St W	1,000		1,000	1,000		
15,400	13,867	6,081	3010500	Custodial/Clean Supplies	15,800	*	16,116	16,438		
6,500	3,649	889	3010570	Property Improvements	15,000	*	1,000	1,000		
145,000	267,138	183,747	3010600	Vehicle Maint & Repair	147,000		150,000	155,000		
110,000	107,450	63,767	3010650	Gasoline	112,200	*	114,450	116,600		
3,100	3,474	458	3010670	Other Equip Purchases	3,200	*	3,300	3,400		
31,000	37,779	20,677	3010680	Other Equip Maint & Rep	31,000		31,000	31,000		
2,000	2,502	2,629	3010853	Sp Projects - Health & Safety Supplies	0		0	0		
0	2,100	0	3010856	Sp Project - AED Unit	0		0	0		
-23,000	-21,924	-2,672	87076	Recoveries	-23,500		-24,000	-24,500		
386,700	546,012	364,701	SUB TOTAL MATERIALS			398,200	*	0	384,466	394,638

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWERS**

ACCOUNT#: **3000.10**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
140,000	134,629	-296,788	3010320	Liability Insurance	145,000	*		145,000	145,000
5,000	5,000	5,000	3010750	Contracts - Environmental Monitoring	5,000			5,000	5,000
145,000	139,629	-291,788		SUB TOTAL CONTRACTED SERVICES	150,000	*	0	150,000	150,000
-125,000	-119,818	0	3010992	Recoveries - Town Equipment - Sanitary	-125,000			-125,000	-125,000
224,362	224,362	224,362	3010911	Transfer to Vehicle Reserve	224,362			224,362	224,362
99,362	104,544	224,362		SUB TOTAL CHARGES & TRANSFERS	99,362		0	99,362	99,362
2,127,878	1,734,854	1,075,245		TOTAL PUBLIC WORKS ADMINISTRATION	2,284,891	*	0	2,426,403	2,535,141

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWER**

ACCOUNT #: **3000.10**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Salaries of Public Works staff operating and maintenance cost for Public Works yard and all vehicles/equipment.	2020	301010	Payroll Salaries & Wages	Contractual obligations
	2020	301050	Clothing	14 GUW / 2 Managers x 2020 \$367/each + 1 x 100
	2020	301060	Footwear	17 x \$225
PERFORMANCE DATA:	2020	301080	Meal Allowance	Contractual obligations when overtime carried out
	2020	3010250	Memberships & Subscriptions	Northumberland Road Builders - \$580 Association of Ontario Road Supervisors - \$320 Ontario Goods Roads Association - \$1,500 OACETT - \$300
	2020	3010260	Courses & Conferences	Includes Road School and OGRA conference
	2020	3010261	Courses - Certified Training	Working at heights, confined space, chainsaw/chipper, book 7 etc. Extra in 2020 for Cityworks Storerooms Training
	2020	3010470	Building Maintenance	Increase reflects actual costs, gull control PW share \$455/month
	2020	3010500	Custodial Supplies	Cleaning service at Public Works yard, increase reflects actual costs. PW share for cleaning services \$570/month
	2020	3010570	Property Improvements	General Maintenance, 2020 additional cubical walls and furniture in office space.
	2020	3010750	Contracts - Environmental Monitoring	GRCA chargeback for environmental monitoring of creeks for salt management plan.
	2020	87076	Recoveries	Chargeback services for private works & utilities

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **BRIDGES AND CULVERTS**

ACCOUNT#: **3100.50**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	1,065	958	310510	Payroll Salaries & Wages	0	*	0	0	0
0	116	0	310515	Payroll Part-time Wages	0		0	0	0
0	262	409	310530	Payroll - Benefits	0		0	0	0
0	10	0	310531	Payroll - Benefits Part-time	0		0	0	0
0	1,453	1,367		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
400	1,374	0	3105691	Equipment Rentals	400			400	400
750	0	0	3105820	Other Operating Materials	750			750	750
		0	3105850	Special Project - Bridge Assessments	0			0	0
1,150	1,374	0		SUB TOTAL MATERIALS	1,150		0	1,150	1,150
1,150	2,827	1,367		TOTAL BRIDGES & CULVERTS	1,150		0	1,150	1,150

12-12-19

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **BRIDGES AND CULVERTS**

ACCOUNT #: **3100.50**

STATEMENT OF PURPOSE: To provide preventative maintenance for bridges and culverts.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2020	3105820	Other Operating Materials	Minor maintenance as required per inspection results.
PERFORMANCE DATA:				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADSIDE GRASS & WEEDS**

ACCOUNT#: **3100.110**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
0	8,323	11,462	311010	Payroll Salaries & Wages	0		0	0	0
0	1,623	750	311015	Payroll Part-Time	0		0	0	0
0	2,596	3,905	311030	Payroll Benefits	0		0	0	0
0	180	55	310131	Payroll Benefits Part-Time	0		0	0	0
0	12,722	16,172		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
0	12,722	16,172		TOTAL ROADSIDE GRASS & WEEDS	0		0	0	0

12-12-19

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADSIDE GRASS & WEEDS**

ACCOUNT #: **3100.110**

STATEMENT OF PURPOSE: To maintain grass at intersections to ensure adequate visibility for motorists.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA: Approximately 10 km of ditches to keep trimmed				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STORM DRAIN SYSTEM**

ACCOUNT#: **3100.130**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	59,950	50,449	311310	Payroll Salaries & Wages	0		0	0	0
0	1,526	1,359	311311	Payroll - Overtime	0		0	0	0
0	2,753	2,890	311315	Payroll Part Time Wages	0		0	0	0
0	20,751	18,865	311330	Payroll Benefits	0		0	0	0
0	296	251	311331	Payroll Part Time Benefits	0		0	0	0
0	85,276	73,814		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
10,000	8,698	11,208	3113691	Equipment Rentals	10,000			10,000	10,000
25,000	32,061	32,011	3113820	Operating Materials	25,000			25,000	25,000
-5,000	-10,207	-7,230	87077	Recoveries	-5,000			-5,000	-5,000
30,000	30,552	35,989		SUB TOTAL MATERIALS	30,000		0	30,000	30,000
30,000	50,308	17,723	3113750	Contracts	20,000			20,000	20,000
30,000	50,308	17,723		SUB TOTAL CONTRACTED SERVICES	20,000		0	20,000	20,000
60,000	166,136	127,526		TOTAL STORM DRAIN SYSTEM	50,000		0	50,000	50,000

12-12-19

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STORM DRAIN SYSTEM**

ACCOUNT #: **3100.130**

STATEMENT OF PURPOSE: To provide preventative emergency maintenance for the storm drain system.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA: Storm Drainage account now contains: - Entrance Culvert and Roadside Ditching - Roadside Catchbasins and Gutter Maintenance	2020	3113570	Contracts	Third party contracts for roadway storm sewer work such as curb installation and paving.
	2020	3113691	Equipment Rentals	Gradall rental for ditches
	2020	3113820	Materials	Storm iron works, culverts, gravel, concrete
	2020	3113991	Recoveries	Chargebacks for services performed by Public Work staff for curb cuts, flushing culverts, and catchbasin cleaning for County.

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **MTCE ROADSIDE DEBRIS &
LITTER PICKUP & SWEEPING**

ACCOUNT#: **3100.150**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
0	33,643	39,056	311510	Payroll Salaries & Wages	0		0	0	0
0	1,980	1,441	311511	Payroll - Overtime	0		0	0	0
0	1,200	946	311515	Payroll Part Time Wages	0		0	0	0
0	11,851	14,119	311530	Payroll Benefit	0		0	0	0
0	117	80	311531	Payroll Part Time Benefits	0		0	0	0
0	48,791	55,642		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
1,100	0	680	3115691	Equipment Rentals	1,100			1,100	1,100
0	7,116	0	3115850	Waterfront Festival Tipping Fees	0			0	0
1,100	7,116	680		SUB TOTAL MATERIALS	1,100		0	1,100	1,100
45,000	33,254	18,093	3115750	Contracts	35,000			35,000	35,000
-5,000	-1	-1,531	87078	Recoveries	-5,000			-5,000	-5,000
40,000	33,253	16,562		SUB TOTAL CONTRACTED SERVICES	30,000		0	30,000	30,000
41,100	89,160	72,884		TOTAL MTCE ROADSIDE DEBRIS & LITTER PICKUP	31,100		0	31,100	31,100

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **MTCE ROADSIDE DEBRIS &
LITTER PICKUP**

ACCOUNT #: **3100.150**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To collect litter/debris along the Municipal roads.	2020	3115750	Contracts	Screening street sweeping by contractor and DBIA wage subsidy for downtown sidewalk clearing (\$12,500). Extra litter collection throughout downtown area from Victoria Day to Labour Day. (contracted) on Sundays on top of regular pick up Tues / Fri.
	2020	87078	Recoveries	Street sweeping for private works.
PERFORMANCE DATA: Note: Account now contains: - Mtce Roadside Debris & Litter Pickup - Mtce Hardtop Sweeping				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **MTCE - PAVEMENT REPAIRS**

ACCOUNT#: **3100.200**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	53,853	19,906	312010	Payroll Salaries & Wages	0		0	0	0
0	438	268	312011	Payroll - Overtime	0		0	0	0
0	2,135	3,508	312015	Payroll Part Time Wages	0		0	0	0
0	18,894	6,366	312030	Payroll Benefits	0		0	0	0
0	229	304	312031	Payroll Part Time Benefits	0		0	0	0
0	75,549	30,352		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
3,000	3,062	1,924	3120680	Other Equip Maint & Rep	3,000			3,000	3,000
1,500	505	944	3120691	Equipment Rentals	1,500			1,500	1,500
36,500	26,404	10,433	3120820	Other Operating Materials	37,000			37,500	38,000
41,000	29,971	13,301		SUB TOTAL MATERIALS	41,500		0	42,000	42,500
70,000	47,393	44,209	3120750	Contracts	70,000			72,500	75,000
-18,000	-22,395	-14,378	87079	Recoveries - Hardtop Maintenance	-18,000			-18,000	-18,000
52,000	24,998	29,831		SUB TOTAL CONTRACTED SERVICES	52,000		0	54,500	57,000
93,000	130,518	73,484		TOTAL MTCE - PAVEMENT REPAIRS	93,500		0	96,500	99,500

12-12-19

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **MTCE - PAVEMENT REPAIRS**

ACCOUNT #: **3100.200**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
To provide preventive maintenance and emergency maintenance to asphalt roads using crack filling and patching.				YEAR	CODE	OBJECT	DETAILS
				2020	3120750	Contracts	Northumberland County Agreement Pavement Repairs, micro sealing
				2020	3120820	Other Operating Materials	Crack fill material, gravel, cold mix. 2019 - no time for crack filling therefore less material
PERFORMANCE DATA:				2020	87079	Recoveries - Hardtop Maintenance	Chargebacks for asphalt repairs for private works
Micro Sealing	2017 0	2018 1.15 km	2019 0.58 km				
2017 - County could not complete due to weather and commitments							
Note: Account now contains: - Mtce - Pavement Repairs - Mtce - Loosetop Gravel / Shoulders							

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **WINTER MAINTENANCE**

ACCOUNT#: **3200.100**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
0	92,170	112,507	320110	Payroll Salaries & Wages	0		0	0	0
0	25,660	21,925	320111	Payroll - Overtime	0		0	0	0
0	5,593	8,297	320115	Payroll Part Time Wages	0		0	0	0
0	35,161	37,888	320130	Payroll Benefits	0		0	0	0
0	550	749	320131	Payroll Part Time Benefits	0		0	0	0
0	159,134	181,366		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
1,500	941	1,918	3201680	Equipment Maintenance	1,500			1,500	1,500
35,000	29,393	17,246	3201750	Contracts	35,000			35,000	35,000
20,000	8,085	10,685	3201691	Equipment Rentals	2,000			2,000	2,000
140,000	130,361	231,527	3201820	De-icing Materials	140,000			145,000	150,000
-15,000	-21,387	-15,894	87081	Recoveries	-18,000			-18,000	-18,000
181,500	147,393	245,482		SUB TOTAL MATERIALS	160,500		0	165,500	170,500
				TOTAL WINTER SNOWPLOWING, SANDING & SALTING	160,500		0	165,500	170,500

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TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **WINTER - SNOWPLOWING, SANDING
& SALTING**

ACCOUNT #: **3200.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To clear snow and ice build-up on roads as per the Town's Policy 5-1-3.	2020	3201750	Contracts	Snow removal contract for cul-de-sacs & downtown
	2020	3201691	Equipment Rentals	Contracted equipment rental to supplement Town equipment.
PERFORMANCE DATA: Salt Historical (tonnes) 2010 672 to Nov 1 2011 144 to Nov 1 2012 960 to Nov 1 2013 965 to Nov 1 2014 1775 to Nov 1 2015 1560 to Nov 1 2016 1235 to Nov 1 2017 400 Nov 1 -Dec 31 - Fire could not track salt 2018 850 2019 1170 to Nov 1 259 lane kms. Plus all development lands that have not been assumed that are currently being charged back to owners.	2020	3201820	De-icing Materials	Salt & Brine Salt cost up \$10/tonne from 1 supplier and \$2/tonne from other supplier
	2020	3201991	Recoveries	Chargebacks to Developers from snow removal

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SAFETY DEVICES, INFORMATION
TRAFFIC CONTROL**

ACCOUNT#: **3100.400**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	40,031	38,196	314010	Payroll Salaries & Wages	0		0	0	0
0	3,694	5,813	314011	Payroll - Overtime	0		0	0	0
0	3,934	8,432	314015	Payroll Part Time Wages	0		0	0	0
0	13,482	13,949	314030	Payroll Benefits	0		0	0	0
0	439	806	314031	Payroll Part Time Benefits	0		0	0	0
0	61,580	67,196		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
1,250	0	1,343	3140470	Maintenance - Relamping Traffic Lights	0			0	0
12,000	4,143	2,302	3140680	Other Equip Maint & Rep	8,000			8,000	8,000
8,000	14,085	10,832	3140820	Operating Materials	12,000	*		12,000	12,000
22,000	20,276	16,967	3140840	Utilities	21,000			21,000	22,000
-600	-5,168	-450	87080	Recoveries	-600			-600	-600
0	0	0	NEW Sp Project - Signal Warrant Study - King/College		2,600	*		0	0
5,000	0	4,716	3140850	Sp Project - Flashing Light Sign King / Abbott	5,000			0	0
47,650	33,336	35,710		SUB TOTAL MATERIALS	48,000		0	40,400	41,400
38,000	42,635	48,672	3140750	Contracts	38,000			38,000	38,000
50,000	49,173	54,424	3140751	Contracts - Line Painting	50,000			50,000	50,000
88,000	91,808	103,096		SUB TOTAL CONTRACTED SERVICES	88,000		0	88,000	88,000
135,650	186,724	206,002		TOTAL SAFETY DEVICES	136,000		0	128,400	129,400

12-12-19

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SAFETY DEVICES, INFORMATION,
TRAFFIC CONTROL**

ACCOUNT #: **3100.400**

STATEMENT OF PURPOSE: Maintenance of regulatory and advisory signage, traffic signals and lane marking.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2020	3140470	Maintenance - Relamping Lights	Relamping has been completed in 2019. No further work for 2020.
	2020	3140750	Contracts	Signage, Maintenance CN & CP crossings traffic light maintenance - 50% per Railway Act
	2020	3140751	Contracts - Line Painting	Line Painting Contract
	2020	3140820	Operating Materials	General maintenance & repairs
	2020	NEW	Sp Project - Signal Warrant Study King/College	Conduct a study to confirm if mid block crossing should be signalized and what impact signals would have on traffic signals at King/Division.
	2020	3140850	Sp Project - Flashing Light Sign at King Street / Abbott Blvd	Approved in 2019 to install one sign (west bound) Second sign for east bound. Signs also have speed readout capabilities and are solar powered.
	2020	87080	Recoveries	Repairs to traffic signal posts and signs due to accidents.

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SIDEWALKS**

ACCOUNT#: **3600.10**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	42,486	67,410	360110	Payroll Salaries & Wages	0		0	0	0
0	175	1,045	360111	Payroll - Overtime	0		0	0	0
0	7,442	10,302	360115	Payroll Part Time Wages	0		0	0	0
0	16,152	22,147	360130	Payroll Benefits	0		0	0	0
0	766	1,016	360131	Payroll Part Time Benefits	0		0	0	0
0	67,021	101,920		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
1,500	936	967	3601751	Weed Control - King Street	1,500			1,500	1,500
5,000	5,627	204	3601570	Property Improvements	5,000			5,000	5,000
300	3,686	4,570	3601680	Other Equip Maint & Rep	1,000	*		1,000	1,000
500	428	2,234	3601691	Equipment Rentals	500			500	500
33,000	28,356	35,427	3601820	Other Operating Materials	30,000			30,000	30,000
50,000	0	43,523	3601850	Special Project - Downtown Paver Stone Repairs	50,000			50,000	50,000
-50,000	0	-43,523	3601913	Recoveries - Federal Gas Tax	-50,000			-50,000	-50,000
-3,500	-2,077	-22,127	87082	Recoveries	-3,500			-3,500	-3,500
36,800	36,956	21,275		SUB TOTAL MATERIALS	34,500		0	34,500	34,500
15,000	28,368	12,400	3601750	Contracts	15,000			15,000	15,000
15,000	28,368	12,400		SUB TOTAL CONTRACTED SERVICES	15,000		0	15,000	15,000
51,800	132,345	135,595		TOTAL SIDEWALKS	49,500		0	49,500	49,500

12-12-19

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SIDEWALKS**

ACCOUNT #: **3600.10**

STATEMENT OF PURPOSE: Preventative maintenance and emergency repairs and sidewalk reconstruction.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2020	3601751	Weed Control - King Street	Weed spraying in the downtown core June and August
	2020	3601570	Property Improvements	Replacement of downtown litter and recycling containers, as several containers are beyond repair. This will be approx. 5 containers per year. Matched by DBIA.
	2020	3601750	Contracts	Street furniture repair, asphalt repair to sidewalk projects, sidewalk pumping.
	2020	3601820	Other Operating Materials	Concrete, gravel, topsoil, sod, grass seed, etc.
	2020	3601850	Special Project - Downtown Paver Stones	Pavers underneath the hanging flower baskets are sinking due to water draining on them constantly. Multi-year contract to work away to completing all. 40 locations on King Street alone plus Second, Third, Division, and others.
	2020	87082	Recoveries	Chargeback for sidewalk replacement or repair for private and utilities

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **CROSSING GUARDS**

ACCOUNT#: **3900.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
67,699	65,166	60,283	390015	Payroll Part Time Wages	69,206	*		70,417	71,649
7,509	6,694	6,016	390030	Payroll Benefits	7,593			8,000	8,200
75,208	71,860	66,299		SUB TOTAL SALARIES, WAGES & BENEFITS	76,799	*	0	78,417	79,849
2,250	189	2,855	3900820	Other Operating Materials	1,200			1,200	1,200
2,250	189	2,855		SUB TOTAL MATERIALS	1,200		0	1,200	1,200
77,458	72,049	69,154		TOTAL CROSSING GUARDS	77,999		0	79,617	81,049

12-12-19

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **CROSSING GUARDS**

ACCOUNT #: **3900.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide a system to control the safe passage of students to and from elementary schools through busy and/or hazardous intersections.	2020	390015	Payroll Part Time Wages	Town has 8 guards and 1 spare for 7 crossings (2 at Elgin/D'Arcy)
	2020	390080	Clothing	High visibility safety clothing, winter jackets, and rain suits.
PERFORMANCE DATA: Crossings at: William / Burnham / Elgin Notre Dame (Burnham / Burwash) Burnham School (Burnham / Elizabeth) C.R. Gummow (James / D'Arcy) Cottesmore (in front of school) St. Joseph's (D'Arcy / Elgin) x 2 King Street @ Abbott Blvd				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STREET LIGHTING**

ACCOUNT#: **3950.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
275,000	271,029	167,868	3950840	Utilities	240,000			245,000	250,000
275,000	271,029	167,868		SUB TOTAL MATERIALS	240,000		0	245,000	250,000
0	163,380	0	3950861	Other Maintenance	0			0	
0	163,380	0		SUB TOTAL CONTRACTED SERVICES	0		0	0	0
71,730	29,160	26,730	3950950	Debenture Payment	69,300			66,870	64,440
71,730	29,160	26,730		SUB TOTAL OTHER CHARGES & TRANSFERS	69,300		0	66,870	64,440
346,730	463,569	194,598		TOTAL STREET LIGHTING	309,300		0	311,870	314,440

12-12-19

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STREET LIGHTING**

ACCOUNT #: **3950.100**

STATEMENT OF PURPOSE: To maintain and operate the Municipal Street Lighting system.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
	2020	3950861	Maintenance	New capital project to address maintenance issues.
	2020	3950950	Debenture Payment	Repayment over a 20 year period to CNI through 2029
PERFORMANCE DATA:				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT#: 3800.10

2019	2018	2019		2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
42,377	5,010	12,429	380010	Payroll Salaries & Wages	43,283	*	44,596	45,182
8,954	460	2,895	380030	Payroll Benefits	9,172	*	10,216	11,077
51,331	5,470	15,324		SUB TOTAL SALARIES, WAGES & BENEFITS	52,455	* 0	54,812	56,259
750	710	287	3800150	Office Supplies	1,000	*	1,000	1,000
14,000	6,366	11,534	3800171	Software Maintenance	15,000	*	15,000	15,000
500	470	90	3800210	Advertising & Promotions	500		500	500
1,300	1,200	535	3800220	Printing	1,200		1,200	1,200
2,600	2,199	2,323	3800250	Memberships & Subscrip'ns	2,600		2,600	2,600
1,500	0	1,163	3800260	Training & Courses	1,500		1,500	1,500
15,000	16,251	16,105	3800570	Shelter Maintenance	1,500		1,500	1,500
3,000	5,457	4,440	3800680	Other Equip Maint & Rep	4,500	*	4,500	4,500
4,000		0	3800852	Special Project - Signage / Mapping	0		0	0
0	1,883	3,953	3800854	Special Project - Events	0		0	0
0	0	0 NEW		Special Project - Transit Study	0	*	60,000	0
42,650	34,536	40,430		SUB TOTAL MATERIALS	27,800	0	87,800	27,800
15,000	15,125	-27,442	3800320	Liability Insurance	15,500	*	15,500	15,500
72,000		26,500	3800751	Contracts - Extended Accessible Transit	40,000		77,906	79,464
0	0	0 NEW		Contracts - Shelter Maintenance	13,500		13,500	13,500
797,463	820,476	698,376	3800750	Contracts	811,271		825,470	841,979
884,463	835,601	697,434		SUB TOTAL CONTRACTED SERVICES	880,271	0	932,376	950,443
140,000	115,070	140,000	3800930	Transfer to Vehicle Reserve	160,000	*	180,000	200,000
-72,000	0	-26,500	87133801	Transfer - Federal Gas Tax	-40,000		0	0
68,000	115,070	113,500		SUB TOTAL OTHER CHARGES & TRANSFERS	120,000	* 0	180,000	200,000
1,046,444	990,677	866,688		TOTAL TRANSIT	1,080,526	* 0	1,254,988	1,234,502

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT#: 3800.10

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-72,000	-63,145	-63,604	87021	Fares	-72,000			-72,000	-80,000
-43,900	-39,652	-43,798	87022	Passes	-44,500			-49,000	-53,200
-41,000	-28,400	-23,132	87042	Tickets	0			0	0
-3,000	-3,450	-2,663	87054	Bench Advertising	-6,500	*		-6,500	-6,500
-205,000	-189,000	-205,000	871143801	Provincial Subsidy	-205,000			-205,000	-205,000
-364,900	-323,647	-338,197		SUB TOTAL RECOVERIES	-328,000		0	-332,500	-344,700
681,544	667,030	528,491		NET TO TOWN	752,526	*	0	922,488	889,802

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT #: **3800.10**

STATEMENT OF PURPOSE:		HIGHLIGHTS/EXPLANATIONS:			DETAILS
		YEAR	CODE	OBJECT	
To provide Municipal Transit service.		2020	3800750	Contracts	Conventional Service Monday - Friday - 13.5 hrs x 2 x 5 days x \$69.97/hr \$9,445.95 / wk x 52 = \$491,189.40 Saturday Service - 10.5 hrs x 2 routes x \$69.97/hr \$1,469.37 x 52 wks = \$76,407.24 Sunday Service - 7 hrs x 2 routes x \$69.97/hr \$979.58 x 52 wks = \$50,938.16 Total Conventional = \$618,534.80 Wheels Service Monday - Friday - 7.5 hrs x 5 days x \$55.93/hr \$2,097.38 x 52 wks = \$109,063.50 Saturday Service - 10.5 hrs x \$69.97/hr \$734.69 x 52 wks = \$38,203.88 Sunday Service - 7 hrs x \$69.97/hr \$489.79 x 52 wks = \$25,469.08 Total Wheels + \$172,736.46 Shuttle - Port Hope Transit \$20,000 Total = \$811,271
PERFORMANCE DATA:					
Number of Riders:					
2019	81,715 as of Oct 31, 2019				
2018	109,565				
2017	113,772				
2016	112,862				
2015	111,155				
2014	109,244				
2013	112,561				
2012	107,642				
2011	101,930				
2010	95,319				
2009	77,014				
2008	72,000				
		2020	3800150	Office Supplies	Membership cards, ink for printer/pvc cards
Wheels Extended Service Ridership (after 7 pm)		2020	3800171	Software Maintenance	Annual maintenance fees for AODA requirements, automated passenger counters, hosted virtual server Routematch specialized scheduling software annual fees Simnet server hosting monthly fees.
2019	94 May - Oct 6 months				
	\$207.00 2019 Rates				
	\$396.00 2020 Rates				
		2020	3800250	Subscriptions & Memberships	CUTA (Canadian Urban Transit Association) OPTA (Ontario Public Transit Association)
		2020	3800570	Shelter Maintenance / Property Improv	Transit shelters - General Utility Workers time
		2020	3800992	Provincial Subsidy	Provincial Gas Tax monies
		2020	871143801	Transfer to Vehicle Reserve	Re-evaluation in 2019 requires \$236,000 (gradual increase)
		2020	NEW	Contract - Shelter Maintenance	Contract for cleaning and snow removal

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT #: **3800.10**

STATEMENT OF PURPOSE:		HIGHLIGHTS/EXPLANATIONS:			
To provide Municipal Transit service.		YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA: 2019 81,715 as of Oct 31, 2019 2018 109,565 2017 113,772 2016 112,862 2015 111,155 2014 109,244 2013 112,561 2012 107,642 2011 101,930 2010 95,319 2009 77,014 2008 72,000		2020	3800751	Contracts - Accessible Transit	Agreement with BTS Network until July 1, 2020 and continue on a month to month bases until Dec 31, 2020. The cost to extend transit service with the existing operator for six months will cost \$20,000 and \$3,300 per month thereafter for a total of \$40,000 for the year. Wheels members by appointment or on demand Monday to Friday - 7:45 pm to 11:00 pm Saturday - 6:45 pm to 11:00 pm Sunday - 3:45 pm to 11:00 pm
		2021	NEW	Sp Project - Transit Study	In partnership with Port Hope Transit, retain a consultant to determine the options for implementing; 1. A cost effective 24hr accessible transit service 2. Expansion of transit service to surrounding rural areas.
		2020	3800913	Transfer Federal Gas Tax	Transfer Federal Gas Tax to the additional hours of service for Accessible Transit.
		2020		Revenues	Based on Council approving a rate increase for fares
Wheels Extended Service Ridership (after 7 pm) 2019 94 May - Oct 6 months \$207.00 2019 Rates \$396.00 2020 Rates					

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING ON LOTS**

ACCOUNT#: **3700.2**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
3,170	5,290	3,924	370210	Payroll Salaries & Wages	3,225			3,292	3,358
0	397	0	370215	Payroll -Part-time Salaries	0			0	0
0	2,210	1,029	370230	Payroll Benefits	0			0	0
0	42	0	370231	Payroll Part-time Benefits	0			0	0
3,170	7,939	4,953		SUB TOTAL SALARIES, WAGES & BENEFITS	3,225		0	3,292	3,358
7,100	4,885	4,039	3702680	Other Equipment Repair	7,100			7,100	7,100
3,400	1,587	1,151	3702840	Utilities	3,450			3,500	3,550
10,500	6,472	5,190		SUB TOTAL MATERIALS	10,550		0	10,600	10,650
65,000	69,525	55,963	3702750	Contracts	67,500	*		70,000	70,000
65,000	69,525	55,963		SUB TOTAL CONTRACTED SERVICES	67,500	*	0	70,000	70,000
56,000	55,606	53,243	3702540	Rents	56,000			56,000	56,000
56,000	55,606	53,243		SUB TOTAL FINANCIAL	56,000		0	56,000	56,000
134,670	139,542	119,349		TOTAL PARKING ON LOTS	137,275	*	0	139,892	140,008

12-12-19

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING ON LOTS**

ACCOUNT #: **3700.2**

STATEMENT OF PURPOSE: Maintenance of off street parking lots.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:	2020	3702540	Rents	Old Quigley lot - month to month rental increased in in November 2015 Parking lot, east side of outdoor skating rink, 5 year lease. Taxes 185 First Street paid by Town
	2020	3702750	Contracts	More equipment and bylaw hours. Parking lot gardens and on-street garden maintenance (i.e. D'Arcy, Ontario/William, Burnham / Riddell) Snow removal - all municipal parking lots (previously 6 months x \$4,914.00/month (May 1 - Oct 1) = 29,484

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING ADMIN AND ENFORCEMENT**

ACCOUNT#: **3700.3**

2019	2018	2019		2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
51,500	43,920	53,062	370310	Payroll Salaries & Wages	51,500		52,530	53,581
55,000	37,084	47,477	370320	Other Salaries & Wages	55,000		57,000	59,000
0	1,206	617	370330	Payroll Benefits	0	*	0	0
100	0	0	370370	Cleaning Allowance	100		100	100
106,600	82,210	101,156		SUB TOTAL SALARIES, WAGES & BENEFITS	106,600	0	109,630	112,681
1,800	630	0	3703150	Office Supplies	1,800		1,800	1,800
22,500	13,633	22,619	3703171	Software Maintenance	22,750		23,205	23,669
2,500	2,086	1,546	3703180	Cell Phone - Handheld Devices	2,500		2,500	2,500
5,000	4,705	3,513	3703220	Printing	5,000		5,000	5,000
700	366	376	3703250	Membership & Subscrip'ns	700		700	700
1,000	0	0	3703260	Training & Courses	1,000		1,000	1,000
7,000	5,683	6,075	3703680	Other Equip Maint & Rep	8,000	*	8,000	8,000
2,000	1,637	951	3703681	Pay & Display	2,500	*	2,550	2,601
6,500	0	0	3703850	Special Project - Meter Covers for Sp Events	0		0	0
209,300	158,057	0	3703913	Transfer to Parks/Marina	219,300	*	219,300	219,300
5,400	6,988	9,075	3703919	Bank Service Charges	10,000	*	10,000	10,000
263,700	193,785	44,155		SUB TOTAL MATERIALS	273,550	* 0	274,055	274,570
98,530	82,058	-4,039	3703912	Transfer to/from Reserve	157,575	*	173,923	238,241
98,530	82,058	-4,039		SUB TOTAL OTHER CHARGES & TRANSFERS	157,575	* 0	173,923	238,241
11,500	3,082	0	3703550	Payment-in-Lieu of Taxes	12,500	*	13,000	13,500
11,500	3,082	0		SUB TOTAL FINANCIAL	12,500	0	13,000	13,500
480,330	361,135	141,272		TOTAL PARKING ADMIN & ENFORCEMENT	550,225	* 0	570,608	638,992
-70,000	-35,313	-44,619	87026	Parking Lot Revenue - Parking Passes	-70,000		-83,000	-100,000
-100,000	-96,114	-100,606	87027	Parking Fines - Parking Tickets	-100,000		-110,000	-115,000
-260,000	-220,184	-196,815	87053	Revenue - Victoria Park	-330,000	*	-330,000	-330,000
-185,000	-149,066	-145,128	87069	Parking Revenue - Downtown	-187,500		-187,500	-234,000
-615,000	-500,677	-487,168		TOTAL REVENUE	-687,500	* 0	-710,500	-779,000

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING ADMIN & ENFORCEMENT**

ACCOUNT #: **3700.3**

STATEMENT OF PURPOSE: To enforce Parking Bylaws.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:	2020	3703171	Software Maintenance	Annual software maintenance fee for new parking management software including new capital item: - AIMS - web support & maintenance
	2020	3703180	Cell Phone - Handheld Devices	Handheld devices for new parking software Increased to reflect actual costs.
	2020	3703220	Printing	Hand tag parking permits - \$1,700. Ticket stock \$2,170 possible parking ticket books in 2020.
	2020	3703250	Memberships & Subscriptions	Ontario Traffic Council - \$350
	2020	3703680	Other Equip Maint & Rep	Parts / service / travel to repair pay & display machines
	2020	3703913	Transfer to Parks	Beach Washrooms - 2020- \$69,300 Parks Revenue - 2020 - \$100,000 Marina - 2020 - \$40,000 Harbour - 2020 - \$10,000
	2020	3703919	Bank Service Charges	AIMS Web - parking payments / permit sales will increase payments / parking tickets / paid parking. ***** Parking lot revenues are based on proposed rate increases

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

PERFORMANCE SUMMARY PARKING ENFORCEMENT

CATEGORY	2019 Actual	2020 ESTIMATE	2021 ESTIMATE	2022 ESTIMATE
PARKING SPACES PATROLLED				
ON STREET	238	238	238	238
PARKING LOTS	527	527	527	527
TOTAL SPACES	765	765	765	765
NUMBER OF OFFICERS	2/4	2/4	2/4	2/4
ENFORCEMENT STATS				
POLICE DEPARTMENT	100	100	100	100
FIRE	20	200	200	200
BY-LAW UNIT	7,200	7,200	7,200	7,200
TOTAL	7,320	7,500	7,500	7,500
REVENUES				
TICKET REVENUE	100,606	100,000	110,000	115,000
PARKING PERMITS	44,619	70,000	83,000	100,000
PARKING PERMITS - VICTORIA PARK				
DOWNTOWN COIN REVENUE	145,128	187,500	187,500	234,000
REVENUE - VICTORIA PARK	196,815	330,000	330,000	330,000
DBIA	0	0	0	0
TOTAL REVENUE	487,168	687,500	710,500	779,000

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

ENVIRONMENTAL SUMMARY

FUNCTION	2019 BUDGET	2019 YTD	2020 DEPT REQUEST	%	2020 FINAL APPROVED	%	2021 FORECAST	2022 FORECAST
STORM PUMP STATIONS	30,325	16,415	28,925	(4.6)	0	(100.0)	29,525	29,650
GARBAGE COLLECTION	7,100	4,067	6,000	(15.5)	0	(100.0)	6,000	6,000
TOTAL EXPENDITURES	37,425	20,482	34,925	(6.7)	0	(100.0)	35,525	35,650
 LONG TERM DEBT CHARGES	 118,500	 108,081	 89,000	 (24.9)	 0	 -	 0	 0
** Detail in Long Term Debt Charges Section								

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **STORM PUMP STATIONS**

ACCOUNT#: **4200.10**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,500	371	1,501	4200185	Alarm Line Charges	1,500			1,500	1,500
2,500	0	178	4200470	Building Maintenance - Exterior	2,500			2,500	2,500
2,500	679	749	4200681	144 Division Storm Maint	2,500			2,500	2,500
3,500	2,104	3,268	4200682	519 Division Storm Maint	3,500			3,500	3,500
3,500	1,356	2,048	4200683	505 William Storm Maint	3,500			3,500	3,500
13,000	10,831	8,671	4200840	Utilities	11,500			12,000	12,000
26,500	15,341	16,415		SUB TOTAL MATERIALS	25,000		0	25,500	25,500
3,825	3,651	0	4200541	Payment-in-Lieu Taxes	3,925	*		4,025	4,150
3,825	3,651	0		SUB TOTAL FINANCIAL	3,925	*	0	4,025	4,150
30,325	18,992	16,415		TOTAL STORM PUMP STATIONS	28,925		0	29,525	29,650

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **STORM PUMP STATIONS**

STATEMENT OF PURPOSE: To provide preventive and emergency maintenance of the Storm Sewage Pumphouses.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA: 3 pumping stations/6 pumps. Stations beginning to show their age. Extra funds budgeted for repairs.	2020	4200185	Alarm Line Charges	Annual monitoring and reporting fee for alarms at Storm Pump Stations.
	2020	4200470	Building Maintenance - Exterior	Repairs to pump station structure
	2020	4200681	144 Division St - Division South PS	General repair and upkeep of pump station
	2020	4200682	519 Division St - Division North PS	General repair and upkeep of pump station
	2020	4200683	505 William St Pump Station	General repair and upkeep of pump station
	2020	4200840	Utilities	Cost of heat and hydro at pump stations

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **GARBAGE COLLECTION**

ACCOUNT#: **4300.10**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	55	1,293	431010	Payroll Salaries & Wages	0		0	0	0
0	14	222	431030	Payroll Benefits	0		0	0	0
0	69	1,515		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
2,100	29	344	4310680	Other Equipment Maintenance & Repair	1,000			1,000	1,000
2,100	29	344		SUB TOTAL MATERIALS	1,000		0	1,000	1,000
5,000	3,360	2,208	4310480	Garbage Removal	5,000			5,000	5,000
5,000	3,360	2,208		SUB TOTAL CONTRACTED SERVICES	5,000		0	5,000	5,000
7,100	3,458	4,067		TOTAL GARBAGE COLLECTION	6,000		0	6,000	6,000

12-12-19

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **GARBAGE COLLECTION**

STATEMENT OF PURPOSE: Municipal curbside collection program and operation of Municipal Transfer Station.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
	2020	4310650	Other Equipment Maintenance & Repairs	Ongoing maintenance and repairs needed on litter and recycling containers throughout the downtown area. Including insert repairs, lock repairs, lid repairs, etc.
PERFORMANCE DATA:	2020	4310480	Garbage Removal	Public Works bin

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

SOCIAL AND FAMILY SERVICES SUMMARY

FUNCTION	2019 BUDGET	2019 YTD	2020 DEPT REQUEST	%	2020 FINAL APPROVED	%	2021 FORECAST	2022 FORECAST
GRANTS & TRANSFERS	21,500	22,412		0 (100.0)		0 (100.0)	0	0
PHYSICIAN RECRUITMENT	0	17,100		0 -		0 -	0	0
HOSPICE	0	0		0 -		0 -	0	0
AFFORDABLE HOUSING ASSISTANCE	175,000	1,043	25,000		0		125,000	125,000
TOTAL GRANTS & TRANSFERS	196,500	40,555	25,000	(87.3)	0 (100.0)		125,000	125,000

* Refer to pages 154 - 161 for details of expenditures and funding

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **GRANTS & TRANSFERS**

ACCOUNT#: **6100.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
21,500	21,454	22,412	6100940	Grants & Transfers - St Peters Court Apartments	0		0	0	0
21,500	21,454	22,412		SUB TOTAL OTHER CHARGES & TRANSFERS	0		0	0	0
21,500	21,454	22,412		TOTAL ST. PETER'S COURT APARTMENTS	0		0	0	0

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **GRANTS & TRANSFERS**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>To fund realty taxes for St. Peter's Court. They pay the first \$1,600 of annual tax bill based on agreements which expire in 2017 and 2019. The Town of Cobourg pay the balance of the realty taxes.</p>	2020	6100940	Grants & Transfers - St Peters Court Apartments	<p>The original agreement for Phase 1 was signed in May 1966 and construction took place during 1967 and the first tax bills were issued in 1968.</p> <p>Phase 2 was completed 2 years later.</p> <p>Therefore, 2019 was the final year of tax relief on Phase 1 and 2019 will be the final year of tax relief on Phase 2.</p> <p>This will complete the obligation of the Municipality for this project and the property will then be subject to full taxation starting with the 2020 taxation year.</p>
PERFORMANCE DATA:				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **PHYSICIAN RECRUITMENT**

ACCOUNT#: **6200.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
17,100	17,100	17,100	6200940	Physician Recruitment	17,100			17,100	17,100
-17,100	-17,100		6200913	Recoveries	-17,100			-17,100	-17,100
0	0	17,100		SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0	0
0	0	17,100		TOTAL PHYSICIAN RECRUITMENT	0	*	0	0	0

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **PHYSICIAN RECRUITMENT**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide the physician recruitment organization with funding to support a professional recruitment program.	2020 / 20 / 22	6200991	Recoveries	Funding provided from Northam Industrial Park transfer.
PERFORMANCE DATA:				
Net Joint Board formed in 2019 to carry on with Physician Recruitment and Retention.				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **HOSPICE**

ACCOUNT#: **6300.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
60,000	0	60,000	6300940	Hospice Care Centre	60,000			60,000	60,000
-60,000	0	-60,000	6300913	Recoveries - Northam	-60,000			-60,000	-60,000
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0	0
0	0	0		TOTAL HOSPICE	0	*	0	0	0

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **HOSPICE**

STATEMENT OF PURPOSE: To provide capital contribution to the new hospice.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2020	6300940	Hospice Care Centre	Town Capital contribution to new hospice. \$60,000 a year for 4 years
	2020	6300913	Recoveries - Northam	Funded from Northam reserve
PERFORMANCE DATA:				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **AFFORDABLE HOUSING ASSISTANCE**

ACCOUNT#: 6400

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
250,000	0	1,043	6400940	Affordable Housing Assistance	125,000			250,000	250,000
-75,000	0	0	6400913	Recoveries - Holdco	-100,000			-125,000	-125,000
175,000	0	1,043		SUB TOTAL OTHER CHARGES & TRANSFERS	25,000		0	125,000	125,000
175,000	0	1,043		TOTAL AFFORDABLE HOUSING ASSISTANCE	25,000		0	125,000	125,000

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **AFFORDABLE HOUSING ASSISTANCE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To fund incentives for the creation of new affordable rental housing.	2020	6400940	Affordable & Rental Housing CIP	Funding for projects under the Affordable & Rental CIP (includes \$37,000/yr for 3 years to accommodate the 2019 Affordable Financial Support - Trinity Housing Financial Support - Trinity Housing plus \$21,555 Habitat) per Council Strategic Plan Action #1 (PEOPLE)
PERFORMANCE DATA:				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

PARKS AND RECREATIONAL FACILITIES SUMMARY

FUNCTION	2019 BUDGET	2019 YTD	2020 DEPT REQUEST	%	2020 FINAL APPROVED	%	2021 FORECAST	2022 FORECAST
PARKS								
ADMINISTRATION	1,590,579	826,659	1,630,655	2.5	0	(100.0)	1,715,837	1,811,694
OPERATING	557,458	1,077,990	602,029	8.0	0	(100.0)	657,573	688,406
SUBTOTAL PARKS EXP.	2,148,037	1,904,649	2,232,684	3.9	0	(100.0)	2,373,410	2,500,100
PARKS REVENUE	-141,000	-67,152	-156,000	10.6	0	(100.0)	-157,000	-157,800
NET PARKS	2,007,037	1,837,497	2,076,684	3.5	0	(100.0)	2,216,410	2,342,300
AQUATICS LIFEGUARDS	224,300	223,264	204,805	(8.7)	0	(100.0)	210,000	225,000
OUTDOOR RINK	28,500	29,799	33,300	16.8	0	(100.0)	44,400	36,500
LEGION FIELDS								
LEGION FIELDS EXP.	49,900	50,312	39,800	(20.2)	0	(100.0)	41,400	42,650
LEGION FIELDS REVENUE	-42,000	-30,308	-37,000	(11.9)	0	(100.0)	-39,000	-39,250
NET LEGION FIELDS	7,900	20,004	2,800	(135.4)	0	(100.0)	2,400	3,400
MARINA								
MARINA EXPENDITURES	760,140	509,873	707,540	(6.9)	0	(100.0)	783,440	783,440
MARINA REVENUE	-760,140	-642,784	-707,540	(6.9)	0	(100.0)	-783,440	-783,440
NET MARINA	0	-132,911	0	0.0	0	0.0	0	0
DREDGE								
DREDGE EXPENDITURES	147,000	93,320	148,055	0.7	0	(100.0)	158,232	181,019
DREDGE REVENUE	-147,000	-81,000	-105,000	(28.6)	0	(100.0)	-50,000	-50,000
NET MARINA	0	12,320	43,055	0.0	0	0.0	108,232	131,019
CAMPGROUND								
CAMPGROUND EXP.	164,905	126,366	184,413	11.8	0	(100.0)	244,062	248,158
CAMPGROUND REVENUES	-310,700	-327,330	-313,000	0.7	0	(100.0)	-316,000	-316,000
NET CAMPGROUND	-145,795	-200,964	-128,587	(11.8)	0	(100.0)	-71,938	-67,842
BEACH WASHROOMS	0	48,118	700	-	0	-	4,950	6,450

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

PARKS AND RECREATIONAL FACILITIES SUMMARY

FUNCTION	2019 BUDGET	2019 YTD	2020 DEPT REQUEST	%	2020 FINAL APPROVED	%	2021 FORECAST	2022 FORECAST
HARBOUR	156,692	112,529	172,340	10.0	0	(100.0)	195,434	201,297
ARENA								
ARENA EXPENDITURES	332,899	105,997	127,250	(61.8)	0	(100.0)	152,750	152,750
ARENA REVENUE	-146,900	-113,776	-26,200	(82.2)	0	(100.0)	-26,200	-26,200
NET ARENA	185,999	-7,779	101,050	(45.7)	0	(100.0)	126,550	126,550
COMMUNITY CENTRE								
COMMUNITY CENTRE EXP	2,330,911	1,981,360	2,635,777	13.1	0	(100.0)	2,711,654	2,762,153
COMMUNITY CENTRE REV	-1,345,699	-1,158,029	-1,400,570	4.1	0	(100.0)	-1,401,070	-1,401,070
NET COMMUNITY CENTRE	985,212	823,331	1,235,207	25.4	0	(100.0)	1,310,584	1,361,083
SENIORS ACTIVITY CENTRE								
SENIORS ACTIVITY CENTRE EXP	199,280	147,272	233,372	17.1	0	(100.0)	241,143	245,971
SENIORS ACTIVITY CENTRE REV	-89,210	-95,468	-102,730	15.2	0	(100.0)	-104,730	-106,730
NET SENIORS ACTIVITY CENTRE	110,070	51,804	130,642	18.7	0	(100.0)	136,413	139,241
TOTAL PARKS & RECREATION								
TOTAL PARKS & REC EXP	6,542,564	5,332,859	6,720,036	2.7	0	(100.0)	7,160,875	7,385,488
TOTAL PARKS & REC REVENUE	-2,982,649	-2,515,847	-2,848,040	(4.5)	0	(100.0)	-2,877,440	-2,880,490
NET PARKS & RECREATION	3,559,915	2,817,012	3,871,996	8.8	0	(100.0)	4,283,435	4,504,998
LONG TERM DEBT CHARGES	263,200	608,077	89,000	(66.2)	0	(100.0)	64,000	64,000
** Detail in Long Term Debt Charges Section								

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS - REVENUE**

ACCOUNT#: **880**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-22,000	-22,124	-20,000	8802	Victoria Park Canteen	-20,000			-20,000	-20,000
-100,000	-76,440	0	8804	Parking Revenue	-100,000			-100,000	-100,000
-12,000	-11,357	-12,695	8806	User Fees	-12,000			-12,500	-13,000
-5,000	-5,000	0	8809	Donation From DBIA - For Baskets	-5,000			-5,000	-5,000
-2,000	-2,493	-1,614	88011	Beach Rentals	-2,000			-2,500	-2,800
0	-12,000	-21,083	88011	Donations	-6,000			-6,000	-6,000
0	-10,080	-11,760	871137210	Federal Grants Student Wages	-11,000			-11,000	-11,000
-141,000	-139,494	-67,152		TOTAL PARKS RECEIPTS	-156,000		0	-157,000	-157,800
2,148,037	2,248,125	1,904,649		TOTAL PARKS EXPENDITURES	2,232,684	*	0	2,373,410	2,500,100
2,007,037	2,108,631	1,837,497		COST TO TOWN	2,076,684	*	0	2,216,410	2,342,300

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS REVENUE**

ACCOUNT #: 880

STATEMENT OF PURPOSE: Various park facilities generate revenue to offset some of the operating costs of the parks department.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:	2020	8804	Parking Revenue	A portion of funds collected through parking meters and fines in Victoria Park area are returned to the Parks budget to assist with maintenance costs.
	2020	8806	User Fees	Rentals for Pavilion in Victoria Park
	2020	8809	Donation from DBIA	To assist with downtown beautification flower baskets
	2020	88011	User Fees	Beach Rentals
	2020	88012	Parks Donations	Public donations for memorial benches, etc.

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ADMINISTRATION**

ACCOUNT#: **7200.20**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
789,319	744,585	441,061	721010	Payroll Salaries & Wages	785,541			803,292	817,949
26,013	70,217	28,475	721011	Payroll - Overtime	44,686	*		45,468	46,264
0	8,329	0	721012	Payroll - Standby	0			0	0
184,583	81,402	35,609	721015	Payroll - Part-time	192,173	*		195,536	198,958
266,235	218,468	120,881	721030	Payroll Benefits	266,825			289,611	312,147
31,379	9,432	3,962	721031	Payroll Benefits - Part-time	33,630	*		38,130	42,776
4,000	8,256	5,835	721050	Clothing	5,500	*		5,500	5,500
4,000	0	4,008	721051	Personal Protective Equipment	4,500	*		4,700	5,000
2,500	1,621	1,621	721060	Footwear	2,500			2,500	2,500
2,000	1,893	2,167	721080	Meal Allowance	2,000			2,000	2,000
1,310,029	1,144,203	643,619		SUB TOTAL SALARIES, WAGES & BENEFITS	1,337,355	*	0	1,386,737	1,433,094
5,000	6,011	2,607	7210150	Office Supplies	5,000			5,000	6,000
4,800	5,652	5,419	7210180	Telephone & Answering Svc	4,800			4,800	5,000
1,000	0	0	7210190	Communication License	1,000			1,000	1,000
400	0	0	7210210	Advertising & Promotion	400			400	400
700	2,696	0	7210250	Memberships & Subscrip'ns	700			700	700
10,000	5,030	7,141	7210260	Training & Courses	10,000			10,000	12,000
12,750	16,457	6,199	7210450	Heat	13,000	*		13,500	14,000
14,300	19,089	15,591	7210460	Utilities	14,600	*		14,900	15,200
14,000	24,327	24,210	7210470	Building Maintenance	20,000	*		20,000	20,000
15,400	15,358	7,544	7210500	Custodial / Cleaning Supplies	15,400			15,400	15,400
50,000	64,825	59,384	7210600	Vehicle Maintenance	55,000	*		60,000	65,000
40,000	54,628	47,208	7210650	Gasoline	40,000			40,000	42,000
6,000	3,169	3,917	7210670	Small Equipment Purchases	6,000			6,000	6,500
3,000	6,063	3,821	7210850	Special Project - Blue Flag	3,000			3,000	3,000
0	0	0	7210851	Special Project - YMCA PCC - Feasibility Study	0			0	0
0	0	0	7210912	Recoveries - Holdco	0			0	0
177,350	223,305	183,041		SUB TOTAL MATERIALS	188,900	*	0	194,700	206,200
33,200	31,962	-70,469	7210320	Liability Insurance	34,400	*		34,400	34,400
0	0	468	7210360	Consultant Fee - Waterfront Master Plan	0			0	0
33,200	31,962	-70,001		SUB TOTAL CONTRACTED SERVICES	34,400	*	0	34,400	34,400
70,000	70,000	70,000	7210930	Transfer to Vehicle Reserve	70,000			100,000	138,000
70,000	70,000	70,000		SUB TOTAL OTHER CHARGES & TRANSFERS	70,000		0	100,000	138,000
1,590,579	1,469,470	826,659		TOTAL PARKS ADMINISTRATION	1,630,655	*	0	1,715,837	1,811,694

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ADMINISTRATION**

ACCOUNT #: **7200.20**

STATEMENT OF PURPOSE: To manage and maintain the Parks System for the Corporation.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA: Responsible for all park facilities and employees.	2020	721015	Salaries & Wages Part Time	Cityworks Student to assist with work orders Recovery from Special Events for staff time during events.
	2020	721051	Personal Protective Equipment	Sharps containers, gloves, hard hats
	2020	7210250	Memberships & Subscriptions	Ontario Parks Association - \$691
	2020	7210260	Training & Courses	Professional development and mandatory training for certifications, health & safety, etc.
	2020	7210470	Building Maintenance	Costs of Building 7 shared evenly with Public Works
	2020	7210600	Vehicle Maintenance	Increase to reflect actual maintenance requirements (including \$3,000 for mandatory maintenance program)
	2020	7210850	Special Project - Blue Flag	Cost associated with annual certification by the Federation for Environmental Education that a beach marina or sustainable boating tourism operator meets its stringent standards. Regular testing for E. coli & setup.
	2020	7210930	Transfer to Vehicle Reserve	Re-evaluation in 2020 requires \$138,000 (gradual increase)

TOWN OF COBOURG

2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS MAINTENANCE**

ACCOUNT#: **7200.30**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	64,086	193,954	723010	Payroll Salaries & Wages	0		0	0	0
0	11,508	26,362	723011	Payroll - Overtime	0		0	0	0
0	62,668	97,423	723015	Payroll Part Time Wages	0		0	0	0
0	26,110	69,801	723030	Payroll Benefits	0		0	0	0
0	7,203	13,359	723031	Payroll Part Time Benefit	0		0	0	0
0	171,575	400,899		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
70,000	73,608	61,028	7230460	Utilities	72,000	*		72,500	73,000
15,000	12,135	17,808	7230470	Building Maintenance	15,000			15,000	17,000
3,000	4,998	2,238	7230475	Signs	3,000			3,200	3,500
10,000	7,336	6,671	7230500	Cleaning Maintenance	10,000			10,000	10,000
7,500	5,153	7,522	7230510	Electrical Repairs	7,500			7,500	7,500
5,000	5,546	4,869	7230520	Plumbing Repairs	5,000			5,000	5,000
15,000	22,303	21,628	7230570	Property Improvements	20,000	*		21,000	22,000
10,000	5,796	2,940	7230691	Equipment Rental	8,000			8,000	8,500
135,500	136,875	124,704		SUB TOTAL MATERIALS	140,500	*	0	142,200	146,500
25,000	30,198	24,278	7230480	Garbage Removal	25,000			25,000	25,000
10,000	0	18,396	7230751	Parks Maintenance Contracts	20,000	*		21,000	22,000
0	0	0 NEW		Port-A-Potties	0	*		33,000	35,000
30,000	24,585	0	7230750	Bylaw Enforcement	32,000	*		34,000	36,000
10,000	0	7,927	7230850	Special Project - Victoria Park Bandshell	0			0	0
6,000	0	4,622	7230851	Special Project - Splashpad Repairs	0			0	0
81,000	54,783	55,223		SUB TOTAL CONTRACTED SERVICES	77,000		0	113,000	118,000
18,400	19,537	18,837	7230540	Rent - Dog Park	18,400			18,400	20,400
18,400	19,537	18,837		SUB TOTAL FIINANCIAL	18,400		0	18,400	20,400
234,900	382,770	599,663		TOTAL PARKS MAINTENANCE	235,900		0	273,600	284,900

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS MAINTENANCE**

ACCOUNT #: **7200.30**

STATEMENT OF PURPOSE: To manage and maintain all large and small parks and all buildings and facilities located therein including the operations building.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA: Beach Groomings (20 Small Parks) Canteens Buildings Playgrounds Centennial Swimming Pool - Start/Close Garbage Pick Up Special Events Spray Pad	2020	7230540	Rent - Dog Park	Rental of Dog Park - \$1,526.40 / month
	2020	7230570	Property Improvements	To maintain stock of tables and benches, repair garbage containers, install parking barriers and paint buildings.
	2020	7230691	Equipment Rentals	Increased costs of equipment rentals for maintenance.
	2020	7230751	Parks Maintenance Contractor	Annual additional support to maintain park flower beds, shrubs, etc.
	2021/2022	NEW	Port-A-Potties	New for Victoria Park (summer) to meet demand

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HORTICULTURE**

ACCOUNT#: **7200.20**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	15,806	70,802	722010	Payroll Salaries & Wages	0		0	0	0
0	624	9,058	722011	Payroll - Overtime	0		0	0	0
0	40,243	45,248	722015	Payroll Part Time Wages	0		0	0	0
0	5,446	23,214	722030	Payroll Benefits	0		0	0	0
0	4,796	5,356	722031	Payroll Students Benefits	0		0	0	0
0	66,915	153,678		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
16,700	15,972	10,436	7220450	Heat	16,800			16,900	17,000
5,300	4,903	5,477	7220460	Utilities	5,400			5,800	6,000
6,000	3,835	4,555	7220470	Building Maintenance	6,000			6,500	7,000
0	66	0	7220475	Ecology Garden Maintenance	0			0	0
27,000	25,382	25,274	7220505	Horticulture Supplies	27,000			28,000	30,000
15,000	21,602	15,276	7220550	Horticulture - Downtown Beautification	15,000			15,000	16,000
0	947	0	7220850	Special Project - Communities in Bloom	0			0	0
70,000	72,707	61,018		SUB TOTAL MATERIALS	70,200		0	72,200	76,000
70,000	139,622	214,696		TOTAL HORTICULTURE	70,200		0	72,200	76,000

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HORTICULTURE**

ACCOUNT #: **7200.20**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Municipal beautification.	2020	7220505	Horticultural Supplies	This line item includes: Seed Cuttings Fertilizer Plant Medium Containers Biological Control Seniors Program Plants, bulbs, shrubs and trees
PERFORMANCE DATA: 3 season planting Downtown beautification Greenhouse complex Sensory Garden	2020	7220550	Property Improvements - Annual Beautification	Downtown baskets Replace old shrubs / beds

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FORESTRY SERVICES**

ACCOUNT#: **3100.110**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
63,396	78,805	70,905	311110	Payroll Salaries & Wages	64,639	*		65,770	66,921
2,500	4,250	7,289	311111	Payroll - Overtime	6,500	*		6,614	6,729
9,380	4,412	11,563	311115	Payroll Part Time Wages	9,544			9,711	9,881
21,087	25,816	23,752	311130	Payroll Benefits	22,476	*		25,334	27,251
1,595	447	1,345	311131	Payroll Part Time Benefits	1,670	*		1,894	2,124
200	203	203	311160	Footwear	200			200	200
98,158	113,933	115,057		SUB TOTAL SALARIES, WAGES & BENEFITS	105,029	*	0	109,523	113,106
250	350	32	3111150	Office Supplies	250			250	300
650	545	697	3111250	Memberships & Subscriptions	650			750	800
1,500	868	1,581	3111260	Training & Courses	1,500			2,000	2,500
2,500	146	371	3111650	Gasoline	2,500			2,500	2,800
2,500	2,094	1,985	3111680	Other Equip Maint & Repairs	2,500			2,500	2,500
20,000	20,257	20,720	3111853	Special Project - Emerald Ash	40,000	*		45,000	50,000
5,000	3,911	2,424	3111854	Special Project - Open Space Maintenance	5,000			5,000	5,000
4,000	4,364	453	3111855	Special Project - Forest Inventory Program	4,000			4,250	4,500
0	3,049	0	3111856	Special Project - Neighbor Wood Program	0			0	0
36,400	35,584	28,263		SUB TOTAL MATERIALS	56,400	*	0	62,250	68,400
50,000	42,945	8,235	3111750	Contracts - Tree Planting	50,000			50,000	50,000
12,000	5,910	3,480	3111751	Contracts - Emergency Removals Hazards	12,000			12,000	13,000
30,000	30,015	12,075	3111753	Contracts - Tree Maintenance	30,000			30,000	31,000
92,000	78,870	23,790		SUB TOTAL CONTRACTED SERVICES	92,000		0	92,000	94,000
-25,000	-25,000	0	871153111	Transfer - Tree Levy Reserve	-25,000			-25,000	-25,000
-25,000	-25,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-25,000		0	-25,000	-25,000
201,558	203,387	167,110		TOTAL ROADSIDE TREE TRIMMING	228,429	*	0	238,773	250,506

12-12-19

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FORESTRY SERVICES**

ACCOUNT #: **3100.110**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
To ensure no trees are a potential risk/liability. To replace/plant new trees in areas where trees have been removed/not provided.				YEAR	CODE	OBJECT	DETAILS
				2020	3111250	Memberships & Subscriptions	ISA Dues - \$400 ISAO - \$250
PERFORMANCE DATA:				2020	3111260	Training & Courses	Industry standards - specific training for new bug species.
Trees	2017	2018	2019	2020	3111853	Special Project - Emerald Ash	Additional Ash tree removal due to EAB - increase to 2015 level - replacement included in Tree Planting budget.
Removed	80	81	164				
Planted	151	208	150	2020	3111854	Special Project - Open Space Maintenance	Tree trimming, etc.
Feed/Preserve	382	697	350				
Prune	692	596	416	2020	3111855	Special Project - Forest Inventory Program	GIS inventory for maintenance of public trees.
Mulch	625	605	500				
Service Requests	395	290	285	2020	3111855	Special Project - Forest Inventory Program	GIS inventory for maintenance of public trees.
Inspections	721	756	935				
Mulch - Right of Way and Parks trees							

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ATHLETIC FACILITIES**

ACCOUNT#: **7200.40**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	0	5,005	724010	Payroll Salaries & Wages	0		0	0	0
0	0	0	724011	Payroll - Overtime	0		0	0	0
0	0	180	724015	Payroll Part Time Wages	0		0	0	0
0	0	1,917	724030	Payroll Benefits	0		0	0	0
0	0	20	724031	Payroll Part Time Benefit	0		0	0	0
0	0	7,122		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
16,500	12,961	19,230	7240475	Athletics Field Mtce	18,500	*		19,000	20,000
2,500	3,365	6,082	7240570	Property Improvements	5,000	*		5,500	6,000
19,000	16,326	25,312		SUB TOTAL MATERIALS	23,500	*	0	24,500	26,000
7,500	7,327	1,420	7240551	Port-A-Potties	8,000	*		8,500	9,000
7,500	7,327	1,420		SUB TOTAL CONTRACTED SERVICES	8,000	*	0	8,500	9,000
26,500	23,653	33,854		TOTAL PARKS ATHLETIC FACILITIES	31,500	*	0	33,000	35,000

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **ATHLETIC FACILITIES**

ACCOUNT #: **7200.40**

STATEMENT OF PURPOSE: To manage and maintain all ball diamonds located within our Parks System.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA: 15 Ball Diamonds (2 with lights) 10 Soccer Fields (1 with lights) 6 Tennis Courts (lights) 1 Basketball Court at Fitzhugh 13 Playgrounds maintained and inspected to CAW / CSA Z614-98 Beach Volleyball Splash Pad Rugby Field	2020	7240475	Athletic Field Maintenance	Supplies and material for sporting and playground facilities, including new soccer pitch at CCA. Field talc Line Paint Surfacing Materials Playground Equipment Irrigation
	2020	7240551	Port-A-Potties	Donegan Park, Westwood, James, Tracy, Cobourg Conservation Area, Peace Park (if required due to fishing.
	2020	7240570	Property Improvements	Replenish clay at Legion Fields and Donegan, etc.

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS TURF MAINTENANCE**

ACCOUNT#: **7200.50**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	111	4,395	725010	Payroll Salaries & Wages	0		0	0	0
0	0	366	725011	Payroll Overtime	0		0	0	0
0	0	807	725015	Payroll Part Time Wages	0		0	0	0
0	52	1,601	725030	Payroll Benefits	0		0	0	0
0	0	95	725031	Payroll Part Time Benefit	0		0	0	0
0	163	7,264		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
8,000	15,636	19,040	7250600	Vehicle & Equipment Mtce	12,000	*		16,000	18,000
18,000	0	17,782	7250850	Special - Rebuild Wide Area Mower	0			0	0
-18,000	0	-17,782	7250913	Recoveries - Equipment Reserve	0			0	0
8,000	15,636	19,040		SUB TOTAL MATERIALSS	12,000	*	0	16,000	18,000
8,000	15,799	26,304		TOTAL PARKS TURF MAINTENANCE	12,000	*	0	16,000	18,000

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS TURF MAINTENANCE**

ACCOUNT #: **7200.50**

STATEMENT OF PURPOSE: To manage and maintain all Turf areas under our jurisdiction. Including all roadside cutting.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA: Cutting and trimming approximately 280 acres of turf: - Fertilizing - Weed Control - Aerating - Top Dressing - IPM Program - ODC	2020	7250600	Vehicle & Equipment Maintenance	Increased costs to maintain turf equipment

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CENTENNIAL POOL**

ACCOUNT#: **7200.60**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
5,000	3,954	3,486	7260450	Heat	5,000			5,000	5,000
7,000	6,433	5,653	7260460	Utilities	7,500	*		7,500	7,500
7,500	3,037	26,370	7260570	Property Improvements	15,000	*		15,000	15,000
4,000	0	854	7260580	Materials Repair	4,000			4,000	4,000
-7,000	0	0	7260913	Recoveries - Holdco Reserve	-7,500			-7,500	-7,500
16,500	13,424	36,363		SUB TOTAL MATERIALS	24,000	*	0	24,000	24,000
16,500	13,424	36,363		TOTAL CENTENNIAL POOL	24,000	*	0	24,000	24,000

2019-12-12

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: ***CENTENNIAL POOL***

ACCOUNT #: 7200.60

STATEMENT OF PURPOSE: Maintenance on Centennial Pool, built in 1967.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
				YMCA staff maintain and operates programs at Centennial Pool. Town owned facility.
PERFORMANCE DATA:				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: AQUATICS LIFEGUARDS

ACCOUNT#: **7650.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
189,300	198,000	189,300	7650750	Lifeguards & Supplies	194,805	*		200,000	215,000
10,000	10,000	10,000	7650751	Grants & Transfers	10,000			10,000	10,000
25,000	26,488	23,964	7650850	Special Project - Lifeguard Chairs	0			0	0
0	-12,000	0		Recoveries - 2017 Lifeguard Chair	0			0	0
224,300	222,488	223,264		SUB TOTAL OTHER CHARGES & TRANSFERS	204,805		0	210,000	225,000
224,300	222,488	223,264		TOTAL AQUATICS LIFEGUARDS	204,805		0	210,000	225,000

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: AQUATICS LIFEGUARDS

ACCOUNT#: 7650.100

STATEMENT OF PURPOSE: To provide lifeguarding services at Victoria Beach and Centennial Pool.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2020	7650940	Lifeguards & Supplies	Contract with YMCA to operate Centennial Pool and provide lifeguarding services at Victoria Beach.
	2020	7650941	Grants & Transfers	To assist with the cost of subsidized user fees.
PERFORMANCE DATA:				
Funding History				
1999	138,155			
2000	138,155			
2001	138,155			
2002	150,195			
2003	150,195			
2004	150,195			
2005	150,195			
2006	150,195			
2007	150,195			
2008	160,000			
2009	160,000			
2010	162,000			
2011	166,500			
2012	167,584			
2013	177,613			
2014	185,585			
2015	170,000			
2016	165,000			
2017	175,000			
2018	198,000			
2019	189,300			

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **OUTDOOR RINK**

ACCOUNT#: **7200.70**

2019	2018	2019			2020	2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	0	969	727015	Payroll Full Time Wages	0	0	0	0
0	0	0	727011	Overtime	0	0	0	0
0	0	176	727031	Payroll FT Time Benefits	0	0	0	0
0	0	1,145		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
14,000	11,098	13,839	7270460	Utilities	15,000	*	16,000	17,000
1,000	5,560	289	7270600	Vehicle Maint & Repairs	1,000		1,000	1,000
2,300	426	3,736	7270670	Other Equipment Purchases	2,500	*	2,500	3,000
2,500	4,156	7,439	7270680	Other Equipment Maint & Repairs	6,000	*	6,100	6,200
7,000	6,653	6,965	7270681	Setup / Tear Down	7,000		7,000	7,500
0	0	0	7270851	Special Project - Butterfly Wings Replacement	0	*	10,000	0
26,800	27,893	32,268		SUB TOTAL MATERIALS	31,500	*	0	42,600
1,700	1,642	-3,614	7270320	Liability Insurance	1,800	*	1,800	1,800
1,700	1,642	-3,614		SUB TOTAL CONTRACTED SERVICES	1,800	*	0	1,800
28,500	29,535	29,799		TOTAL OUTDOOR RINK	33,300		0	44,400
								36,500

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **OUTDOOR RINK**

ACCOUNT #: **7200.70**

STATEMENT OF PURPOSE: Maintenance and operation of fountain / rink facility at Rotary Waterfront Park.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:	2020	7270320	Liability Insurance	Allocation of liability insurance to this budget.
	2020	7270680	Other Equipment Maint & Repairs	General routine maintenance Additional - repair of compressors
	2020	7270851	Special Project - Butterfly Wings Repl	Replacing 16 butterfly wings around the fountain/rink.

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **LEGION FIELDS - REVENUE**

ACCOUNT#: **882**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
-7,000	-6,452	-2,547	8821	Regular Season Play	-7,000			-8,000	-8,250
-5,000	-3,626	-4,125	8822	Tournaments	-5,000			-6,000	-6,000
-30,000	-27,952	-23,636	8824	Canteen	-25,000			-25,000	-25,000
-42,000	-38,030	-30,308		TOTAL LEGION FIELDS REVENUE	-37,000		0	-39,000	-39,250
49,900	52,201	50,312		TOTAL LEGION FIELDS EXPENDITURES	39,800		0	41,400	42,650
7,900	14,171	20,004		NET TO TOWN	2,800		0	2,400	3,400

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **LEGION FIELDS**

ACCOUNT#: **7450.100**

2019	2018	2019		2020	2020	2021	2022	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	0	0	745010	Payroll Full Time Wages	0	0	0	0
0	0	0	745011	Payroll - Overtime	0	0	0	0
0	12,665	12,637	745015	Payroll Part Time Wages	0	0	0	0
0	0	0	745030	Payroll Full Time Benefits	0	0	0	0
0	1,184	1,320	745031	Payroll Part Time Benefit	0	0	0	0
0	13,849	13,957		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
3,900	3,825	2,205	7450450	Heat	4,000	*	4,200	4,300
7,600	12,160	12,463	7450460	Utilities	7,700		8,000	8,250
1,500	1,247	5,770	7450470	Building Maintenance	3,000	*	3,100	3,200
1,000	1,152	485	7450500	Cleaning Supplies	1,000		1,300	1,400
2,000	2,200	323	7450510	Electrical Repairs	2,000		2,100	2,200
2,000	2,017	1,456	7450520	Plumbing Repairs	2,000		2,100	2,200
4,500	657	3,940	7450570	Diamond Maintenance	4,500		5,000	5,500
15,000	12,870	13,849	7450830	Consummable Supplies	12,500		12,500	12,500
0	0	758	7450919	Bank Service Fees	600	*	600	600
37,500	36,128	41,249		SUB TOTAL MATERIALS	37,300	0	38,900	40,150
2,400	2,224	-4,894	7450320	Liability Insurance	2,500	*	2,500	2,500
10,000	0		7450850	Special Project - Legion Fields Pedstrian Bridge	0		0	0
12,400	2,224	-4,894		SUB TOTAL CONTRACTED SERVICES	2,500	0	2,500	2,500
49,900	52,201	50,312		TOTAL LEGION FIELDS	39,800	0	41,400	42,650

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **LEGION FIELDS**

ACCOUNT#: 7450.100

STATEMENT OF PURPOSE: To manage and maintain a (3) three softball diamond facility.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2020	8824	Canteen Revenue	Town running the canteen, budgeted amount reflects 2019 actuals.
PERFORMANCE DATA: Hosted numerous provincial and OASA tournaments	2020	74503220	Liability Insurance	Allocation of liability insurance to this budget.
	2020	7450470	Building Maintenance	Increase to reflect actual maintenance costs
	2020	7450830	Consumables Supplies	Food and Beverage supplies to operate the canteen.

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: **883**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-145,000	-144,782	-101,307	8831	Transient Fees	-100,000			-150,000	-150,000
-280,000	-274,263	-268,027	8832	Seasonal Fees	-285,000			-290,000	-290,000
-35,000	-40,837	-29,118	8833	Winter Storage	-35,000			-35,000	-35,000
-5,000	-4,836	-3,052	8834	Sewage Pumpout Fees	-5,100			-5,200	-5,200
-190,000	-193,001	-167,120	8835	Fuel Sales	-175,000			-197,700	-197,700
-8,200	-10,602	-11,159	8836	Miscellaneous	-8,400			-8,400	-8,400
-4,000	-6,126	-7,246	8837	Launching Fees	-6,000			-4,000	-4,000
-30,000	-32,576	-36,248	8838	Liftout - in	-30,000			-30,000	-30,000
-2,000	-1,400	-1,778	8839	Vending Revenue	-2,000			-2,000	-2,000
-2,880	-2,340	-1,475	88310	Marina Brochure Advertising	-2,880			-2,880	-2,880
-100	-90	-148	88311	Finance Charges	-100			-100	-100
-6,000	-6,265	-4,596	88312	Reservation Fees	-6,100			-6,200	-6,200
-8,600	-7,635	-7,585	88313	Facility Rentals	-8,600			-8,600	-8,600
-40,000	-24,461	0	88314	Parking Fees	-40,000			-40,000	-40,000
-3,360	-1,680	-3,925	88315	Summer Wage Grant	-3,360			-3,360	-3,360
-760,140	-750,894	-642,784		TOTAL MARINA REVENUES	-707,540		0	-783,440	-783,440
760,140	750,893	509,873		TOTAL MARINA EXPENDITURES	707,540		0	783,440	783,440
0	-1	-132,911		NET TO TOWN	0	*	0	0	0

2019-12-12

*Indicates increase over previous year

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: 7300.10

2019	2018	2019		2020	2020	2021	2022	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
109,789	117,070	101,613	731010	Payroll - Full-time Wages	106,560		109,100	111,734
4,000	9,660	3,993	731011	Payroll - Overtime	2,808		2,857	2,907
92,085	82,967	81,394	731015	Payroll Part Time Wages	92,802		94,426	96,078
33,527	47,896	28,864	731030	Payroll - Full-time Benefits	32,762		35,766	38,906
15,654	8,610	9,282	731031	Payroll Part Time Benefit	16,240	*	18,413	20,657
1,200	1,098	985	731050	Clothing	1,200		1,200	1,200
256,255	267,301	226,131		SUB TOTAL SALARIES, WAGES & BENEFITS	252,372	0	261,762	271,482
800	263	390	7310150	Office Supplies	800		800	800
1,400	1,072	1,074	7310175	Internet Costs	1,400		1,400	1,400
2,100	1,853	1,694	7310180	Telephone & Answering Svc	2,100		2,100	2,100
3,000	2,636	518	7310210	Advertising & Promotions	6,000	*	6,000	6,000
2,000	752	1,746	7310220	Printing	2,000		2,000	2,000
300	60	19	7310240	Postage	100		300	300
1,400	579	1,491	7310250	Membership & Subscrip'ns	1,400		1,100	1,100
5,000	1,295	541	7310260	Training & Courses	5,000		5,000	5,000
1,500	650	530	7310270	Travel Expense	1,500		1,500	1,500
2,000	561	450	7310380	Conferences & Conventions	2,000		2,000	2,000
2,500	3,541	4,062	7310392	Ice Purchase	3,600	*	3,600	3,600
5,000	4,798	2,627	7310450	Heat	5,000		5,000	5,000
25,500	22,039	10,699	7310460	Utilities	26,000	*	26,000	26,000
10,000	4,265	6,967	7310470	Facilities Maintenance	10,000		10,000	10,000
5,000	2,689	3,822	7310500	Custodial/Cleaning Supplies	5,000		5,000	5,000
71,000	17,277	45,585	7310551	Dock Repair & Maintenance	99,000	*	53,000	53,000
19,500	31,057	0	7310552	Common Harbour Dredging Contribution	19,500		19,500	19,500
152,000	161,036	161,625	7310650	Fuel	140,000		158,141	158,141
3,200	2,548	2,508	7310670	Other Equipment Purchases	3,200		3,200	3,200
7,000	5,069	4,807	7310680	Other Equip Maint & Rep	7,000		7,000	7,000
1,500	117	23	7310691	Small Equip Maint & Rep	1,500		1,500	1,500
1,400	1,603	1,065	7310830	Beverage Purchase	1,400		1,400	1,400
3,000	0	0	7310851	Special Project - Wireless Internet	25,000	*	0	0
0	0	0	7310855	Special Project - Online Reservation Software	0		0	0
16,000	16,676	15,589	7310919	Bank Service Fees Visa / MC / POS	17,000	*	18,000	18,000
0	0	0	7310853	Special Project - Surveillance System	0		0	0
15,000	0	0	7310856	Special Project - Air Conditioning Reception	0		0	0
357,100	282,436	267,832		SUB TOTAL MATERIALS	385,500	* 0	333,541	333,541

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: **7300.10**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	* 2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
9,200	8,794	-19,258	7310320	Liability Insurance	9,500	*	9,500	9,500
2,200	2,262	2,483	7310480	Garbage Removal	2,500	*	2,300	2,300
9,958	6,596	4,519	7310550	Security Contract	10,000		10,000	10,000
2,100	1,209	1,191	7310750	Contracts	2,100		2,100	2,100
24,000	25,160	26,975	7310751	Liftout - In	24,000		24,000	24,000
47,458	44,021	15,910		SUB TOTAL CONTRACTED SERVICES	48,100	0	47,900	47,900
64,327	91,344	0	7310912	Transfer to/From Reserve Funds	468		136,637	126,917
0	0	0 NEW		Transfer to Vehicle Reserve	3,600		3,600	3,600
35,000	65,791	0	7310910	Transfer to Harbour	17,500		0	0
99,327	157,135	0		SUB TOTAL OTHER CHARGES & TRANSFERS	21,568	0	140,237	130,517
760,140	750,893	509,873		TOTAL MARINA	707,540	0	783,440	783,440

2019-12-12

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: *MARINA*

ACCOUNT #: 7300.100

STATEMENT OF PURPOSE: Operation of a small craft Marina. at Rotary Waterfront Park.			HIGHLIGHTS/EXPLANATIONS:			
			YEAR	CODE	OBJECT	DETAILS
			2020	8831	Transient Fees	Reduced to reflect 2017 & 2019 high water occupancy rates
			2020	88314	Parking Revenue	Transfer parking revenue from 2 Esplanade and Marina Parking Lots and bottom of Division to Marina Enhanced Marina signage
PERFORMANCE DATA:			2020	7310175	Internet Costs	Monthly fees for internet usage
YEAR	TRANSIENT VISITORS	DOLLARS	2020	7310210	Advertising & Promotions	Increased by \$3,000 to enhance marketing efforts, including in the U.S. after high water event negatively impacted business in 2017 & 2019 to U.S. transient boaters located in Rochester NY.
1997	4180	\$102,019				
1998	4400	\$114,420				
1999	4500	\$111,800				
2000	4400	\$105,420				
2001	4500	\$105,480	2020	7310220	Printing	Increase due to additional signage at the Marina
2002	4600	\$107,100	2020	7310250	Memberships & Subscriptions	Boating Association - \$600 Technical Standards Safety Inspection - \$100 Technical Standards Safety Licence - \$250 Assoc of Marina Industries - \$200 Receiver General - \$50 Clean Marine - \$200
2003	4500	\$105,590				
2004	4600	\$110,372				
2005	4700	\$116,022				
2006	4500	\$114,984				
2007	4600	\$121,543				
2008	4400	\$118,164				
2009	4500	\$137,758	2020	7310552	Marina Dredging	Costs of dredging split between Marina & Harbour
2010	4500	\$139,894				
2011	4000	\$128,343	2020	7310551	Dock Repairs	To address maintenance needs with decks, stringers and anchors and complete work not done in 2019.
2012	3800	\$131,141				
2013	3873	\$139,306				
2014	3724	\$125,868				
2015	Unavailable	\$128,690	2020	7310851	Sp Project - Wireless Internet	New hardware to provide wireless internet
2016	3413	\$154,561				
2017	2200	\$94,444 High water event	2020	NEW	Transfer to Vehicle Reserve	Allocation for vehicle repalcement of truck and UTV
2018	3002	\$142,822				
2019	2400	\$100,325 High water event				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT#:

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
-147,000	-77,884	-81,000	8881	Dredging Revenue	-105,000			-50,000	-50,000
-147,000	-77,884	-81,000		TOTAL DREDGING REVENUE	-105,000		0	-50,000	-50,000
147,000	79,988	93,320		TOTAL DREDGING EXPENDITURES	148,055		0	158,232	181,019
0	2,104	12,320		NET TO TOWN	43,055		0	108,232	131,019

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT#:

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
53,439	27,813	21,239	736010	Payroll Salaries & Wages	51,703			52,908	54,159
0	0	237	736011	Payroll Overtime	0			0	0
1,129	0	14,785	736015	Payroll Part-time Salaries & Wages	1,140			1,160	1,180
17,060	5,065	7,034	736030	Payroll - Full-time Benefits	16,063			17,488	18,976
192	0	1,722	736031	Payroll Part-time Benefits	199	*		226	254
0	0	0	736020	Other Salaries & Wages	0	*		0	0
71,820	32,878	45,017		SUB TOTAL SALARIES, WAGES & BENEFITS	69,105		0	71,782	74,569
2,300	309	564	7360150	Administrative Services	2,300			2,300	2,300
350	437	0	7360180	Telephone & Answering	350			350	350
1,600	0	254	7360210	Advertising	500			1,500	1,500
0	0	1,557	7360260	Training & Courses	1,500			1,500	1,500
0	0	572	7360270	Travel Expenses	1,000			1,000	1,000
9,000	3,440	3,022	7360650	Gasoline	6,500			6,500	6,500
11,500	17,084	20,722	7360680	Routine Maintenance	12,000	*		12,000	12,000
32,500	17,211	30,774	7360681	Equipment Setup	25,500			12,000	12,000
57,250	38,481	57,465		SUB TOTAL MATERIALS	49,650		0	37,150	37,150
9,000	8,629	-9,162	7360320	Insurance	9,300	*		9,300	9,300
9,000	8,629	-9,162		SUB TOTAL CONTRACTED SERVICES	9,300	*	0	9,300	9,300
8,930	0	0	7360912	Transfer from/to Reserve - Capital Repayment	20,000	*		40,000	60,000
8,930	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	20,000	*	0	40,000	60,000
147,000	79,988	93,320		TOTAL DREDGING	148,055		0	158,232	181,019

2019-12-12

*Indicates increase over previous year

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT #: **7300.60**

STATEMENT OF PURPOSE:			HIGHLIGHTS/EXPLANATIONS:		
Dredge purchase in 2009 to perform dredging of the Cobourg Harbour and other contract work.			YEAR	CODE	OBJECT
			2020	8881	Dredging Revenue
			2020	736010	Payroll Salaries & Wages
PERFORMANCE DATA:			2020	7360681	Equipment Setup
	Cost	Site			
1999	22,300	Fuel Dock			
2000	45,600	Entrance			
2003	33,063	Entrance			
2006	86,600	Entrance			
2008	125,639	Entrance			
2010	Dredged entrance with Cobourg Dredge				
2011	Dredged entrance with Cobourg Dredge				
2012					
2013	Dredged Wellington, Port Hope and Cobourg entrance & inner harbour				
2014	Dredge Port Hope & Cobourg Entrance				
2015	Dredge Cobourg Entrance				
2016	Dredge Wellington, Cobourg Entrance &				
2017	Whitby Harbour & Cobourg Harbour Entrance				
2018	Cobourg Harbour Entrance				
2019	Cobourg Harbour Entrance & Wellington Channel				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CAMPGROUND**

ACCOUNT#: **884**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-28,800	-34,019	-38,741	8841	Seasonals	-25,000			-22,500	-22,500
-250,000	-240,948	-252,913	8842	Transient Trailers	-255,000	*		-260,000	-260,000
-11,000	-12,515	-11,362	8843	Transient Tents	-12,000	*		-12,000	-12,000
-1,500	-1,555	-1,007	8845	Sewage Pumpouts	-1,000			-1,500	-1,500
-5,900	-6,369	-6,031	8846	Miscellaneous	-6,000			-6,000	-6,000
-13,500	-14,786	-13,356	8847	Reservation Fee	-14,000			-14,000	-14,000
0	-1,680	-3,920	88413	Federal Grants - Wages	0			0	0
-310,700	-311,872	-327,330		TOTAL TOURIST PARK REVENUES	-313,000		0	-316,000	-316,000
164,905	119,953	126,366		TOTAL TOURIST PARK EXPENDITURES	184,413	*	0	244,062	248,158
-145,795	-191,919	-200,964		NET TO TOWN	-128,587		0	-71,938	-67,842

2019-12-12

*Indicates increase over previous year

TOWN OF COBOURG

2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CAMPGROUND**

ACCOUNT#: **7300.20**

2019	2017	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
47,538	39,275	34,676	732010	Payroll - Full-time Wages	42,938			44,115	45,338
0	0	1,373	732011	Payroll Overtime	1,061			1,080	1,098
36,594	22,456	34,512	732015	Payroll Part Time Wages	37,501	*		38,157	38,825
13,786	9,779	10,601	732030	Payroll Full-time Benefits	11,065			12,284	13,565
6,221	2,579	4,084	732031	Payroll Part-time Benefits	6,563	*		7,441	8,347
200	115	36	732050	Clothing	200			200	200
104,339	74,204	85,282		SUB TOTAL SALARIES, WAGES & BENEFITS	99,328		0	103,277	107,373
500	124	809	7320150	Office Supplies	500			500	500
1,350	1,072	1,042	7320175	Internet Costs	1,350			1,350	1,350
1,100	1,006	950	7320180	Telephone & Answering Svc	1,100			1,100	1,100
0	0	0	NEW	Advertising & Promotions	1,500	*		1,500	1,500
500	145	295	7320220	Printing	500			500	500
300	0	0	7320240	Postage	100			100	100
210	0	0	7320380	Training	210			210	210
1,500	1,600	2,617	7320390	Firewood Purchase	1,800	*		1,800	1,800
1,400	770	609	7320392	Ice Purchase	1,000			1,400	1,400
18,000	16,548	15,661	7320460	Utilities	20,000	*		22,000	22,000
1,500	600	784	7320470	Building Maintenance	1,500			1,500	1,500
2,300	1,741	355	7320500	Custodial/Cleaning Supplies	2,500	*		2,500	2,500
3,000	1,966	308	7320510	Electrical Repairs	2,000			3,000	3,000
1,800	1,571	119	7320520	Plumbing Repairs	1,800			1,800	1,800
4,300	1,060	0	7320570	Property Improvements	2,000			4,300	4,300
2,000	337	2,361	7320670	Other Equipment Purchases	2,000			2,000	2,000
3,200	2,396	1,544	7320680	Other Equip Maint & Rep	3,200			3,200	3,200
0	0	0	7320850	Special Project - Wireless Internet	0			0	0
0	0	0	7320852	Special Project - Management Software	25,000	*		0	0
7,000	6,897	7,622	7320919	Bank Service Fees	7,000			7,000	7,000
0	0	0	7320991	Recoveries	0			0	0
49,960	37,833	35,076		SUB TOTAL MATERIALS	75,060	*	0	55,760	55,760
500	393	-863	7320320	Liability Insurance	525	*		525	525
3,800	2,878	2,608	7320480	Garbage Removal	3,000			3,000	3,000
6,306	4,645	4,263	7320750	Contracts - Security	6,500	*		6,500	6,500
10,606	7,916	6,008		SUB TOTAL CONTRACTED SERVICES	10,025		0	10,025	10,025
0	0	0	7320912	Transfer to Reserve	0	*	0	75,000	75,000
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	0	75,000	75,000
164,905	119,953	126,366		TOTAL TOURIST PARK	184,413	*	0	244,062	248,158

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **TOURISM** FUNCTION/ACTIVITY: **CAMPGROUND**

ACCOUNT #: **7300.20**

STATEMENT OF PURPOSE:			HIGHLIGHTS/EXPLANATIONS:			
Operate Cobourg Campground. Total of 70 lots.			YEAR	CODE	OBJECT	DETAILS
			2020	8841	Seasonals	Reduced to reflect reduction of 3 seasonal sites
PERFORMANCE DATA:			2020	8842	Transient Trailers	Increased to reflect additional 3 transient sites
			2020	7310175	Internet Costs	Monthly fees for internet usage
YEAR	FUNCTION	REVENUE	2020	NEW	Advertising & Promotions	Marketing to promote the campground during shoulder season.
2014	17 Season Lots	\$47,089	2020	7320240	Postage	Reduced to better reflect 2019 actual
	Transient Trailers	\$172,811	2020	7320852	Special Project - Management Software	To develop software to fully automate online bookings.
	Transient Tents	\$9,657	20 / 21 / 22	7320912	Transfer to Reserve	Increase transfer to reserve in preparation for campground enhancements as per WUNA & DD
2015	17 Season Lots	\$41,500				
	Transient Trailers	\$196,003				
	Transient Tents	\$9,092				
2016	15 Season Lots	\$42,050				
	Transient Trailers	\$203,632				
	Transient Tents	\$10,230				
2017	15 Season Lots	\$36,850				
	Transient Trailers	\$229,817				
	Transient Tents	\$11,655				
2018	11 Season Lots	\$33,900				
	Transient Trailers	\$240,230				
	Transient Tents	\$12,515				
2019	7 Season Lots	\$24,300				
	Transient Trailers	\$262,568				
	Transient Tents	\$11,361				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **BEACH WASHROOMS**

ACCOUNT#: **7300.40**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	0	0	734010	Payroll Salaries & Wages	0		0	0	0
0	0	0		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
1,800	256	240	7340450	Utilities	1,500			1,500	1,500
5,500	8,546	2,160	7340470	Building Maintenance	5,500			5,500	6,000
2,000	0	1,109	7340510	Electrial Repairs	2,000			2,000	2,250
2,000	0	3,602	7340520	Plumbing Repairs	3,000	*		3,250	3,500
10,000	9,317	9,639	7340500	Cleaning Supplies	10,000			12,000	12,500
21,300	18,119	16,750		SUB TOTAL MATERIALS	22,000	*	0	24,250	25,750
48,000	50,328	31,368	7340551	Cleaning Contract	48,000			50,000	50,000
48,000	50,328	31,368		SUB TOTAL CONTRACTED SERVICES	48,000		0	50,000	50,000
-69,300	-51,042	0	7340912	Transfer Parking Revenue	-69,300	*		-69,300	-69,300
-69,300	-51,042	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-69,300	*	0	-69,300	-69,300
0	17,405	48,118		TOTAL BEACH WASHROOMS	700	*	0	4,950	6,450

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **BEACH WASHROOMS**

ACCOUNT #: **7300.40**

STATEMENT OF PURPOSE: To keep washrooms at Victoria Park clean.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA: 2003 - Kept clean (very few complaints) 2004 - Not clean (many complaints) 2005 - Not clean (many complaints) 2006 - Not clean (many complaints) 2007 - Kept clean (few complaints less damage) 2008 - Kept clean (few complaints less damage) 2009 - Kept clean (few complaints less damage) 2010 - Kept clean (no complaints less damage) 2011 - Kept clean (no complaints less damage) 2012 - Kept clean (no complaints less damage) 2013 - Kept clean (no complaints less damage) 2014 - Kept clean (no complaints less damage) 2015 - Kept clean (no complaints less damage) 2016 - Kept clean (minimal complaints & damage) 2017 - Kept clean (minimal complaints & damage) 2018 - Kept clean (minimal complaints & damage) 2019	2020	7340470	Building Maintenance	Allowance for routine maintenance of building
	2020	7340510	Electrical Repairs	Allowance for routine electrical repairs
	2020	7340520	Plumbing Repairs	Allowance for routine plumbing repairs
	2020	7340551	Cleaning Contract	Public washroom cleaning services contracted out on per hour rate based on hours of operation
	2020	7340912	Transfer Parking Revenue	Revenue transfer to partially fund public washroom expense
	2020	NEW	Special Project - Canteen Painting	Paint before a new vendor takes over F & B contract

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HARBOUR**

ACCOUNT#: 7300.50

2019	2018	2019		2020	2020	2021	2022		
BUDGET	YTD	YTD	CODE	OBJECT	DEPT * REQUEST	FINAL APPROVED	FORECAST	FORECAST	
65,991	8,260	12,716	735010	Payroll Salaries & Wages	63,268		65,148	67,139	
0	0	548	735011	Payroll Overtime	1,183		1,204	1,225	
43,260	50,426	52,817	735015	Payroll Part Time Wages	44,017		44,787	45,571	
19,137	0	3,944	735030	Payroll Full-time Benefits	19,659	*	21,551	23,554	
7,354	6,217	5,661	735031	Payroll Part-time Benefits	7,703	*	8,734	9,798	
620	134	688	735050	Clothing	620		620	620	
136,362	65,037	76,374		SUB TOTAL SALARIES, WAGES & BENEFITS	136,450	0	142,044	147,907	
160	50	28	7350150	Office Supplies	160		160	160	
270	198	223	7350175	Internet Costs	270		270	270	
420	0	29	7350180	Telephone & Answering Svc	420		420	420	
800	122	77	7350220	Printing	800		800	800	
1,000	0	0	7350260	Training & Courses	1,000		1,000	1,000	
300	0	0	7350270	Travel Expenses	300		300	300	
250	0	0	7350380	Conference & Conventions	250		250	250	
1,000	0	734	7350450	Heat	1,000		1,000	1,000	
4,900	0	2,811	7350460	Utilities	4,900		4,900	4,900	
2,000	35,690	16,706	7350470	Facilities Maintenance	14,000	*	14,000	14,000	
12,000	10,952	0	7350470	Harbour Maintenance	0		0	0	
3,250	2,468	639	7350500	Custodial / Cleaning Supplies	3,250		3,250	3,250	
30,500	47,543	0	7350552	Common Harbour Dredging Contribution	30,500		30,500	30,500	
640	1,095	1,751	7350670	Other Equipment Purchases	1,700	*	1,700	1,700	
1,540	1,048	2,666	7350680	Other Equip Maint & Rep	1,540		1,540	1,540	
300	0	0	7350681	Small Equip Maint & Rep	300		300	300	
3,000	26	3,480	7350850	Special Project - Life Safety Audits	0		0	0	
62,330	99,192	29,144		SUB TOTAL MATERIALS	60,390	0	60,390	60,390	
3,000	2,573	3,919	7350480	Garbage Removal	3,000		3,000	3,000	
0	991	2,909	7350550	Security Contract	0		0	0	
0	355	183	7350750	Contracts	0		0	0	
3,000	3,919	7,011		SUB TOTAL CONTRACTED SERVICES	3,000	0	3,000	3,000	
-10,000	-6,115	0	87096	Parking Revenue Transfer	-10,000	*	-10,000	-10,000	
-35,000	-63,000	0	7350910	Transfer from Marina	-17,500		0	0	
-45,000	-69,115	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-27,500	*	-10,000	-10,000	
156,692	99,033	112,529		TOTAL HARBOUR	172,340	*	0	195,434	201,297

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HARBOUR**

ACCOUNT #: **7300.50**

STATEMENT OF PURPOSE: To keep walkway clean and maintained.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2020	735010	Payroll Salaries & Wages	To reflect allocation of Administrative staff.
	2020	7350470	Harbour Maintenance	Allowance for ongoing maintenance & repairs to lighting and paver stones.
	2020	7350480	Garbage Removal	To reflect cost of disposal of garbage generated by the general public at the waterfront
	2020	7350552	Dredging Costs	To reflect portion of dredging cost applicable to common harbour area.
	2020	7350552	Transfer from Marina	To increase transparency of operations/expenses over the last few years, the Harbour is now a separate operating unit that is no longer subsidized by the Marina.

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FURNACE ST ARENAS - REVENUE**

ACCOUNT#: **881**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-3,000	-3,272	-6,107	8813	Vending Machines	0			0	0
-30,000	-34,564	-14,762	8817	Miscellaneous Ice Rentals	0			0	0
-73,100	-66,900	-20,149	8819	NMHA	0			0	0
-30,000	-30,283	-13,558	88112	Girl's Hockey	0			0	0
-1,200	-1,175	-300	88114	Floor Rentals	0			0	0
-3,600	0	-52,900	88116	Curling	-20,200			-20,200	-20,200
-6,000	-4,500	-6,000	88117	Solar Rental	-6,000			-6,000	-6,000
-146,900	-140,694	-113,776		TOTAL ARENA REVENUE	-26,200		0	-26,200	-26,200
332,899	328,102	105,997		TOTAL ARENA EXPENDITURES	127,250		0	152,750	152,750
185,999	187,408	-7,779		NET COST TO TOWN	101,050		0	126,550	126,550

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FURNACE ST ARENAS**

ACCOUNT#: **7400.100**

2019	2018	2019		2020	2020	2021	2022	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
111,051	127,431	94,138	740010	Payroll Salaries & Wages	10,000		10,000	10,000
8,100	9,782	3,877	740011	Payroll - Overtime	0		0	0
0	856	0	740012	Payroll - Standby	0		0	0
0	7,755	6,131	740015	Payroll - Part-time Wages	0		0	0
39,497	34,764	25,112	740030	Payroll Benefits	0		0	0
0	589	440	740031	Payroll Part-time Benefits	0		0	0
600	1,063	152	740050	Clothing	0		0	0
400	2,504	2,221	740060	Footwear	0		0	0
159,648	184,744	132,071		SUB TOTAL SALARIES, WAGES & BENEFITS	10,000	0	10,000	10,000
50	57	0	7400150	Office Supplies	0		0	0
650	575	526	7400180	Telephone & Answering Svc	0		0	0
1,000	2,118	1,862	7400260	Training & Courses	0		0	0
9,000	7,338	5,192	7400450	Heat	7,000		7,500	7,500
58,000	56,752	22,112	7400460	Utilities	27,000		27,000	27,000
6,500	1,770	7,761	7400470	Building Maintenance	3,000		3,000	3,000
2,100	1,400	1,863	7400500	Custodial/Cleaning Supplies	250		250	250
3,000	447	1,938	7400510	Electrical Repairs	0		0	0
3,000	1,140	290	7400520	Plumbing Repairs	0		0	0
8,000	5,137	9,147	7400550	Bldg Maintenance Contracts	8,000		8,000	8,000
7,500	1,776	1,215	7400570	Property Improvements	250		250	250
15,000	10,744	5,354	7400580	Systems Maint & Repairs	250		250	250
4,000	1,978	4,118	7400600	Vehicle Maint & Repairs	0		0	0
300	297	160	7400650	Gasoline	0		0	0
500	0	188	7400670	Other Equipment Purchases	0		0	0
2,000	997	128	7400680	Other Equip Maint & Rep	0		0	0
500	0	145	7400691	Equipment Rentals	0		0	0
2,000	1,215	0	7400830	Consumable Supplies	0		0	0
123,100	93,741	61,999		SUB TOTAL MATERIALS	45,750	0	46,250	46,250

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FURNACE ST ARENAS**

ACCOUNT#: **7400.100**

2019	2018	2019			2020	2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
44,800	43,494	-94,490	7400320	Liability Insurance	39,000	0	39,000	39,000
0	0	0 NEW		Liability Insurance - Heenan	7,500		7,500	7,500
500	1,272	1,566	7400480	Garbage Removal	0	0	0	0
45,300	44,766	-92,924		SUB TOTAL CONTRACTED SERVICES	46,500 *	0	46,500	46,500
4,851	4,851	4,851	7400950	Transfer to Vehicle Reserve	0	0	0	0
0	0	0 NEW		Transfer to Building Reserve for Repairs	25,000		50,000	50,000
4,851	4,851	4,851		SUB TOTAL OTHER CHARGES & TRANSFERS	25,000 *	0	50,000	50,000
332,899	328,102	105,997		TOTAL ARENA	127,250	0	152,750	152,750

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FURNACE ST ARENAS**

ACCOUNT #: **7400.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
To provide multi-purpose facilities for all phases of recreation.	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:	2020	NEW	Transfer to Building Reserve	<p>The Memorial Arena has been de-commissioned but must be maintained until a decision is made on a potential future use. A 10-year lease renewal has been signed with the West Northumberland Curling Club for the Jack Heenan Arena.</p> <p>In 2017, as part of the Town's development of an Asset Management Plan, a condition assessment was conducted on both Jack Heenan & Memorial Arena's to determine health & safety, regulatory and lifecycle improvements. The Town retained the responsibility for capital costs for the building envelope (roof and walls) for Jack Heenan. A new reserve is being setup for these building repairs.</p>

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE -REVENUE**

ACCOUNT#: **889**

2019	2018	2019			2020	2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-25,000	0	-26,906	8891	Special Events	-27,000	*	-25,000	-25,000
-105,000	-104,427	-104,103	8892	Warm Side - Rentals Medium / Minor Events	-105,000		-105,000	-105,000
-110,000	-108,568	-74,389	8893	Canteen Rental / Café	-110,000		-110,000	-110,000
-75,000	-49,133	-37,586	8894	Vending Machine Sales	-75,000		-75,000	-75,000
-4,500	-4,500	-4,500	8895	Skate sharpening Pro Shop	-4,500		-4,500	-4,500
-520	-695	-375	8896	Misc Receipts	-520		-520	-520
-260,000	-271,579	-254,382	8897	General Ice Rentals	-265,000	*	-265,000	-265,000
-270,000	-282,160	-240,078	8898	NMHA	-280,000	*	-280,000	-280,000
-42,500	-42,345	-34,764	8899	Cougars	-42,500		-42,500	-42,500
-108,279	-103,555	-62,794	88912	WNGHL	-112,000	*	-112,000	-112,000
-20,000	-14,145	-19,666	88913	Floor Rentals	-21,000	*	-21,000	-21,000
-55,000	-53,963	-36,270	88916	Warm Side Seniors	-55,000		-55,000	-55,000
-80,000	-78,184	-57,158	88917	Board Advertising	-80,000		-80,000	-80,000
-6,500	-6,006	-5,620	88918	Public Skating	-7,500		-7,500	-7,500
-28,000	-21,550	-20,754	88919	Ice Program Revenue	-28,000		-28,000	-28,000
-2,500	-814	-163	88920	ATM Rebate	-2,500		-2,500	-2,500
-25,550	-27,173	-25,052	88922	Warm Side Seniors - Drop In	-26,550		-26,550	-26,550
-35,000	-36,500	-35,000	88924	Solar Rent	-35,000		-35,000	-35,000
-22,350	-14,077	-15,406	88925	Warm Side - Program Revenue	-25,000		-25,000	-25,000
-60,000	-57,931	-78,295	88926	Camp Revenue	-77,500		-80,000	-80,000
-10,000	-9,385	-13,008	88927	Bar Sales	-10,000		-10,000	-10,000
0	0	-11,760	871137410	Federal Grants Summer Wages	-11,000		-11,000	-11,000
-1,345,699	-1,286,690	-1,158,029		TOTAL CCC REVENUE	-1,400,570	*	0	-1,401,070
2,330,911	2,102,047	1,981,360		TOTAL CCC EXPENDITURES	2,635,777	*	0	2,762,153
985,212	815,357	823,331		NET COST TO TOWN	1,235,207	*	0	1,361,083

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE REVENUE**

ACCOUNT#: 889

STATEMENT OF PURPOSE: To provide multi-purpose facilities for all phases of recreation and cultural activities.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2020	88916	Warm Side Seniors	Registered Seniors programs (separate from drop-in programs).
	2020	88922	Warm Side Seniors - Drop-in	Senior Centre drop-in revenue.
	2020	88925	Warm Side - Program Revenue	Additional revenue in 2020, 2021, and 2022 with better marketing and program development. All classes will have a set minimum of participants to at cover at least instructor fees.
	2020	88926	Camp Revenue	Based on actuals from 2019 with the allocation of more dedicated camp space and expansion of camp participant spaces.

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CCC**

ACCOUNT#: **7410.100**

2019	2018	2019			2020	2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
764,517	626,544	593,356	741010	Payroll Salaries & Wages	952,053	*	969,514	987,330
14,400	30,415	37,110	741011	Payroll - Overtime	39,812	*	40,509	41,218
0	6,813	0	741012	Payroll - Standby	0	*	0	0
134,738	177,413	197,672	741015	Payroll Part Time Wages	136,215		138,599	141,025
27,720	0	0	741016	Payroll Part Time Wages - Camp Instructors	30,769	*	31,307	31,855
900	0	259	741020	Other Salaries & Wages	900		900	900
254,893	187,454	157,767	741030	Payroll Benefits	299,981	*	325,000	350,000
27,618	17,319	25,962	741031	Payroll Part Time Benefit	28,222	*	30,000	33,000
4,300	2,557	4,239	741050	Clothing	6,000	*	6,000	6,000
1,800	0	90	741060	Footwear	1,800		1,800	1,800
100	57	68	741080	Employee Meal Allowance	100		100	100
1,230,986	1,048,572	1,016,523		SUB TOTAL SALARIES, WAGES & BENEFITS	1,495,852	*	0	1,593,228
3,000	6,141	3,302	7410150	Office Supplies	3,000		3,000	3,000
2,000	3,470	2,275	7410155	Program Supplies	2,200	*	2,200	2,200
20,000	40,925	21,445	7410156	Instructor Fees	20,000		20,000	20,000
7,500	7,391	9,523	7410157	Camp Supplies	11,000	*	11,000	11,000
10,400	15,432	165	7410171	Software Maintenance	10,600	*	10,600	10,600
3,100	2,700	2,700	7410175	Internet	3,100		3,100	3,100
9,000	7,511	7,707	7410180	Telephone & Answering Svc	9,000		9,000	9,000
6,500	4,879	2,873	7410210	Advertising & Promotion	6,500		6,500	6,500
3,750	4,835	4,981	7410230	Photocopier	3,750		3,750	3,750
500	584	68	7410240	Postage & Couriers	500		500	500
3,500	4,059	4,459	7410250	Memberships & Subscrip'ns	5,000	*	5,000	5,000
5,000	9,144	6,435	7410260	Training & Courses	8,000	*	9,000	10,000
2,000	6	888	7410270	Travel Expense	2,000		2,000	2,000
4,000	1,159	5,947	7410380	Conference & Conventions	4,000		4,000	4,000
36,500	47,169	55,194	7410450	Heat	38,000	*	40,000	40,000
545,000	526,020	520,157	7410460	Utilities	560,000	*	570,000	570,000
50,000	50,000	50,000	7410912	Utilities Payback	50,000		50,000	50,000
50,000	4,537	50,655	7410470	Building Maintenance	55,000	*	60,000	60,000
20,000	18,259	11,355	7410500	Custodial/Cleaning Supplies	20,000		20,000	20,000
12,500	8,075	10,300	7410510	Electrical Repairs	12,500		12,500	12,500
4,500	4,310	8,026	7410520	Plumbing Repairs	4,500		4,500	4,500
65,000	108,154	97,747	7410550	Bldg Maintenance Contracts	70,000	*	75,000	75,000
12,500	984	5,346	7410570	Property Mtce - Landscaping, Grass cutting	12,500		12,500	12,500
25,000	10,407	12,230	7410580	Systems Maint & Repairs	25,500	*	25,500	25,500
4,500	5,705	1,859	7410600	Vehicle Maint & Repairs	3,000		3,000	3,000
1,500	933	1,040	7410650	Gasoline	1,000		1,000	1,000
8,500	2,757	3,386	7410670	Other Equipment Purchases	8,500		8,500	8,500
4,000	1,679	10,875	7410680	Other Equip Maint & Rep	4,000		4,000	4,000

TOWN OF COBOURG

2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE**

ACCOUNT#: **7410.100**

2019	2018	2019			2020	2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
1,500	0	1,228	7410691	Equipment Rentals	1,500		1,500	1,500
85,000	89,151	92,707	7410830	Consumable Supplies	85,000		85,000	85,000
5,000	4,959	5,585	7410831	Consumable Supplies - Alcohol	5,000		5,000	5,000
25,000	1,009	26,720	7410850	Special Events - General	25,000		25,000	25,000
7,500	7,526	7,804	7410919	Bank Service Charges	7,500		7,500	7,500
3,000	0	742	7410989	SOCAN Recoverable	3,000		3,000	3,000
0	0	0	7410990	Café Rebate	0 *		0	0
-2,500	0	0	7410991	SOCAN Recoveries	-2,500 *		-2,500	-2,500
-8,500	-300	0	7410991	Recoveries - Senior Activity Centre	-8,500 *		-8,500	-8,500
-3,500	0	0	871147410	Recoveries - Grants Wages	-3,500 *		-3,500	-3,500
1,032,250	999,570	1,045,724		SUB TOTAL MATERIALS	1,065,650 *	0	1,088,650	1,089,650
0	470	0	7410300	Legal Fees	0 *		0	0
44,000	42,375	-92,875	7410320	Liability Insurance	45,600 *		45,600	45,600
3,500	2,885	3,813	7410480	Garbage Removal	3,500		3,500	3,500
12,000	0	0	7410856	Special Project - Gym Floor Repairs	0		0	0
0	0	0	NEW	Special Project - Fire Alarm Replacement	11,000 *		11,000	11,000
0	0	0	NEW	Special Project - Canteen	6,000 *		11,000	11,000
59,500	45,730	-89,062		SUB TOTAL CONTRACTED SERVICES	66,100 *	0	71,100	71,100
8,175	8,175	8,175	7410930	Transfer to Vehicle Reserve	8,175		8,175	8,175
8,175	8,175	8,175		SUB TOTAL OTHER CHARGES & TRANSFERS	8,175	0	8,175	8,175
2,330,911	2,102,047	1,981,360		TOTAL CCC	2,635,777 *	0	2,711,654	2,762,153

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE**

ACCOUNT#: **7410.100**

STATEMENT OF PURPOSE: To provide multi-purpose facilities for all phases of recreation and cultural activities.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2020	741050	Clothing	Increased due to new clothing policy
	2020	7410171	Software Maintenance	Max Galaxy
	2020	7410156	Instructor Fees	Slight increase to instructor fees based on number of programs. All classes will have a set minimum of participants to cover at least instructor fees.
	2020	7410157	Camp Supplies	Increase to number of camp participants directly resulting in an increase in camp supplies.
	2020	7410250	Memberships & Subscriptions	Cogeco - \$600 MOE - HWIN Membership - \$50 CSTA (Sport Tourism) - \$300 Northumberland News - \$200 Northumberland Sports Council - \$250 MOE - HWIN Membership - \$50 ORFA Membership - \$735 Pro - \$815 TSSA - \$50 Parks & Rec Membership - \$1,950
	2020	7410260	Training & Courses	Due to health and safety priorities, mandatory training requirements have been increased, which requires a higher budget
	2020	7410380	Conferences & Conventions	PRO & ORFA
	2020	NEW	Special Project - Canteen	New Freezer - \$4,000 Software - \$500 Flyer Oil Dispenser Unit - \$1,500

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE**

ACCOUNT#: **7410.100**

STATEMENT OF PURPOSE: To provide multi-purpose facilities for all phases of recreation and cultural activities.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2020	7410550	Building Maintenance Contracts	Alliance Security - Fire System & AED Canadian Industrial - Emergency Lighting Inspections Carmichaels - Boilers Castle Rock Crane & Hoist - Gym BB Nets CIMCO - Ice Plants & Desiccants Corflex - Gym Dividers & Multi-purpose rooms Dimarco Water Solutions - Water Treatment Culligan - R/O and salts Howes Your Yard - snow removal HVAC Systems - air conditioning, boilers Lift Truck & Scissor Lift - annual inspection Peterborough Fire - fire extinguishers Rowley Electric - generator Schindler - elevator Troy - fire alarms & systems TSSA VCI - building automated system controls TJ Window Cleaning - cleaning windows
	2020	7410570	Property Maintenance & Landscaping	General Maintenance - \$12,500
	2020	7410580	Systems Maintenance & Repairs	All ammonia, glycol, heating, water systems -
	2020	7410691	Equipment Rentals	Rental of equipment, zoom boom
	2020	7410919	Bank Service Charges	Increased to reflect actuals
	2020	7410830	Vending Stock	All vending & café supplies Increased due to additional major events.

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT #: **7420.100**

2019	2018	2019			2020	2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-3,000	-3,267	-4,385	8851	Tournaments	-4,000	*	-4,000	-4,000
-2,000	-690	-863	8852	Active Living Fair	-2,000		-2,000	-2,000
-500	-1,002	-914	8853	Recoveries	-500		-500	-500
-27,500	-28,823	-25,539	8854	Membership Fees	-30,000		-32,000	-34,000
-2,500	-2,000	-1,000	8855	Recoveries - Active Living Fair	-2,500		-2,500	-2,500
-42,700	-42,700	-42,700	871147420	Provincial Subsidy	-42,700		-42,700	-42,700
-9,360	-25,618	-9,110	871147420	Provincial Subsidy - Special Grant	-9,100		-9,100	-9,100
0	0	-10,957	NEW	Hello My Name is Wellness Grant	-10,280		-10,280	-10,280
-1,650	0	0	87030	Senior Market Building Activity Fee	-1,650		-1,650	-1,650
-89,210	-104,100	-95,468		TOTAL SENIORS ACTIVITY CENTRE REVENUE	-102,730	*	0	-104,730
199,280	174,638	147,272		TOTAL SENIORS ACTIVITY CENTRE EXPENDITURES	233,372	*	0	241,143
110,070	70,538	51,804		NET COST TO TOWN	130,642	*	0	136,413

2019-12-12

*Indicates increase over previous year

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT #: **7420.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
87,926	56,525	64,353	742010	Payroll Salaries & Wages	94,889	*		96,550	98,240
24,501	23,201	26,820	742015	Payroll Salaries & Wages Part - Time	27,109	*		27,584	28,067
28,188	12,791	19,197	742030	Payroll Benefits	28,000			30,000	32,000
4,165	8,294	4,356	742031	Payroll Benefits Part-Time	4,744	*		5,379	6,034
144,780	100,811	114,726		SUB TOTAL SALARIES, WAGES & BENEFITS	154,742	*	0	159,513	164,341
1,250	41	112	7420150	Office Supplies	1,250			1,250	1,250
10,500	9,936	6,840	7420155	Program Costs - Supplies	10,750	*		10,750	10,750
20,000	26,685	22,397	7420156	Instructors Fees	23,000	*		26,000	26,000
1,500	1,500	0	7420180	Telephone & Internet Services	1,500			1,500	1,500
5,000	3,918	3,897	7420210	Advertising & Promotions	5,000			5,000	5,000
600	729	820	7420250	Memberships & Subscrip'ns	600			600	600
1,000	941	1,379	7420260	Training & Courses	1,000			1,000	1,000
650	248	264	7420270	Travel Expense	650			650	650
1,500	1,326	745	7420380	Conferences & Conventions	1,500			1,500	1,500
4,500	15,000	0	7420460	Utilities	15,000	*		15,000	15,000
3,500	3,500	140	7420500	Repair & Maintenance	3,500			3,500	3,500
1,500	1,965	297	7420850	Special Project - Active Living Fair	1,500			1,500	1,500
0	5,475	1,295	7420854	Special Project - Hello My Name	10,280	*		10,280	10,280
51,500	71,264	38,186		SUB TOTAL MATERIALS	75,530	*	0	78,530	78,530
3,000	2,563	-5,640	7420320	Insurance	3,100	*		3,100	3,100
3,000	2,563	-5,640		SUB TOTAL CONTRACTED SERVICES	3,100	*	0	3,100	3,100
199,280	174,638	147,272		TOTAL SENIORS ACTIVITY CENTRE	233,372	*	0	241,143	245,971

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT#: 7420.100

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:	2020	8851	Tournament	Hosting the Pickleball Provincial Championship in 2020..
	2020	8852	Registration	Registration fees for Active Living Fair held in October
	2020	8853	Recoveries	General recoveries for the centre.
	2020	8854	Membership Fees	Based on 1,000 memberships at \$30
	2020	871147420	Provincial Subsidy	MOHLC Annual Grant
	2020	871147420	Provincial Grant - Special	\$9,100 in 2020 down from \$9,300 in 2019
	2020	7420155	Program Supplies	This account is used to provide supplies for the 35+ programs that we provide to our members.
	2020	7420156	Instructor Fees	Slight increase to instructors fees based on number of programs. All classes will have a set minimum of participants to cover at least instructor fees.
	2020	7420380	Conferences & Conventions	OACAO conference and PRO conference
	2020	7420850	Active Living Fair	\$2,000 grant that has been received for the past four years and will be applied for again.

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

CULTURE AND COMMUNITY SERVICES SUMMARY

FUNCTION	2019 BUDGET	2019 YTD	2020 DEPT REQUEST	%	2020 FINAL APPROVED	%	2021 FORECAST	2022 FORECAST
CULTURAL ADMINISTRATION	101,929	89,284	110,858	8.8		0 (100.0)	108,006	111,382
CONCERT BAND	20,500	16,702	20,600	0.5		0 (100.0)	20,600	20,600
MARKET BUILDING								
MARKET BUILDING EXP.	18,200	7,892	18,250	0.3		0 (100.0)	18,250	18,250
MARKET BUILDING REV.	-22,000	-21,650	-22,000	0.0		0 (100.0)	-22,000	-22,000
NET MARKET BUILDING	-3,800	-13,758	-3,750	(1.3)		0 (100.0)	-3,750	-3,750
ART GALLERY								
ART GALLERY EXP.	160,000	160,000	200,000	25.0		0 (100.0)	250,000	250,000
ART GALLERY REV.	-45,000	-45,000	-45,000	0.0		0 (100.0)	-45,000	-45,000
NET ART GALLERY	115,000	115,000	155,000	34.8		0 (100.0)	205,000	205,000
CONCERT HALL								
CONCERT HALL EXP.	359,659	313,171	375,225	4.3		0 (100.0)	382,401	402,327
CONCERT HALL REV.	-166,850	-119,767	-181,050	8.5		0 (100.0)	-181,050	-181,050
NET CONCERT HALL	192,809	193,404	194,175	0.7		0 (100.0)	201,351	221,277
COMMUNITY GRANTS	50,946	47,421	50,000	(1.9)		0 (100.0)	0	0
CIVIC AWARDS	0	2,957	0	0.0		0 0.0	0	0
SPECIAL EVENTS DEPT	290,430	236,011	360,789	24.2		0 (100.0)	371,653	378,192
LIBRARY								
OPERATING	904,505	908,418	932,700	3.1		0 (100.0)	949,795	967,214
NET LIBRARY	904,505	908,418	932,700	3.1		0 (100.0)	949,795	967,214
TOTAL CULTURE & COMMUNITY								
TOTAL EXPENDITURES	1,906,169	1,781,856	2,068,422	8.5		0 (100.0)	2,100,705	2,147,965
TOTAL REVENUE	-233,850	-186,417	-248,050	6.1		0 (100.0)	-248,050	-248,050
NET CULTURE & COMMUNITY	1,672,319	1,595,439	1,820,372	8.9		0 (100.0)	1,852,655	1,899,915
LIBRARY LONG TERM DEBT	-40,000	-40,000	-40,000	0.0		0 (100.0)	-40,000	-40,000

** Detail in Long Term Debt Charges Section

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CULTURAL ADMIN**

ACCOUNT#: 7000.100

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
75,139	124,894	43,714	700010	Payroll Salaries & Wages	77,303	*		78,656	80,032
21,790	34,944	13,216	700030	Payroll Benefits	22,205	*		23,000	25,000
96,929	159,838	56,930		SUB TOTAL SALARIES, WAGES & BENEFITS	99,508	*	0	101,656	105,032
5,000	373	134	7000150	Administrative Expenses	5,000			5,000	5,000
0	550	283	7000180	Telephone Services	600			600	600
0	0	450	7000270	Travel Expense	750			750	750
0	38,978	20,103	7000850	Special Project - Cultural Master Plan	0			0	0
0	0	11,384	7000851	LAV III Monument	0			0	0
0	0	0 NEW		Special Project - Victoria Hall 160th	5,000			0	0
0	-38,978	0	7000913	Recoveries - Federal Gas Tax	0			0	0
5,000	923	32,354		SUB TOTAL MATERIALS	11,350	*	0	6,350	6,350
101,929	160,761	89,284		TOTAL CULTURAL ADMIN	110,858	*	0	108,006	111,382

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CULTURAL ADMIN**

ACCOUNT#: 7000.100

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2020	7200150	Administrative Expenses	Budget for Directors office supplies, conferences etc
	2020	NEW	Special Project - Victoria Hall 160th	Special events to celebrate the 160th anniversary of Victoria Hall
PERFORMANCE DATA:				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT BAND**

ACCOUNT#: **7660.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
2,100	1,599	1,129	7660450	Heat	2,100			2,100	2,100
1,300	1,370	1,152	7660460	Utilities	1,350	*		1,350	1,350
0		0	7660570	Property Improvements	0			0	0
3,400	2,969	2,281		SUB TOTAL MATERIALS	3,450		0	3,450	3,450
900	809	-1,779	7660320	Liability Insurance	950	*		950	950
900	809	-1,779		SUB TOTAL MATERIALS	950	*	0	950	950
16,200	16,200	16,200	7660940	Grants & Transfers	16,200			16,200	16,200
16,200	16,200	16,200		SUB TOTAL OTHER CHARGES & TRANSFERS	16,200		0	16,200	16,200
20,500	19,978	16,702		TOTAL CONCERT BAND	20,600		0	20,600	20,600

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT BAND**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Aid in funding the Cobourg Concert Band.	2020	7660450	Heat	Band building located at 612 D'Arcy St
	2020	7660460	Utilities	Band building located at 612 D'Arcy St
	2020	7660570	Property Improvements	No building improvements requested this year.
PERFORMANCE DATA: Band provides many musical services to the citizens (parades, concerts, etc.) with no fees charged.				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **MARKET BUILDING**

ACCOUNT#: **7630.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
500	438	402	7630180	Telephone Expense	500			500	500
5,500	7,198	4,626	7630460	Heat / Utilities	5,500			5,500	5,500
10,000	5,715	3,532	7630470	Building Maintenance	10,000			10,000	10,000
1,000	0	1,974	7630570	Property Improvements	1,000			1,000	1,000
0	427	0	7630850	Special Project - New Chairs	0			0	0
17,000	13,778	10,534		SUB TOTAL MATERIALS	17,000		0	17,000	17,000
1,200	1,183	-2,642	7630320	Liability Insurance	1,250	*		1,250	1,250
1,200	1,183	-2,642		SUB TOTAL OTHER CHARGES & TRANSFERS	1,250	*	0	1,250	1,250
18,200	14,961	7,892		TOTAL MARKET BUILDING	18,250		0	18,250	18,250
-22,000	-21,720	-21,650	87029	Market Building Revenue	-22,000			-22,000	-22,000
-22,000	-21,720	-21,650		TOTAL MARKET BUILDING REVENUE	-22,000		0	-22,000	-22,000
-3,800	-6,759	-13,758		NET TO TOWN MARKET BUILDING	-3,750	*	0	-3,750	-3,750

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **MARKET BUILDING**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To fund utilities, expenditures, service and maintain furnace. Purchase of minor supplies and insurance.	2020	7630180	Telephone Expense	All accounts to remain the same as the building bookings are consistent over the next few years - Farmer's Market, Seniors, Dog School, etc. Rates to increase and will only reflect a minor increase in the budget.
		7630320	Liability Insurance	
		7630460	Heat / Utilities	
PERFORMANCE DATA: Centre during the week, the Farmer's Market on Saturdays and outside rentals in the remainder of the time. The facility is open 7 days per week. No cost to rent for seniors.	2020	7630470	Building Maintenance	The building is currently cleaned by town staff five to six days a week and if additional cleaning is required the user groups and charged back.
		7630570	Property Improvements	
	2020	87029	Market Building Revenue	Legislative Services responsible for the booking, processing fees, sign contracts, and correspond with rental parties. Maintenance Dept. is on call 24/7 for fire systems.

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **ART GALLERY**

ACCOUNT#: **7640.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
205,000	160,000	205,000	7640940	Grants & Transfers	225,000	*		250,000	250,000
-45,000	0	-45,000	7640913	Recoveries - Holdco	-25,000			0	
160,000	160,000	160,000		SUB TOTAL OTHER CHARGES & TRANSFERS	200,000	*	0	250,000	250,000
-45,000	-45,000	-45,000	87085	Art Gallery Rent	-45,000			-45,000	-45,000
115,000	115,000	115,000		TOTAL ART GALLERY COST TO TOWN	155,000	*	0	205,000	205,000

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **ART GALLERY**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To promote and provide access to art and related programs as a community gallery and as a National centre for the enjoyment of the people of Northumberland. To serve as a repository for objects of significant artistic and historical significance, to foster interest in the Arts and to serve as a cultural resource centre.</p> <p>PERFORMANCE DATA:</p>	2020	7640940	Grants & Transfers	<p>Net grant towards operating costs of the AGN after deducting value of rent \$180,000 (last year \$160,000). Recognizing the Gallery's permanent collection as a significant Cobourg cultural and tourism asset of national significance, new operating funding is being provided to stabilize the organization financially. A New Memorandum of Understanding to be developed.</p>
	2020	87085	Art Gallery Rent	<p>Exchange of cheques for rental value Victoria Hall space \$45,000</p>
	2020	7640913	Recoveries - Holdco	<p>To partially fund the increase in funding to the AGN by a transfer from Holdco Reserve.</p>

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT HALL FACILITIES - REVENUE**

ACCOUNT#: **886**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-20,000	-11,059	-13,792	8861	Wedding Rentals	-25,000	*		-25,000	-25,000
-55,000	-50,102	-24,248	8862	Bar Receipts	-60,000	*		-60,000	-60,000
-18,000	-7,471	-5,280	8863	Specials Productions	-18,000			-18,000	-18,000
-21,000	-33,100	-35,742	8864	Box Office Service Fees	-25,000	*		-25,000	-25,000
-13,000	-12,903	-8,220	8866	Event Service Rentals	-13,000			-13,000	-13,000
-700	-400	-975	8869	Meeting Rentals	-700			-700	-700
-35,000	-30,739	-31,155	88610	Concert / Theatre Rentals	-35,000			-35,000	-35,000
-1,200	-1,500	-300	88611	Banquet / Fundraiser Rentals	-1,200			-1,200	-1,200
-750	-200	100	88612	Other Rentals	-750			-750	-750
-1,500	0	-175	88613	Citizen's Forum Rentals (Cabaret / Other)	-1,500			-1,500	-1,500
-500	-400	-346	88815	Bottle Returns	-500			-500	-500
-200	-751	366	88816	Gift Certificates	-400			-400	-400
-166,850	-148,625	-119,767		TOTAL CONCERT HALL REVENUES	-181,050	*	0	-181,050	-181,050
359,659	325,136	313,171		TO CONCERT HALL EXPENDITURES	375,225		0	382,401	402,327
192,809	176,511	193,404		NET COST OF CONCERT HALL	194,175	*	0	201,351	221,277

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT HALL - REVENUE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide the Town of Cobourg with a cultural facility for the community and professional groups. To provide banquet facilities and community meeting rooms.	2020	8861	Wedding Rentals	Budget will be kept close
	2020	8862	Bar Receipts	Revenue collected from bar at weddings and events
PERFORMANCE DATA:	2020	8863	Special Productions	Special productions
	2020	8864	Box Office Service Fees	All tickets sold through box office are charged fees for the service. Online ticket sales and mail-out of tickets are also charged for this service to the consumer.
	2020	8886	Event Service Rentals	Each of these rentals are based on the specific type of rental. Theatre rentals brings in the most. Event Service rentals are for things such as chairs, tables, easels, special lighting etc
		8868	Meeting Rentals	
		88610	Concert / Theatre Rentals	
		88611	Banquet / Fundraising Rentals	
		88612	Other Rentals	
		88615	Bottle Returns	Tracking of bottle returns
		88616	Gift Certificates	Tracking of gift certificates sold - to be marketed in 2020

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT HALL FACILITIES**

ACCOUNT#: **7500.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
181,241	111,225	156,414	750010	Payroll Salaries & Wages	192,366	*		195,732	199,155
6,000	20,483	22,050	750011	Payroll Salaries & Wages - Overtime	6,000			6,105	6,215
10,200	9,406	8,718	750012	Payroll Standby	10,200			10,379	10,560
9,140	58,600	28,632	750015	Payroll Part Time Wages	9,226			9,388	9,552
5,320	10,288	7,135	750072	Payroll Bar Staff Wages	5,320			5,413	5,508
65,150	40,190	37,564	750030	Payroll Benefits	67,817	*		73,248	88,849
2,458	10,005	10,482	750032	Payroll Part Time Benefit	2,546	*		2,886	3,238
250	234	277	750060	Footwear	250			250	250
0	376	251	750080	Meal Allowance	100	*		100	100
279,759	260,807	271,523		SUB TOTAL SALARIES, WAGES & BENEFITS	293,825	*	0	303,501	323,427
2,000	1,590	1,713	7500150	Office Supplies	2,000			2,000	2,000
1,600	1,770	1,162	7500181	Telephone - Cellular	1,600			1,600	1,600
5,000	4,985	4,481	7500210	Advertising & Promotions	7,500	*		5,000	5,000
1,000	493	538	7500230	Photocopier Expenses	1,000			1,000	1,000
1,500	710	276	7500240	Postage & Couriers	1,500			1,500	1,500
0	38	0	7500250	Memberships & Subscrip'ns	0	*		0	0
2,000	611	332	7500260	Training & Courses	1,000			1,000	1,000
1,000	0	0	7500270	Travel Expense	1,000			1,000	1,000
9,600	9,041	1,556	7500590	Other Maint & Repairs	9,600			9,600	9,600
6,700	6,228	6,996	7500670	Other Equipment Purchases	6,700			6,700	6,700
15,000	11,227	569	7500800	Special Events - Sponsored Events	15,000			15,000	15,000
700	321	239	7500830	Consumables Supplies - Bar	700			700	700
2,800	2,949	1,961	7500831	Consumables - Non-alcohol purchase	2,800			2,800	2,800
6,000	6,672	4,146	7500832	Consumables - Beer Purchases	6,000			6,000	6,000
13,000	9,795	7,377	7500833	Consumables - Wine / Liquor Purchases	13,000			13,000	13,000
12,000	11,395	11,427	7500919	Bank Service Charges	12,000			12,000	12,000
0	-3,496	-1,125	7500991	Recoveries	0			0	0
79,900	64,329	41,648		SUB TOTAL MATERIALS	81,400		0	78,900	78,900
359,659	325,136	313,171		TOTAL CONCERT HALL FACILITIES	375,225	*	0	382,401	402,327

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT HALL FACILITIES**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To provide the Town of Cobourg with a cultural facility for community and professional groups. To provide banquet facilities and community meeting rooms.</p> <p>PERFORMANCE DATA:</p>	2020	750012/15	Payroll Salaries & Wages	Contractual Obligations
	2020	750011	Payroll Overtime	Reflects the overtime required to run box office and facility 7 days a week for shows, set-up, weddings
	2020	7500150	Office Supplies	Office supplies including ticket stock
	2020	7500210	Advertising and Promotions	Increase in advertising to improve ticket sales to new concert bookings.
	2020	7500240	Postage and Couriers	Email newsletters to reduce postage charges
	2020	7500260	Training Courses	2 training days on Theatre Manager
	2020	7500670	Other Equipment Purchases	Consumable supplies for lighting and set-ups, wires required for technical products (screen gels and gobos)

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: COMMUNITY **GRANTS**

ACCOUNT#: **7000.20**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
50,946	34,860	47,421	7020940	General Grants	50,000			0	0
0	0	0	7020942	Concert Hall	0			0	0
0	0	0		Allowance Community Grants	0			0	0
0	0	0	7020912	Transfer from Reserve Northam - Hospital	0			0	0
50,946	34,860	47,421		SUB TOTAL OTHER CHARGES & TRANSFERS	50,000		0	0	0
50,946	34,860	47,421		TOTAL ORGANIZATION GRANTS	50,000		0	0	0

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMUNITY GRANTS

	2017 Approved	2018 Request	2018 Approved	2019 Request	2019 Approved	2020 Request	2020 Approved
COMMUNITY GRANTS							
Community Care Northumberland	2,000	2,000	2,000	2,000	2,000	2,000	
Cobourg Museum Foundation - Property Taxes	3,000	3,000	3,000	4,000	4,000	4,000	
Cobourg Museum Foundation - Capital Grant	4,500	4,500	4,500	4,500	4,500	6,000	
Northumberland Orchestra	2,000	4,000	2,000	4,000	2,000	5,000	
Victoria Hall Volunteers	7,500	5,000	5,000	4,500	4,520	5,000	
OSGA District 12 Senior Games	0	300	300	0	0	0	
Legion - Education Taxes	1,250	1,100	1,100	0	0	0	
Victorian Operetta Society	2,600	5,000	3,000	3,000	1,808	4,000	
Cornerstone Grant	0	2,000	0	0	0	0	
Art Gallery	20,000	0	0	0	0	0	
Marie Dressler	0	6,200	6,200	1,000	1,000	15,000	
Cobourg Ecology Garden	1,929	2,000	2,500	2,575	2,000	2,425	
Cobourg Community Garden Group	700	600	0	0	0	0	
Lions Club of Cobourg	0	30,000	0	0	0	0	
Northumberland 89.7 FM	3,000	4,000	2,500	3,000	1,582	3,220	
Cobourg & District Historical Society	972	1,084	1,084	1,487	989	1,517	
Oriana Singers	0	3,000	1,000	3,000	2,000	3,000	
Cobourg Lawn Bowling Club	0	5,500	5,500	5,500	5,439	5,500	
Northumberland Film Sundays	0	500	0	0	0	0	
Children's Foundation	0	500	0	0	0	0	
La Jeunesse Choirs	0	2,000	1,000	2,000	1,865	2,000	
Sound of The Next Generation	0	2,500	2,500	2,500	2,000	2,500	
Cobourg Highland Games	0	0	0	9,000	3,000	2,900	
Santa Claus Parade Committee	0	0	0	10,000	10,000	0	
Driftwood Theatre	0	0	0	2,000	0	0	
Fern Blodgett Sunde Commemoration	0	0	0	5,000	0	7,000	
Les Amis	0	0	0	6,000	2,000	5,000	
Old Cat Hollow Studio	0	0	0	2,000	0	0	
Therapeutic Paws of Canada	0	0	0	215	243	415	
Cobourg Collegiate Institute	0	0	0	0	0	350	
Cobourg Farmers Market Association	0	0	0	0	0	7,929	
Green Wood Coalition	0	0	0	0	0	3,000	
Horizon of Friendship	0	0	0	0	0	6,500	
Northumberland Community Counselling Centre	0	0	0	0	0	20,000	
Northumberland Hispanic Cultural Club	0	0	0	0	0	2,500	
Northumberland Learning Connection	0	0	0	0	0	3,000	
OSGA 55+ Games	0	0	0	0	0	250	
Terry Fox Public School - Learning Life Skills Classes	0	0	0	0	0	528	
The Children's Foundation	0	0	0	0	0	3,200	
The Help Centre	0	0	0	0	0	8,000	
Transition House Coalition of Northumberland	0	0	0	0	0	11,000	
Transfer from Contingency	-1,500	-34,784					
TOTAL COMMUNITY GRANTS	47,951	50,000	43,184	77,277	50,946	142,734	0

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **COMMUNITY GRANTS**

STATEMENT OF PURPOSE: To provide grants and/or subsidies to various Community Organizations.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
	2020	7020940	General Grants	All grants are subject to the Municipal Community Grants Policy Annual process so no amounts established for 2021 & 2022
PERFORMANCE DATA: Grants subject to change based on Grant Policy Establishment of Contingency Fund.				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CIVIC AWARDS COMMITTEE**

ACCOUNT#: **7000.30**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,000	1,765	357	7030210	Advertising & promotions	1,000			1,000	1,000
1,000	1,031	1,174	7030220	Printing	1,000			1,000	1,000
3,000	2,875	3,926	7030340	Presentations	3,000			3,000	3,000
-5,000	-3,500	-2,500	7030956	Recoveries	-5,000			-5,000	-5,000
0	2,171	2,957		SUB TOTAL MATERIALS	0		0	0	0
0	2,171	2,957		TOTAL CIVIC AWARDS COMMITTEE	0		0	0	0

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CIVIC AWARDS COMMITTEE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Recognition of accomplishments of Cobourg Citizens. Annual presentation event.	2020	7030991	Civic Awards - Recoveries	This committee raises sufficient funds each year through sponsorship of the event to cover the costs associated with it. Any annual surplus is placed in a Special Holdings account in case of a future deficit.
PERFORMANCE DATA: The Civic Awards Committee is a self-funding organization. Any surplus of receipts over expenditures goes into a holding account for future use to cover potential deficient.				

TOWN OF COBOURG

2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS**

ACCOUNT#: **7100.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
171,057	64,449	117,894	710010	Payroll Salaries & Wages	183,089	*		190,712	194,050
0	4,130	7,229	710011	Payroll Overtime	2,877	*		2,927	2,978
0	9,665	4,747	710015	Payroll Part-time Wages	4,700	*		4,782	4,866
50,173	21,018	34,953	710030	Payroll Benefits	50,000			52,000	54,000
0	1,378	1,950	710031	Payroll Part-time Benefits	823	*		932	998
0	0	0 NEW		Clothing	600			600	600
221,230	100,640	166,773		SUB TOTAL SALARIES, WAGES & BENEFITS	242,089	*	0	251,953	257,492
400	11	226	7100150	Office Supplies	400			400	400
1,500	582	434	7100180	Telephone	1,500			1,500	1,500
4,500	4,731	6,444	7100210	Advertising & Promotion	5,500	*		6,000	6,500
500	49	79	7100220	Printing	500			500	500
100	8	0	7100240	Postage	100			100	100
1,000	590	391	7100250	Membership & Subscrip'ns	1,000			1,000	1,000
200	740	0	7100260	Training & Courses	200			200	200
2,500	424	347	7100270	Travel Expense	2,500			2,500	2,500
2,500	903	1,567	7100380	Conferences & Conventions	2,500			2,500	2,500
4,000	3,559	550	7100850	Sp Project - First Night	4,000			4,000	4,000
5,500	5,834	5,190	7100851	Sp Project - Movies in the Park	5,500			5,500	5,500
25,000	29,432	33,855	7100852	Sp Project - Sandcastle Festival	25,000			25,000	25,000
20,000	20,210	20,473	7100853	Sp Project - Christmas Magic	50,000	*		50,000	50,000
4,000	24	102	7100854	Sp Project - Winter Festival	4,000			4,000	4,000
5,000	5,643	3,269	7100860	Sp Project - Street Pianos	0			0	0
26,000	30,617	27,832	7100861	Sp Project - Canada Day Celebrations	27,000	*		28,000	29,000
1,000	4,347	907	7100862	Sp Project - Family Day in Cobourg	1,000			1,000	1,000
3,000	3,094	1,009	7100863	Sp Project - Christmas Market	3,000			3,000	3,000
0	843	0	7100864	Sp Project - Canada 150	0			0	0
0	54,992	-225	7100865	Sp Project - Armistice 2018	0			0	0
30,000	0	0	7100866	Sp Project - 2020 Special Event	25,000			25,000	25,000
136,700	166,633	102,450		SUB TOTAL MATERIALS	158,700	*	0	160,200	161,700

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS**

ACCOUNT#: **7100.100**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
0	0	0	NEW	Transportation - Community Events	3,500	*		3,500	3,500
0	0	0	NEW	Port-a-Potties - Community Events	3,500	*		3,500	3,500
0	0	0	NEW	Garbage Removal - Community Events	16,000	*		16,500	17,000
0	0	0		SUB TOTAL CONTRACTED SERVICES	23,000	*	0	23,500	24,000
-22,500	-12,000	-16,244	87086	Recoveries	-22,500			-22,500	-22,500
-8,500	-9,708	-8,631	87087	Recoveries - Event Permit Fee	-9,000			-10,000	-11,000
-1,500	-4	0	87090	Recoveries - Wedding Ceremonies	-1,500			-1,500	-1,500
0	0	-3,337	87098	User Fees	0			0	0
-30,000	0	0	87099	Recoveries - 2020 Special Event	-25,000			-25,000	-25,000
0	0	0	871147100	Recoveries - Provincial Grant	0			0	0
-5,000	-16,000	-5,000	871137100	Recoveries - Federal Grant	-5,000			-5,000	-5,000
-67,500	-37,712	-33,212		TOTAL REVENUE	-63,000		0	-64,000	-65,000
290,430	229,561	236,011		TOTAL SPECIAL EVENTS DEPT	360,789	*	0	371,653	378,192

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS DEPT**

STATEMENT OF PURPOSE: To provide the Town of Cobourg with a Special Event Department including staff and resource responsible for organizing and coordinating all aspects of Town events and to act as a liaison with all community events. To provide economic and community impact reports.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA: An annual costing report on all events is provided each year. Evaluations will be completed on Town events to provide community and economic impact results and figures.	2020	NEW	Clothing	Added for new clothing policy
	2020	7100210	Advertising & Promotions	Increase to advertising and promotion budget to better promote events to citizens throughout the community.
	2020	7100250	Memberships & Subscriptions	Festivals and Events Ontario - \$400 IFEA (International Festivals and Events Association) - \$600
	2020	7100851	Movies on the Beach	Budget covers the full movie and rental for three movies each summer and VIP seating
	2020	7100853	Christmas Magic	Recommended to budget increase in response to the public request and Christmas Magic Ad Hoc Committee recommendations. Additional budget is required to install lights in Victoria Park as per recommendations. Will also assist the Town in creating a cultural event for both locals and guests to enjoy throughout the winter season. Budget includes cost of renting street pole lights that had previously been in the Public Works budget.
	2020	7100860	Street Pianos	Have recommended discontinuing the street piano event as it is increasingly difficult to find interested artists. Will be working with the Parks Dept. on community arts special project for the Town garbage bins.
	2020	7100863	Christmas Market - Lighting Up Event	Community event leading up to the unveiling of Christmas Magic. Budget covers cost of glow sticks, sponsorship to Habitat for Humanity gingerbread house competition and appearance by Santa.
	2020	NEW	Transportation Special Events	Used during Waterfront and Sandcastle Festival to transport individuals to the Downtown Area.

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS DEPT**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To provide the Town of Cobourg with a Special Event Department including staff and resource responsible for organizing and coordinating all aspects of Town events and to act as a liaison with all community events. To provide economic and community impact reports.</p> <p>PERFORMANCE DATA:</p> <p>An annual costing report on all events is provided each year. Evaluations will be completed on Town events to provide community and economic impact results and figures.</p>	2020	NEW	Port-A-Potties Special Events	in response to lack of public washrooms in the downtown and beach area during busy festival weekends.
	2020	NEW	Garbage Removal Special Events	Garbage removal during Waterfront Festival
	2020	87086	Recoveries	Reflects sponsorship collected and wristband sales at Sandcastle Festival, grants, etc.
	2020	87087	Recoveries - Event Permit Fee	Permit fees from third party approved events
	2020	87090	Wedding Ceremonies	Wedding ceremonies that take place on Town property are permitted through the Community Events application.

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

2020 FESTIVALS

Movies on the Beach

Budget	5,500
Recoveries (Sponsorship)	-5,000
TOTAL	500

15th Annual Sandcastle Festival

Budget	25,000
Recoveries - Title sponsor	-5,000
Recoveries (supporting sponsor - 3 @ \$500)	-1,500
Wristband Sales / Entry Fees	-2,500
TOTAL	16,000

Christmas Magic

Budget	75,000
Recoveries	-500
TOTAL	74,500

Winter Event - Savoury Celebrations

Budget	4,000
TOTAL	4,000

First Night

Budget	4,000
TOTAL	4,000

Canada Day

Fireworks	27000
Recoveries (Sponsorship and Grants)	-8,000
TOTAL	19000

Family Day Skate

Budget	1000
TOTAL	1000

Christmas Market - Lighting Up Ceremony

Event related infrastructure/movie/guest chefs	3000
TOTAL	3000

Recoveries	-22,500
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**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY**

ACCOUNT#: **7600.100**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
12,000	8,648	3,456	7601524	Exterior Maintenance / Snowplowing	12,000			12,000	12,000
12,000	8,648	3,456		SUB TOTAL MATERIALS	12,000		0	12,000	12,000
871,505	835,924	871,505	7601940	Grants & Transfers	899,700	*		916,795	934,214
7,000	7,000	0	7601942	Transfer to/from reserve - Furnace Replacement	6,000			6,000	6,000
5,000	19,707	24,457	7601942	Transfer to/from reserve - Major Repairs	5,000			5,000	5,000
0		0	7601942	Transfer to/from reserve - Integrated Library System	10,000	*		10,000	10,000
5,000	5,000	5,000	7601942	Transfer to/from reserve - Computers / Printers	0			0	0
4,000	5,000	4,000	7601942	Transfer to/from reserve - Furniture	0			0	0
892,505	872,631	904,962		SUB TOTAL OTHER CHARGES & TRANSFERS	920,700	*	0	937,795	955,214
904,505	881,279	908,418		TOTAL LIBRARY	932,700	*	0	949,795	967,214

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To fund share of Library operation costs.</p> <p>PERFORMANCE DATA:</p> <p>Operating grants provided:</p> <p>2019 - \$871,505</p> <p>2018 - \$832,468</p> <p>2017 - \$804,756</p> <p>2016 - \$782,581</p> <p>2015 - \$753,228</p> <p>2014 - \$726,000</p> <p>2013 - \$687,340</p> <p>2012 - \$634,000</p> <p>2011 - \$615,366</p> <p>2010 - \$538,269 + \$40,000</p> <p>2009 - \$503,888 + \$40,000</p> <p>2008 - \$489,412 + \$40,000</p> <p>2007 - \$475,312 + \$30,000</p> <p>2006 - \$438,812 + \$30,000</p> <p>2005 - \$438,812</p> <p>2004 - \$388,812</p> <p>2003 - \$381,188 + \$20,000 (one time)</p> <p>2002 - \$366,880</p> <p>2001 - \$356,540</p>	2020	7601524	Exterior Maintenance	Amount is required to look after the grounds including fall leaf clean up, maintenance of bushes and flower beds and winter maintenance of walkways and parking lot.
	2020	7601940	Operating Grant	Amount as approved by the Cobourg Public Library Board for requirement.
	2020	7601942	Transfer to/from Reserve	Amounts as identified for future major expenditure items. Any allocated amounts not required in the current budget year will be transferred to Reserve for future projects as identified.

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

PLANNING & RESIDENTIAL SUMMARY

FUNCTION	2019 BUDGET	2019 YTD	2020 DEPT REQUEST	%	2020 FINAL APPROVED	%	2021 FORECAST	2022 FORECAST
PLANNING								
PLANNING EXPENDITURES	407,769	372,997	383,834	(5.9)	0	(100.0)	393,978	407,508
PLANNING REVENUE	-75,000	-163,870	-115,000	53.3	0	(100.0)	-115,000	-115,000
NET PLANNING	332,769	209,127	268,834	(19.2)	0	(100.0)	278,978	292,508
COMMITTEE OF ADJUSTMENT								
COMM. OF ADJUSTMENT EXP.	73,839	56,000	79,557	7.7	0	(100.0)	81,641	83,803
COMM. OF ADJUSTMENT REV	-10,000	-17,325	-15,000	50.0	0	(100.0)	-15,000	-15,000
NET COMMITTEE OF ADJUSTMENT	63,839	38,675	64,557	1.1	0	(100.0)	66,641	68,803
COBOURG HERITAGE COMM	59,489	87,299	122,382	105.7	0	(100.0)	168,699	173,934
 TOTAL EXPENDITURES	541,097	516,296	585,773	8.3	0	(100.0)	644,318	665,245
TOTAL REVENUES	-85,000	-181,195	-130,000	52.9	0	(100.0)	-130,000	-130,000
 TOTAL PLANNING & RESIDENTIAL	456,097	335,101	455,773	(0.1)	0	(100.0)	514,318	535,245

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT#: **8000.100**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
-10,000	-10,070	-17,325	8709	Committee of Adjustment	-15,000			-15,000	-15,000
-70,000	-63,747	-159,125	87039	Planning Fees	-110,000			-110,000	-110,000
-5,000	-3,925	-4,745	87037	Planning & Zoning Reports	-5,000			-5,000	-5,000
-85,000	-77,742	-181,195		TOTAL PLANNING REVENUE	-130,000		0	-130,000	-130,000

2019-12-12

*Indicates increase over previous year

TOWN OF COBOURG

2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT#: **8000.100**

2019	2018	2019		2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
298,454	277,953	281,541	800010	Payroll Salaries & Wages	276,868		284,715	292,901
3,000	3,649	4,945	800011	Payroll Overtime	3,000		3,050	3,100
86,000	74,860	70,897	800030	Payroll Benefits	83,000		85,000	90,000
350	351	351	800060	Footwear	350		350	350
387,804	356,813	357,734		SUB TOTAL SALARIES, WAGES & BENEFITS	363,218	0	373,115	386,351
600	645	447	8000150	Office Supplies	600		600	600
1,000	2,255	384	8000160	Office Equip Purchases	1,000		1,000	1,000
1,500	1,392	985	8000180	Telephone Expenses	1,500		1,500	1,500
500	282	0	8000210	Advertising & Promotions	500		500	500
250	98	180	8000220	Printing	250		250	250
3,500	3,473	2,636	8000230	Photocopier Expenses	3,500		3,500	3,500
1,300	1,317	1,013	8000240	Postage & Couriers	1,300		1,300	1,300
5,100	5,065	5,291	8000250	Memberships & Subscrip'ns	5,500	*	5,500	5,600
3,500	1,160	2,437	8000260	Training & Courses	3,750	*	3,850	4,000
2,600	2,284	2,070	8000270	Travel Expense	2,600		2,700	2,700
4,000	2,682	3,696	8000380	Conferences & Conventions	4,250	*	4,500	4,750
0	0	0	8000850	Special Project - Office Renovations	0		0	0
10,000	0	0	8000894	Studies & Reviews #3 - Zoning Bylaw Update	10,000		0	0
0	62,003	0	8000895	Studies & Reviews - Official Plan Update	0	*	0	40,000
0	0	0	8000896	Studies & Reviews - Sustainability Master Plan	85,000	*	85,000	0
0	26,610	10,492	8000897	Studies & Reviews - Tannery Secondary Plan	0		0	0
20,000	0	0	8000898	Studies & Reviews - Dev Area Cobourg East	20,000		20,000	20,000
-13,285	-13,089	-13,285	8000955	Building Dept. - Indirect Costs	-13,534		-13,737	-13,943
0	0	0		NEW Recoveries - Sustainable Plan Northam	-85,000		-85,000	0
-20,000	-79,937	0	8000994	Recoveries - Development Area Cobourg East	-20,000		-20,000	-20,000
0	0	0	8000995	Recoveries - Official Plan Appeal - Holdco Reserve	0		0	-40,000
-10,000	0	0	8000913	Recoveries - Zoning Bylaw Update (DC)	-10,000		0	0
-600	-523	-424	8000998	Recoveries - Source Water Protection	-600		-600	-600
0	-26,610	-10,492	8000813	Transfer from Reserve - FCM	0		0	0
9,965	-10,893	5,430		SUB TOTAL MATERIALS	10,616	*	0	10,863
8,000	8,145	6,404	8000300	Legal Fees	8,000		8,000	8,000
2,000	330	3,429	8000360	Consultant Fees	2,000		2,000	2,000
10,000	8,475	9,833		SUB TOTAL CONTRACTED SERVICES	10,000	0	10,000	10,000
407,769	354,395	372,997		TOTAL PLANNING	383,834	0	393,978	407,508

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT #: **8000.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
Administration of the Corporation's Land Use Planning Program including Official Plan, Secondary Plans, Zoning By-laws, Site Plans, Subdivisions, etc.				YEAR	CODE	OBJECT	DETAILS
				2020	800011	Payroll - Overtime	Planning staff OT allocation
				2020	8000160	Office Equipment	Misc. office equipment & upgrades (i.e.. Computer hardware furnishings, cabinets, shelving)
PERFORMANCE DATA:				2020	8000180	Office Equipment Maintenance	Annual phone charges for 4 staff
				2020	8000220	Printing	Cost for printing large reports, plans, newsletters
New Applications	2017	2018	2019	2020	8000230	Photocopier Expenses	Costs shared with Cobourg Heritage Committee
Official Plan	1	0	2				
Zoning By-law	3	1	6				
Site Plan	3	3	9				
Subdivision	6	2	4				
Zoning Compliance	68	50	52				
				2020	8000250	Memberships & Subscriptions	OPPI / CIP - \$675 x 5 staff = \$3,375 Thomson Reuters - \$1,900 Canadian Urban Institute - \$150
				2020	8000240	Postage & Couriers	Allocated to individual departments from Legislative
				2020	8000260	Training & Courses	Professional training for 5 planners
				2020	8000300	Legal Fees	Fees associated with general planning-related legal advice and land registrations (non-recoverable)
				2020	8000360	Consultant Fees	Fees associated with general planning-related advice (non-recoverable)
				2020	8000380	Conferences & Conventions	Annual fees associated with CIP/OPPI/OEMC, etc
				2020	8000894	Zoning Bylaw Update	Consultant expenses associated with the update to the Comprehensive Zoning Bylaw (recoverable DC)
				2020	8000896	Sustainability Master Plan	1st of 3 year reserve program to develop a Community Sustainability Plan (recoverable Northam/Gas Tax per Council Strategic Plan Action #3 (partnership). Expenses associated with review of development proposals in the Cobourg East S. P. (recoverable)
				2020	8000898	Cobourg East Community (Area C)	Expenses associated with review of development proposals in the Cobourg East S. P. (recoverable)

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT #: **8000.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
Administration of the Corporation's Land Use Planning Program including Official Plan, Secondary Plans, Zoning By-laws, Site Plans, Subdivisions, etc.				YEAR	CODE	OBJECT	DETAILS
				2020	8000996	Recoveries - Zoning Bylaw Update	Recovery for DC's
				2020	8000994	Recoveries - Cobourg East Community	Recovery from developers.
				2020	8000998	Recoveries - Source Water	Recoveries for planning staff time associated with Source Water Protection policy development for County.
				20/21/22	NEW	Recoveries - Sustainability Plan	Recovery from Northam
PERFORMANCE DATA:				2020	87039	Planning Fees	Based on a 5 year average
New Applications	2017	2018	2019				
Official Plan	1	0	2				
Zoning By-law	3	1	6				
Site Plan	3	3	9				
Subdivision	6	2	4				
Zoning Compliance	68	50	52				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **COMMITTEE OF ADJUSTMENT**

ACCOUNT #: **8100.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
47,169	37,854	36,427	810010	Payroll Salaries & Wages	52,007	*		53,566	55,203
800	594	1,027	810011	Payroll Overtime	1,350	*		1,375	1,400
14,670	12,402	11,968	810030	Payroll Benefits	15,000	*		15,500	16,000
3,850	3,100	3,850	8100290	Honorarium	3,850			3,850	3,850
66,489	53,950	53,272		SUB TOTAL SALARIES, WAGES & BENEFITS	72,207	*	0	74,291	76,453
150	280	0	8100250	Memberships & Subscrip'ns	150			150	150
6,000	4,380	2,512	8100260	Training & Courses - Conference	6,000			6,000	6,000
1,000	701	216	8100270	Travel Expense	1,000			1,000	1,000
7,150	5,361	2,728		SUB TOTAL MATERIALS	7,150		0	7,150	7,150
200	0	0	8100300	Legal Fees	200			200	200
200	0	0		SUB TOTAL CONTRACTED SERVICES	200		0	200	200
73,839	59,311	56,000		TOTAL COMMITTEE OF ADJUSTMENT	79,557	*	0	81,641	83,803

43,811

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **COMMITTEE OF ADJUSTMENT**

ACCOUNT #: **8100.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
To render decisions on applications for consents and minor variances pursuant to the Planning Act.				YEAR	CODE	OBJECT	DETAILS
				2020	8100250	Memberships	OACA Membership for CoA Secretary/members
				2020	8100260	Training & Courses	OACA Conference for CoA members and staff
				2020	8100270	Travel expenses	Travel expenses for OACA Conference and site inspections
PERFORMANCE DATA:				2020	8100290	Honourarium	Honourarium for quasi-judicial body (Committee of Adjustment and Property Standards)
To October 31, 2015							
	2017	2018	2019				
Consents	4	8	18				
Variances	7	2	6				
Property Standards App	1	2	1				
Fence Viewer	0	0	1				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **HERITAGE**

ACCOUNT#: **7700.100**

2019	2018	2019		2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
30,651	20,707	17,097	770010	Payroll Salaries & Wages	85,523	*	87,318	89,195
1,500	1,344	822	770011	Payroll Overtime	1,350		1,375	1,400
10,771	6,394	6,724	770030	Payroll Benefits	25,942	*	26,339	28,839
42,922	28,445	24,643		SUB TOTAL SALARIES, WAGES & BENEFITS	112,815	*	0	119,434
300	333	74	7700150	Office Supplies	300		300	300
1,000	1,221	1,031	7700210	Advertising & Promotions	1,000		1,000	1,000
200	127	439	7700220	Printing	200		200	200
600	0	0	7700230	Photocopier	600		600	600
200	532	484	7700240	Postage	200		200	200
300	273	265	7700250	Memberships & Subscrip'ns	300		350	350
4,100	1,331	1,214	7700260	Training & Courses	4,100		4,100	4,100
700	653	212	7700270	Travel Expense	700		750	750
1,000	466	-71	7700850	Plaques	1,000		1,000	1,000
0	0	0	7700851	Special Proj - Heritage Master Plan	0		0	0
0	0	0		NEW Special Proj - Heritage Conservation District Plan	0	*	40,000	40,000
75,000	26,905	54,008	7700852	Special Proj - Downtown CIP Incentive Program	0		75,000	75,000
5,000	5,018	0	7700856	Special Proj - Cooley Park Interpretive Display	0		0	0
3,000	3,000	0	7700853	Special Proj - Heritage District Interpretive Signage	0		0	0
0	6,700	0	7700854	Special Proj - Historical Educational Video Series	0		0	0
0	683	0	7700916	Heritage Loan Interest	0		0	0
5,000	5,000	5,000	7700912	CAPS Reserve	0		3,000	3,000
-333	0	0	7700991	Recoveries - Plaques	-333		-333	0
0	0	0	7700994	Recoveries - Heritage Master Plan DC's	0		0	0
-5,000	0	0	7700913	Recoveries - Cooley Park - Parkland Reserve	0		0	0
-75,000	0	0	7700995	Recoveries - Downtown Heritage Grant CIP Holdco	0		-75,000	-75,000
-3,000	0	0	7700913	Recoveries - CAPS Reserve	0		0	0
13,067	52,242	62,656		SUB TOTAL MATERIALS	8,067		0	51,500
2,500	2,500	0	7700300	Legal Fees	1,000		2,000	2,500
1,000	0	0	7700360	Heritage Consultant	500		500	500
3,500	2,500	0		SUB TOTAL CONTRACTED SERVICES	1,500		0	3,000
59,489	83,187	87,299		TOTAL HERITAGE	122,382	*	0	173,934

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **COBOURG HERITAGE COMM**

ACCOUNT #: **7700.100**

STATEMENT OF PURPOSE:					HIGHLIGHTS/EXPLANATIONS:			
Promote the preservation of architectural heritage for the Town of Cobourg.					YEAR	CODE	OBJECT	DETAILS
					2020	7700210	Advertising & Promotions	Misc. expenses associated with public education on heritage matters (i.e.. heritage permits, incentives, newsletters, mail-outs, advertising, heritage awards)
PERFORMANCE DATA: <div style="display: flex; justify-content: space-between;"> <div></div> <div>2017</div> <div>2018</div> <div>2019</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Heritage Permits</div> <div>46</div> <div>78</div> <div>60</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Heritage Permits Waived</div> <div>46</div> <div>78</div> <div>60</div> </div>					2020	7700250	Memberships & Subscriptions	Professional memberships (CAHP, CHO) & heritage journal subscriptions
					2020	7700230	Photocopier Expenses	Shared with Planning
					2020	7700240	Postage	Expenses for bulk mail-outs (i.e.. newsletters, etc.)
					2020	7700250	Memberships & Subscriptions	Cobourg & District Historical - \$35 Heritage Canada - \$150 Community Heritage - \$75
					2020	7700260	Training & Courses	Professional training for heritage staff and CHC
					2020	7700300	Legal Fees	Expenses associated with general heritage legal advice, appeals, etc. and implementation of Heritage Master Plan and Downtown CIP
					2020	7700360	Heritage Consultant	Consultant expenses associated with general heritage matters, advice, appeals, etc.
					2021/22	7700852	Downtown Vitalization CIP Program	Multi-year CIP incentive program to improve the physical condition and appearance of downtown buildings and stimulate economic activity. Funding reduced for 2019+ per Council Strategic Plan Action #4 (PLACES)
					2021/22	NEW NEW	Heritage Conservation District Study/Plan Transfer to Reserve - Heritage Conservation District Study / Plan	This is 2 year budget program to establish a new Heritage Conservation District (i.e. Corktown, John St., Walton St., Henry St.) in accordance with Strategic Recommendations 1 c of the Heritage Master Plan and Council Strategic Plan Action #1 (PLACES)
					2020	7700912	CAPS Reserve	\$5,000 annual contribution to build reserve for public art projects

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **HERITAGE**

ACCOUNT #: **7700.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
Promote the preservation of architectural heritage for the Town of Cobourg.				YEAR	CODE	OBJECT	DETAILS
				2020	7700360	Heritage Consultant	Consultant fees associated with municipally-initiated CHIA's and peer reviews of CHIA's and Archaeological
				2020	7700995	Recoveries - Downtown Heritage Grant CIP	Recoveries from Holdco
PERFORMANCE DATA:							
	2017	2018	2019				
Heritage Permits	46	78	60				
Heritage Permits Waived	46	78	60				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMERCIAL & ECONOMIC DEVELOPMENT SUMMARY

FUNCTION	BUDGET	2019 YTD	2020 DEPT REQUEST	%	2020 FINAL APPROVED	%	2021 FORECAST	2022 FORECAST
HENLEY ARCADE	3,500	-1,476	4,600	31.4		0 (100.0)	4,600	4,600
SECOND STREET FIRE HALL	6,500	-6,671	7,625	17.3		0 (100.0)	7,625	7,625
DRESSLER HOUSE	9,800	11,710	7,275	(25.8)		0 (100.0)	7,275	7,275
SUB TOTAL COMMERCIAL	19,800	3,563	19,500	(1.5)		0 (100.0)	19,500	19,500
ECONOMIC DEVELOPMENT	230,703	183,268	192,224	(16.7)		0 (100.0)	239,227	243,533
VENTURE 13	197,454	239,215	216,636	9.7		0 (100.0)	215,828	210,696
TOURISM	212,272	173,597	243,234	14.6		0 (100.0)	246,424	251,592
SUB TOTAL ECONOMIC	640,429	596,080	652,094	1.8		0 (100.0)	701,479	705,821
TOTAL COMMERCIAL & ECONOMIC DEVELOPMENT	660,229	599,643	671,594	1.7		0 (100.0)	720,979	725,321

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **HENLEY ARCADE**

ACCOUNT#: **7900.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,000	931	703	7901460	Utilities	1,000			1,000	1,000
500	3,072	1,963	7901470	Building Maintenance	1,500	*		1,500	1,500
0	0	0	7901570	Special Project - Henley Arcade Improvements	0			0	0
0	0	0	7901913	Recoveries - Holdco	0			0	0
1,500	4,003	2,666		SUB TOTAL MATERIALS	2,500	*	0	2,500	2,500
2,000	1,884	-4,142	7901320	Insurance	2,100	*		2,100	2,100
2,000	1,884	-4,142		SUB TOTAL CONTRACTED SERVICES	2,100	*	0	2,100	2,100
3,500	5,887	-1,476		TOTAL HENLEY ARCADE	4,600	*	0	4,600	4,600

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **HENLEY ARCADE**

STATEMENT OF PURPOSE: To fund utilities and other maintenance items per agreement with Victoria Operetta Society.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
	2020	7901470	Building Maintenance	Snow removal from walkway
PERFORMANCE DATA: Clear snow / ice Maintain winter / summer				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **SECOND STREET FIRE HALL**

ACCOUNT#: **7900.200**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
1,000	859	5,409	7902470	Building Maintenance	2,000	*		2,000	2,000
1,000	859	5,409		SUB TOTAL MATERIALS	2,000	*	0	2,000	2,000
5,500	5,414	-12,080	7902320	Insurance	5,625	*		5,625	5,625
5,500	5,414	-12,080		SUB TOTAL CONTRACTED SERVICES	5,625	*	0	5,625	5,625
6,500	6,273	-6,671		TOTAL SECOND STREET FIRE HALL	7,625	*	0	7,625	7,625

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **SECOND STREET FIRE HALL**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>This building is managed by the Northumberland Players. All utilities paid by tenant. Maintain flower boxes in summer months, maintain exterior of building, snow removal, and maintain fire protection systems.</p>	2020	7902470	Building Maintenance	<p>Exterior maintenance is the responsibility of the Town. Minor items not impacted by capital work.</p> <p>Maintenance is on call 24/7 for fire system</p>
PERFORMANCE DATA:				

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **DRESSLER HOUSE**

ACCOUNT#: **7900.300**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	0	219	7903185	OPX Alarm Line Charges	450			450	450
3,000	3,168	4,090	7903460	Utilities	0			0	0
4,000	0	4,663	7903470	Building Maintenance	4,000			4,000	4,000
2,000	0	2,738	7903570	Property Improvements	2,000			2,000	2,000
9,000	3,168	11,710		SUB TOTAL MATERIALS	6,450		0	6,450	6,450
800	0	0	7903320	Insurance	825	*		825	825
800	0	0		SUB TOTAL CONTRACTED SERVICES	825	*	0	825	825
9,800	3,168	11,710		TOTAL DRESSLER HOUSE	7,275		0	7,275	7,275

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: DRESSLER HOUSE

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Maintenance and operations of Dressler House building currently housing the Marie Dressler Museum operated by the Foundation.	2020	7930185	OPX Alarm Line Charges	Town is responsible for security alarm line charges
	2020	7930460	Utilities	Utility bills are now paid by the Marie Dressler Foundation
PERFORMANCE DATA:	2020	7903470	Building Maintenance	Maintenance of the building plus spring/summer/fall maintenance of the grounds. Winter maintenance Monday - Friday - Maintenance Dept Week-end/holidays done by contractor
	2020	7903320	Insurance	Insurance of the building only. Contents insured by the Marie Dressler Foundation.

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **ECONOMIC DEVELOPMENT**

ACCOUNT#: **8910.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
120,044	133,990	88,802	891010	Payroll Salaries & Wages	76,721			78,064	79,430
3,367	7,215	1,925	891011	Payroll - Overtime	0			0	0
7,350	795	6,893	891011	Payroll Summer Students	7,479			7,610	7,743
31,612	95,807	25,351	891030	Payroll Benefits	21,865			23,809	25,815
1,250	1,744	804	891031	Payroll Summer Student Benefits	1,309	*		1,484	1,665
163,623	239,551	123,775		SUB TOTAL SALARIES, WAGES & BENEFITS	107,374		0	110,967	114,653
900	514	996	8910150	Office Supplies	900			900	900
0	0	1,025	8910171	Software Maintenance	1,550	*		1,600	1,650
3,300	2,811	1,953	8910180	Telephone & Answering Svc	3,000			3,000	3,000
3,200	3,623	2,137	8910210	Advertising & Promotions	3,200			3,500	4,000
300	1,199	238	8910230	Photocopier Expense	300			300	300
100	20	0	8910240	Postage & Couriers	100			100	100
2,640	2,153	3,412	8910250	Memberships & Subscrip'ns	3,460	*		3,520	3,590
3,300	2,249	2,776	8910260	Training & Courses	1,000			1,000	1,000
1,200	1,417	189	8910270	Travel Expense	1,200			1,200	1,200
300	248	288	8910370	Meals & Refreshments	300			300	300
2,600	479	2,448	8910380	Conferences & Conventions	2,600			2,600	2,600
0	0	0	8910399	Misc Admin Expenses	0	*		0	0
0	2,428	0	8910460	Utilities	0	*		0	0
0	5,087	45	8910470	Building Maintenance	0	*		0	0
0	0	0	8910990	Recoverable Expense	0	*		0	0
-560	-1,680	0	8910992	Government Grant Wages	-560			-560	-560
17,280	20,548	15,507		SUB TOTAL MATERIALS	17,050		0	17,460	18,080
800	781	-1,723	8910320	Liability Insurance	800			800	800
45,000	22,500	45,000	8910750	Contracted Service - Northumberland County	45,000			45,000	45,000
0	28,188	432	8910854	Special Project - Downtown Business Attraction	0			0	0
15,000	4,895	277	8910890	Studies & Reviews	7,000			50,000	50,000
60,800	56,364	43,986		SUB TOTAL CONTRACTED SERVICES	52,800		0	95,800	95,800
0	0	0 NEW		Venture 13 - Anchor Rent	15,000			15,000	15,000
-11,000	-28,188	0	8910912	Transfer from Economic Development Reserve	0			0	0
0	-10,000	0	871148910	Provincial Grant	0			0	0
0	0	0	8910993	Recoveries - CEDP Grant	0			0	0
-11,000	-38,188	0		SUB TOTAL OTHER CHARGES & TRANSFERS	15,000	*	0	15,000	15,000
230,703	278,275	183,268		TOTAL ECONOMIC DEVELOPMENT	192,224	0	0	239,227	243,533

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **COMMUNITY DEV.**

FUNCTION/ACTIVITY: **ECONOMIC DEVELOPMENT**

STATEMENT OF PURPOSE: Promote Town as a destination for investment through marketing, linkages with public and private sector agencies and target sectors. Maintain and enhance the data base and library information, provide small business support. Work with existing business and industry to help them expand.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA: Marketing and Promotions Website, promotional ads, business retention activities, community profile promotion and Strategic Plan Implementation.	2020	8910210	Marketing & Promotions	Some items previously accounted for under studies & reviews have been moved into this account.
	2020	8910230	Photocopier Expense	\$80/month avg monthly copy charge N/A due to V13 sponsorship with Red X Technologies. This account reflects only special print jobs.
	2020	8910250	Memberships & Subscriptions	Ontario East Economic Development Corporation - \$560 Northumberland Central Chamber of Commerce - \$400 Northumberland Manufacturers Association - \$2,500 * previously under strategic plan budget
	2020	8910260	Training & Courses	Placeholder for HR Mandatory Training - \$300 BR +E Workshop / Webinars - \$250 *includes mileage, meals & accommodation
	2020	8910270	Travel	Includes local/regional travel for 2 employees
	2020	8910370	Meals & Refreshments	Client meetings, special committee meetings, V13 coffee break into sessions, staff working meetings
	2020	8910380	Conferences & Conventions	EDCO Conference - \$1600 East Municipal Conference - \$1000 - 1 attendee *includes mileage, meals & accommodation
	2020	8910750	Contracted Services - Northumberland County	Manufacturing Attraction Specialist will be hired by Northumberland County on a cost share basis.
	2020	8910890	Studies & Reviews	Economic Development Strategic Plan 2018 - 2022 - \$7,000
	2020	NEW	Venture 13 - Anchor Rent	Rent/share of maintenance & utilities

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

**ECONOMIC DEVELOPMENT
2020 MARKETING AND PROMOTIONS BUDGET**

<i>Cobourg Street Map Ad featuring new location</i>	300
<i>Domain Name Fees Invest Cobourg; StartHere;</i>	100
<i>Business Achievement Awards</i>	500
<i>Promotional Souvenirs - provided to clients / conferences / trade shows</i>	500
<i>Business & Entrepreneurship Centre Conference Exhibitor Fee</i>	800
<i>Northumberland Manufacturers Association Workshop Sponsorship</i>	1000
TOTAL	3200

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

**ECONOMIC DEVELOPMENT
2020 Strategic Plan New and Ongoing / Outstanding Project Status
Special Project 8910890**

Consumer Attraction Plan - Deferred

Downtown Marketing Plan - Consumer Attraction, Locals & Tourists (not completed in 2018 or 2019)	\$0
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Youth Entrepreneur Partnership - Deferred

Youth Entrepreneur Partnership, Budget includes maintenance & repairs of beach kiosks, signage & marketing the program in the newspaper and radio, - Pitch Night for space at beach kiosk, Venture 13, VentureKids Techimmersive Partner (moved under Marketing & Promotions account)	\$0
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Website Redevelopment - Deferred

Economic Development Website Re-development	\$0
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2018 - 2022 Economic Development Strategic Plan	\$7,000
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TOTAL	\$7,000
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TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **VENTURE 13**

ACCOUNT#: **8930.100**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
107,400	49,612	92,452	893010	Payroll Salaries & Wages	111,011	*		114,703	118,571
35,979	12,910	24,104	893030	Payroll Benefits	25,000			27,000	28,000
143,379	62,522	116,556		SUB TOTAL SALARIES, WAGES & BENEFITS	136,011		0	141,703	146,571
0	2,216	390	8910150	Office Supplies	500	*		500	500
0	0	17,216 NEW		Office Equipment Mtce	1,000			1,000	1,000
2,500	1,458	3,240	8930170	Software Maintenance	4,700	*		4,700	4,700
18,500	11,081	17,333	8930175	Internet Costs	18,500			18,500	18,500
0	304	789	8930180	Telephone Services	1,600			1,600	1,600
600	53	601	8930185	Alarm / Line Charges	600			600	600
30,000	29,734	29,918	8930210	Advertising & Promotions	12,500			15,000	15,000
0	0	0 NEW		Programming	10,000	*		10,000	10,000
0	0	0 NEW		Training & Conferences	2,000	*		2,000	2,000
0	0	0 NEW		Travel Expenses	300	*		300	300
65,000	35,597	58,228	8930460	Utilities Contingency	57,000			57,000	57,000
0	0	24,467 NEW		Utilities - Lakefront Solar	36,000	*		36,000	36,000
0	0	0 NEW		Utilities - Prepaid Solar	-12,000			-12,000	-12,000
25,000	23,132	72,126	8930470	Building Maintenance	37,500	*		40,000	40,000
23,000	5,854	23,295	8930500	Custodial/Cleaning Supplies	23,500	*		24,000	24,500
2,500	2,007	2,502	8930919	Bank Service Fees	2,500			2,500	2,500
167,100	111,436	250,105		SUB TOTAL MATERIALS	196,200	*	0	201,700	202,200
0	1,600	0	8930300	Legal Fees	0			0	0
1,400	1,219	-323	8930320	Liability Insurance	1,425			1,425	1,425
8,000	8,523	7,460	8930550	Property Maintenance Fees - Delcom	8,000			8,000	8,000
2,500	1,410	1,756	8930480	Garbage Removal	2,500			2,500	2,500
7,000	0	3,153	8930850	Special Project - Chairs/Fountain/Outdoor Signage	0			0	0
60,900	0	0	8930851	Special Project - Workforce Development	0			0	0
0	0	0 NEW		Special Project - Signage	0	*		3,000	0
79,800	12,752	12,046		SUB TOTAL CONTRACTED SERVICES	11,925		0	14,925	11,925
-60,000	-40,000	-56,250	8901	Anchor Tenant - Rent Recovery	-75,000			-75,000	-75,000
-30,000	-12,396	-38,198	8902	Transient Tenant - Rent Recovery	-47,500			-60,000	-65,000
-17,000	0	0	8903	CEDP Grant - Promotions/Furniture	0			0	0
-28,950	0	0	8903	RED Grant - Workforce Development	0		0	0	0
0	0	-43,784	8908	Grants Other	0			0	0
0	0	-1,260	8909	Events / Programming	-5,000			-7,500	-10,000
-13,875	0	0	8930991	Recoveries - Internet/Telephone (75%)	0			0	0
-43,000	-31,812	0	8930913	Transfer Economic Reserve	0			0	0
-192,825	-84,208	-139,492		SUB TOTAL OTHER CHARGES & TRANSFERS	-127,500	*	0	-142,500	-150,000
197,454	102,502	239,215		TOTAL VENTURE 13	216,636	*	0	215,828	210,696

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **COMMUNITY DEV.**

FUNCTION/ACTIVITY: **VENTURE 13**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2020	8930150	Office Supplies	Printer Paper V13 Staff and VentureZone - \$300 Writing tools, notebooks, binders, etc. - \$100 Special Print Jobs (i.e. Wifi Cards) - \$50 Microphone batteries, etc - \$50
	2020	8930170	Software Maintenance	Nexdus.com monthly fees - \$2,200 Venture13.ca website maintenance & upgrades - \$2,500
	2020	8930175	Internet Costs	Secondary DSL backup, fibre
	2020	8930180	Telephone Services	IP Phones - Simnet VOIP Services - \$1,600
	2020	8930210	Advertising & Promotions	attract and retain entrepreneurs as well as position Community The Venture 13 Marketing & Communications team will utilize the advertising and promotion budget to fulfill the mandate to attract and retain entrepreneurs as well as position Community rental spaces as the go-to professional space rentals in Cobourg. The committee will continue to position Venture 13 as the front-runner for innovation, technology and entrepreneurial services and support in Eastern Ontario. See breakdown of costs on 2020 Marketing & Promotion detail sheet
	2020	NEW	Programming	2020 Programming Budget is designed to fulfill the committee's mandate to engage entrepreneurs, youth and the community. See breakdown of costs on 2020 Programming detail sheet
	2020	NEW	Training & Conference	Collison Conference is a 3 day Tech Conference in Toronto. The conference will provide professional development, market research, lead generation and networking opportunities valuable to The Town of Cobourg, Venture 13 and its partners/clients.
	2020	8930460	Utilities	Will be offset by new solar panel installation in 2019
	2020	NEW	Utilities - Prepaid Solar	One third of solar purchase of power cost will be set aside each year and recovered in future years as rates increase.

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMUNITY DEV.**

FUNCTION/ACTIVITY: **VENTURE 13**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2020	8930470	Building Maintenance	The building maintenance budget has increased in 2020 to accommodate a more accurate estimate of facility requirements based on the first 18 months. This budget will include routine maintenance to the building including replacing lights, repairing fixtures, touching up paint, etc. service contracts for elevator maintenance and fire monitoring systems. See breakdown of costs on 2020 Building Maintenance detail sheet.
	2020	8930550	Property Management Fees - Delcom	Management fees including mechanical / building systems & 24/7 on-call service
	2021	NEW	Sp Project - Signage	Exterior signage for 739 D'Arcy - includes signage for the front, rear and side of the building to aid in directing traffic to the parking lot and pedestrians to the main entrance.
	2020	8901	Anchor Tenant - Rent Recovery	Cobourg Police - Corporate Services - \$45,000 CFDC - \$15,000 Cobourg Economic Development - \$15,000
	2020	8902	Transient Tenant Rent Recovery	This reflects projected revenue from the V13 VentureZone transient tenants as well as revenue received from innovation commons rentals. Flex Office Rental - Town portion - \$21,000 Hot Seat Rental - Town portion - \$6,000 MakerLab User Revenue - \$2,000 Lecture Hall Rentals - 3-4 per month - \$5,000 Seminar Room Rentals - 10-15 per month - \$6,000 Additional \$7,500 for 2020 if Private Office Expansion Capital project completed by July 1, 2020.

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

**VENTURE 13
2020 MARKETING AND PROMOTIONS BUDGET**

Video Content - 1	1200
Creative Content (Sell Sheet, Poster boards, ads)	1000
Printing (Sell Sheets, Poster boards, rack cards)	1000
LUSI inpack (Print + placement)	1000
Editorial Placement (Business Wire Press Release (x2) - National Exposure, Featured Editorial)	1900
Social Campaigns (\$600 per quarter)	1000
Community Outreach & Awareness Promotion (1/2 page Watershed x 2 \$3,098, 1/4 page, Snapd \$1,700 (Northumberland/Oshawa x 2)	2400
Swag (t-shirts, reorder: pens, mugs)	2000
VentureZone Engagement and Retention (Alumni wall, community board, Vzone culture, Vzone Signage)	1000
TOTAL	12500

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

VENTURE 13 2020 Programming Committee Budget

Fireside Chat Series - quarterly	\$400
Community Outreach Events	\$1,000
- Chamber of Commerce Meet and Greet	
- Strategic Space Rentals to Non-Profits and Professional Organizations	
- NHH Big Coffee Morning	
Speaker Series (two events)	\$1,000
Youth Engagement Programming (quarterly)	\$600
- YEP Pitch Competition	
- 3 X youth coding events	
Mastermind' Entrepreneur Development Group Engagement + Attraction	\$500
Tech Talk with Durham College (two events)	\$500
TechXpo - Cyber Security Software Development and Talent Attraction Competition	\$500
VentureKids TECHimmersivive Program with VentureKids Canada and Northeastern U	\$5,000
- includes travel costs to and from Toronto (VIA-- will seek sponsorship)	
- guest speaker fees	
- T-shirt for Youth	
- Marketing Material	
Programming Contingency Fund	\$500
TOTAL	\$10,000

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

**VENTURE 13
2020 Building Maintenance**

Lakeland Multi-trade HVAC Service Contract	\$11,600
Lakeland - Heat Pump Replacement Required in 2020	\$5,200
Lakeland Contingency	\$1,500
Elevator Inspection and Maintenance Fees	\$3,600
Fire system Maintenance (Trinity Fire Monitoring, Peterborough Fire Extinguisher Service, High Water Alarm Maintenance)	\$2,300
Electrician Services - Canadian Industrial Services	\$3,000
Electrical Motion Sensor Install (in an effort to reduce utility bills)	\$1,500
PWC Water Systems Services	\$700
Elkay Water Fountain Install	\$3,000
Plumbing Contingency	\$100
General Fees (Pest Control, Locksmith, Engineering etc)	\$2,500
Contingency Snow Removal	\$500
Landscaping	\$2,000
TOTAL	\$37,500

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **TOURISM**

ACCOUNT#: **8920.100**

2019	2018	2019		2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
84,786	12,955	44,761	892010	Payroll Salaries & Wages	92,054	*	93,665	95,304
0	65,736	14,329	8920750	Contracts	0		0	0
0	662	1,963	892011	Payroll - Overtime	0		0	0
29,400	47,956	29,512	892015	Payroll Summer Ambassadors	45,940	*	46,744	47,562
24,588	4,573	13,984	892030	Payroll Benefits	25,000		26,000	28,000
4,998	5,904	3,601	892031	Payroll Summer Ambassadors Benefits	8,040	*	9,115	10,226
0	0	0	NEW	Uniforms	1,200	*	600	650
143,772	137,786	108,150		SUB TOTAL SALARIES, WAGES & BENEFITS	172,234	*	0	176,124
500	38	1,044	8920150	Office Supplies	500		600	600
500	1,135	499	8920160	Office Equipment Purchase	2,000	*	600	650
1,500	2,381	1,643	8920180	Telephone & Answering Svc	1,500		1,500	1,500
100,000	57,368	92,098	8920210	Advertising & Promotions	100,000		100,000	100,000
0	0	121	8920220	Printing	0		0	0
1,000	0	0	8920230	Photocopier Expense	1,000		1,000	1,000
1,500	64	381	8920240	Postage & Couriers	1,000		1,000	1,000
250	0	0	8920250	Membership & Subscrip'ns	250		350	350
1,500	0	201	8920260	Training & Courses	1,500		1,500	1,500
1,000	0	0	8920270	Travel Expense	1,000		1,000	1,000
2,000	0	0	8920380	Conferences & Conventions	2,000		2,000	2,000
2,000	2,995	8,440	8920390	Souvenir Purchases	2,000		2,000	2,000
500	0	0	8920851	Special Project - Bike Rental Program	500		500	500
0	0	0	NEW	Special Project - Hop on Hop off bus tour	0	*	2,500	2,500
750	1,367	1,280	8920919	Bank Service Fees	750		750	750
0	1,467	664	8920550	Security Contract	1,500	*	1,500	1,500
113,000	66,815	106,371		SUB TOTAL MATERIALS	115,500	*	0	116,800
-2,000	0	-100	87088	Filming Recoveries	-1,000		-1,000	-1,000
-2,500	-2,508	-1,312	8871	Souvenir Sales	-2,500		-2,500	-2,500
0	-883	-558	8872	Bike Rentals	-500		-500	-500
-5,000	-6,720	-7,840	8873	Government Grant - Wages	-5,000		-5,000	-5,000
-35,000	0	-31,114	8874	Ad Revenue	-35,500		-36,000	-36,500
0	0	0	NEW	Sponsorship	0		-1,500	-1,500
-44,500	-10,111	-40,924		TOTAL REVENUE	-44,500		0	-46,500
212,272	194,490	173,597		NET TOURISM	243,234	*	0	246,424

2019-12-12

*Indicates increase over previous year

TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **COMMUNITY DEV**

FUNCTION/ACTIVITY: **TOURISM**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To promote the Town as a tourist destination through marketing and linkages with public and private sector organizations. Maintain relevant tourism-related demographics, database and visitor information and co-ordinate the annual visitors guide. Work with the existing tourism related business to create co-op marketing opportunities.</p>	2020	8920150	Office Supplies	Experience Ambassadors provide complimentary coffee to guests at the Cobourg Marina from Friday to Monday during the summer months. \$1,500 increase in office supplies required to cover cost of replacing coffee cart and urns.
	2020	8920210	Advertising & Promotions	<p>2019 budget was used to complete phase 2 updates to Experience Cobourg.ca, streamline social media accounts for the division, improve search engine optimization and implement improved strategies to respond to customer enquiries and reviews.</p> <p>2020 budget will include design work and content development. Video and promotional materials to be used across all platforms.</p> <p>2020 external ad placement will be focused online to achieve best return on investment for 2019 infrastructure work.</p> <p>Printed marketing materials will include the 2020 Experience Cobourg tourism guide, Map and Event Guide, and the 2020 Cobourg Leisure Guide.</p> <p>Recoveries: The addition of paid advertising opportunities in the Experience Guide, website and leisure guide will offset annual website support and fees.</p>
<p>PERFORMANCE DATA:</p> <p>Demographics and Database Management A robust visitor demographics collection strategy was employed in 2018 including surveys, cell phone tracking, web analytics, and laser tracking. Overall, Cobourg is branded first by its beach and second by its multiple event offerings.</p> <p>Visitor Information A pilot program to relocate Visitor Information services to Victoria Hall proved most effective, with a dramatic increase of guest traffic and a higher volume of marketing collateral distribution. Guest surveys indicated that people enjoyed the convenience of the location and were promoted to view the Art Gallery and Court Room attractions.</p> <p>Marketing & Brand Strategy Promoting the new the "Experience Cobourg" brand proved successful in increasing awareness of Cobourg within the GTA, Eastern Ontario and the Capital Region. Postal code tracking through online surveys showed an increase in visitation in each of these regions.</p> <p>Souvenirs Experience Cobourg will continue to sell the unique Hoselton sculptures designed and crafted in 2018. In 2019 Experience Ambassadors collected information on most requested items for purchase. 2020 Experience Cobourg will include in their souvenirs beach toys, towels and umbrellas for rent.</p>	2020	8930380	Conferences/Sport & Conventions	<p>As a critical extension of basic marketing initiatives. It is essential to engage in industry-related trade shows and conferences. This further promotes our brands within the industry and allows for professional networking with our markets that may develop into reciprocal opportunities. For 2020, we recommend attendance at the following shows:</p> <p>TIAO Tourism Industry Conference Digital Marketing Canada Conference Ontario Tourism Summit</p>

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

2020 - 2022 MARKETING AND PROMOTIONS BUDGET

	2020	2021	2022
Printed Materials / Guides	39,000	39,000	39,000
Website Redevelopment / Content Development / Social Media Design	8,000	8,000	8,000
External Ad Placements / Promotion	18,500	18,500	18,500
Website Support & Annual Expenses - to be recovered from ad revenue	30,000	30,000	30,000
Photography / Video Production	1,500	1,500	1,500
TODs Signage	3,000	3,000	3,000
TOTAL	100,000	100,000	100,000

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

CAPITAL PROJECTS SUMMARY

FUNCTION	2019 BUDGET	2019 YTD	2020 DEPT REQUEST	%	2020 FINAL APPROVED	%	2021 FORECAST	2022 FORECAST
CAPITAL LEVY	154,000	154,000	423,984	175.3		0 (100.0)	3,337,370	4,726,209

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **CAPITAL**

FUNCTION/ACTIVITY: **CAPITAL LEVY**

ACCOUNT#: **9800.10**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
154,000	341,203	154,000	9401911	Transfer to Capital	423,984	*		3,337,370	4,726,209
154,000	341,203	154,000		SUB TOTAL OTHER CHARGES & TRANSFERS	423,984	*	0	3,337,370	4,726,209
154,000	341,203	154,000		TOTAL CAPITAL LEVY	423,984	*	0	3,337,370	4,726,209

2019-12-12

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **CAPITAL**

FUNCTION/ACTIVITY: **CAPITAL LEVY**

STATEMENT OF PURPOSE: To fund various Capital projects from the Current Levy.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:			GENERAL GOVERNMENT	68,500
			PROTECTION - POLICE	0
			PROTECTION - FIRE	0
			PROTECTION - OTHER	0
			PUBLIC WORKS	123,484
			PARKS AND RECREATION	207,000
			CULTURE AND COMMUNITY	0
			ECONOMIC DEVELOPMENT & TOURISM	25,000
			TOTAL CAPITAL LEVY	423,984

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

LONG TERM DEBT SUMMARY

FUNCTION	2019 BUDGET	2019 YTD	2020 DEPT REQUEST	%	2020 FINAL APPROVED	%	2021 FORECAST	2022 FORECAST
TRANSPORTATION DEBT	309,000	524,153	512,700	65.9		0 (100.0)	626,700	626,700
ENVIRONMENTAL DEBT	0	309,574	0	-		0 -	0	0
PARKS & RECREATION DEBT	263,200	608,077	89,000	(66.2)		0 (100.0)	64,000	64,000
LIBRARY DEBT	-40,000	-40,000	-40,000	0.0		0 (100.0)	-40,000	-40,000
LANDFILL	118,500	108,081	89,000	(24.9)		0 -	0	0
TOTAL DEBT	650,700	1,509,885	650,700	0.0		0 (100.0)	650,700	650,700

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

COMMITTEE: **TRANSPORTATION**

FUNCTION/ACTIVITY: **ROADS CONSTR. DEBT CHARGES**

ACCOUNT#: **3300.100**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
760,300	616,408	524,153	3300950	Long Term Debt	783,800	*		928,800	928,800
-451,300	-345,200	0	3300991	Recoveries	-271,100	*		-302,100	-302,100
309,000	271,208	524,153		SUB TOTAL OTHER CHARGES & TRANSFERS	512,700	*	0	626,700	626,700
309,000	271,208	524,153		TOTAL TRANSPORTATION DEBT CHARGES	512,700	*	0	626,700	626,700

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **TRANSPORTATION**

FUNCTION/ACTIVITY: **ROADS CONSTR. DEBT CHARGES**

ACCOUNT #: **3300.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
To fund long term debt for Transportation related projects.			
		Debt	Repayment
PERFORMANCE DATA:	Issued:		
	2019 - Public Works/Parks Facility - 091-17	3,000,000	638,800
	2020 - New - Roads	2,500,000	145,000
	Total	5,500,000	783,800
	Recoveries:		
	Holdco Reserve	-150,000	
	Northam Reserve	-121,100	
		-271,100	

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **SEWER - DEBT CHARGES**

ACCOUNT#: **4800.10**

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
527,600	455,000	309,574	4800950	Long Term Debt	407,000			640,000	640,000
-527,600	-455,000	0	4800991	Recoveries	-407,000	*		-640,000	-640,000
0	0	309,574		SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0	0
0	0	309,574		TOTAL DEBT CHARGES	0	*	0	0	0

12-12-19

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **DEBT CHARGES**

ACCOUNT #: **4800.10**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
To fund long term debt issued for sewage related projects.			
		Debt	Repayment
PERFORMANCE DATA:	Issued: Bylaw #81-95		
	Projects to be Issued:		
	Bylaw #50-13	1,500,000	174,000
	2020 - New - Headworks Plant #1	7,000,000	233,000
	Total	8,500,000	407,000
	To be paid from Sewer Reserve		-407,000
	Total		0

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **PARKS & REC**

FUNCTION/ACTIVITY: **PARKS & RECREATION - DEBT CHARGES**

ACCOUNT#: 7290950

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
595,400	639,500	608,077	7290950	Long Term Debt	595,400			595,400	595,400
-332,200	-394,000	0	7290991	Recoveries	-506,400			-531,400	-531,400
263,200	245,500	608,077		SUB TOTAL OTHER CHARGES & TRANSFERS	89,000		0	64,000	64,000
263,200	245,500	608,077		TOTAL PARKS & RECREATION DEBT CHARGES	89,000		0	64,000	64,000

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & REC**

FUNCTION/ACTIVITY: **PARKS & RECREATION DEBT CHARGES**

ACCOUNT #: **7600.200**

STATEMENT OF PURPOSE: To fund long term debt for Parks & Recreation related projects.	HIGHLIGHTS/EXPLANATIONS:		
		Debt	Repayment
PERFORMANCE DATA:	Issued:		
	2013 - Bylaw #27-13	4,000,000	276,000
	2019 - Public Works/Parks Facility - 091-17	1,500,000	319,400
		5,500,000	595,400
	Recoveries:		
	Holdco	-110,400	
	Development Charges	-276,000	
	Northam	-145,000	
	Total Recoveries	-531,400	

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY - DEBT CHARGES**

ACCOUNT#: 7600

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-40,000	-40,000	-40,000	7600950	Long Term Debt	-40,000	*		-40,000	-40,000
-40,000	-40,000	-40,000		SUB TOTAL OTHER CHARGES & TRANSFERS	-40,000	*	0	-40,000	-40,000
-40,000	-40,000	-40,000		TOTAL LIBRARY DEBT CHARGES	-40,000	*	0	-40,000	-40,000

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & REC**

FUNCTION/ACTIVITY: **LIBRARY - DEBT CHARGES**

ACCOUNT #: **7600.200**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
Development charges collected towards debenture debt payment in prior years.			
	Transfer from Development Charges		-40,000
PERFORMANCE DATA:			

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **LANDFILL - DEBT CHARGES**

ACCOUNT#: 4420

2019	2018	2019			2020		2020	2021	2022
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
118,500	117,745	108,081	4420950	Long Term Debt	89,000			0	0
0	-117,745	0	4420991	Recoveries	0			0	0
118,500	0	108,081		SUB TOTAL OTHER CHARGES & TRANSFERS	89,000		0	0	0
118,500	0	108,081		TOTAL LANDFILL DEBT CHARGES	89,000		0	0	0

2019-12-12

*Indicates increase over previous year

**TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **LANDFILL - DEBT CHARGES**

ACCOUNT#: 4420

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
To fund long term debt for costs related to closing former Town of Cobourg landfill site.	Debt	Repayment	
	Issued:		
PERFORMANCE DATA:	2010 - Bylaw #72-10	1,000,000	89,000
		1,000,000	89,000