

TOWN OF COBOURG

2018 CURRENT OPERATING BUDGET SUMMARY

	2017 BUDGET	2018 DEPT REQUEST	%	2018 FINAL APPROVED	%	2019 FORECAST	2020 FORECAST
DIRECT CONTROL NET EXPENDITURES	16,805,446	17,390,066	3.5	17,428,143	3.7	20,846,997	20,465,782
DIRECT CONTROL REVENUE	-253,000	-375,100	48.3	-375,100	48.3	-534,300	-520,600
DIRECT NET COST	<u>16,552,446</u>	<u>17,014,966</u>	2.8	<u>17,053,043</u>	3.0	<u>20,312,697</u>	<u>19,945,182</u>
POLICE - NET - OPERATING	6,032,105	6,048,405	0.3	6,032,105	0.0	6,341,754	6,610,833
- CAPITAL	50,000	75,000	50.0	75,000	50.0	0	0
POLICE NET COST	<u>6,082,105</u>	<u>6,123,405</u>	0.7	<u>6,107,105</u>	0.4	<u>6,341,754</u>	<u>6,610,833</u>
TOTAL FOR MUNICIPAL LEVY	<u>22,634,551</u>	<u>23,138,371</u>	2.2	<u>23,160,148</u>	2.3	<u>26,654,451</u>	<u>26,556,015</u>
						Note 1	Note 1
IMPACT OF NEW ASSESSMENT GROWTH		<u>158,500</u>	0.7	<u>158,500</u>	0.7		
IMPACT ON PRIOR EXISTING ASSESSMENT		<u>22,979,871</u>	1.5	<u>23,001,648</u>	1.6		

Note 1:

Readers are cautioned that the 2019 and 2020 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

2018 CURRENT OPERATING BUDGET SUMMARY

FUNCTION	2017 BUDGET	2018 DEPT REQUEST	%	2018 FINAL APPROVED	%	2019 FORECAST	2020 FORECAST
NET EXPENDITURES							
GENERAL GOVERNMENT	2,504,848	2,868,370	14.5	2,868,370	14.5	3,393,945	3,404,504
PROTECTION - OTHER	3,457,769	3,481,705	0.7	3,481,705	0.7	3,620,339	3,754,117
PUBLIC WORKS	4,139,038	4,238,295	2.4	4,245,688	2.6	4,367,176	4,457,645
ENVIRONMENTAL	37,725	37,825	0.3	37,825	0.3	38,425	39,025
SOCIAL & FAMILY	43,000	21,500	(50.0)	21,500	(50.0)	21,500	0
PARKS & RECREATION	3,322,763	3,480,076	4.7	3,505,076	5.5	3,699,436	3,817,164
CULTURE & COMMUNITY	1,392,846	1,486,296	6.7	1,479,480	6.2	1,455,147	1,494,885
PLANNING & RESIDENTIAL	427,138	423,229	(0.9)	423,229	(0.9)	468,409	481,146
COMMERCIAL & ECO. DEV.	574,674	613,467	6.8	613,467	6.8	707,067	764,196
TOTAL OPERATING	15,899,801	16,650,763	4.7	16,676,340	4.9	17,771,444	18,212,682
CAPITAL LEVY	282,245	253,703	(10.1)	266,203	(5.7)	2,589,953	1,767,500
LONG TERM DEBT CHARGES	623,400	485,600	(22.1)	485,600	(22.1)	485,600	485,600
TOTAL CAPITAL FORMATION	905,645	739,303	(18.4)	751,803	(17.0)	3,075,553	2,253,100
TOTAL DIRECT CONTROL	16,805,446	17,390,066	3.5	17,428,143	3.7	20,846,997	20,465,782

TOWN OF COBOURG

2018 CURRENT OPERATING BUDGET SUMMARY

FUNCTION	2017 BUDGET	2018 DEPT REQUEST	%	2018 FINAL APPROVED	%	2019 FORECAST	2020 FORECAST
REVENUE SUMMARY							
REVENUE							
SUPPLEMENTARY TAXES	375,000	375,000	0.0	375,000	0.0	350,000	350,000
PENALTY & INTEREST	465,000	400,000	(14.0)	400,000	(14.0)	400,000	400,000
TAX CANCELLATIONS	-800,000	-600,000	(25.0)	-600,000	(25.0)	-400,000	-400,000
TOTAL	40,000	175,000	337.5	175,000	337.5	350,000	350,000
PROVINCIAL GRANTS							
UNCONDITIONAL - TOWN	37,500	37,600	0.3	37,600	0.3	37,800	38,100
UNCONDITIONAL - OMPF	93,500	79,500	(15.0)	79,500	(15.0)	67,500	57,500
TOTAL	131,000	117,100	(10.6)	117,100	(10.6)	105,300	95,600
OTHER GRANTS							
OTHER GRANTS IN LIEU	22,000	23,000	4.5	23,000	4.5	24,000	25,000
TOTAL	22,000	23,000	4.5	23,000	4.5	24,000	25,000
OTHER							
OTHER REVENUE	60,000	60,000	0.0	60,000	0.0	55,000	50,000
TOTAL	60,000	60,000	0.0	60,000	0.0	55,000	50,000
TOTAL REVENUE	253,000	375,100	48.3	375,100	48.3	534,300	520,600

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

REVENUE SUMMARY

FUNCTION	2017 BUDGET	2017 YTD	2018 DEPT REQUEST	%	2018 FINAL APPROVED	%	2019 FORECAST	2020 FORECAST
TAXATION								
MILL RATE	22,634,551	22,611,697	23,138,371	2.2	23,160,148	2.3	26,654,451	26,556,015
OTHER	840,000	634,606	775,000	(7.7)	775,000	(7.7)	750,000	750,000
TAX CANCELLATIONS	-800,000	-1,050,000	-600,000	(25.0)	-600,000	(25.0)	-400,000	-400,000
TOTAL	22,674,551	22,196,303	23,313,371	2.8	23,335,148	2.9	27,004,451	26,906,015
PROVINCIAL GRANTS								
UNCONDITIONAL - TOWN	37,500	35,220	37,600	0.3	37,600	0.3	37,800	38,100
UNCONDITIONAL - OMPF	93,500	93,500	79,500	(15.0)	79,500	(15.0)	67,500	57,500
TOTAL	131,000	128,720	117,100	(10.6)	117,100	(10.6)	105,300	95,600
OTHER GRANTS								
OTHER GRANTS IN LIEU	22,000	12,160	23,000	4.5	23,000	4.5	24,000	25,000
TOTAL	22,000	12,160	23,000	4.5	23,000	4.5	24,000	25,000
OTHER								
OTHER REVENUE	60,000	40,148	60,000	0.0	60,000	0.0	55,000	50,000
TOTAL	60,000	40,148	60,000	0.0	60,000	0.0	55,000	50,000
TOTAL REVENUE	22,887,551	22,377,331	23,513,471	2.7	23,535,248	2.8	27,188,751	27,076,615

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE:

REVENUES

FUNCTION/ACTIVITY: **TAXATION**

ACCOUNT #: **860**

2017	2017			2018		2018		2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	*	FORECAST	FORECAST
22,634,551	22,611,697	8601	Taxation - Municipal	23,138,371	*	23,160,148	*	26,654,451	26,556,015
375,000	303,108	8604	Supplementary	375,000		375,000		350,000	350,000
465,000	331,498	8606	Penalty and Interest on Taxes	400,000		400,000		400,000	400,000
-800,000	-1,050,000	8609	Tax Cancellations	-600,000	*	-600,000	*	-400,000	-400,000
22,674,551	22,196,303		TOTAL TAXATION	23,313,371		23,335,148		27,004,451	26,906,015

9/10/18

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES** FUNCTION/ACTIVITY: **OTHER GRANTS IN LIEU** ACCOUNT #: **862**

2017	2017			2018		2018		2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	*	FORECAST	FORECAST
22,000	12,160	8621	Canada	23,000	*	23,000		24,000	25,000
22,000	12,160		TOTAL OTHER GRANTS IN LIEU	23,000		23,000		24,000	25,000

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **REVENUES**

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

ACCOUNT#: **862**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
Payments of grants in lieu by federal & municipal governments.	CODE	OBJECT	DETAILS
	PERFORMANCE DATA:	8621	Canada

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES** FUNCTION/ACTIVITY: **PROVINCIAL GRANTS IN LIEU** ACCOUNT #: **863**

2017	2017			2018		2018		2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	*	FORECAST	FORECAST
4,500	4,641	8631	LCBO	4,600	*	4,600		4,600	4,700
200	279	8638	MTO	200		200		200	200
4,600	4,600	8634	Ontario Correctional - Brookside	4,600		4,600		4,600	4,600
8,200	8,200	8636	General Hospital	8,200		8,200		8,200	8,200
20,000	17,500	8637	O.P.P.	20,000		20,000		20,200	20,400
37,500	35,220		TOTAL PROVINCIAL GRANTS IN LIEU	37,600		37,600		37,800	38,100

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

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

ACCOUNT #: **864**

2017	2017			2018		2018		2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	*	FORECAST	FORECAST
93,500	93,500	8641	OMPF- Direct	79,500		79,500		67,500	57,500
93,500	93,500		TOTAL PROV GRANTS UNCONDITIONAL	79,500		79,500		67,500	57,500

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **REVENUES**

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

ACCOUNT#: **864**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		DETAILS
	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	The 2018 OMPF allocation has been announced by Province of Ontario as \$79,500 (2017 - 93,500). This grant is being reduced by 15% per year by the Province of Ontario.
PERFORMANCE DATA:			
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
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE:

REVENUES

FUNCTION/ACTIVITY: **OTHER REVENUE**

ACCOUNT #: **871**

2017 BUDGET	2017 YTD	CODE	OBJECT	2018 DEPT REQUEST	*	2018 FINAL APPROVED	*	2019 FORECAST	2020 FORECAST
35,000	40,148	8711	Interest Income	40,000	*	40,000		40,000	40,000
25,000	0	8712	Surplus	20,000		20,000		15,000	10,000
60,000	40,148		TOTAL OTHER REVENUE	60,000		60,000		55,000	50,000

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

GENERAL GOVERNMENT SUMMARY

FUNCTION	2017 BUDGET	2017 YTD	2018 DEPT REQUEST	%	2018 FINAL APPROVED	%	2019 FORECAST	2020 FORECAST
COUNCIL	301,086	277,256	303,427	0.8	303,427	0.8	323,629	316,051
CAO	240,079	242,258	243,850	1.6	243,850	1.6	251,231	256,899
COMMUNICATIONS	163,043	163,952	188,228	15.4	188,228	15.4	195,601	188,501
CLERKS								
Administration	462,354	439,217	429,734	(7.1)	429,734	(7.1)	459,081	456,579
General Revenue	-20,000	-19,191	-20,200	1.0	-20,200	1.0	-20,500	-20,800
Lottery Revenue	-109,000	-110,091	-109,500	0.5	-109,500	0.5	-110,000	-110,000
Dog Tag Revenue	-10,000	-10,256	-10,000	0.0	-10,000	0.0	-10,000	-10,000
General Revenue	-28,400	-32,165	-32,700	15.1	-32,700	15.1	-32,700	-32,700
NET CLERK	294,954	267,514	257,334	(12.8)	257,334	(12.8)	285,881	283,079
FINANCE	623,015	601,191	650,122	4.4	650,122	4.4	661,676	682,961
Revenue	-16,380	-16,520	-18,800	14.8	-18,800	14.8	-19,000	-20,000
NET FINANCE	606,635	584,671	631,322	4.1	631,322	4.1	642,676	662,961
INFORMATION TECH	228,050	219,479	237,044	3.9	237,044	3.9	308,230	288,895
VICTORIA HALL	642,854	665,933	660,981	2.8	660,981	2.8	687,073	700,375
FINANCIAL	-305,450	-508,500	-34,500	(88.7)	-34,500	(88.7)	316,000	316,000
PERSONNEL	311,497	310,366	368,584	18.3	368,584	18.3	371,524	379,643
HEALTH & SAFETY	22,100	20,677	12,100	(45.2)	12,100	(45.2)	12,100	12,100
TOTAL EXPENSES	2,688,628	2,431,829	3,059,570	13.8	3,059,570	13.8	3,586,145	3,598,004
TOTAL REVENUE	-183,780	-188,223	-191,200	4.0	-191,200	4.0	-192,200	-193,500
NET TO TOWN	2,504,848	2,243,606	2,868,370	14.5	2,868,370	14.5	3,393,945	3,404,504
DEBT CHARGES	0	0	0	-	0	-	0	0

**Detail in Long Term Debt Charges Section

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

FUNCTION/ACTIVITY: **COUNCIL**

ACCOUNT #: **1000.100**

2017	2017		2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
175,667	164,771	100010	Payroll Salaries & Wages	178,954		178,954	185,819
0	581	100011	Payroll Overtime	0		0	0
47,065	47,697	100030	Payroll Fringe Benefits	51,002	*	51,002	60,391
222,732	213,049		SUB TOTAL SALARIES, WAGES & BENEFITS	229,956	*	229,956	246,210
500	1,814	1000150	Office Supplies	500		500	500
4,200	4,463	1000180	Telephone & Answer Svc	4,200		4,200	4,400
3,345	2,473	1000210	Advertising & Promotions	3,400		3,400	3,400
800	528	1000220	Printing	800		800	800
100	8	1000240	Postage & Couriers	100		100	100
11,000	5,988	1000250	Memberships & Subscrip'ns	10,875		10,875	10,875
3,500	1,408	1000270	Travel Expense	3,500		3,500	3,500
12,000	9,464	1000330	Receptions	12,000		12,000	12,000
4,200	4,981	1000340	Presentations	5,500	*	5,500	5,500
10,000	7,013	1000350	Election	10,000		10,000	10,000
3,300	1,374	1000370	Meals & Refreshments	3,300		3,300	3,700
16,200	14,165	1000380	Conference & Conventions	16,200		16,200	16,200
6,700	7,144	1000399	Public Relations	6,700		6,700	6,700
6,000	5,132	1000851	Special Projects - Strategic Planning	0		0	0
4,000	5,743	1000854	Special Project - Mayor's 150th Project	0		0	0
0	0	1000856	Special Project - Council Chamber Gallery Chairs	4,000		4,000	0
0	0 NEW		Special Project - Human Resources	0		0	10,000
0	0	1000912	Transfer from/to Election Reserve	0		0	0
-7,491	-7,491	1000955	Building Dept. - Indirect Costs	-7,604		-7,604	-7,834
78,354	64,207		SUB TOTAL MATERIALS	73,471		73,471	69,841
301,086	277,256		TOTAL COUNCIL	303,427		303,427	316,051

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **COUNCIL**

ACCOUNT#: **1000.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide expenses and remuneration for the Mayor's Office and Members of Council, including expenditures required for Council activities.	2018	1000210	Advertising & Promotions	Crime Stoppers - \$170, MADD - \$315 Make a Wish - \$125 Town Crier Cleaning \$200 Town Crier Guild Member Annual - \$90 Legion Vet. Publication - \$275 Poet Laureate Annual - \$500, Town Crier Ann. - \$500 Civic Awards Radio - \$570, GRCA Dinner - \$290 James Cockburn Cleaning and Misc. - \$300
	PERFORMANCE DATA:			
	2018	1000250	Memberships & Subscriptions	AMO - \$9,575, ROMA/OGRA - \$1,300
	2018	1000330	Receptions	Mayor's Levee - \$1,000, 25 yr Reception - \$2,300 Staff Christmas Reception - \$3,200, Misc., \$1,000 Business Achievement Awards - \$1,300 Misc \$3,200
	2018	1000340	Presentations	Framing - \$500, Merchandise - \$700 Long Service Recognition Gifts - \$3000 J D Burnett - \$500, Bereavement Flowers - \$500 Christmas Cards - \$300, Misc \$500
	2018	1000380	Conferences & Conventions	Mayor - \$4,200 Deputy Mayor & Councillors - \$2,000/each x 6 = \$12,000
	2018	100399	Public Relations / Mayor Discretion	Rotary Ribfest - \$500, Legion Wreath - \$60 NHH Coffee - \$100, NHH Gala - \$2,500 United Way Cahllenge the Dragon - \$1,500 Cougars Crests - \$2,000, United Way - \$100, Misc \$1,740
	2018	1000854	Special Project - Mayor's 150th Project	Mayor will present to Council
	2018	NEW	Special Project - Chairs	Current chairs are antique and unstable due to their age and it is recommended that new linked chairs be purchased to increase seating capacity.

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

FUNCTION/ACTIVITY: **ADMINISTRATION - CAC**

ACCOUNT #: **1100.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
187,226	189,433	110010	Payroll Salaries & Wages	190,823		190,823	194,449	198,143
0	581	110011	Payroll Overtime	0		0	0	0
45,000	45,709	110030	Payroll Fringe Benefits	46,000	*	46,000	48,000	50,000
232,226	235,723		SUB TOTAL SALARIES, WAGES & BENEFITS	236,823		236,823	242,449	248,143
750	204	1100150	Office Supplies	750		750	1,000	1,000
900	1,109	1100180	Telephone & Answering Svc	900		900	1,000	1,000
100	478	1100220	Printing	100		100	200	200
1,970	1,975	1100250	Memberships & Suscrip'ns	1,970		1,970	2,000	2,000
2,000	908	1100260	Training & Courses	2,000		2,000	2,000	2,000
1,700	901	1100270	Travel Expense	2,000	*	2,000	2,000	2,000
550	652	1100370	Meals & Refreshments	750	*	750	750	750
1,550	1,975	1100380	Conferences & Conventions	250		250	1,550	1,550
-1,667	-1,667	1100955	Building Dept. - Indirect Costs	-1,693		-1,693	-1,718	-1,744
7,853	6,535		SUB TOTAL MATERIALS	7,027		7,027	8,782	8,756
240,079	242,258		TOTAL ADMINISTRATION	243,850		243,850	251,231	256,899

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CAO**

ACCOUNT #: **1100.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Directs the provision of Municipal services through Division Directors. Ensures implementation of Council decisions; general management of Municipal Administration and provides personnel service.	2018	1100250	Memberships & Subscriptions	Municipal Engineers Assoc. - \$120 OMAA Membership - \$400 Professional Engineers Dues - \$250 Ontario Good Roads - \$1,200
	PERFORMANCE DATA:			
	2018	1100260	Training & Courses	Spring OMAA Registration/Accommodations - \$950 Fall OMAA Registration / Accommodations - \$950 Miscellaneous Day Courses - \$200
	2018	1100270	Travel Expenses	Annual Car Allowance - \$1,000 Spring OMAA - \$192 Fall OMAA - \$269 Miscellaneous Travel - \$250
	2018	1100370	Meals & Refreshments	Spring OMAA - \$100 Fall OMAA - \$100 Miscellaneous Travel - \$200
	2018	1100380	Conferences & Conventions	Miscellaneous - \$250

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

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

ACCOUNT #:

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
75,780	69,883	130010	Payroll Salaries & Wages	83,459	*	83,459	85,044	86,660
0	0	130015	Payroll Part-time Salaries & Wages	7,840		7,840	8,400	8,560
2,829	4,549	130011	Payroll - Overtime	3,175		3,175	3,236	3,297
22,404	24,362	130030	Payroll Fringe Benefits	24,691	*	24,691	26,925	29,236
0	0	130031	Payroll Part-time Benefits	1,333		1,333	1,596	1,798
101,013	98,794		SUB TOTAL SALARIES, WAGES & BENEFITS	120,498	*	120,498	125,201	129,551
16,200	16,473	1300171	Software Maintenance	21,900		21,900	23,000	25,000
1,200	1,787	1300180	Telephone & Answering Svc	1,200		1,200	1,200	1,200
27,500	27,784	1300210	Advertising & Promotions	27,500		27,500	29,000	30,500
380	305	1300250	Memberships & Suscrip'ns	380		380	400	400
400	156	1300260	Training & Courses	400		400	400	400
150	215	1300270	Travel Expense	150		150	200	250
1,200	1,017	1300280	Conferences & Conventions	1,200		1,200	1,200	1,200
47,030	47,737		SUB TOTAL MATERIALS	52,730	*	52,730	55,400	58,950
15,000	17,421	1300851	Special Project - Web On-line Engagement Portal	15,000		15,000	15,000	0
15,000	17,421		SUB TOTAL OTHER CHARGES & TRANSFERS	15,000		15,000	15,000	0
163,043	163,952		TOTAL ADMINISTRATION	188,228	*	188,228	195,601	188,501

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **COMMUNICATIONS**

ACCOUNT #:

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
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.	2018/19/2020	1300171	Software Maintenance	Annual Webhosting Esolutions - \$4,200 / yr Icompass Video Streaming - \$8,000 / yr Annual E-Commerce Gateway - \$3,500 / yr Annual Ebook Module Service Fee - \$500 Annual CLUDO Service Fee - \$700 Web/Intranet Enhancements - \$5,000
	PERFORMANCE DATA:			
	2018	1300210	Advertising & Promotions	Includes all block ad advertising and department promotion. Also includes transit advertisements and various marketing promotional material.
	2018	1300250	Memberships & Subscriptions	IABC Membership - \$340 US CMP Designation - \$140
	2018	1300260	Training & Courses	Social Media Workshop
	2018	1300270	Travel Expense	Travel to Conference and Workshop
	2018	1300380	Conferences	Municipal Communications Conference 2017 Registration, travel, meals & accommodation
	2018	1300851	Special Project - Website	Update of web site.

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-6,000	-5,100	8701	General License	-6,200		-6,200	-6,500	-6,800
-14,000	-14,091	8702	Marriage License	-14,000	*	-14,000	-14,000	-14,000
-109,000	-110,091	8703	Lottery License	-109,500	*	-109,500	-110,000	-110,000
-10,000	-10,256	87017	Dog Tags & Fines	-10,000	*	-10,000	-10,000	-10,000
-8,000	-7,525	87013	General Income	-8,000	*	-8,000	-8,000	-8,000
-200	-1	87014	Printing Chargebacks	-200	*	-200	-200	-200
-6,000	-5,129	8704	Taxi License	-6,000	*	-6,000	-6,000	-6,000
-1,200	-3,860	87035	Burial Permits	-3,500		-3,500	-3,500	-3,500
-13,000	-15,650	87060	Wedding Solemnization Services	-15,000		-15,000	-15,000	-15,000
-167,400	-171,703		TOTAL CLERKS DEPARTMENT REVENUE	-172,400		-172,400	-173,200	-173,500

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 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
				PERFORMANCE DATA:			
2018	8702	Marriage Licences	Marriage Licence processed on behalf of Province of Ontario				
Function	2015	2016	2017	2018	8703	Lottery Licensing	Includes: Bingos, Raffles, Nevada Licences
Lotteries	109,367	101,221	92,776	2018	8704	Taxi Licensing	Annual Taxi Licence (Owner/Operator) Renewals Annual Taxi Driver Licence Renewals
Business Licences	5,795	5,115	4,900	2018	87017	Dog Tag Sales	2017 and 2018 Dog Tag Sales (imitating sales November 1, 2017)
Marriage Licences	13,552	13,552	13,244	2018	87013	General Income	General Income, Commission of Oaths, FOI Requests
Civil Ceremonies (nev)	17,450	11,980	13,550	2018	87035	Burial Permits	Vital Statistics - Processing and Registration of Certificates (Death), Increase fee in 2017
Taxi Licences	5,155	5,275	2,363	2018	87060	Wedding Solemnization Services	Marriage Ceremonies performed by Town of Cobourg Marriage Officiants (3) Municipal Appointed Staff Members (B Larmer, A Henderson and J Behan-Jones) as part of regular salary, includes courtroom or Council Chambers. (300 On-Site and 350 Off-Site).
Dog Tag Sales	11035	9,820	7,646				
Burial Permits		2,185	3,415				

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

2017	2017		2018	2018	2019	2020	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
265,044	274,310	115010	Payroll Salaries & Wages	281,084	281,084	276,286	286,018
0	1,230	115011	Payroll - Overtime	0	0	0	0
37,946	12,645	115020	Payroll Part-time Salaries & Wages	0	0	0	0
89,101	89,589	115030	Payroll Fringe Benefits	79,128	79,128	87,815	96,549
392,091	377,774		SUB TOTAL SALARIES, WAGES & BENEFITS	360,212	360,212	364,101	382,567
2,500	2,477	1150150	Office Supplies	2,500	2,500	2,500	2,500
2,000	1,369	1150160	Office Equipment Purchase	2,000	2,000	2,000	2,000
800	1,132	1150170	Office Equip Maintenance	800	800	800	800
5,000	4,391	1150171	Software Maintenance	5,000	5,000	5,000	5,000
22,000	23,983	1150180	Telephone & Answering Svc	22,000	22,000	22,000	22,000
500	-48	1150210	Advertising & Promotions	500	500	500	500
1,500	1,140	1150220	Printing	1,500	1,500	1,500	1,500
12,000	10,948	1150230	Photocopier Expense	10,000	10,000	10,000	10,000
9,000	7,755	1150240	Postage & Couriers	9,000	9,000	9,500	10,000
1,000	834	1150250	Memberships & Subscripn's	1,000	1,000	1,000	1,000
2,000	961	1150260	Training & Courses	3,000	3,000 *	3,000	3,000
1,000	834	1150270	Travel Expenses	1,000	1,000	1,000	1,000
500	466	1150370	Meals & Refreshments	500	500	500	500
2,000	1,938	1150380	Conferences & Conventions	2,000	2,000	2,000	2,000
-2,737	-2,737	1150955	Building Dept. - Indirect Costs	-2,778	-2,778	-2,820	-2,862
59,063	55,443		SUB TOTAL MATERIALS	58,022	58,022	58,480	58,938
5,200	0	1150750	Contracts - Archives County	5,500	5,500 *	5,500	5,500
6,000	6,000	1150750	Contracts - Archive Rent CPL	6,000	6,000	6,000	6,000
0	0 NEW		Special Project - Record Management Software	0	0	25,000	3,574
11,200	6,000		SUB TOTAL CONTRACTED SERVICES	11,500	11,500 *	36,500	15,074
462,354	439,217		TOTAL CLERKS DEPARTMENT	429,734	429,734	459,081	456,579

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Performance of statutory duties of Municipal Clerk as defined by Municipal Act and other Provincial Legislation and as directed by Council.	2018	115010	Payroll Salaries & Wages	Full year new FT Bylaw Officer and FT Legislative Coordinator (2017) - Bylaw Officer PT in 2017.
	2018	1150150	Office Supplies	Purchase of office supplies for Clerks, Mayor, CAO, Bylaw, Communications and HR. Provincial rate - Coop Purchasing with County
PERFORMANCE DATA:	2018	1150160	Office Equipment Purchase	Office furnishings, printer for Marriage Licences
	2018	1150170	Office Equipment Maintenance	Small office equipment repairs, shredding (Prov rate), licence agreements, contracts
	2018	1150171	Software Maintenance	Civic Web Annual Fee, Max Galaxy, MOMRMS Records Management
	2018	1150180	Telephone & Answering Services	Telephones, Service Provider, Cell Phone
	2018	1150210	Advertising	Municipal Information, Council Meetings, Notices
	2018	1150220	Printing	Stationery, letterhead, business cards, labels, brochures, booklets, signs
	2018	1150250	Photocopier Expenses	Photocopier rental service agreement, maintenance, toner and photocopy paper
	2018	1150250	Memberships & Subscriptions	AMCTO Annual Membership (1) - \$400 TOMRMS - \$300 Flip Book Software - Shared WHMIS - Shared Municipal Web Subscription - shared
	2018	1150260	Training & Courses	AMCTO - Provincial Offences, Lotteries, Elections, Legislation, Freedom of Information, Records Management, Civic Web/icompass/Records Management
	2018	1150380	Conferences & Conventions	Annual AMCTO Conference June 2018 (Blue Mountain)

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Performance of statutory duties of Municipal Clerk as defined by Municipal Act and other Provincial Legislation and as directed by Council.	2018	1150750	Archives	Fee to the County - \$5,036.76 + copying and additional storage Rent to Cobourg Public Library - \$6,000 (moved from Org Grants)
	2019	NEW	Sp Project - Record Management Software	TOMRMS Filehold Record Management Software. All departments will benefit and utilize the software. There is a \$3,574 Annual Support Fee included in the original costs, that fee will be an on-going fee from year to year.
PERFORMANCE DATA:				

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-16,380	-16,520	87038	Tax Certificates	-18,800		-18,800	-19,000	-20,000
-16,380	-16,520		TOTAL FINANCE DEPARTMENT REVENUE	-18,800		-18,800	-19,000	-20,000

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

2017	2017		2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
443,183	441,162	120010	Payroll Salaries & Wages	457,100	*	457,100	480,886
5,182	6,975	120011	Payroll - Overtime	5,182		5,182	5,380
500	151	120020	Other Salaries & Wages	500		500	500
130,000	125,248	120030	Payroll Fringe Benefits	135,000	*	135,000	145,000
578,865	573,536		SUB TOTAL SALARIES, WAGES & BENEFITS	597,782	*	597,782	631,766
2,000	1,709	1200150	Office Supplies	2,200	*	2,200	2,500
500	0	1200160	Office Equip Purchase	500		500	500
4,500	5,271	1200170	Office Equip Maintenance	4,500		4,500	4,500
34,000	23,807	1200171	Software Maintenance	35,000		35,000	37,000
1,250	1,270	1200180	Telephone & Answer Serv	1,300	*	1,300	1,400
250	0	1200210	Advertising & Promotion	250		250	250
7,000	6,598	1200220	Printing	7,000		7,000	7,000
6,500	4,084	1200230	Photocopier Expense	7,000	*	7,000	7,000
19,000	18,011	1200240	Postage & Couriers	19,000		19,000	19,000
3,540	3,684	1200250	Memberships & Subscrip'ns	3,600		3,600	3,800
3,000	2,051	1200260	Training & Courses	3,000		3,000	4,000
1,500	905	1200270	Travel Expense	1,500		1,500	1,500
200	46	1200370	Meals & Refreshments	200		200	200
2,000	787	1200380	Conferences & Conventions	2,000		2,000	3,000
-7,990	-7,990	1200955	Building Dept. - Indirect Costs	-8,110		-8,110	-7,355
-33,600	-33,600	1200991	Recoveries	-33,600	*	-33,600	-33,600
43,650	26,633		SUB TOTAL MATERIALS	45,340	*	45,340	50,695
0	0	1200850	Special Project - Upgrade to GP 2017	6,500		6,500	0
500	1,022	1200300	Legal Fees	500		500	500
500	1,022		SUB TOTAL CONTRACTED SERVICES	7,000	*	7,000	500
623,015	601,191		TOTAL FINANCE DEPARTMENT	650,122	*	650,122	682,961

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

FINANCE RECOVERIES

RECOVERIES	2018	2019	2020
<i>Transit</i>	3,600	3,600	3,600
<i>Parking</i>	10,000	10,000	10,000
<i>Northam Industrial Park</i>	20,000	20,000	20,000
<i>Total Recoveries</i>	33,600	33,600	33,600

**TOWN OF COBOURG
2018 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
PERFORMANCE DATA:							
Perf Data	2015	2016 - Dec5	2017				
Tax Bills Issued	16051	16362	16456	2018	1200170	Office Equipment Maintenance	Includes leasing of folding machine, yearly shredding
Tax Cert. Issued	447	447	474	2018	1200171	Software Maintenance	Annual software maintenance contracts: Vailtech - \$12,000 includes Oracle Annual Renewal Great Plains - \$22,000
Tax Appeal Proc	68	72	42	2018	1200180	Telephone	Includes 2 cell phones
A/C Payable - Cheques	3441	2604	2743	2018	1200220	Printing	Envelopes, tax bills, letterhead, paper and toner kits
A/C Payable - EFT	1835	2670	3105	2018	1200230	Photocopier	Lease plus maintenance cost
Misc. Rev Inv.	1368	1423	1483	2018	1200240	Postage	Postage is based on usage, this includes postage for tax bills, accounts receivable invoices, reminders notices, accounts payable cheques.
Parking Paymt Proc	4797	4813	4083	2018	1200250	Memberships & Subscriptions	Municipal Finance Officers - \$320 Ont. Municipal Revenue & Tax Collector - \$210 CPA Dues (2) - \$2,250 CPA PSAB Handbook - \$150 AMTCO - \$385 Canadian Payroll - \$225
				2018	1200260	Training & Courses	Canadian Payroll Association - year end CA required courses
				2018	1200380	Conferences & Conventions	Great Plains Conference MFOA Conference

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

FUNCTION/ACTIVITY: **INFORMATION TECHNOLOGIES**

ACCOUNT #: **1210.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
78,275	73,211	121010	Payroll Salaries & Wages	79,712		79,712	81,227	82,770
3,125	7,450	121011	Payroll - Overtime	3,054		3,054	3,112	3,171
23,000	22,727	121030	Payroll Fringe Benefits	23,588	*	23,588	25,723	27,931
104,400	103,388		SUB TOTAL SALARIES, WAGES & BENEFITS	106,354		106,354	110,062	113,872
2,000	1,418	1210150	Office Supplies	2,000		2,000	2,000	2,000
7,500	4,335	1210170	Software Maintenance	7,500		7,500	7,500	7,500
77,700	76,626	1210175	Web / Internet Costs	101,180		101,180	104,000	106,000
2,500	3,237	1210180	Telephone and Answ Svc	2,500		2,500	2,500	2,500
200	0	1210220	Printing	200		200	200	200
300	0	1210250	Memberships & Subscrip'ns	300		300	300	300
4,000	4,060	1210260	Training & Courses	4,000		4,000	4,000	4,000
1,300	648	1210270	Travel Expense	1,300		1,300	1,300	1,300
25,000	0	1210850	Special Project - IT Strategy	0		0	25,000	0
3,000	0	1210851	Special Project - Fibre Switch	0		0	0	0
2,000	2,035	1210852	Special Project - Window Update Server	0		0	0	0
0	0	1210853	Special Project - Abdobe Professional	4,200		4,200	0	0
0	0	1210854	Special Project - VM Ware Upgrade to Current	16,000		16,000	0	0
-9,350	-9,350	1210955	Building Dept. - Indirect Costs	-9,490		-9,490	-9,632	-9,777
116,150	83,009		SUB TOTAL MATERIALS	129,690	*	129,690	137,168	114,023
32,500	33,082	1210750	Support Contract	36,000	*	36,000	36,000	36,000
32,500	33,082		SUB TOTAL CONTRACTED SERVICES	36,000	*	36,000	36,000	36,000
-25,000	0	1210912	Transfer to Computer Reserve	-35,000		-35,000	25,000	25,000
-25,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-35,000		-35,000	25,000	25,000
228,050	219,479		TOTAL INFORMATION TECHNOLOGIES	237,044	*	237,044	308,230	288,895

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **INFORMATION TECH.**

ACCOUNT #: **1210.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Computer systems support.	2018	1210170	Software Maintenance	Annual Costs - Anti virus subscriptions - \$4,200 - Regular software maintenance costs - \$1,500 - Super AntiSpyware subscriptions - \$3,000
PERFORMANCE DATA:				
Systems Supported:	2018	1210175	Web / Internet Costs	Exchange Server - \$16,800 Baracuda Spam - \$3,500 Eagle DSL Connection - \$28,000 Fortinet Analyzer - \$7,700 Firewall Annual Renewal - \$4,000 Cloud Backup/Recovery - \$6,200 Simnet.Ca Staff Support - \$12,000 Nable System Monitoring Software - \$7,980 Hosted Servers - \$15,000
10 Complete Network Systems (VPN's)				
10 Routers/Gateway Systems				
4 E-mail Gateway/Virus Scanning System				
20 Servers (1 Unix, 6 NT 4.0, 5 2000, 3 Novell)				
92 Desktop Computers				
51 Desktop and network printers				
6 Networked Copiers				
36 Laptop Computers				
GIS System - 3 Servers	2018	1200180	Telephone	Cell phone costs for two staff
Financial Systems				
Roadpartner System - Salt Trucks	2018	1200250	Memberships & Subscriptions	MISA, other associations
Monitoring of 6 phone systems				
	2018	1210260	Training & Courses	Various training for staff
	2018	1210270	Travel Allowance	Travel allowance
	2018	1210750	Support Contract	Simnet Technical Support - Contract \$1,500/month Technical Support - Contract \$1,500/month

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

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

ACCOUNT #: **1400.100**

2017	2017		2018	2018	2019	2020	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	FINAL APPROVED	FORECAST	FORECAST
210,107	196,625	140010	Payroll Salaries & Wages	213,422	213,422	219,077	223,239
12,000	12,020	140011	Payroll - Overtime	12,000	12,000	12,228	12,460
15,832	14,927	140012	Payroll - Standby	16,735	16,735	17,053	17,377
6,500	8,560	140015	Payroll - Part Time Wages	7,520	7,520	8,020	8,172
29,000	32,897	140020	Other Salaries & Wages	35,000 *	35,000	40,000	45,000
69,500	68,001	140030	Payroll Fringe Benefits	72,000 *	72,000	75,000	80,000
1,040	958	140030	Payroll Part-time Fringe Benefits	1,278	1,278	1,524	1,716
1,600	522	140050	Clothing	1,600	1,600	1,600	1,600
600	721	140060	Footwear	600	600	600	600
346,179	335,231		SUB TOTAL SALARIES, WAGES & BENEFITS	360,155 *	360,155	375,102	390,164
400	1,100	1400150	Office Supplies	400	400	400	400
1,200	1,649	1400180	Cell Phone Expenses	1,200	1,200	1,200	1,200
400	0	1400185	OPX / Alarm Line Charges	400	400	400	400
500	191	1400190	Communication Equipment	500	500	500	500
1,500	1,821	1400260	Training & Courses	1,500	1,500	1,500	1,500
15,000	14,557	1400450	Heat	15,000	15,000	16,000	16,000
155,000	147,462	1400460	Utilities	160,000 *	160,000	162,500	165,000
55,000	77,780	1400470	Building Maintenance	55,000	55,000	55,000	55,000
9,000	11,053	1400500	Custodial/Cleaning Supplies	9,000	9,000	9,000	9,000
1,500	1,120	1400570	Property Maintenance & Improvements	1,500	1,500	1,500	1,500
1,000	2,635	1400600	Vehicle Maint & Repair	1,000	1,000	1,000	100
1,500	1,022	1400650	Gasoline	1,500	1,500	1,500	1,500
1,000	503	1400680	Other Equip Maint/Repair	1,000	1,000	1,000	1,000
2,473	2,473	1400930	Transfer to Vehicle Reserve	2,473	2,473	2,473	2,473
-23,298	-23,298	1400955	Building Dept. - Indirect Costs	-23,647	-23,647	-24,002	-24,362
-1,000	-184	1400992	Recoveries - Dressler House	-1,000 *	-1,000	-1,000	-1,000
-12,500	-9,182	1400993	Recoveries - Commissionaires Wages	-15,000	-15,000	-17,000	-20,000
-5,000	757	1400994	Recoveries - Library Maintenance	-5,000 *	-5,000	-5,000	-5,000
203,675	231,459		SUB TOTAL MATERIALS	205,826	205,826	206,971	205,211

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

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

ACCOUNT #: **1400.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
19,500	19,810	1400320	Liability Insurance	20,500	*	20,500	20,500	20,500
4,000	3,764	1400480	Garbage Removal	4,000		4,000	4,000	4,000
61,000	71,894	1400550	System Contracts/Repairs	62,000		62,000	62,000	62,000
5,000	0	1400850	Library Maintenance	5,000		5,000	5,000	5,000
2,000	2,178	1400851	Dressler House Maintenance	2,000		2,000	2,000	2,000
1,500	1,597	1400852	Special Projects - Christmas Magic	1,500		1,500	1,500	1,500
93,000	99,243		SUB TOTAL CONTRACTED SERVICES	95,000	*	95,000	95,000	95,000
0		NEW	Transfer to Reserve	0		0	10,000	10,000
0	0		TOTAL OTHER CHARGES & TRANSFERS	0	*	0	10,000	10,000
642,854	665,933		TOTAL ADMIN. BUILDING VICTORIA HALL	660,981	*	660,981	687,073	700,375

**TOWN OF COBOURG
2018 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.	2018	140020	Other Salaries & Wages	Building security contractor
	2018	1400180	Telephone Expenses	Cell phones for staff on call for emergencies
	2018	1400190	Communications Equipment	Hand radios, base station, licence
	2018	1400260	Training & Courses	Retraining certifications as required by the Ministry of Labour
	2018	1400470	Building Maintenance	Regular Maintenance - \$55,000
	2018	1400480	Garbage Removal	2 yr contract garbage bins, recycling bin 1 year contract
	2018	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 - \$10,000 Total - \$61,000
	2018	1400650	Gasoline	Fuel for truck, lawn and snow equipment and generator
	2018	1400850/994	Library Maintenance	Services provided and billed back to library by Victoria Hall staff
	2019	NEW	Transfer to Reserve Victoria Hall Mtce	Develop a reserve account for emergency maintenance / repairs.

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

FUNCTION/ACTIVITY: **FINANCIAL**

ACCOUNT #: **1500.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
25,000	18,892	1500300	Legal Fees	25,000		25,000	25,000	25,000
1,000	388	1500305	Collection Fee	1,000		1,000	1,000	1,000
44,050	52,406	1500310	Audit Fees	40,000		40,000	40,000	40,000
52,500	51,661	1500320	Liability Insurance	52,500		52,500	52,500	52,500
0	39,573	1500852	Special Project - Development Charges Study	0		0	0	0
0	9,922	1500853	Special Project - Asset Management Plan	0		0	0	0
0		1500913	Recoveries - Holdco Reserve	0		0	0	0
0		1500913	Recoveries - Development Charges	0		0	0	0
122,550	172,842		SUB TOTAL CONTRACTED SERVICES	118,500		118,500	118,500	118,500
25,000	115,277	1500321	Insurance - Reserve for claims	25,000		25,000	25,000	25,000
12,000	9,655	1500912	POS, Modem and Other Bank Fees	12,000		12,000	12,500	12,500
20,000	9,592	1500913	Trans to Reserve - Contingency	20,000		20,000	20,000	20,000
90,000	134	1500916	Interest Expenses	90,000		90,000	90,000	90,000
0	0	1500924	Municipal Payment in Lieu Payments	0	*	0	0	0
147,000	134,658		SUB TOTAL FINANCIAL	147,000		147,000	147,500	147,500
730,500	707,500	1500925	Transfer to Reserve - Holdco	707,500		707,500	707,500	707,500
250,000		1500926	Transfer to Reserve - Northam	250,000		250,000	250,000	250,000
563,037	563,037	1500927	Transfer Federal Gas Tax Reserve	589,848		589,848	600,000	600,000
0	0	1500930	Transfer to Development Charges Reserve	50,000		50,000	50,000	50,000
-375,000	-375,000	1500910	Transfer from Holdco Reserve - Tax Cancellations	-150,000		-150,000	0	0
-200,000	-200,000	1500910	Transfer from Northam Reserve - Tax Cancellations	-200,000		-200,000	0	0
-250,000	-241,000	8715	Northam Dividend - Regular	-250,000		-250,000	-250,000	-250,000
0		8715	Northam Dividend - Tannery Tax Allowance	0		0	0	0
-223,000	-200,000	8716	Holdco Dividend	-200,000		-200,000	-200,000	-200,000
-507,500	-507,500	8717	Holdco Interest	-507,500		-507,500	-507,500	-507,500
-563,037	-563,037	8718	Federal Gas Tax Rebate	-589,848		-589,848	-600,000	-600,000
-575,000	-816,000		TOTAL OTHER CHARGES & TRANSFERS	-300,000	*	-300,000	50,000	50,000
-305,450	-508,500		TOTAL FINANCIAL	-34,500	*	-34,500	316,000	316,000

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCIAL**

ACCOUNT #: **1500.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide for various transfers and expenses. Investment income is received and then transferred to reserves.	2018	1500321	Insurance Deductible	Plan to establish new reserve if funds not required in 2015 and then able to reduce future amounts to reserve
	2018	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.
PERFORMANCE DATA:	2018	1500310	Audit Fees	KPMG quote of \$45,000 less \$5,000 allocated to Northam Industrial Park
	2018	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.
	2018	NEW	Transfer to Development Charges Reserve	To fund non statutory development charge exemptions from prior years.

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT** FUNCTION/ACTIVITY: **PERSONNEL** ACCOUNT #: **1900.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
138,353	137,480	190010	Payroll Salaries & Wages	141,640	*	141,640	144,332	147,074
3,182	2,633	190011	Payroll - Overtime	3,182		3,182	3,242	3,304
42,428	38,819	190030	Benefits	41,274		41,274	45,010	48,873
10,000	84,189	190035	Future Benefits/Neer Surcharge	20,000		20,000	20,000	20,000
3,200	2,237	190050	Clothing	3,200		3,200	3,200	3,200
197,163	265,358		TOTAL SALARIES, WAGES & BENEFITS	209,296	*	209,296	215,784	222,451
1,500	50	1900150	Office Supplies	1,500		1,500	1,500	1,500
700	549	1900180	Telephone Expense	700		700	700	700
2,500	4,452	1900210	Advertising	2,500		2,500	2,500	2,500
500	61	1900220	Printing	500		500	500	500
1,200	1,007	1900250	Memberships & Subscrip'ns	1,200		1,200	1,200	1,200
2,000	407	1900260	Training & Courses	1,000		1,000	2,000	2,000
550	372	1900270	Travel Expense	550		550	550	550
1,500	791	1900330	Receptions - Retirements	1,500		1,500	1,500	1,500
2,500	796	1900380	Conferences & Conventions	1,000		1,000	2,500	2,500
5,000	1,243	1900391	Negotiation Expense	2,000		2,000	500	500
-3,116	-3,116	1900955	Building Dept. - Indirect Costs	-3,162		-3,162	-3,210	-3,258
14,834	6,612		TOTAL MATERIALS	9,288		9,288	10,240	10,192
3,000	2,624	1900300	Legal Fees	3,000		3,000	3,000	3,000
1,500	4,630	1900360	Consultant Fees	1,500		1,500	1,500	1,500
25,000	21,342	1900361	Employee Assistant Program	25,500		25,500	26,000	27,500
70,000	5	1900362	Retiree Benefits	95,000		95,000	95,000	95,000
10,000	9,795	1900399	Management Team Training	5,000		5,000	10,000	10,000
0	0	1900850	Sp Proj - Non-Union Job Evaluation/Pay Equity Plan	30,000		30,000	20,000	20,000
109,500	38,396		TOTAL CONTRACTED SERVICES	160,000	*	160,000	155,500	157,000
-10,000	0	1900913	Transfer from WSIB Reserve	-10,000		-10,000	-10,000	-10,000
-10,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-10,000	*	-10,000	-10,000	-10,000
311,497	310,366		TOTAL PERSONNEL	368,584	*	368,584	371,524	379,643

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
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.	2018	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.
	PERFORMANCE DATA:			
	2018	190050	Clothing	40 Employees eligible for clothing purchase - \$100 each
	2018	1900250	Memberships & Subscriptions	HRPA Membership for HR Officer and Assistant OMHRA Membership required with HRPA to continue to work towards CHRP designations. Valuable resources / training available Various other workshops
	2018	1900260	Training & Courses	\$1,000 each for training / courses provided throughout the year, 2018 Enrolment in Loyalist Leading in Municipal Environment.
	2018	1900300	Legal Fees	Amount for possible grievances
	2018	1900380	Conferences & Conventions	Fire Association Labour Conference - Jan 2018
	2018	1900361	Employee Assistant Program	Rate adjustment - CPI increase effective April 1, 2018 Service - 1.6%
	2018	1900362	Retiree Benefits	Calculation based on current retirees anticipated retirements in 2018. Fire - 1 retirement Cupe - 3 possible retirements Non-Union - 2 retirements

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
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.	2018	1900391	Negotiation Expense	Bargaining for Full Time Fire Association
	2018	1900399	Management Team Training	Training to support and reflect performance review results.
	2018 / 2019	NEW	Special Project - Non-Union Job Evaluation and Pay Equity	Compensation Review and Job Evaluation / Pay Equity Non-Union
PERFORMANCE DATA:				

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

FUNCTION/ACTIVITY: **HEALTH AND SAFETY**

ACCOUNT #: **1950.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
4,500	4,500	195010	Payroll Salaries & Wages	4,500		4,500	4,500	4,500
750	373	195034	Flu Clinic	750		750	750	750
5,250	4,873		SUB TOTAL SALARIES, WAGES & BENEFITS	5,250		5,250	5,250	5,250
200	931	1950150	Office Supplies	200		200	200	200
3,000	3,265	1950251	Memberships & Subscriptions	3,500	*	3,500	3,500	3,500
2,500	1,263	1950260	Training & Courses	2,500		2,500	2,500	2,500
500	0	1950262	Wellness Committee / Initiatives	0		0	0	0
450	373	1950370	Meals & Refreshments	450		450	450	450
200	0	1950850	Special Project - Fire Extinguishers	200		200	200	200
10,000	9,972	1950851	Special Project - Asbestos Reassessment	0		0	0	0
16,850	15,804		SUB TOTAL MATERIALS	6,850		6,850	6,850	6,850
22,100	20,677		TOTAL HEALTH & SAFETY	12,100		12,100	12,100	12,100

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **HEALTH AND SAFETY**

ACCOUNT #: **1950.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>Ensure compliance with Provincial Legislation and Municipal Policies regarding Health and Safety. Promotion of safe and healthy work practices in all departments.</p>	2018	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
	2018	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.
PERFORMANCE DATA:	2018	1950370	Meals & Refreshment	Health and Safety Committee lunch/appreciation. Previously not a line item. Removed memberships and subscriptions. 18 possible attendees. Approx. \$20.00 per / person + gratuity.
	2018	1950850	Special Project - Fire Extinguishers	Fire extinguisher - \$200 for refills and spares to use for training.
	2018	195034	Flu Clinic	Annual cost for Flu clinic for all staff.

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

PROTECTION SUMMARY

FUNCTION	2017 BUDGET	2017 YTD	2018 DEPT REQUEST	%	2018 FINAL APPROVED	%	2019 FORECAST	2020 FORECAST
POLICE OPERATING								
GENERAL	5,355,684	5,497,291	5,604,658	4.6	5,588,358	4.3	5,834,215	6,075,244
COURT SECURITY FACILITIES	449,407	794,217	271,133	(39.7)	271,133	(39.7)	287,725	302,675
SUB TOTAL	186,000	161,003	149,100	(19.8)	149,100	(19.8)	193,800	206,900
	5,991,091	6,452,511	6,024,891	0.6	6,008,591	0.3	6,315,740	6,584,819
MISC REVENUE	-40,000	-42,788	-55,000	37.5	-55,000	37.5	-55,000	-55,000
POLICE BOARD	81,014	87,842	78,514	(3.1)	78,514	(3.1)	81,014	81,014
POLICE TOTAL EXP	6,072,105	6,540,353	6,103,405	0.5	6,087,105	0.2	6,396,754	6,665,833
POLICE TOTAL REVENUE	-40,000	-42,788	-55,000	37.5	-55,000	37.5	-55,000	-55,000
TOTAL POLICE	6,032,105	6,497,565	6,048,405	0.3	6,032,105	0.0	6,341,754	6,610,833
BUSINESS SERVICES	0	951,061	0	-	0	-	0	0
DEBT CHARGES	9,700	9,679	0	(100.0)	0	(100.0)	0	0
** Detail in Long Term Debt Charges Section								

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

PROTECTION SUMMARY

FUNCTION	2017 BUDGET	2017 YTD	2018 DEPT REQUEST	%	2018 FINAL APPROVED	%	2019 FORECAST	2020 FORECAST
FIRE								
EXPENSES	2,874,464	2,667,798	2,908,338	1.2	2,908,338	1.2	3,018,888	3,132,956
REVENUE	-20,000	-8,679	-20,000	0.0	-20,000	0.0	-20,000	-20,000
NET FIRE	2,854,464	2,659,119	2,888,338	1.2	2,888,338	1.2	2,998,888	3,112,956
EMERGENCY MANAGEMENT	133,777	105,141	132,835	(0.7)	132,835	(0.7)	139,018	143,266
BUILDING INSPECTION								
EXPENSES	375,000	365,100	410,000	9.3	410,000	9.3	410,000	410,000
BUILDING REVENUE	-375,000	-443,129	-410,000	9.3	-410,000	9.3	-410,000	-410,000
NET BUILDING INSPECTION	0	-78,029	0	-	0	-	0	0
BYLAW DEPT								
EXPENSES	91,630	88,260	96,146	4.9	96,146	4.9	102,030	104,789
BYLAW REVENUE	-18,700	-15,813	-19,000	1.6	-19,000	1.6	-19,000	-19,000
NET BYLAW DEPT	72,930	72,447	77,146	5.8	77,146	5.8	83,030	85,789
CONSERVATION AUTHORITY	213,153	213,153	210,531	(1.2)	210,531	(1.2)	220,000	225,000
ANIMAL CONTROL	95,150	93,770	97,754	2.7	97,754	2.7	99,600	101,600
BYLAW ENFORCEMENT	63,295	58,789	50,101	(20.8)	50,101	(20.8)	54,803	60,506
COMMUNICATION CENTRE	25,000	26,628	25,000	0.0	25,000	0.0	25,000	25,000
OTHER TOTAL EXP	3,871,469	3,618,639	3,930,705	1.5	3,930,705	1.5	4,069,339	4,203,117
OTHER TOTAL REVENUE	-413,700	-467,621	-449,000	8.5	-449,000	8.5	-449,000	-449,000
TOTAL PROTECTION - OTHER	3,457,769	3,151,018	3,481,705	0.7	3,481,705	0.7	3,620,339	3,754,117

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE:

PROTECTION

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **87015**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-40,000	-42,788	87016	Police Receipts	-55,000		-55,000	-55,000	-55,000
-40,000	-42,788		TOTAL POLICE GENERAL REVENUE	-55,000		-55,000	-55,000	-55,000

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE:

PROTECTION

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
3,387,688	3,230,397	210010	Payroll Salaries & Wages	3,811,762	*	3,811,762	3,939,873	4,018,671
120,000	1,793	210011	Payroll - Overtime	100,000		100,000	100,000	100,000
81,048	72,651	210012	Payroll Part Time Wages	37,944		37,944	39,881	40,679
9,500	7,906	210013	Payroll - Shift Differt'l	9,500		9,500	9,500	9,500
25,000	80,580	210014	Payroll - Acting Pay	25,000		25,000	25,000	25,000
88,517	67,523	210015	Payroll - Responsibility Pay	89,005		89,005	89,005	89,005
0	9,517	210016	Payroll - Ride	0		0	0	0
48,000	44,056	210017	Student Program Administration	53,203	*	53,203	56,003	57,123
7,000	6,164	210018	Payroll - Specialist & Service Pay	7,000		7,000	7,000	7,000
0	0	210019	Payroll - Overtime Special Events	0		0	0	0
0	0	210020	Payroll - Banked Overtime	0		0	0	0
31,000	0	210010	Payroll - Survivor Top-up	34,035		34,035	34,035	34,035
998,042	937,594	210030	Payroll Fringe Benefits	1,073,745	*	1,073,745	1,106,458	1,128,587
13,332	21,555	210031	Payroll - Part-time Benefits	6,261		6,261	6,580	6,712
96,465	5,045	210032	Payroll Retired Employees	84,168		84,168	84,168	84,168
7,378	7,125	210033	Payroll 10% in lieu of Benefits	2,946		2,946	3,123	3,186
20,000	89,327	210035	WSIB - Employee Claims	20,000		20,000	20,000	20,000
25,000	23,954	210036	YMCA Membership Benefit	25,000		25,000	30,000	30,000
10,000	7,729	210050	Clothing Allowance	10,000		10,000	11,000	11,000
1,500	975	210060	Footwear Allowance	1,500		1,500	1,500	1,500
0	252	210061	Gloves	0	*	0	0	0
2,000	1,565	210070	Cleaning Allowance	1,500		1,500	1,500	1,500
700	0	210080	Employee Meal Allowance	700		700	700	700
15,000	73,350	210090	Uniforms	15,000		15,000	15,000	15,000
4,987,170	4,689,058		SUB TOTAL SALARIES, WAGES & BENEFITS	5,408,269	*	5,408,269	5,580,326	5,683,366

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE:

PROTECTION

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2017 BUDGET	2017 YTD	CODE	OBJECT	2018 DEPT REQUEST	*	2018 FINAL APPROVED	2019 FORECAST	2020 FORECAST
14,000	26,708	2100150	Office Supplies	14,000		14,000	14,000	14,000
5,000	11,244	2100160	Office Equipment Purchase	5,000		5,000	5,000	5,000
20,000	26,655	2100170	Software Maintenance	28,000	*	28,000	28,000	28,000
25,000	23,686	2100180	Telephone	20,000		20,000	25,000	25,000
25,000	21,399	2100189	Blackberry Data Charges	18,000		18,000	25,000	25,000
0	0	2100190	Fleetnet	0		0	0	0
5,000	11,317	2100210	Advertising & Promotion	3,500		3,500	5,000	5,000
10,000	8,816	2100231	Photocopier Contract	8,000		8,000	10,000	10,000
1,500	0	2100232	Photocopier Materials	0		0	1,500	1,500
0	3,842	2100241	Postage Fees	0	*	0	1,000	1,000
500	811	2100242	Courier Charges	500		500	1,000	1,000
3,500	5,023	2100250	Memberships & Subscrip'ns	3,500		3,500	3,500	3,500
12,000	17,310	2100261	Courses - Alymer	12,000		12,000	12,000	12,000
3,000	0	2100262	Courses - Ottawa	0		0	0	0
0	0	2100263	Courses - Niche Training	0	*	0	0	0
5,000	1,390	2100264	Seminars	3,000		3,000	3,000	3,000
15,000	50,324	2100265	Training	15,000		15,000	15,000	15,000
7,500	7,644	2100266	Block Training	7,500		7,500	7,500	7,500
15,000	32,947	2100267	Senior Career Development Training	20,000		20,000	20,000	20,000
3,000	3,540	2100270	Travel Expense	2,000		2,000	3,000	3,000
0	0	2100271	Auxiliary Travel Expense	0	*	0	0	0
4,500	5,786	2100330	Recognition Awards	3,500		3,500	4,500	4,500
7,000	12,089	2100370	Meals & Refreshments	7,000		7,000	7,000	7,000
16,000	33,702	2100380	Conferences & Conventions	18,000	*	18,000	18,000	18,000
0	472	2100601	Maint & Repair - #Reserve-04	3,000	*	3,000	3,000	3,000
4,000	2,570	2100602	Maint & Repair - #07-01	0		0	4,000	4,000
4,000	1,513	2100604	Maint & Repair - #07-02	3,000		3,000	4,000	4,000
4,000	219	2100605	Maint & Repair - #07-03	3,000		3,000	4,000	4,000
4,000	728	2100606	Maint & Rep - Admin	3,000		3,000	4,000	4,000
4,000	3,038	2100607	Maint & Rep - CIB	3,000		3,000	4,000	4,000
2,000	2,799	2100608	Maint & Rep - Comm Service	2,000		2,000	2,000	2,000
2,000	0	2100609	Maint & Rep - Volunteer Van	2,000		2,000	2,000	2,000
3,000	4,498	2100610	Maint & Repair - Auxiliary	3,000		3,000	3,000	3,000
	5,107	2100611	CIB Lease Payments/Refunds	0		0	0	0
2,500	2,223	2100620	Vehicle - Cleaning	2,000		2,000	2,500	2,500
4,000	948	2100621	Vehicle Equipment	3,000		3,000	3,000	3,000
65,000	46,098	2100650	Gasoline	55,000		55,000	65,000	65,000
4,500	13,583	2100670	Other Equipment Purchases	4,500		4,500	4,500	4,500
3,000	760	2100680	Other Equipment Maintenance & Repair	3,000		3,000	3,000	3,000

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE:

PROTECTION

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2017 BUDGET	2017 YTD	CODE	OBJECT	2018 DEPT REQUEST	*	2018 FINAL APPROVED	2019 FORECAST	2020 FORECAST
1,500	2,133	2100710	Lab Supplies	1,500		1,500	1,500	1,500
1,500	0	2100711	Lab Supplies - Film	0		0	0	0
5,000	0	2100752	Computer Repairs	2,500		2,500	2,500	2,500
5,000	2,071	2100753	Consulting Fees	2,500		2,500	5,000	5,000
1,000	0	2100754	Identification Services - DRPS	0		0	1,000	1,000
5,000	0	2100755	Website Maintenance	5,000		5,000	5,000	5,000
3,000	2,828	2100756	Health & Wellness	3,000		3,000	3,000	3,000
10,000	31,432	2100820	Other Operating Materials	10,000		10,000	10,000	10,000
40,000	47,004	2100821	OPTIC Costs	45,500	*	45,500	45,500	45,500
5,000	10,408	2100853	Community Services Project	0		0	0	0
25,000	11,454	2100854	Special Project - Other Covert	20,000		20,000	25,000	25,000
32,000	0	2100856	Special Project - Outwear	32,000		32,000	32,000	32,000
0	0	2100857	Special Project - Rebound	25,000		25,000	25,000	25,000
6,000	5,348	2100858	Special Project - Promotional Items	6,000		6,000	6,000	6,000
15,000	17,788	2100859	Special Project - Police Ambassador	15,000		15,000	15,000	15,000
7,500	11,782	2100860	Special Project - Surveillance	7,500		7,500	7,500	7,500
0	0	2100867	Special Project - Active Shooter Program	25,000		25,000	25,000	25,000
25,000	25,426	2100862	Special Project- Domestic Violence Enhancement	25,000		25,000	25,000	25,000
50,000	17,461	2100863	Special Project - CERT Program	50,000		50,000	50,000	50,000
0	0	2100864	Special Project - Mobile Data Project	100,000		100,000	0	0
0	0	2100865	Special Project- K9 Special Therapy Program	10,000		10,000	0	0
0	0	2100866	Special Project - Respectful Workplace Project	10,000		10,000	0	0
5,000	10,089	2100919	Bank Service Fees	5,000		5,000	5,000	5,000
-178,000	-87,591	871142100	Recoveries (include 6 grants)	-178,000	*	-178,000	-178,000	-178,000
-48,000	0	871142100	Recoveries - Student Program	-53,023		-53,023	-53,023	-53,023
0	-9	871142100	Recoveries - Secondments	-137,989		-137,989	-137,989	0
320,000	496,413		SUB TOTAL MATERIALS	309,488		309,488	236,988	374,977
5,000	56,190	2100300	Legal Fees	55,000	*	55,000	55,000	55,000
29,000	32,656	2100320	Liability Insurance	45,000	*	45,000	45,000	45,000
45,000	52,221	2100750	Information Technology Support	45,000		45,000	55,000	55,000
6,500	239	2100751	Support Contract - Sidewinder Firewall	6,500		6,500	6,500	6,500
0	0	2100913	Bus Services Loan Repayment - Transfer to Reserve	0		0	0	0
170,514	170,514	2100998	Contracts - Communications	208,296	*	208,296	208,296	208,296
256,014	311,820		SUB TOTAL CONTRACTED SERVICES	359,796	*	359,796	369,796	369,796

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE:

PROTECTION

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2017 BUDGET	2017 YTD	CODE	OBJECT	2018 DEPT REQUEST	*	2018 FINAL APPROVED	2019 FORECAST	2020 FORECAST
-207,500	0	2100913	Recoveries - Business Services Revenue	-472,895		-489,195	-352,895	-352,895
-207,500	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-472,895		-489,195	-352,895	-352,895
5,355,684	5,497,291		TOTAL POLICE GENERAL	5,604,658 *		5,588,358	5,834,215	6,075,244

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 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
						2018	210010	Payroll Salary & Wages	Increase due to anticipated wage increase
						2018	210017	Student Program Admin	Increase due to minimum wage increase
PERFORMANCE DATA:						2018	210030	Payroll Fringe Benefits	Increase due to wage increase
Calls for Service:						2018	2100170	Software Maintenance	Increase Health IM software licencing
2013	2014	2015	2016	2017	2018	2100300	Legal Fees	reflect actuals	
6703	6780	6861	7792		2018	2100380	Conference & Conventions	reflect actuals	
						2018	2100821	OPTIC Costs	Increase for plate recognition maintenance fee
						2018	2100998	Contract Communications	Contractual increase in fee
						2018	NEW	Special Project - Active Shooter program	
						2018	NEW	Special Project - Mobile Data Project	Police analytics to enable proactive, preventative operations
						2018	NEW	Special Project - K9 Therapy Program	Partnership with St Johns Ambulance with their therapy dogs
						2018	NEW	Special Project - Respectful Workplace	Training and implementation

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE:

PROTECTION

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

ACCOUNT #: **2100.120**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
337,838	366,019	212010	Payroll Salaries & Wages	169,711		169,711	173,105	176,567
2,000	6,270	212011	Payroll - Overtime	2,000		2,000	2,000	2,000
0	146	212013	Payroll - Shift Differential	0		0	0	0
32,086	611,214	212015	Part-time Salaries & Wages	406,317		406,317	414,443	422,732
11,259	15,806	212016	Responsibility Pay	5,742		5,742	5,742	5,742
311,074	0	212017	Payroll - Security Officers	0		0	0	0
15,000	0	212018	Payroll - Cell Monitoring	0		0	0	0
540	660	212019	Service Pay	540		540	540	540
104,233	103,929	212030	Payroll Fringe Benefits	49,799		49,799	50,217	51,221
58,917	104,273	212031	Payroll Part-time Benefits	67,042		67,042	68,383	69,750
34,316	47,575	212033	Payroll 10% in Lieu of Benefits	40,631	*	40,631	41,444	42,272
2,000	6,641	212090	Clothing & Uniforms	2,000		2,000	2,000	2,000
900	281	212050	Clothing Allowance	900		900	900	900
910,163	1,262,814		SUB TOTAL SALARIES, WAGES & BENEFITS	744,682		744,682	758,774	773,724
4,000	3,152	212095	Prisoner Meals	3,000		3,000	3,000	3,000
2,000	677	2120150	Office Supplies	1,000		1,000	1,000	1,000
0	0	2120160	Office Equip Purchases	0	*	0	0	0
0	0	2120161	Escort Equipment	0	*	0	0	0
1,000	582	2120180	Telephone Expenses	500		500	500	500
1,500	1,917	2120230	Photocopier Contract	1,500		1,500	1,500	1,500
0	0	2120231	Photocopier Materials	0		0	0	0
0	1,145	2120260	Training & Courses	0	*	0	2,500	2,500
0	0	2120266	Blocking Training	0	*	0	0	0
0	0	2120603	Maint & Repair - #833	0	*	0	0	0
-61,756	-61,756	871142120	Recoveries - Province	-72,049		-72,049	-72,049	-72,049
-1,000	0	871142120	Recoveries - Prisoner Meals	-1,000	*	-1,000	-1,000	-1,000
-406,500	-414,314	2120995	Recoveries - Northumberland County	-406,500	*	-406,500	-406,500	-406,500
-460,756	-468,597		SUB TOTAL MATERIALS	-473,549		-473,549	-471,049	-471,049
					*			
449,407	794,217		TOTAL COURT SERVICES	271,133		271,133	287,725	302,675

**TOWN OF COBOURG
2018 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.	2018	212033	Payroll 10% in lieu of benefits	Increase due to increase in part time members
PERFORMANCE DATA:				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE:

PROTECTION

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

ACCOUNT #: **2100.150**

2017	2017		2018	2018	2019	2020
BUDGET	YTD	CODE	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
		OBJECT				
666,553	643,524	215015 Payroll Salaries & Wages	676,534	676,534	690,065	703,866
0	110	215011 Payroll - Overtime	0	0	0	0
120,093	102,648	215031 Payroll Fringe Benefits	121,224	121,224	123,649	126,122
60,058	57,206	215033 Payroll Benefits Vac Lieu	60,957	60,957	62,176	63,420
1,000	0	215050 Clothing Allowance	1,000	1,000	1,000	1,000
847,704	803,488	SUB TOTAL SALARIES, WAGES & BENEFITS	859,715	859,715	876,890	894,408
3,000	4,518	2150150 Office Supplies	3,000	3,000	3,000	3,000
2,000	412	2150160 Office Equipment Purchases	2,000	2,000	2,000	2,000
2,000	1,403	2150180 Telephone	2,000	2,000	2,000	2,000
5,000	2,575	2150230 Photocopier Expenses - Materials	5,000	5,000	5,000	5,000
11,000	13,217	2150231 Photocopier Lease	11,000	11,000	11,000	11,000
0	0	2150241 Postage	4,000	4,000	4,000	4,000
5,000	1,343	2150240 Courier Charges	5,000	5,000	5,000	5,000
2,000	131	2150260 Training & Courses	2,000	2,000	2,000	2,000
3,000	1,484	2150370 Meals / Meetings	3,000	3,000	3,000	3,000
5,000	2,490	2150850 Audit Travel Expense	5,000	5,000	5,000	5,000
0	0	2150992 Recoveries - Contracts	0	0	0	0
38,000	27,573	SUB TOTAL MATERIALS	42,000 *	42,000	42,000	42,000
0	0	2150460 Utilities - Venture 13	45,000	45,000	45,000	45,000
0	0	2150750 Contracts - Business Development	100,000	100,000	100,000	100,000
0	0	SUB TOTAL CONTRACTED SERVICES	145,000	145,000	145,000	145,000
50,000	50,000	2150912 Transfer to Computer Reserve	50,000	50,000	50,000	50,000
70,000	70,000	2150912 Transfer to Police Cruiser Reserve	70,000	70,000	70,000	70,000
-1,005,704	0	2150912 Transfer from Reserve	-1,166,715	-1,166,715	-1,183,890	-1,201,408
0	0	2150913 Transfer to Communications Reserve	0	0	0	0
-885,704	120,000	SUB TOTAL OTHER CHARGES & TRANSFERS	-1,046,715	-1,046,715	-1,063,890	-1,081,408
0	951,061	TOTAL BUSINESS SERVICES DEPARTMENT	0 *	0	0	0

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

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

ACCOUNT #: **2100.120**

STATEMENT OF PURPOSE: To provide Criminal Record Checks.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2018	215015	Payroll Salaries & Wages	Contractual wage increase, increase in staff New - increase in staff
	2018	215031	Payroll Fringe Benefits	Increase due to wage increase and additional staff
PERFORMANCE DATA:	2018	NEW	Postage	Reflects actual postage for this department
	2018	NEW	Utilities	Venture 13 Utilities
	2018	NEW	Contract - Business Development	Business and marketing development

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE:

PROTECTION

FUNCTION/ACTIVITY: **POLICE - FACILITIES**

ACCOUNT #: **2100.130**

2017	2017		2018	2018	2019	2020	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
11,500	8,164	2130450	Heat	11,000	11,000	12,000	12,000
57,000	41,615	2130461	Utilities - Electrical	54,000	54,000	56,000	58,000
3,800	3,915	2130462	Utilities - Water	4,000	4,000	4,000	5,000
500	0	2130470	Building Maintenance	500	500	500	500
4,000	1,557	2130500	Custodial/Clean Supplies	4,000	4,000	4,500	5,500
12,300	11,132	2130505	Cell Cleaning	12,300	12,300	13,000	13,000
6,500	10,614	2130510	Electrical Repairs	6,500	6,500	6,500	7,000
7,800	4,142	2130515	Heat Repairs	7,500	7,500	8,000	8,000
5,500	2,327	2130520	Plumbing Repairs	5,000	5,000	5,000	5,000
0	1,458	2130521	Door Repairs	2,000	2,000	2,000	2,000
3,000	2,530	2130522	Fire Safety	3,300	3,300	3,300	3,500
1,600	1,602	2130523	Biohazard Bin	1,700	1,700	1,700	1,900
5,000	7,581	2130524	Snow Removal	6,000	6,000	7,500	7,500
118,500	96,637		SUB TOTAL MATERIALS	117,800	117,800	124,000	128,900
6,700	6,709	2130320	Liability Insurance	7,000	7,000	7,000	7,000
4,000	5,328	2130480	Garbage Removal	4,600	4,600	4,300	5,500
18,200	15,748	2130550	Service Contract	18,500	18,500	18,500	19,000
33,600	30,853	2130552	Contractor Cleaning	32,000	32,000	35,000	35,000
5,000	5,728	2130554	Minor Repairs	5,000	5,000	5,000	6,500
0	0	2130555	Minor Repairs - Painting	3,000	3,000	0	5,000
0	0	2130556	Custodial Cleaning	0	0	0	0
67,500	64,366		SUB TOTAL CONTRACTED SERVICES	70,100	70,100	69,800	78,000
0	0	2130913	Transfer - Business Service Revenue	-38,800	-38,800	0	0
0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-38,800	-38,800	0	0
186,000	161,003		TOTAL POLICE FACILITIES	149,100	149,100	193,800	206,900

**TOWN OF COBOURG
2018 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:			DETAILS
	YEAR	CODE	OBJECT	
	2018	2130480	Garbage Removal	Increase to reflect actuals
PERFORMANCE DATA:				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE:

PROTECTION

FUNCTION/ACTIVITY: **POLICE SERVICES BOARD**

ACCOUNT #: **2100.10**

2017	2017		2018	2018	2019	2020	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
15,000	16,108	210115	Payroll Part Time Wages	15,000	15,000	15,000	15,000
13,500	12,878	210130	Payroll Fringe Benefits	13,500	13,500	13,500	13,500
25,414	25,345	2101290	Payroll Honorarium	25,414	25,414	25,414	25,414
53,914	54,331		SUB TOTAL SALARIES, WAGES & BENEFITS	53,914	53,914	53,914	53,914
100	3	2101210	Advertising & Promotion	100	100	100	100
3,600	2,149	2101250	Memberships & Subscrip'ns	3,000	3,000	3,600	3,600
2,000	88	2101260	Training & Courses	2,000	2,000	2,000	2,000
1,000	0	2101261	Per Diem Training	1,000	1,000	1,000	1,000
500	0	2101280	Car Allowance	500	500	500	500
2,500	1,004	2101340	Presentations	2,000	2,000	2,500	2,500
5,000	0	2101360	Labour Relations Consultants	5,000	5,000	5,000	5,000
6,000	2,278	2101380	Conferences & Conventions	5,000	5,000	6,000	6,000
1,400	940	2101780	Meeting Expense	1,000	1,000	1,400	1,400
22,100	6,462		SUB TOTAL MATERIALS	19,600	19,600	22,100	22,100
5,000	27,049	2101300	Legal Fees	5,000	5,000	5,000	5,000
5,000	27,049		SUB TOTAL CONTRACTED SERVICES	5,000	5,000	5,000	5,000
81,014	87,842		TOTAL POLICE SERVICES BOARD	78,514	78,514	81,014	81,014

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE SERVICES BOARD**

ACCOUNT #: **2100.10**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To ensure consistent standards of Police Services in Cobourg are met in accordance with the Police Standards of Ontario.	2017	2101780	Meeting Expenses	Increase to reflect actuals
PERFORMANCE DATA:				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **87015**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-10,000	-3,059	87015	Fire Receipts	-10,000	*	-10,000	-10,000	-10,000
-10,000	-5,620	87072	Reports / Permits	-10,000		-10,000	-10,000	-10,000
-20,000	-8,679		TOTAL FIRE DEPARTMENT REVENUE	-20,000		-20,000	-20,000	-20,000

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

2017	2017		2018	2018	2019	2020		
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
1,677,818	1,551,959	200010	Payroll Salaries & Wages	1,714,279	*	1,714,279	1,757,136	1,801,064
253,000	222,503	200011	Payroll Salaries Volunteer	261,300	*	261,300	267,833	274,528
29,000	21,695	200012	Payroll Overtime	30,000		30,000	31,000	32,000
0	22,904	200013	Payroll - OT Fire Emergency	0		0	0	0
0	9,089	200014	Payroll - Overtime Training	0		0	0	0
73,019	70,401	200016	Recognition Pay	80,500		80,500	82,029	83,588
519,923	450,945	200030	Payroll Fringe Benefits	488,569		488,569	535,926	585,346
41,745	20,611	200031	Payroll - Part-time Benefits	44,421		44,421	50,888	57,651
14,000	26,569	200050	Protective Clothing	14,500	*	14,500	15,000	15,500
3,500	1,689	200060	Footwear	3,500		3,500	3,800	4,000
3,000	2,341	200070	Cleaning Allowance	3,700	*	3,700	3,800	3,900
6,800	3,851	200090	Uniforms	6,900		6,900	7,000	7,100
2,621,805	2,404,557		SUB TOTAL SALARIES, WAGES & BENEFITS	2,647,669		2,647,669	2,754,412	2,864,677
2,500	2,447	2000150	Office Supplies	2,500		2,500	2,500	2,500
4,300	4,716	2000180	Telephone & Answering Svc	4,400	*	4,400	4,500	4,600
4,500	5,588	2000200	Communication Equip Rep	4,500		4,500	4,500	4,500
650	265	2000210	Advertising & Promotions	650		650	650	650
500	450	2000220	Printing	500		500	500	500
1,000	1,642	2000230	Photocopier Expense	1,000		1,000	1,000	1,000
100	237	2000240	Postage	100		100	100	100
12,500	11,271	2000250	Memberships & Subscrip'ns	13,500	*	13,500	14,000	14,500
15,000	11,116	2000260	Training & Courses	15,500	*	15,500	16,000	16,500
2,500	1,447	2000280	Car Allowance	2,400		2,400	2,400	2,400
2,800	3,194	2000370	Meals & Refreshments	2,900	*	2,900	3,000	3,100
7,500	6,306	2000380	Conferences & Conventions	8,500	*	8,500	9,000	9,500
10,000	8,998	2000450	Heat	12,500	*	12,500	12,500	12,500
13,500	12,139	2000460	Utilities	14,000	*	14,000	14,500	15,000
8,400	7,942	2000470	Building Maintenance	8,400		8,400	8,400	8,400
2,000	3,476	2000500	Custodial/Cleaning Supplies	2,000		2,000	2,000	2,000
4,600	3,990	2000570	Property Improvements	4,800	*	4,800	5,000	5,200
4,000	4,545	2000590	Other Maint & Repairs - Snow Removal	4,000		4,000	4,000	4,000
26,000	50,207	2000600	Vehicle Maint & Repair	26,500		26,500	27,000	27,500
14,000	11,206	2000650	Gasoline	14,000		14,000	14,000	14,000
11,700	12,845	2000670	Other Equip Purchases	12,000	*	12,000	12,500	13,000
9,500	11,454	2000680	Other Equip Maint/Repair	10,000	*	10,000	10,500	11,000
3,200	2,312	2000681	Medical Supplies	3,200		3,200	3,200	3,200
5,500	1,126	2000760	Fire & Crime Prevention	5,500		5,500	5,500	5,500
2,300	2,142	2000780	General Administrative Supplies	2,400	*	2,400	2,500	2,600

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE:

FIRE DEPARTMENT

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

2017	2017			2018	2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	0	2000850	Special Project - Opticom Repairs	0	0	0	0
-12,691	-12,691	2000955	Building Dept. - Indirect Costs	-12,881	-12,881	-13,074	-13,271
155,859	168,370		SUB TOTAL MATERIALS	162,869 *	162,869	166,676	170,479
2,500	0	2000300	Legal Fees	2,000	2,000	2,000	2,000
17,000	17,571	2000320	Liability Insurance	18,500 *	18,500	18,500	18,500
19,500	17,571		SUB TOTAL CONTRACTED SERVICES	20,500 *	20,500	20,500	20,500
8,600	27,300	2000930	Transfer to Admin Vehicle Reserve	8,600	8,600	8,600	8,600
18,700	0	2000931	Transfer to Small Equipment Reserve	18,700	18,700	18,700	18,700
50,000	50,000	2000932	Transfer to Large Vehicle Reserve	50,000	50,000	50,000	50,000
77,300	77,300		SUB TOTAL OTHER CHARGES & TRANSFERS	77,300	77,300	77,300	77,300
2,874,464	2,667,798		TOTAL FIRE DEPARTMENT	2,908,338	2,908,338	3,018,888	3,132,956

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
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.	2018	200010	Payroll Salaries & Wages	Anticipated contractual obligations
	2018	200011	Payroll Salaries Volunteer	Anticipated contractual obligations
	2018	200030	Payroll Fringe Benefits	Anticipated contractual obligations
PERFORMANCE DATA:				
Responses:	2018	2000250	Memberships & Subscriptions	Records Management Software - \$3,500
2012 Actual 1179 Incidents				Ontario Fire Cheifs - \$560
2013 Actual 1241 Incidents				Northumberland County Fire Chiefs - \$800
2014 Actual 1191 Incidents				Mutual Aid - \$100
2015 Actual 1215 Incidents				Ontario Fire Prevention Officers - \$150
2016 Actual 1158 Incidents				Fire Marshall Prevention Safety Council - \$100
2017				NFPA Codes - \$1,800
				EMP Canada - \$50
Fire Inspections:				Radio Licences - \$1,500
2012 Actual 483 Activities				Misc subscriptions / trade magazines - \$2,440
2013 Actual 500 Activities				OCEAP - \$2,500
2014 Actual 531 Activities				
2015 Actual 565 Activities	2018	2000260	Training & Courses	\$500 increase to reflect anticipated increase in course costs
2016 Actual 468 Activities				
2017				
Training:	2018	2000380	Conferences & Conventions	Department has been slowly increasing this line item as it has been historically underfunded. Management needs to keep abreast of current and emerging issues and trends
2012 Actual 323 Sessions				
2013 Actual 299 Sessions				
2014 Actual 287 Sessions				
2015 Actual 225 Sessions				
2016 Actual 223 Sessions	2018	2000570	Property Improvements	Ongoing refurbishment of grounds and buiding
2017	2018	2000760	Fire Prevention	Increasing costs for radio and TV

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **EMERGENCY MANAGEMENT**

ACCOUNT #: **2700.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
79,243	72,409	270010	Payroll Salaries and Wages	83,140	*	83,140	84,841	86,578
22,584	13,866	270030	Payroll Benefits	23,695	*	23,695	25,877	28,138
101,827	86,275		SUB TOTAL SALARIES, WAGES & BENEFITS	106,835	*	106,835	110,718	114,716
300	15	2700150	Office Supplies	300		300	300	300
2,000	773	2700160	Equipment Purchases	1,000		1,000	1,000	1,000
5,000	4,499	2700180	Telephone	5,000		5,000	5,000	5,000
250	0	2700210	Advertising	250		250	250	250
250	0	2700220	Printing	250		250	250	250
250	410	2700230	Photocopier Expense	250		250	250	250
1,400	1,765	2700250	Memberships & Subscriptions	1,400		1,400	1,400	1,400
2,000	0	2700260	Training	2,000		2,000	2,000	2,000
1,500	0	2700261	Training - Risk Management New	1,500		1,500	3,000	3,000
250	462	2700270	Mileage	250		250	250	250
500	816	2700370	Meals & Refreshments	550		550	600	600
2,500	1,558	2700380	Conferences	2,500		2,500	3,250	3,500
750	315	2700852	Special Project - Emergency Exercise	750		750	750	750
16,950	10,613		SUBTOTAL MATERIALS	16,000		16,000	18,300	18,550
15,000	8,253	2700170	Equipment Maintenance - Generators	10,000		10,000	10,000	10,000
15,000	8,253		SUBTOTAL CONTRACTED SERVICES	10,000		10,000	10,000	10,000
133,777	105,141		TOTAL EMERGENCY MEASURES	132,835		132,835	139,018	143,266

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **EMERGENCY MANAGEMENT**

ACCOUNT #: **2700.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide funding for projects associated with major emergencies and the municipal emergency control group as set forth in the Town's emergency plan.	2018	270010	Payroll Salaries & Wages	Emergency Planners salary moved completely to this budget to reflect actual job description
	2018	2700261	Risk Management - New	Emergency Planner is now responsible for implementing a Risk Management Program.
PERFORMANCE DATA: The Town of Cobourg has achieved compliance with provincial legislation and international best practices.				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **870**

2017 BUDGET	2017 YTD	CODE	OBJECT	2018 DEPT REQUEST	*	2018 FINAL APPROVED	2019 FORECAST	2020 FORECAST
-375,000	-443,129	8707	Building Permits	-410,000		-410,000	-410,000	-410,000
-375,000	-443,129		SUBTOTAL BUILDING REVENUE	-410,000		-410,000	-410,000	-410,000

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **2600.100**

2017	2017		2018		2018	2019	2020	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
183,292	167,025	260010	Payroll Salaries & Wages	186,530		186,530	190,074	193,685
5,000	2,910	260011	Payroll - Overtime	5,000		5,000	5,000	5,000
5,000	0	260015	Payroll - Part-time	5,000		5,000	5,000	5,000
55,351	53,347	260030	Payroll Fringe Benefits	57,592	*	57,592	62,488	67,549
650	484	260060	Footwear / Clothing	700	*	700	750	800
249,293	223,766		SUB TOTAL SALARIES, WAGES & BENEFITS	254,822	*	254,822	263,312	272,034
600	314	2600150	Office Supplies	500		500	700	700
700	594	2600170	Office Equipment Mtce	700		700	700	700
7,500	0	2600171	Software Maintenance - AMS/PLL	7,500		7,500	7,500	7,500
1,100	1,733	2600180	Telephone Expenses	1,300		1,300	1,200	1,200
250	0	2600210	Advertising Promotions	250		250	250	250
2,500	1,069	2600220	Printing	1,500		1,500	2,500	2,500
1,800	2,773	2600250	Memberships & Subscrip'ns	3,000	*	3,000	3,000	3,000
12,000	7,114	2600260	Training & Courses	10,000		10,000	12,000	12,000
1,000	942	2600280	Car Allowance	1,000		1,000	1,000	1,000
2,500	897	2600380	Conference & Conventions	2,500		2,500	2,700	2,800
2,000	1,643	2600600	Vehicle Maintenance	2,000		2,000	2,000	2,000
800	256	2600650	Gasoline	900		900	1,000	1,100
7,500	7,528	2600853	Special Project - Office Renovations	0		0	0	0
96,122	96,122	2600955	Building Dept. - Indirect Costs	97,563		97,563	99,027	100,512
136,372	120,985		SUB TOTAL MATERIALS	128,713		128,713	133,577	135,262
5,000	4,431	2600300	Legal Fees	10,000	*	10,000	10,000	10,000
10,000	9,918	2600320	Liability Insurance	10,000		10,000	10,000	10,000
15,000	14,349		SUB TOTAL CONTRACTED SERVICES	20,000		20,000	20,000	20,000
-31,665	0	2600913	Transfer Reserve	465		465	-12,889	-23,296
6,000	6,000	2600930	Transfer to Vehicle Reserve	6,000		6,000	6,000	6,000
-25,665	6,000		SUB TOTAL OTHER CHARGES & TRANSFERS	6,465	*	6,465	-6,889	-17,296
375,000	365,100		TOTAL BUILDING DEPT	410,000	*	410,000	410,000	410,000

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **2600.100**

STATEMENT OF PURPOSE: 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.				HIGHLIGHTS/EXPLANATIONS:																																																																			
				YEAR	CODE	OBJECT	DETAILS																																																																
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					2016 Rev Oct 31/16	2017 Val	2017 Rev																																																																
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	2018	2600171	Software Maintenance	Annual Licence AMS/PLL - Building Portion																																																																			
	2018	2600250	Memberships & Subscriptions	Pine Ridge Chapter - 3 x \$75 OBOA - 3 x \$305 Building Code Identification Number - 3 x \$107 Northumberland Today - \$75 Ontario Building Code - 3 new codes with amendments																																																																			
	2018	2600260	Training & Courses	Grow OP Updates OBOA Training Sessions - 3 Building Officials Continuous learning																																																																			
	2018	2600280	Car Allowance	.51/km use personal vehicle for inspections																																																																			

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

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

ACCOUNT #: **870**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-13,000	-14,150	87045	Sign Permits	-13,000	*	-13,000	-13,000	-13,000
-3,000	-63	87048	Property Standards Inspection	-3,000	*	-3,000	-3,000	-3,000
-700	-700	87057	Liquor License Fee	-800		-800	-800	-800
-2,000	-900	87067	Pool Permit	-2,200		-2,200	-2,200	-2,200
0		87068	Moving Permit (Public Works)	0	*	0	0	0
-18,700	-15,813		SUBTOTAL BYLAW DEPT REVENUE	-19,000		-19,000	-19,000	-19,000

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

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

ACCOUNT #:

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
58,798	57,174	261010	Payroll Salaries & Wages	59,919		59,919	61,057	62,218
0	357	261011	Payroll - Overtime	0		0	0	0
16,757	17,378	261030	Payroll Fringe Benefits	17,077		17,077	18,623	20,221
375	66	261060	Footwear / Clothing	375		375	375	375
75,930	74,975		SUB TOTAL SALARIES, WAGES & BENEFITS	77,371		77,371	80,055	82,814
250	118	2610150	Office Supplies	250		250	250	250
250	0	2610170	Office Equipment Mtce	250		250	250	250
250	0	2610210	Advertising Promotions	250		250	250	250
650	449	2610220	Printing	500		500	900	900
500	72	2610250	Memberships & Subscrip'ns	600	*	600	600	600
1,900	222	2610260	Training & Courses	1,900		1,900	3,800	3,800
300	292	2610280	Car Allowance	300		300	700	700
0	0	2610380	Conference & Conventions	1,025	*	1,025	1,525	1,525
200	199	2610650	Gasoline	300		300	300	300
1,000	456	2610989	Icicle Removal Recoverable Expenses	1,000		1,000	1,000	1,000
6,000	7,351	2610990	Weed Cutting Recoverable Expenses	6,500		6,500	6,500	6,500
-1,000	-4,527	2610991	Icicle Removal Recoveries	-1,000		-1,000	-1,000	-1,000
-6,000	-6,601	2610992	Weed Cutting Recoveries	-6,500		-6,500	-6,500	-6,500
4,300	-1,969		SUB TOTAL MATERIALS	5,375	*	5,375	8,575	8,575
8,000	11,948	2610300	Legal Fees	10,000	*	10,000	10,000	10,000
3,400	3,306	2610320	Liability Insurance	3,400		3,400	3,400	3,400
11,400	15,254		SUB TOTAL CONTRACTED SERVICES	13,400		13,400	13,400	13,400
91,630	88,260		TOTAL BYLAW DEPT	96,146	*	96,146	102,030	104,789

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

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

ACCOUNT #:

STATEMENT OF PURPOSE:			HIGHLIGHTS/EXPLANATIONS:			
			YEAR	CODE	OBJECT	DETAILS
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			2018	2610250	Memberships & Subscriptions	Ontario Association of Property Standards Officers 3 memberships
			2018	2610260	Training & Courses	Property standards and Grow Ops - 2 people/yr
			2018	2610280	Car Allowance	.51/km use personal vehicle for inspections
PERFORMANCE DATA:						
	2016 Rev	2017 Rev				
Signs	10,023	11,600				
Property Stds Insp Fee	5,700	3,733				
Liquor License Fee	200	700				
Pool Permits	1,800	800				
Moving Permits	250					
Weeds						
Total Value						
Total Fees	17,973	16,833				
Other Rebates						
Heritage Rebates						
Total Revenue	17,973	16,833				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **CONSERVATION AUTHORITY**

ACCOUNT #: **2300.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
213,153	213,153	2300940	Grants & Transfers	210,531		210,531	220,000	225,000
213,153	213,153		SUB TOTAL OTHER CHARGES & TRANSFERS	210,531		210,531	220,000	225,000
213,153	213,153		TOTAL CONSERVATION	210,531		210,531	220,000	225,000

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **CONSERVATION**

ACCOUNT #: **2300.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide for the annual operating levy of the Ganaraska Conservation Region Authority. The GCRA have set their 2015 budget at this time.	2018	2300940	Grants & Transfers	Levy as determined by GRCA. Preliminary 2018 levy to Cobourg - \$210,531.11
				Lake Ontario Shoreline - \$10,000 Cobourg Storm Sewer System Analysis - \$32,000
PERFORMANCE DATA:				
2017 - \$213,153				
2016 - \$207,666				
2015 - \$201,297				
2014 - \$198,606				
2013 - \$198,150				
2012 - \$193,317				
2011 - \$186,663				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **JOINT ANIMAL CONTROL**

ACCOUNT #: **2400.10**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
550	305	2410240	Postage	550		550	600	600
500	0	2410390	Admin Operating Materials	0		0	0	0
1,050	305		SUB TOTAL MATERIALS	550		550	600	600
94,100	93,465	2410750	Contracts - Animal Control	97,204	*	97,204	99,000	101,000
0	0	2410751	Contracts - Tag Seller	0		0	0	0
0	0	2410752	Contracts - Provincial Offences Court Costs	0		0	0	0
94,100	93,465		SUB TOTAL CONTRACTED SERVICES	97,204	*	97,204	99,000	101,000
95,150	93,770		TOTAL JOINT ANIMAL CONTROL	97,754	*	97,754	99,600	101,600

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **JOINT ANIMAL CONTROL**

ACCOUNT #: **2400.10**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Animal Control service for 5 area Municipalities. Service administered by Hamilton Township.	2018	2410240	Postage & Couriers	Reduction in 2017 by sending notices through LUSI rather than Canada Post Mail Out.
	2018	2410750	Contracts - Animal Control	Municipal Animal Services - JACS Board Budget
	2018	2410752	Contracts - Provincial Offences Court Costs	Prosecutions conducted in house
PERFORMANCE DATA:				
	2015	2016	2017	
Dog Tags Issued	690	978	1007	
Dog Tag Revenue	8225	9820	7646	
Cobourg - 35%				
Port Hope - 32%				
Hamilton Township - 21%				
Alnwick/Haldimand - 12%				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BYLAW ENFORCEMENT SERVICES**

ACCOUNT #: **2800.100**

2017	2017		2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
35,556	44,673	280010	Payroll Salaries and Wages	45,682	*	45,682	53,038
-17,194	-16,899	280010	Recoveries - From Parking Enforcement	-18,000		-18,350	-18,700
0	568	280011	Payroll - Overtime	0		0	0
10,133	12,567	280030	Payroll Benefits	13,019	*	13,019	17,768
0		280050	Clothing Allowance	500		700	500
28,495	40,909		SUB TOTAL SALARIES, WAGES & BENEFITS	41,201	*	41,201	52,606
500	521	2800150	Office Supplies	500		500	500
500	224	2800210	Advertising & Promotions	500		500	500
700	612	2800220	Printing	1,500	*	500	500
1,300	922	2800250	Memberships & Subscriptions	1,300		1,300	1,300
0	446	2800650	Gasoline	800		800	800
0	0	2800380	Conference & Conventions	1,000		1,000	1,000
2,300	3,659	2800260	Training & Courses (Paralegal)	2,300		2,300	2,300
5,300	6,384		TOTAL MATERIALS	7,900	*	6,900	6,900
1,000	2,080	2800300	Legal Fees	1,000		1,000	1,000
28,500	9,416	2800750	Contracts	0		0	0
29,500	11,496		TOTAL CONTRACTED SERVICES	1,000		1,000	1,000
63,295	58,789		TOTAL BYLAW ENFORCEMENT DEPT	50,101		54,803	60,506

*Indicates increase over previous year

**TOWN OF COBOURG
2018 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)	2018	280010	Payroll Salaries and Wages Recoveries - From Parking Enforcement	New Full Time By-law Officer 25% of Manager of Legislative Services - for prosecutions and administration
	2018	NEW	Clothing Allowance	Clothing allowance for Bylaw Officer
PERFORMANCE DATA:				
Prosecutions/Trials	2015	2016	2017	2018
Parking (Part II)	45	51	65	
By-law General	6	12	16	
By-laws Prepared / Passed by Council	24	8	5	
Tribunals - Property Strd / Animal Ctrl		2	0	
Main General / Parking Enforcement Bylaws				
Parks By-law				
Dog Park By-law				
Bicycles / Skateboards / In-Line Skates on Sidewalks Display of Wares on Sidewalk	2018	2800270	Travel	Mileage to attend training, meetings, court prosecutions
Animal Control By-law	2018	NEW	Conferences & Conventions	Property Standards / Enforcement / Provincial Offences
Taxi Regulating By-law				
Itinerant Vendor By-law				
Parking By-law	2018	NEW	Gasoline	Gas for By-law Officer Enforcement
Refreshment Vehicle By-law				
Boulevard By-law	2018	2800750	Contracts	Maxama Protection is being charged to Parks & Parking due to the new Bylaw Officer
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
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **COMMUNICATIONS CENTRE**

ACCOUNT #: **2200.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide the link between the public and town services. To receive and act upon 911 calls. To dispatch calls for fire and police within the Town of Cobourg. To monitor fire calls in Northumberland. Switchboard for all police business calls.	2018	2200204	Radio Licence	Increase to reflect actuals
	2018	2200750	Contract - Owen Sound Communications	Annual contractual increase as per agreement
PERFORMANCE DATA:				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

PUBLIC WORKS SUMMARY

FUNCTION	2017 BUDGET	2017 YTD	2018 DEPT REQUEST	%	2018 FINAL APPROVED	%	2019 FORECAST	2020 FORECAST
ENGINEERING								
ADMINISTRATION	301,880	187,719	350,085	16.0	350,085	16.0	363,172	376,620
GIS	154,806	191,077	179,573	16.0	179,573	-	185,367	191,940
SUB TOTAL	456,686	378,796	529,658	16.0	529,658	16.0	548,539	568,560
PUBLIC WORKS								
ADMINISTRATION	2,022,955	1,655,159	2,059,358	1.8	2,059,358	1.8	2,112,982	2,155,627
ROADS - GENERAL	348,645	473,064	340,400	(2.4)	340,400	(2.4)	356,100	360,800
ROADS - WINTER	147,500	235,203	149,500	1.4	149,500	1.4	151,500	153,500
SUB TOTAL	2,519,100	2,363,426	2,549,258	1.2	2,549,258	1.2	2,620,582	2,669,927
SIDEWALKS								
	47,070	116,061	46,480	(1.3)	46,480	(1.3)	53,490	55,500
ENG & PUBLIC WORKS EXP								
ENG & PUBLIC WORKS EXP	3,022,856	2,858,283	3,125,396	3.4	3,125,396	3.4	3,222,611	3,293,987
ENG & PUBLIC WORKS REV	0	0	0		0		0	0
NET ENG & PUBLIC WORKS	3,022,856	2,858,283	3,125,396		3,125,396		3,222,611	3,293,987
CROSSING GUARDS								
	55,375	57,888	60,341	9.0	67,734	22.3	65,696	68,026
STREET LIGHTS								
	476,590	417,442	464,160	(2.6)	464,160	(2.6)	471,730	478,000
TRANSIT								
EXPENSES	918,217	911,484	939,398	2.3	939,398	2.3	965,139	985,632
REVENUE	-334,000	-322,025	-351,000	5.1	-351,000	5.1	-358,000	-368,000
NET TRANSIT	584,217	589,459	588,398	0.7	588,398	0.7	607,139	617,632
TOTAL EXPENSES								
	4,473,038	4,245,097	4,589,295	2.6	4,596,688	2.8	4,725,176	4,825,645
TOTAL REVENUES								
	-334,000	-322,025	-351,000	5.1	-351,000	5.1	-358,000	-368,000
NET TO TOWN	4,139,038	3,923,072	4,238,295	2.4	4,245,688	2.6	4,367,176	4,457,645
ROADS - DEBT CHARGES								
	429,000	52,261	272,600	-	272,600	-	272,600	272,600
** Detail in Long Term Debt Charges Section								

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

TRANSPORTATION SUMMARY

FUNCTION	2017 BUDGET	2017 YTD	2018 DEPT REQUEST	%	2018 FINAL APPROVED	%	2019 FORECAST	2020 FORECAST
PARKING								
EXPENDITURES	418,038	213,227	442,225	5.8	442,225	5.8	452,820	464,475
REVENUES	-521,000	-498,343	-655,000	25.7	-655,000	25.7	-678,000	-700,000
TO PARKING RESERVE	-102,962	-285,116	-212,775	-	-212,775	-	-225,180	-235,525

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ENGINEERING ADMINISTRATION**

ACCOUNT#: **3000.005**

2017	2017		2018		2018	2019	2020	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
242,094	147,745	300510	Payroll Salaries & Wages	282,545	*	282,545	288,141	293,844
0	149	300511	Payroll - Overtime	0		0	0	0
0	0	300512	Payroll - Standby	0		0	0	0
73,696	36,408	300530	Payroll Fringe Benefits	85,791	*	85,791	93,425	101,316
250	0	300550	Clothing	250		250	250	250
350	297	300560	Footwear	350		350	350	350
316,390	184,599		SUB TOTAL SALARIES, WAGES & BENEFITS	368,936	*	368,936	382,166	395,760
800	140	3005150	Office Supplies	1,300	*	1,300	1,300	1,300
500	0	3005160	Office Equipment Purchase	1,000	*	1,000	1,000	1,000
2,000	0	3005180	Telephone & Answering Svc	2,000		2,000	2,000	2,000
500	0	3005210	Advertising	500		500	500	500
0	0	3005211	Marketing/Public Relation	0	*	0	0	0
500	238	3005220	Printing	500		500	500	500
5,000	2,338	3005230	Photocopier Expenses	5,000		5,000	5,000	5,000
1,000	4	3005231	Accessibility Expenses	1,000		1,000	1,000	1,000
2,000	2,551	3005240	Postage & Couriers	2,000		2,000	2,000	2,000
600	0	3005250	Memberships & Subscip'ns	600		600	600	600
3,000	39	3005260	Training & Courses	5,000	*	5,000	5,000	5,000
1,000	115	3005270	Travel Expense	1,800	*	1,800	1,800	1,800
15,000	15,105	3005851	Sp Project - Downtown Christmas Lights	15,000		15,000	15,000	15,000
-9,410	-9,410	3005955	Building Dept. - Indirect Costs	-9,551		-9,551	-9,694	-9,840
-50,000	-12,000	87073	Recoveries - Engineering Review Fees	-58,000		-58,000	-58,000	-58,000
-27,510	-880		SUB TOTAL MATERIALS	-31,851		-31,851	-31,994	-32,140
3,000	0	3005300	Legal Fees / Consultant	3,000		3,000	3,000	3,000
4,000	4,000	3005320	Liability Insurance	4,000		4,000	4,000	4,000
6,000	0	3005360	Engineering Consultant	6,000		6,000	6,000	6,000
13,000	4,000		SUB TOTAL CONTRACTED SERVICES	13,000		13,000	13,000	13,000
301,880	187,719		TOTAL ENGINEERING ADMINISTRATION	350,085	*	350,085	363,172	376,620

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ENGINEERING ADMINISTRATION**

ACCOUNT #: **3000.05**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>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.</p> <p>PERFORMANCE DATA:</p>	2018	3005210	Advertising & Promotions	Promoting pitch in, coffee pods recycling and miscellaneous ads
	2018	3005231	Accessibility Expenses	As per AODA requirements
	2018	3005240	Postage & Couriers	Postage allocated from Legislative Services
	2018	3005250	Memberships & Subscriptions	Northumberland Today - \$70 Ontario Traffic Council - \$270 Professional Engineers - \$250 MEA - \$145
	2018	3005260	Training & Courses	AMTCO, OGRA, MEA courses / conferences Parking and Transit courses / conferences
	2018	3005300	Legal Fees / Consultant	Review contracts, parking trials
	2018	3005360	Engineering Consultant	Incidental engineering not tagged to a capital project.

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **GIS DEPARTMENT**

ACCOUNT #: **3000.008**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>The GIS system, as implemented through the GRIDS strategic plan, has been funded through capital budgets since inception in 2004. As part of the work-plan hiring of staff was carried out in 2007 implementation year under the capital budget. These individuals carry out maintenance and expansion of the GIS system.</p> <p>PERFORMANCE DATA:</p>	2018	300815	Part-time Wages	We hire the County GIS fieldwork person for 4 weeks - This works out better as we can split the collection and stay more up to date throughout the year, two weeks in the spring and two in the fall including data processing.
	2018	3008170	Software Purchase / Maintenance	ESRI maintenance - \$30,000 Telus Data Cards - \$500 Misc Maintenance - \$500 Annual licensing Cityworks AMS/PLL increasing to \$58,500/yr by the end of the next term of our ELA 2017 - \$50,000, 2018 - \$55,000, 2019 - \$58,500 It was supposed to be \$58,500/yr but staff worked with ESRI on a deal to lessen the blow of the new pricing 7800/yr approved by council for Cityworks service request API (for website integration) 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.
	2018	NEW	Hardware Maintenance / Server Hosting	\$768/month server hosting at Simnet data centre for a total of \$9,216 / yr \$2,000 repairs and maintenance Leftover funds will be moved to a new GIS Hardware
	2018	3008220	Printing	Costs of ink wells have substantially increased, typically need 1 to 2 sets per year. Full size printing for all departments requires 8 rolls of paper.
	2018	3008260	Training & Courses	ESRI International User Conference SQL Server Training, Crystal Reports Training ESRI Training in Toronto, Cityworks

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWERS**

ACCOUNT#: **3000.10**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
970,704	751,601	301010	Payroll Salaries & Wages - Unallocated	972,006		972,006	992,846	1,002,731
49,252	18,621	301011	Payroll - Overtime	50,752		50,752	51,716	52,698
26,579	39,752	301012	Payroll - Standby	46,469		46,469	47,351	48,155
15,356	9,264	301015	Payroll Part Time Wages	16,539	*	16,539	16,853	17,173
345,735	229,134	301030	Payroll Fringe Benefits	362,868	*	362,868	392,452	420,052
2,617	1,010	301031	Payroll Fringe Benefits Part-time	2,812		2,812	3,202	3,606
4,500	9,083	301050	Clothing	4,600	*	4,600	4,700	4,800
3,600	2,998	301060	Footwear	3,600		3,600	3,600	3,600
650	173	301070	Cleaning Allowance	650		650	650	650
2,000	912	301080	Employee Meal Allowance	2,000		2,000	2,000	2,000
1,420,993	1,062,548		SUB TOTAL SALARIES, WAGES & BENEFITS	1,462,296	*	1,462,296	1,515,370	1,555,465
3,500	5,648	3010150	Office Supplies	5,000	*	5,000	5,000	5,000
1,200	986	3010160	Office Equipment Purchase	1,200		1,200	1,200	1,200
3,000	5,372	3010170	Software - Hours of Service Tracking	3,000		3,000	3,000	3,000
10,000	12,910	3010180	Telephone & Answering Svc	10,000		10,000	10,000	10,000
1,000	0	3010183	Communications	1,000		1,000	1,000	1,000
400	0	3010185	OPX / Alarm Line Charges	400		400	400	400
1,700	1,965	3010190	Communication Equipment	1,700		1,700	1,700	1,700
500	56	3010200	Communication Equip Rep	500		500	500	500
500	0	3010210	Advertising	500		500	500	500
3,000	2,339	3010250	Memberships & Subscriptn's	3,000		3,000	3,000	3,000
14,500	14,848	3010260	Courses & Conferences	14,500		14,500	14,500	14,500
2,300	4,298	3010261	Courses - Certification Training	2,300		2,300	2,300	2,300
600	854	3010270	Car Allowance	600		600	600	600
10,700	11,469	3010450	Heat	12,500	*	12,500	12,750	13,000
20,400	9,863	3010460	Utilities	14,000		14,000	14,300	14,600
3,000	8,027	3010470	Building Maintenance	10,000	*	10,000	10,000	10,000
5,400	8,176	3010500	Custodial/Clean Supplies	15,000	*	15,000	15,400	15,800
1,000	0	3010570	Property Improvements	1,000		1,000	1,000	1,000
143,000	141,368	3010600	Vehicle Maint & Repair	143,000		143,000	145,000	147,000
105,000	117,590	3010650	Gasoline	105,000		105,000	105,000	105,000
2,900	984	3010670	Other Equip Purchases	3,000	*	3,000	3,100	3,200
31,000	27,003	3010680	Other Equip Maint & Rep	31,000		31,000	31,000	31,000
2,000	1,392	3010853	Sp Projects - Health & Safety Supplies	2,000		2,000	2,000	2,000
0	0	3010856	Sp Project - AED Unit	2,000		2,000	0	0
-22,000	-17,355	87076	Recoveries	-22,500	*	-22,500	-23,000	-23,500
344,600	357,793		SUB TOTAL MATERIALS	359,700	*	359,700	360,250	362,800

09/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWERS**

ACCOUNT#: **3000.10**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
128,000	129,915	3010320	Liability Insurance	133,000	*	133,000	133,000	133,000
5,000	5,000	3010750	Contracts - Environmental Monitoring	5,000		5,000	5,000	5,000
133,000	134,915		SUB TOTAL CONTRACTED SERVICES	138,000	*	138,000	138,000	138,000
-100,000	-124,459	3010992	Recoveries - Town Equipment - Sanitary	-125,000		-125,000	-125,000	-125,000
224,362	224,362	3010911	Transfer to Vehicle Reserve	224,362		224,362	224,362	224,362
124,362	99,903		SUB TOTAL CHARGES & TRANSFERS	99,362		99,362	99,362	99,362
2,022,955	1,655,159		TOTAL PUBLIC WORKS ADMINISTRATION	2,059,358		2,059,358	2,112,982	2,155,627

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWER**

ACCOUNT #: **3000.10**

STATEMENT OF PURPOSE: Salaries of Public Works staff operating and maintenance cost for Public Works yard and all vehicles/equipment.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2018	301010	Payroll Salaries & Wages	Contractual obligations Additional staff - Fulltime Stores Attendant for new combined Parks and Public Works Facility
	2018	301080	Meal Allowance	Contractual obligations when overtime carried out
	2018	3010185	Communications	Portion of Communications budget.
	2018	3010185	OPX / Alarm Line Charges	Phone line charges from dedicated lines for alarm monitoring
	2018	3010250	Memberships & Subscriptions	Municipal Engineering Association - \$120 x 2 = \$240 Professional Engineers - \$225 x 2 = \$450 OACET - \$215 TAC - \$370 Northumberland Road Builders - \$500 Ontario Good Roads - \$1150
	2018	3010260	Courses & Conferences	Includes Road School and OGRA conference
	2018	3010470	Building Maintenance	Increase reflects actual costs, gull control PW share \$455/month
	2018	3010500	Custodial Supplies	Cleaning service at Public Works yard, increase reflects actual costs. PW share for cleaning services \$570/month
	2018/19/20	3010570	Property Improvements	General Maintenance
	2018	3010750	Contracts - Environmental Monitoring	GRCA chargeback for environmental monitoring
	2018	3010853	Special Project - Health & Safety	Confined Space Rescue Team - regular maintenance and repair on the rescue team equipment.
	2018	87076	Recoveries	Contracted services for developers

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **BRIDGES AND CULVERTS**

ACCOUNT#: **3100.50**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	2,993	310510	Payroll Salaries & Wages	0	*	0	0	0
0	136	310515	Payroll Part-time Wages	0		0	0	0
0	1,118	310530	Payroll - Fringe Benefits	0	*	0	0	0
0	16	310531	Payroll - Fringe Benefits Part-time	0		0	0	0
0	4,263		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0	0
395	0	3105691	Equipment Rentals	400		400	400	400
700	0	3105820	Other Operating Materials	750	*	750	750	750
1,095	0		SUB TOTAL MATERIALS	1,150	*	1,150	1,150	1,150
1,095	4,263		TOTAL BRIDGES & CULVERTS	1,150	*	1,150	1,150	1,150

09/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **BRIDGES AND CULVERTS**

ACCOUNT #: **3100.50**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide preventative maintenance for bridges and culverts.	2018	3105820	Other Operating Materials	Minor maintenance as required per inspection results.
PERFORMANCE DATA:				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3100.110**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	7,310	311010	Payroll Salaries & Wages	0	*	0	0	0
0	2,494	311015	Payroll Part-Time	0		0	0	0
0	2,531	311030	Payroll Fringe Benefits	0	*	0	0	0
0	265	310131	Payroll Fringe Benefits Part-Time	0		0	0	0
0	12,600		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0	0
0	12,600		TOTAL ROADSIDE GRASS & WEEDS	0	*	0	0	0

09/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT #: **3100.110**

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

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STORM DRAIN SYSTEM**

ACCOUNT#: **3100.130**

2017	2017		2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	36,910	311310	Payroll Salaries & Wages	0	*	0	0
0	1,204	311311	Payroll - Overtime	0		0	0
0	1,135	311315	Payroll Part Time Wages	0	*	0	0
0	13,724	311330	Payroll Fringe Benefits	0	*	0	0
0	111	311331	Payroll Part Time Benefits	0	*	0	0
0	53,084		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0
10,000	2,907	3113691	Equipment Rentals	10,000		10,000	10,000
6,100	20,608	3113820	Operating Materials	6,200		6,200	6,400
-5,000	-4,942	87077	Recoveries	-5,000		-5,000	-5,000
11,100	18,573		SUB TOTAL MATERIALS	11,200		11,200	11,400
10,000	28,338	3113750	Contracts	10,000		10,000	10,000
10,000	28,338		SUB TOTAL CONTRACTED SERVICES	10,000		10,000	10,000
21,100	99,995		TOTAL STORM DRAIN SYSTEM	21,200		21,200	21,400

09/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STORM DRAIN SYSTEM**

ACCOUNT #: **3100.130**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide preventative emergency maintenance for the storm drain system. PERFORMANCE DATA: Storm Drainage account now contains: - Entrance Culvert and Roadside Ditching - Roadside Catchbasins and Gutter Maintenance	2018	3113570	Contracts	Third party contracts for roadway storm sewer work such as curb installation and paving
	2018	3113691	Equipment Rentals	Gradall rental for ditches
	2018	3113820	Materials	Storm iron works, culverts, gravel, concrete
	2018	3113991	Recoveries	Chargebacks for services performed by Public Work staff to repair storm drain system.

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3100.150**

2017 BUDGET	2017 YTD	CODE	OBJECT	2018 DEPT REQUEST	*	2018 FINAL APPROVED	2019 FORECAST	2020 FORECAST
0	30,890	311510	Payroll Salaries & Wages	0	*	0	0	0
0	176	311511	Payroll - Overtime	0		0	0	0
0	784	311515	Payroll Part Time Wages	0	*	0	0	0
0	12,375	311530	Payroll Fringe Benefit	0	*	0	0	0
0	124	311531	Payroll Part Time Benefits	0	*	0	0	0
0	44,349		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0	0
1,100	882	3115691	Equipment Rentals	1,100		1,100	1,100	1,100
7,000	5,309	3115850	Waterfront Festival Tipping Fees	7,100		7,100	7,200	7,300
8,100	6,191		SUB TOTAL MATERIALS	8,200		8,200	8,300	8,400
48,000	29,447	3115750	Contracts	45,000		45,000	45,000	45,000
-5,000	-6,002	87078	Recoveries	-5,000		-5,000	-5,000	-5,000
43,000	23,445		SUB TOTAL CONTRACTED SERVICES	40,000		40,000	40,000	40,000
51,100	73,985		TOTAL MTCE ROADSIDE DEBRIS & LITTER PICKUP	48,200		48,200	48,300	48,400

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT #: **3100.150**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To collect litter/debris along the Municipal roads.	2018	3115750	Contracts	Spring / Fall leaf bins, general transfer station tipping fees. Screening street sweeping and DBIA wage subsidy for downtown sidewalk clearing \$12,500. Extra litter collection throughout downtown area from Victoria Day to Labour Day.
PERFORMANCE DATA: Note: Account now contains: - Mtce Roadside Debris & Litter Pickup - Mtce Hardtop Sweeping				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3100.200**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	52,909	312010	Payroll Salaries & Wages	0	*	0	0	0
0	419	312011	Payroll - Overtime	0		0	0	0
0	819	312015	Payroll Part Time Wages	0	*	0	0	0
0	17,719	312030	Payroll Fringe Benefits	0	*	0	0	0
0	77	312031	Payroll Part Time Benefits	0	*	0	0	0
0	71,943		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0	0
1,200	6,204	3120680	Other Equip Maint & Rep	1,200		1,200	1,200	1,200
1,500	1,023	3120691	Equipment Rentals	1,500		1,500	1,500	1,500
35,500	28,164	3120820	Other Operating Materials	30,000		30,000	36,500	37,000
38,200	35,391		SUB TOTAL MATERIALS	32,700		32,700	39,200	39,700
110,000	20,204	3120750	Contracts	110,000		110,000	115,000	117,000
110,000	20,204		SUB TOTAL CONTRACTED SERVICES	110,000		110,000	115,000	117,000
148,200	127,538		TOTAL MTCE - PAVEMENT REPAIRS	142,700		142,700	154,200	156,700

09/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT #: **3100.200**

STATEMENT OF PURPOSE: To provide preventive maintenance and emergency maintenance to asphalt roads using crack filling and patching.	HIGHLIGHTS/EXPLANATIONS:													
	YEAR	CODE	OBJECT	DETAILS										
	2018	3120750	Contracts	Northumberland County Agreement - Tar & Chip Pavement Repairs										
	2018	3120820	Other Operating Materials	Crack fill material, gravel, cold mix.										
PERFORMANCE DATA: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%;">2014</th> <th style="width: 10%;">2015</th> <th style="width: 10%;">2016</th> <th style="width: 10%;">2017</th> </tr> </thead> <tbody> <tr> <td>Tar & Chip</td> <td style="text-align: center;">4.2 km</td> <td style="text-align: center;">4.0 km</td> <td style="text-align: center;">3.75 km</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <p>Note: Account now contains: - Mtce - Pavement Repairs - Mtce - Loosetop Gravel / Shoulders</p>		2014	2015	2016	2017	Tar & Chip	4.2 km	4.0 km	3.75 km	0				
	2014	2015	2016	2017										
Tar & Chip	4.2 km	4.0 km	3.75 km	0										

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **WINTER MAINTENANCE**

ACCOUNT#: **3200.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	44,450	320110	Payroll Salaries & Wages	0	*	0	0	0
0	10,921	320111	Payroll - Overtime	0		0	0	0
0	1,622	320115	Payroll Part Time Wages	0	*	0	0	0
0	15,371	320130	Payroll Fringe Benefits	0	*	0	0	0
0	162	320131	Payroll Part Time Benefits	0	*	0	0	0
0	72,526		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0	0
1,500	968	3201680	Equipment Maintenance	1,500		1,500	1,500	1,500
43,000	29,961	3201750	Contracts	43,000		43,000	43,000	43,000
2,000	0	3201691	Equipment Rentals	2,000		2,000	2,000	2,000
109,000	132,689	3201820	De-icing Materials	111,000		111,000	113,000	115,000
-8,000	-941	87081	Recoveries	-8,000		-8,000	-8,000	-8,000
147,500	162,677		SUB TOTAL MATERIALS	149,500		149,500	151,500	153,500
147,500	235,203		TOTAL WINTER SNOWPLOWING, SANDING & SALTING	149,500		149,500	151,500	153,500

09/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 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.	2018	3201750	Contracts	Moved from equipment rentals, as a portion was snow removal	
	2018	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 Note: Account now contains: - Winter - Snowplowing, Sanding & Salting - Winter Snow Removal - Sidewalk - Snow Clearing 259 lane kms.	2018	3201820	De-icing Materials	Salt & Brine	
	2018	3201991	Recoveries	Chargebacks to Developers from snow removal	

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3100.400**

2017 BUDGET	2017 YTD	CODE	OBJECT	2018 DEPT REQUEST	*	2018 FINAL APPROVED	2019 FORECAST	2020 FORECAST
0	32,095	314010	Payroll Salaries & Wages	0	*	0	0	0
0	2,965	314011	Payroll - Overtime	0		0	0	0
0	2,607	314015	Payroll Part Time Wages	0	*	0	0	0
0	11,330	314030	Payroll Fringe Benefits	0	*	0	0	0
0	282	314031	Payroll Part Time Benefits	0	*	0	0	0
0	49,279		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0	0
1,250	509	3140470	Maintenance - Relamping Traffic Lights	1,250		1,250	1,250	1,250
12,000	2,014	3140680	Other Equip Maint & Rep	12,000		12,000	12,000	12,000
8,000	21,909	3140820	Operating Materials	8,000		8,000	8,000	8,000
25,500	20,474	3140840	Utilities	25,500		25,500	26,500	27,000
-600	-4,208	87080	Recoveries	-600		-600	-600	-600
46,150	40,698		SUB TOTAL MATERIALS	46,150		46,150	47,150	47,650
39,000	31,913	3140750	Contracts	39,000		39,000	40,000	40,500
42,000	32,793	3140751	Contracts - Line Painting	42,000		42,000	44,000	45,000
81,000	64,706		SUB TOTAL CONTRACTED SERVICES	81,000		81,000	84,000	85,500
127,150	154,683		TOTAL SAFETY DEVICES	127,150		127,150	131,150	133,150

09/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT #: **3100.400**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Maintenance of regulatory and advisory signage, traffic signals and lane marking.	2018	3140470	Maintenance - Relamping Lights	Relamping pedestrian crossing signals from incandescent bulbs to energy efficient LEDs
	2018	3140680	Other Equip Maint & Rep	General maintenance & repairs - \$7,000 Additional: Install left turn advance for Elgin St at Ontario St traffic - \$5,000
PERFORMANCE DATA: Note: Account now contains: - Street Name Signs - Parking on Streets	2018	3140750	Contracts	Signage, Maintenance CN & CP crossings traffic light maintenance - 50% per Railway Act
	2018	3140751	Contracts - Line Painting	Line Painting Contract

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SIDEWALKS**

ACCOUNT#: **3600.10**

2017	2017		2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	49,996	360110	Payroll Salaries & Wages	0	*	0	0
0	637	360111	Payroll - Overtime	0		0	0
0	1,834	360115	Payroll Part Time Wages	0	*	0	0
0	17,788	360130	Payroll Fringe Benefits	0	*	0	0
0	191	360131	Payroll Part Time Benefits	0	*	0	0
0	70,446		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0
1,500	458	3601751	Weed Control - King Street	1,500		1,500	1,500
0	0	3601570	Property Improvements	5,000		5,000	5,000
170	282	3601680	Other Equip Maint & Rep	180	*	180	190
300	1,672	3601691	Equipment Rentals	300		300	300
33,000	42,443	3601820	Other Operating Materials	33,000		33,000	35,000
-3,500	-17,386	87082	Recoveries	-3,500		-3,500	-3,500
31,470	27,469		SUB TOTAL MATERIALS	36,480	*	36,480	38,490
15,600	18,146	3601750	Contracts	10,000		10,000	15,000
15,600	18,146		SUB TOTAL CONTRACTED SERVICES	10,000		10,000	15,000
47,070	116,061		TOTAL SIDEWALKS	46,480		46,480	53,490

09/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SIDEWALKS**

ACCOUNT #: **3600.10**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Preventative maintenance and emergency repairs and sidewalk reconstruction.	2018	3601751	Weed Control - King Street	Weed spraying in the downtown core June and August Downtown Core, King Street, Albert, First, Second, Third, Division
	PERFORMANCE DATA:			
	2018	NEW	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.
	2018	3601750	Contracts	Street furniture repair, asphalt repair to sidewalk projects.
	2018	3601820	Other Operating Materials	Concrete, gravel, topsoil, sod, grass seed, etc.
	2018	3601991	Recoveries	Chargeback for sidewalk replacement or repair.

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **CROSSING GUARDS**

ACCOUNT#: **3900.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
46,703	51,475	390015	Payroll Part Time Wages	50,548	*	56,867	54,198	55,228
7,472	5,088	390030	Payroll Fringe Benefits	8,593	*	9,667	10,298	11,598
54,175	56,563		SUB TOTAL SALARIES, WAGES & BENEFITS	59,141	*	66,534	64,496	66,826
1,200	1,325	3900820	Other Operating Materials	1,200		1,200	1,200	1,200
1,200	1,325		SUB TOTAL MATERIALS	1,200		1,200	1,200	1,200
55,375	57,888		TOTAL CROSSING GUARDS	60,341	*	67,734	65,696	68,026

09/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **CROSSING GUARDS**

ACCOUNT #: **3900.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To provide a system to control the safe passage of students to and from elementary schools through busy and/or hazardous intersections.</p>				
<p>PERFORMANCE DATA:</p> <p>Crossings at:</p> <p>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</p>				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STREET LIGHTING**

ACCOUNT#: **3950.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
320,000	270,147	3950840	Utilities	300,000		300,000	310,000	320,000
320,000	270,147		SUB TOTAL MATERIALS	300,000		300,000	310,000	320,000
80,000	115,705	3950861	Other Maintenance	90,000	*	90,000	90,000	90,000
80,000	115,705		SUB TOTAL CONTRACTED SERVICES	90,000	*	90,000	90,000	90,000
76,590	31,590	3950950	Debenture Payment	74,160		74,160	71,730	68,000
76,590	31,590		SUB TOTAL OTHER CHARGES & TRANSFERS	74,160		74,160	71,730	68,000
476,590	417,442		TOTAL STREET LIGHTING	464,160		464,160	471,730	478,000

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STREET LIGHTING**

ACCOUNT #: **3950.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To maintain and operate the Municipal Street Lighting system.	2018	3950861	Maintenance	Maintenance as required performed by LUSI. Streetlight pole replacement program, several poles throughout the Town need replacing as identified by LUSI.
	2018	3950950	Debenture Payment	Streetlight pole replacement program, several poles Repayment over a 20 year period to CNI through 2029
PERFORMANCE DATA:				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT#: 3800.10

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
11,100	22,054	380010	Payroll Salaries & Wages	11,500	*	11,500	11,800	11,994
3,222	3,532	380030	Payroll Fringe Benefits	3,278		3,278	3,599	3,898
14,322	25,586		SUB TOTAL SALARIES, WAGES & BENEFITS	14,778	*	14,778	15,399	15,892
500	378	3800150	Office Supplies	500		500	1,000	1,000
0	0	3800171	Software Maintenance	2,800		2,800	3,000	3,000
500	60	3800210	Advertising & Promotions	500		500	500	500
1,200	184	3800220	Printing	1,200		1,200	1,200	1,200
2,000	4,499	3800250	Memberships & Subscrip'ns	2,000		2,000	2,000	2,000
1,000	1,079	3800260	Training & Courses	1,500	*	1,500	1,500	1,500
8,325	8,174	3800570	Shelter Maintenance	12,000	*	12,000	12,000	12,000
3,000	2,994	3800680	Other Equip Maint & Rep	3,000		3,000	3,000	3,000
0	0	3800852	Special Project - Signage / Mapping	0	*	0	4,000	4,000
10,000	6,869	3800854	Special Project - Events	2,000		2,000	2,000	2,000
26,525	24,237		SUB TOTAL MATERIALS	25,500		25,500	30,200	30,200
11,000	11,186	3800320	Liability Insurance	13,000	*	13,000	13,000	13,000
751,300	735,405	3800750	Contracts	771,050	*	771,050	791,470	811,470
762,300	746,591		SUB TOTAL CONTRACTED SERVICES	784,050	*	784,050	804,470	824,470
115,070	115,070	3800930	Transfer to Vehicle Reserve	115,070		115,070	115,070	115,070
115,070	115,070		SUB TOTAL OTHER CHARGES & TRANSFERS	115,070		115,070	115,070	115,070
918,217	911,484		TOTAL TRANSIT	939,398	*	939,398	965,139	985,632

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT#: 3800.10

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-70,000	-59,640	87021	Fares	-72,000	*	-72,000	-79,000	-79,000
-39,000	-40,965	87022	Passes	-46,000		-46,000	-46,000	-51,000
-35,000	-31,607	87042	Tickets	-41,000	*	-41,000	-41,000	-46,000
-3,000	-2,813	87054	Bench Advertising	-3,000		-3,000	-3,000	-3,000
-187,000	-187,000	8701143801	Provincial Subsidy	-189,000		-189,000	-189,000	-189,000
-334,000	-322,025		SUB TOTAL RECOVERIES	-351,000	*	-351,000	-358,000	-368,000
584,217	589,459		NET TO TOWN	588,398		588,398	607,139	617,632

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT #: **3800.10**

STATEMENT OF PURPOSE: To provide Municipal Transit service.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA: Number of Rides: 2017 2016 2015 111,155 2014 109,244 2013 112,561 2012 107,642 2011 101,930 2010 95,319 2009 77,014 2008 72,000	2018	3800750	Contracts	Conventional Service Monday - Friday - 13.5 hrs x 2 x 5 days x \$65.95/hr \$8,903.25 / wk x 52 = \$462,969.00 Saturday Service - 10.5 hrs x 2 days x \$65.95/hr \$1,384.95 x 52 wks = \$72,017.40 Sunday Service - 7 hrs x 2 days x \$65.95/hr \$923.30 x 52 wks = \$48,011.60 Total Conventional = 582,998.00 Wheels Service Monday - Friday - 7.5 hrs x 5 days x \$49.40/hr \$1,852.50 x 52 wks = \$96,330.00 Shuttle - Port Hope Transit \$20,000 Taxi Wheels \$5,777.18 x 12 months = \$69,326.16 Dispatch Services after Hours \$2,400 Total = \$771,054.16
	2018	3800150	Office Supplies	New membership cards, ink for printer/pvc cards
	2018	NEW	Software Maintenance	Annual maintenance fees for AODA requirements, automated passenger counters, hosted virtual server
	2018	3800250	Subscriptions & Memberships	Canadian Urban Transit - \$1,900
	2018	3800570	Shelter Maintenance / Property Improv	10 new transit shelters - snow / cleaning
	2019 / 2020	3800852	Sp Project - Signage / Mapping	Metal cards with Where's My Bus QR codes
	2018	3800854	Special Project - Special Events	Waterfront Festival Shuttle Bus - CCC/Donagan/Mall
	2018	3800992	Provincial Subsidy	Provincial Gas Tax monies
	2018		Revenues	Based on Council approving a rate increase for fares and passes

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING ON LOTS**

ACCOUNT#: **3700.2**

2017 BUDGET	2017 YTD	CODE	OBJECT	2018 DEPT REQUEST	*	2018 FINAL APPROVED	2019 FORECAST	2020 FORECAST
3,050	4,189	370210	Payroll Salaries & Wages	3,100		3,100	3,170	3,225
0	176	370215	Payroll -Part-time Salaries	0		0	0	0
0	463	370230	Payroll Fringe Benefits	0	*	0	0	0
0	18	370231	Payroll Part-time Benefits	0		0	0	0
3,050	4,846		SUB TOTAL SALARIES, WAGES & BENEFITS	3,100		3,100	3,170	3,225
7,100	1,236	3702680	Other Equipment Repair	7,100		7,100	7,100	7,100
3,400	1,975	3702840	Utilities	3,400		3,400	3,400	3,400
10,500	3,211		SUB TOTAL MATERIALS	10,500		10,500	10,500	10,500
27,000	32,915	3702750	Contracts	30,000	*	30,000	31,000	32,000
27,000	32,915		SUB TOTAL CONTRACTED SERVICES	30,000	*	30,000	31,000	32,000
51,000	51,329	3702540	Rents	51,000		51,000	51,000	51,000
51,000	51,329		SUB TOTAL FINANCIAL	51,000		51,000	51,000	51,000
91,550	92,301		TOTAL PARKING ON LOTS	94,600	*	94,600	95,670	96,725

09/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING ON LOTS**

ACCOUNT #: **3700.2**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Maintenance of off street parking lots.	2018	3702540	Rents	Old Quigley lot - month to month rental increased in November 2015 Parking lot, east side of outdoor skating rink, 5 year lease. Taxes 185 First Street paid by Town
PERFORMANCE DATA:	2018 /19/20	3702750	Contracts	More equipment and bylaw hours. Parking lot gardens and on-street garden maintenance May 1 - Oct 31. - Increase reflects actual costs for garden maintenance. 6 months x \$4,914.00/month = 29,484

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3700.3**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
38,899	56,840	370310	Payroll Salaries & Wages	40,000	*	40,000	41,000	42,000
44,000	29,194	370320	Other Salaries & Wages	50,000	*	50,000	55,000	60,000
0	316	370330	Payroll Fringe Benefits	0	*	0	0	0
100	0	370370	Cleaning Allowance	100		100	100	100
82,999	86,350		SUB TOTAL SALARIES, WAGES & BENEFITS	90,100	*	90,100	96,100	102,100
1,800	1,114	3703150	Office Supplies	1,800		1,800	1,800	1,800
10,750	14,449	3703171	Software Maintenance	16,750		16,750	16,750	16,750
1,155	2,854	3703180	Cell Phone - Handheld Devices	2,500		2,500	2,500	2,500
4,000	3,742	3703220	Printing	5,000	*	5,000	5,000	5,000
700	0	3703250	Membership & Subscrip'ns	700		700	700	700
1,000	0	3703260	Training & Courses	1,000		1,000	1,000	1,000
6,000	8,900	3703680	Other Equip Maint & Rep	7,000	*	7,000	7,000	8,000
2,000	1,121	3703681	Pay & Display	2,000		2,000	2,000	2,000
204,250	0	3703913	Transfer to Parks/Marina	206,775		206,775	209,300	211,900
2,400	2,396	3703919	Bank Service Charges	3,500		3,500	3,500	3,500
234,055	34,576		SUB TOTAL MATERIALS	247,025	*	247,025	249,550	253,150
102,962	0	3703912	Transfer to/from Reserve	212,775		212,775	225,180	235,525
102,962	0		SUB TOTAL OTHER CHARGES & TRANSFERS	212,775		212,775	225,180	235,525
9,434	0	3703550	Payment-in-Lieu of Taxes	10,500		10,500	11,500	12,500
9,434	0		SUB TOTAL FINANCIAL	10,500		10,500	11,500	12,500
429,450	120,926		TOTAL PARKING ADMIN & ENFORCEMENT	560,400	*	560,400	582,330	603,275
-41,000	-44,298	87026	Parking Lot Revenue - Parking Passes	-70,000	*	-70,000	-83,000	-100,000
-155,000	-135,979	87027	Parking Fines - Parking Tickets	-140,000		-140,000	-150,000	-155,000
-165,000	-172,129	87053	Coin Revenue - Victoria Park	-260,000	*	-260,000	-260,000	-260,000
-160,000	-145,937	87069	Parking Revenue - Downtown	-185,000		-185,000	-185,000	-185,000
-521,000	-498,343		TOTAL REVENUE	-655,000	*	-655,000	-678,000	-700,000

*Indicates increase over previous year

**TOWN OF COBOURG
2018 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:	2018	3703171	Software Maintenance	Annual software maintenance fee for new parking management software including new capital item: - AIMS - web support & maintenance
	2018	3703180	Cell Phone - Handheld Devices	Handheld devices for new parking software Increased to reflect actual costs.
	2018	3703220	Printing	Hand tag parking permits - \$1,700. Ticket stock \$2,170 possible parking ticket books in 2018.
	2018	3703250	Memberships & Subscriptions	Ontario Traffic Council - \$350
	2018	3703680	Other Equip Maint & Rep	Parts / service / travel to repair pay & display machines
	2018	3703913	Transfer to Parks	Beach Washrooms - 2018 - \$66,775 Parks Revenue - 2018 - \$100,000 Marina - 2018 - \$40,000
	2018	3703919	Bank Service Charges	AIMS Web - parking payments / permit sales will increase payments / parking tickets / paid parking.

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

PERFORMANCE SUMMARY PARKING ENFORCEMENT

CATEGORY	2017 ACTUAL	2018 ESTIMATE	2019 ESTIMATE	2020 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	214
ENFORCEMENT STATS				
POLICE DEPARTMENT	100	100	100	100
FIRE	20	20	200	200
BY-LAW UNIT	7,200	7,200	7,200	7,200
TOTAL	7,320	7,320	7,500	7,500
REVENUES				
TICKET REVENUE	135,979	140,000	150,000	155,000
PARKING PERMITS	44,298	70,000	83,000	100,000
DOWNTOWN COIN REVENUE	145,937	260,000	260,000	260,000
COIN REVENUE - VICTORIA PARK	172,129	185,000	185,000	185,000
DBIA	0	0	0	0
TOTAL REVENUE	498,343	655,000	678,000	700,000

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

ENVIRONMENTAL SUMMARY

FUNCTION	2017 BUDGET	2017 YTD	2018 DEPT REQUEST	%	2018 FINAL APPROVED	%	2019 FORECAST	2020 FORECAST
STORM SEWERS	30,625	23,324	30,725	0.3	30,725	0.3	31,325	31,925
GARBAGE COLLECTION	7,100	6,466	7,100	0.0	7,100	0.0	7,100	7,100
TOTAL EXPENDITURES	37,725	29,790	37,825	0.3	37,825	0.3	38,425	39,025
LONG TERM DEBT CHARGES	160,500	149,547		0 (100.0)		0 (100.0)	0	0
** Detail in Long Term Debt Charges Section								

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **STORM SYSTEM PUMP HOUSES**

ACCOUNT#: **4200.10**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
2,000	0	4200185	OPX / Alarm Line Charges	2,000		2,000	2,000	2,000
2,500	0	4200470	Building Maintenance - Exterior	2,500		2,500	2,500	2,500
2,500	4,768	4200681	144 Division Storm Maint	2,500		2,500	2,500	2,500
3,500	4,170	4200682	519 Division Storm Maint	3,500		3,500	3,500	3,500
3,500	3,138	4200683	505 William Storm Maint	3,500		3,500	3,500	3,500
13,000	11,248	4200840	Utilities	13,000		13,000	13,500	14,000
27,000	23,324		SUB TOTAL MATERIALS	27,000		27,000	27,500	28,000
3,625	0	4200541	Payment-in-Lieu Taxes	3,725	*	3,725	3,825	3,925
3,625	0		SUB TOTAL FINANCIAL	3,725	*	3,725	3,825	3,925
30,625	23,324		TOTAL STORM SYSTEM PUMP HOUSES	30,725		30,725	31,325	31,925

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **STORM SYSTEM PUMP HOUSES**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide preventive and emergency maintenance of the Storm Sewage Pumphouses.	2018	4200185	Alarm Line Charges	Annual monitoring and reporting fee for alarms at Storm Pump Stations.
	2018	4200470	Building Maintenance - Exterior	Repairs to pump station structure
PERFORMANCE DATA: 3 pumping stations/6 pumps. Stations beginning to show their age. Extra funds budgeted for repairs.	2018	4200681	144 Division St - Division South PS	General repair and upkeep of pump station
	2018	4200682	519 Division St - Division North PS	General repair and upkeep of pump station
	2018	4200683	505 William St Pump Station	General repair and upkeep of pump station
	2018	4200840	Utilities	Cost of heat and hydro at pump stations

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **GARBAGE COLLECTION**

ACCOUNT#: **4300.10**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	981	431010	Payroll Salaries & Wages	0	*	0	0	0
0	286	431030	Payroll Fringe Benefits	0	*	0	0	0
0	1,267		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0	0
2,100	57	4310680	Other Equipment Maintenance & Repair	2,100		2,100	2,100	2,100
2,100	57		SUB TOTAL MATERIALS	2,100		2,100	2,100	2,100
0	287	4310850	Special Contracts	0	*	0	0	0
5,000	4,855	4310480	Garbage Removal	5,000		5,000	5,000	5,000
5,000	5,142		SUB TOTAL CONTRACTED SERVICES	5,000		5,000	5,000	5,000
7,100	6,466		TOTAL GARBAGE COLLECTION	7,100		7,100	7,100	7,100

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **GARBAGE COLLECTION**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Municipal curbside collection program and operation of Municipal Transfer Station.	2018	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:			
	2018	4310850	Special Project	Removed no longer a transfer station at Public Works
	2018	4310480	Garbage Removal	Public Works bin

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

SOCIAL AND FAMILY SERVICES SUMMARY

FUNCTION	2017 BUDGET	2017 YTD	2018 DEPT REQUEST	%	2018 FINAL APPROVED	%	2019 FORECAST	2020 FORECAST
GRANTS & TRANSFERS	43,000	44,055	21,500	(50.0)	21,500	(50.0)	21,500	0
PHYSICIAN RECRUITMENT	0	0	0	-	0	-	0	0
HOSPICE	0	0	0		0		0	0
TOTAL GRANTS & TRANSFERS	43,000	44,055	21,500	(50.0)	21,500	(50.0)	21,500	0

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **GRANTS & TRANSFERS**

ACCOUNT#: **6100.100**

2017	2017			2018	2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
43,000	44,055	6100940	Grants & Transfers - St Peters Court Apartments	21,500	21,500	21,500	0
43,000	44,055		SUB TOTAL OTHER CHARGES & TRANSFERS	21,500	21,500	21,500	0
43,000	44,055		TOTAL ST. PETER'S COURT APARTMENTS	21,500	21,500	21,500	0

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 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 2015 and 2017. The Town of Cobourg pay the balance of the realty taxes.</p>	2017	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, 2017 will be 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>
<p>PERFORMANCE DATA:</p> <p>2012 actual taxes \$43,347 less \$1,600 amount of grant = 41,747</p> <p>2013 actual taxes \$43,868 less \$1,600 amount of grant = 42,268</p> <p>2014 actual taxes \$43,942 less \$1,600 amount of grant = \$42,342</p> <p>2015 actual taxes \$43,893 less \$1,600 amount of grant = \$42,293</p> <p>2016 actual taxes \$43,809 less \$1,600 amount of grant = \$42,209</p>				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **PHYSICIAN RECRUITMENT**

ACCOUNT#: **6200.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
17,100	17,100	6200940	Physician Recruitment	17,100		17,100	19,300	19,300
-17,100	-17,100	6200991	Recoveries	-17,100		-17,100	-19,300	-19,300
0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0	0
0	0		TOTAL PHYSICIAN RECRUITMENT	0	*	0	0	0

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **PHYSICIAN RECRUITMENT**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To provide the physician recruitment organization with funding to support a professional recruitment program.</p>	2018 / 19 / 20	6200991	Recoveries	Funding provided from Northam Industrial Park transfer.
<p>PERFORMANCE DATA:</p> <p>Community Physicians Recruitment and Retention Committee have provided a four year plan for 2015 - 2018.</p> <p>Assumption that 2019 funding will be required at the same amount.</p>				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **HOSPICE**

ACCOUNT#: **6300.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	0 NEW		Hospice Care Centre	0	*	0	60,000	60,000
0	NEW		Recoveries - Northam	0		0	-60,000	-60,000
0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0	0
0	0		TOTAL HOSPICE	0	*	0	0	0

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **HOSPICE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide capital contribution to the new hospice.	2019 / 2020	NEW	Hospice Care Centre	Town Capital contribution to new hospice. \$60,000 a year for 4 years
	2019 / 2020	NEW	Recoveries - Northam	Funded from Northam reserve
PERFORMANCE DATA:				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

PARKS AND RECREATIONAL FACILITIES SUMMARY

FUNCTION	2017 BUDGET	2017 YTD	2018 DEPT REQUEST	%	2018 FINAL APPROVED	%	2019 FORECAST	2020 FORECAST
PARKS								
ADMINISTRATION	1,527,743	1,048,802	1,641,286	7.4	1,666,286	9.1	1,707,277	1,758,012
OPERATING	571,828	994,566	534,075	(6.6)	534,075	(6.6)	583,891	573,735
SUBTOTAL PARKS EXP.	2,099,571	2,043,368	2,175,361	3.6	2,200,361	4.8	2,291,168	2,331,747
PARKS REVENUE	-136,490	-21,025	-136,490	0.0	-136,490	0.0	-136,490	-136,490
NET PARKS	1,963,081	2,022,343	2,038,871	3.9	2,063,871	5.1	2,154,678	2,195,257
AQUATICS LIFEGUARDS								
	207,000	195,000	208,000	0.5	208,000	0.5	237,000	242,000
OUTDOOR RINK								
	36,800	43,629	31,000	(15.8)	31,000	(15.8)	31,000	31,000
LEGION FIELDS								
LEGION FIELDS EXP.	25,815	68,737	46,800	81.3	46,800	81.3	47,000	47,200
LEGION FIELDS REVENUE	-9,000	-43,606	-47,000	422.2	-47,000	422.2	-47,000	-47,000
NET LEGION FIELDS	16,815	25,131	-200	(101.2)	-200	(101.2)	0	200
MARINA								
MARINA EXPENDITURES	684,080	516,981	697,430	2.0	697,430	2.0	710,180	720,780
MARINA REVENUE	-684,080	-594,479	-697,430	2.0	-697,430	2.0	-710,180	-720,780
NET MARINA	0	-77,498	0	0.0	0	0.0	0	0
DREDGE								
DREDGE EXPENDITURES	50,000	123,230	50,000	0.0	50,000	0.0	50,000	50,000
DREDGE REVENUE	-50,000	-61,487	-50,000	0.0	-50,000	0.0	-50,000	-50,000
NET MARINA	0	61,743	0	0.0	0	0.0	0	0
CAMPGROUND								
CAMPGROUND EXP.	148,964	118,026	148,181	(0.5)	148,181	(0.5)	174,682	180,287
CAMPGROUND REVENUES	-276,980	-300,112	-285,420	3.0	-285,420	3.0	-286,600	-288,300
NET CAMPGROUND	-128,016	-182,086	-137,239	7.2	-137,239	7.2	-111,918	-108,013
BEACH WASHROOMS								
	0	73,128	0	-	0	-	0	0

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

PARKS AND RECREATIONAL FACILITIES SUMMARY

FUNCTION	2017 BUDGET	2017 YTD	2018 DEPT REQUEST	%	2018 FINAL APPROVED	%	2019 FORECAST	2020 FORECAST
HARBOUR	58,481	54,620	57,718	(1.3)	57,718	(1.3)	58,479	60,601
ARENA								
ARENA EXPENDITURES	364,091	292,838	322,343	(11.5)	322,343	(11.5)	330,743	339,290
ARENA REVENUE	-276,438	-146,629	-148,057	(46.4)	-148,057	(46.4)	-148,057	-148,057
NET ARENA	87,653	146,209	174,286	98.8	174,286	98.8	182,686	191,233
COMMUNITY CENTRE								
COMMUNITY CENTRE EXP	2,282,922	2,174,911	2,277,400	(0.2)	2,277,400	(0.2)	2,343,277	2,410,496
COMMUNITY CENTRE REV	-1,254,669	-1,276,930	-1,247,695	(0.6)	-1,247,695	(0.6)	-1,295,656	-1,313,520
NET COMMUNITY CENTRE	1,028,253	897,981	1,029,705	0.1	1,029,705	0.1	1,047,621	1,096,976
SENIORS ACTIVITY CENTRE								
SENIORS ACTIVITY CENTRE EXP	118,896	123,965	161,810	36.1	161,810	36.1	170,240	179,260
SENIORS ACTIVITY CENTRE REV	-66,200	-72,876	-83,875	26.7	-83,875	26.7	-70,350	-71,350
NET SENIORS ACTIVITY CENTRE	52,696	51,089	77,935	47.9	77,935	47.9	99,890	107,910
TOTAL PARKS & RECREATION								
TOTAL PARKS & REC EXP	6,076,620	5,828,433	6,176,043	1.6	6,201,043	2.0	6,443,769	6,592,661
TOTAL PARKS & REC REVENUE	-2,753,857	-2,517,144	-2,695,967	(2.1)	-2,695,967	(2.1)	-2,744,333	-2,775,497
NET PARKS & RECREATION	3,322,763	3,311,289	3,480,076	4.7	3,505,076	5.5	3,699,436	3,817,164
LONG TERM DEBT CHARGES	64,200	97,597	253,000	-	253,000	-	253,000	253,000
** Detail in Long Term Debt Charges Section								

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS - REVENUE**

ACCOUNT#: **880**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-17,490	-4,867	8802	Victoria Park Canteen	-17,490	*	-17,490	-17,490	-17,490
-100,000	0	8804	Parking Revenue	-100,000	*	-100,000	-100,000	-100,000
-12,000	-9,880	8806	User Fees	-12,000	*	-12,000	-12,000	-12,000
-5,000	-5,000	8809	Donation From DBIA - For Baskets	-5,000	*	-5,000	-5,000	-5,000
-2,000	-1,278	88011	Beach Rentals	-2,000	*	-2,000	-2,000	-2,000
-136,490	-21,025		TOTAL PARKS RECEIPTS	-136,490	*	-136,490	-136,490	-136,490
1,879,943	1,805,408		TOTAL PARKS EXPENDITURES	1,975,886	*	2,000,886	2,077,777	2,114,912
1,743,453	1,784,383		COST TO TOWN	1,839,396	*	1,864,396	1,941,287	1,978,422

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS REVENUE**

ACCOUNT #: 880

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Various park facilities generate revenue to offset some of the operating costs of the parks department.	2018	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.
	2018	8806	User Fees	Rentals for Pavilion in Victoria Park
	2018	8809	Donation from DBIA	To assist with downtown beautification flower baskets
	2018	88011	User Fees	Beach Rentals
PERFORMANCE DATA:				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ADMINISTRATION**

ACCOUNT#: **7200.20**

2017	2017		2018	2018	2019	2020		
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
814,503	482,213	721010	Payroll Salaries & Wages	839,215	*	864,215	861,861	878,238
26,182	37,160	721011	Payroll - Overtime	26,432		26,432	26,934	27,445
10,105	11,139	721012	Payroll - Standby	18,122		18,122	18,466	18,816
158,432	61,445	721015	Payroll - Part-time	172,715		172,715	183,515	187,002
256,972	140,444	721030	Payroll Fringe Benefits	273,040	*	273,040	298,283	322,441
25,349	7,135	721031	Payroll Fringe Benefits - Part-time	29,362		29,362	34,868	39,270
2,700	6,578	721050	Clothing	4,000	*	4,000	4,000	4,500
1,200	2,139	721060	Footwear	2,500	*	2,500	2,500	2,500
1,000	1,984	721080	Meal Allowance	2,000		2,000	2,000	2,000
1,296,443	750,237		SUB TOTAL SALARIES, WAGES & BENEFITS	1,367,386	*	1,392,386	1,432,427	1,482,212
600	17,177	7210150	Office Supplies	5,000	*	5,000	5,000	5,000
4,800	7,501	7210180	Telephone & Answering Svc	4,800		4,800	4,800	4,800
1,000	0	7210190	Communication License	1,000		1,000	1,000	1,000
400	0	7210210	Advertising & Promotion	400		400	400	400
700	3,361	7210250	Memberships & Subscrip'ns	700		700	700	700
10,000	12,745	7210260	Training & Courses	10,000		10,000	10,000	10,000
8,500	16,471	7210450	Heat	12,500	*	12,500	12,750	13,000
8,500	17,106	7210460	Utilities	14,000	*	14,000	14,300	14,600
1,000	13,843	7210470	Building Maintenance	10,000	*	10,000	10,000	10,000
0	0	7210500	Custodial / Cleaning Supplies	15,000		15,000	15,400	15,800
50,000	61,284	7210600	Vehicle Maintenance	50,000		50,000	50,000	50,000
40,000	36,259	7210650	Gasoline	40,000		40,000	40,000	40,000
4,300	9,157	7210670	Small Equipment Purchases	6,000	*	6,000	6,000	6,000
1,500	2,812	7210850	Special Project - Blue Flag	3,000		3,000	3,000	3,000
35,000		7210851	Special Project - YMCA PCC - Feasibility Study	0		0	0	0
-35,000	0	7210912	Recoveries - Holdco	0		0	0	0
131,300	197,716		SUB TOTAL MATERIALS	172,400	*	172,400	173,350	174,300
30,000	30,849	7210320	Liability Insurance	31,500	*	31,500	31,500	31,500
30,000	30,849		SUB TOTAL CONTRACTED SERVICES	31,500	*	31,500	31,500	31,500
0		7210540	Rents	0	*	0	0	0
0	0		SUB TOTAL FINANCIAL	0	*	0	0	0
70,000	70,000	7210930	Transfer to Vehicle Reserve	70,000		70,000	70,000	70,000
70,000	70,000		SUB TOTAL OTHER CHARGES & TRANSFERS	70,000		70,000	70,000	70,000
1,527,743	1,048,802		TOTAL PARKS ADMINISTRATION	1,641,286	*	1,666,286	1,707,277	1,758,012

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ADMINISTRATION**

ACCOUNT #: **7200.20**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To manage and maintain the Parks System for the Corporation.	2018	721010	Payroll Salaries & Wages	New position - Director of Parks & Recreation Additional Parks Attendant
	2018	7210250	Memberships & Subscriptions	Ontario Parks Association - \$691
PERFORMANCE DATA: Responsible for all park facilities and employees.	2018	7210260	Training & Courses	Horticultural, chainsaw, steer skidder and Book 7 MTO training & courses Jason Johns attending Management Training 3rd yr Teresa Behan attending Management Training
	2018	7210450	Heat	Increased building footage
	2018	7210460	Utilities	Increased building footage
	2018	7210470	Building Maintenance	Additional Maintenance of \$6,000 to keep birds off the building - health hazard.
	2018	7210600	Vehicle Maintenance	Maintenance of parks department vehicle fleet, dump trucks, 1/2 tons, mower, beach rake, diamond groomer, etc. - \$47,000 Vehicle Maintenance Program mandatory \$3,000
	2018	7210850	Special Project - Blue Flag	International Beach Destination of High Standards project approved by Council, monies for signage and flags Specific Testing - E.coli & strep

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS MAINTENANCE**

ACCOUNT#: **7200.30**

2017	2017		2018	2018	2019	2020	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	165,555	723010	Payroll Salaries & Wages	0	*	0	0
0	16,550	723011	Payroll - Overtime	0		0	0
0	53,779	723015	Payroll Part Time Wages	0	*	0	0
0	57,421	723030	Payroll Fringe Benefits	0	*	0	0
0	6,200	723031	Payroll Part Time Benefit	0	*	0	0
0	299,505		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0
70,000	59,553	7230460	Utilities	65,000		65,000	70,000
17,500	4,895	7230470	Building Maintenance	17,500		17,500	17,500
3,000	0	7230475	Signs	3,000		3,000	3,000
10,000	2,196	7230500	Cleaning Maintenance	10,000		10,000	10,000
7,500	3,560	7230510	Electrical Repairs	7,500		7,500	7,500
5,000	9,422	7230520	Plumbing Repairs	5,000		5,000	5,000
5,000	29,885	7230570	Property Improvements	15,000		15,000	15,000
4,000	-2,844	7230691	Equipment Rental	4,000		4,000	4,000
122,000	106,667		SUB TOTAL MATERIALS	127,000	*	127,000	132,000
29,000	17,508	7230480	Garbage Removal	29,000		29,000	29,000
0	0	NEW	Lease - Slope Mower / Weed Controller	0		0	20,000
45,000	29,728	7230750	Bylaw Enforcement	25,000		25,000	27,000
74,000	47,236		SUB TOTAL CONTRACTED SERVICES	54,000		54,000	76,000
18,400	20,228	7230540	Rent - Dog Park	18,400		18,400	18,400
18,400	20,228		SUB TOTAL FIINANCIAL	18,400		18,400	18,400
214,400	473,636		TOTAL PARKS MAINTENANCE	199,400		199,400	226,400

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS MAINTENANCE**

ACCOUNT #: **7200.30**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To manage and maintain all large and small parks and all buildings and facilities located therein including the operations building.	2018	7230470	Building Maintenance	Regular Maintenance - \$12,500 Additional Projects: Maintenance/Repairs - \$5,000
	PERFORMANCE DATA:			
Beach Groomings (20 Small Parks)	2018	7230540	Rent - Dog Park	Rental of Dog Park - \$1,526.40 / month
Canteens				
Buildings	2018	7230570	Property Improvements	To keep ongoing stock of tables and benches - \$5,000 Additional: Repair 10 existing moluk garbage containers
Playgrounds				
Centennial Swimming Pool - Start/Close				
Garbage Pick Up				Additional Property Improvements - \$10,000: Parks maintenance upgrades, install parking barriers, fix moluks, and paint buildings.
Special Events				
Spray Pad				
	2019	NEW	Lease - Slope Mower / Weed Controller	Lease slope mower / weed control machine - deferred to 2019
	2018	7230750	Bylaw Enforcement	Enhanced parking and bylaw enforcement for Victoria Park per Council directive.

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HORTICULTURE**

ACCOUNT#: **7200.20**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	74,525	722010	Payroll Salaries & Wages	0	*	0	0	0
0	9,379	722011	Payroll - Overtime	0		0	0	0
0	23,606	722015	Payroll Part Time Wages	0	*	0	0	0
0	24,639	722030	Payroll Fringe Benefits	0	*	0	0	0
0	2,733	722031	Payroll Students Benefits	0	*	0	0	0
0	134,882		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0	0
16,300	12,661	7220450	Heat	16,600		16,600	16,700	16,800
5,100	4,810	7220460	Utilities	5,200		5,200	5,300	5,400
16,000	11,522	7220470	Building Maintenance	6,000		6,000	6,000	6,000
0	649	7220475	Ecology Garden Maintenance	0		0	0	0
27,000	28,107	7220505	Horticulture Supplies	28,000	*	28,000	29,000	30,000
15,000	24,896	7220550	Horticulture - Downtown Beautification	20,000		20,000	20,000	20,000
10,000	9,943	7220850	Special Project - Communities in Bloom	1,000		1,000	1,000	1,000
89,400	92,588		SUB TOTAL MATERIALS	76,800		76,800	78,000	79,200
89,400	227,470		TOTAL HORTICULTURE	76,800		76,800	78,000	79,200

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 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.	2018	7220470	Building Maintenance	Regular maintenance occasional unforeseen expenses Plastic needs replacing (storms), furnace failure \$6,000
PERFORMANCE DATA:				
3 season planting Downtown beautification Greenhouse complex Sensory Garden	2018	7220505	Horticultural Supplies	This line item includes: Seed Cuttings Fertilizer Plant Medium Containers Biological Control Seniors Program Plants, bulbs, shrubs and trees
	2018	7220550	Property Improvements - Annual Beautification	Downtown baskets Replace old shrubs / beds
	2018	7220850	Special Project - Communities in Bloom	The cost to belong to Communities in Bloom is about \$650 annually. New sign for gateways.

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FORESTRY SERVICES**

ACCOUNT#: **3100.110**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
60,950	68,102	311110	Payroll Salaries & Wages	61,970		61,970	63,145	64,345
2,500	7,616	311111	Payroll - Overtime	2,500		2,500	2,550	2,598
8,498	4,288	311115	Payroll Part Time Wages	9,380	*	9,380	10,050	10,241
19,670	22,925	311130	Payroll Fringe Benefits	20,630	*	20,630	22,336	24,100
1,360	496	311131	Payroll Part Time Benefits	1,595	*	1,595	1,910	2,151
92,978	103,427		SUB TOTAL SALARIES, WAGES & BENEFITS	96,075	*	96,075	99,991	103,435
250	548	311150	Office Supplies	250		250	250	250
650	531	311250	Memberships & Subscriptions	650		650	650	650
750	1,456	311260	Training & Courses	1,500	*	1,500	1,500	1,500
2,500	0	311650	Gasoline	2,500		2,500	2,500	2,500
2,500	2,224	311680	Other Equip Maint & Repairs	2,500		2,500	2,500	2,500
25,000	24,091	311853	Special Project - Emerald Ash	20,000		20,000	20,000	20,000
5,000	6,453	311854	Special Project - Open Space Maintenance	5,000		5,000	5,000	5,000
5,000	757	311855	Special Project - Forest Inventory Program	3,000		3,000	3,000	3,000
3,000	1,038	311856	Special Project - Neighbor Wood Program	1,000		1,000	1,000	1,000
44,650	37,098		SUB TOTAL MATERIALS	36,400		36,400	36,400	36,400
45,000	55,599	311750	Contracts - Tree Planting	50,000	*	50,000	50,000	50,000
12,000	7,350	311751	Contracts - Emergency Removals Hazards	12,000		12,000	12,000	12,000
35,000	34,486	311753	Contracts - Tree Maintenance	30,000		30,000	30,000	30,000
92,000	97,435		SUB TOTAL CONTRACTED SERVICES	92,000		92,000	92,000	92,000
-10,000	0	311852	Transfer - Tree Levy Reserve	-25,000		-25,000	-15,000	-15,000
-10,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-25,000		-25,000	-15,000	-15,000
219,628	237,960		TOTAL ROADSIDE TREE TRIMMING	199,475		199,475	213,391	216,835

09/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FORESTRY SERVICES**

ACCOUNT #: **3100.110**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To ensure no trees are a potential risk/liability. To replace/plant new trees in areas where trees have been removed/not provided.	2018	3111250	Memberships & Subscriptions	ISA Dues - \$400 ISAO - \$250
	2018	3111260	Training & Courses	Industry standards - specific training for new bug species.
PERFORMANCE DATA:				
Trees	2015	2016	2017	
Removed	119	96	80	
Planted	150	175	151	
Feed/Preserve	275	1325	382	
Prune	857	520	692	
Mulch	276	394	625	
Service Requests	252	174	395	
Inspections	811	744	721	
	2018	3111853	Special Project - Emerald Ash	Education and removal of Ash trees. Replacement of Ash Trees in Tree Planting #3111750
	2018	3111854	Special Project - Open Space Maintenance	Maintain open space
	2018	3111855	Special Project - Forest Inventory Program	GIS inventory for maintenance of public trees.
	2018	3111856	Special Project - Neighbor Wood Program	Education program of health of private trees.
Mulch - Right of Way and Parks trees				
Planting - Total 2111				
- 91 60-70mm trees, Fall Plant and Donation				
- +/- 2020 TD Grant and GLF Grant				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ATHLETIC FACILITIES**

ACCOUNT#: **7200.40**

2017	2017		2018	2018	2019	2020	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0		724010	Payroll Salaries & Wages	0	*	0	0
0		724011	Payroll - Overtime	0		0	0
0		724015	Payroll Part Time Wages	0	*	0	0
0		724030	Payroll Fringe Benefits	0	*	0	0
0		724031	Payroll Part Time Benefit	0	*	0	0
0	0		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0
16,500	29,095	7240475	Athletics Field Mtce	16,500		16,500	16,500
0		7240570	Property Improvements	5,000		5,000	5,000
16,500	29,095		SUB TOTAL MATERIALS	21,500	*	21,500	21,500
7,000	10,848	7240551	Port-A-Potties	9,000		9,000	9,000
7,000	10,848		SUB TOTAL CONTRACTED SERVICES	9,000	*	9,000	9,000
23,500	39,943		TOTAL PARKS ATHLETIC FACILITIES	30,500	*	30,500	30,500

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **ATHLETIC FACILITIES**

ACCOUNT #: **7200.40**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To manage and maintain all ball diamonds located within our Parks System.	2018	7240475	Athletic Field Maintenance	Supplies and material for sporting and playground facilities Field talc Line Paint Surfacing Materials Playground Equipment Irrigation
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	2018	7240551	Port-A-Potties	2 additional port-a-potties at Donegan Park New locations Peace Park and Victoria Park Additional at Peace Park for longer re fishing
	2018	7240570	Property Improvements	Ongoing purchase of clay to replenish at Legion Fields and Donegan.

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS TURF MAINTENANCE**

ACCOUNT#: **7200.50**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	93	725010	Payroll Salaries & Wages	0	*	0	0	0
0	0	725011	Payroll Overtime	0		0	0	0
0	0	725015	Payroll Part Time Wages	0	*	0	0	0
0	42	725030	Payroll Fringe Benefits	0	*	0	0	0
0	0	725031	Payroll Part Time Benefit	0	*	0	0	0
0	135		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0	0
8,000	6,806	7250600	Vehicle & Equipment Mtce	8,000		8,000	8,000	8,000
8,000	6,806		SUB TOTAL MATERIALSS	8,000		8,000	8,000	8,000
8,000	6,941		TOTAL PARKS TURF MAINTENANCE	8,000		8,000	8,000	8,000

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS TURF MAINTENANCE**

ACCOUNT #: **7200.50**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To manage and maintain all Turf areas under our jurisdiction. Including all roadside cutting.</p>	2018	7250600	Vehicle & Equipment Maintenance	Additional Maintenance - due to vandalism
<p>PERFORMANCE DATA:</p> <p>Cutting and trimming approximately 280 acres of turf:</p> <ul style="list-style-type: none"> - Fertilizing - Weed Control - Aerating - Top Dressing - IPM Program - ODC 				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CENTENNIAL POOL**

ACCOUNT#: **7200.60**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
5,000	5,025	7260450	Heat	5,000		5,000	5,000	5,000
8,200	6,887	7260460	Utilities	8,400	*	8,400	8,600	8,800
6,700	0	7260570	Property Improvements	9,500		9,500	10,000	10,000
4,000	3,704	7260580	Materials Repair	4,000		4,000	4,000	4,000
-7,000	-7,000	7260913	Recoveries - Holdco Reserve	-7,000		-7,000	0	0
16,900	8,616		SUB TOTAL MATERIALS	19,900	*	19,900	27,600	27,800
16,900	8,616		TOTAL CENTENNIAL POOL	19,900	*	19,900	27,600	27,800

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CENTENNIAL POOL**

ACCOUNT #: **7200.60**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Maintenance on Centennial Pool, built in 1967.				YMCA staff maintain and operates programs at Centennial Pool. Town owned facility.
	2018	7260570	Property Improvements	Controller - \$2,600 Water Heater - \$5,500 Water Fountain - \$1,400
PERFORMANCE DATA:				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: AQUATICS LIFEGUARDS

ACCOUNT#: **7650.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
175,000	175,000	7650940	Lifeguards & Supplies	198,000	*	198,000	215,000	220,000
20,000	20,000	7650941	Grants & Transfers	10,000		10,000	10,000	10,000
12,000	0	7650850	Special Project - Lifeguard Chairs	12,000		12,000	12,000	12,000
0	0		NEW Recoveries - 2017 Lifeguard Chair	-12,000		-12,000	0	0
207,000	195,000		SUB TOTAL OTHER CHARGES & TRANSFERS	208,000		208,000	237,000	242,000
207,000	195,000		TOTAL FITNESS CENTRE	208,000		208,000	237,000	242,000

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: AQUATICS LIFEGUARDS

ACCOUNT#: 7650.100

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide lifeguarding services at Victoria Beach and Centennial Pool.	2018	7650940	Lifeguards & Supplies	Lifeguarding services at Victoria Beach and Centennial Pool.
	2018	7650941	Grants & Transfers	
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			

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **OUTDOOR RINK**

ACCOUNT#: **7200.70**

2017	2017		2018	2018	2019	2020	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	0	727015	Payroll Full Time Wages	0	*	0	0
0	0	727011	Overtime	0		0	0
0	0	727031	Payroll FT Time Benefits	0	*	0	0
0	0		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0
17,000	17,048	7270460	Utilities	17,000		17,000	17,000
500	1,026	7270600	Vehicle Maint & Repairs	500		500	500
2,300	313	7270670	Other Equipment Purchases	2,300		2,300	2,300
1,500	7,290	7270680	Other Equipment Maint & Repairs	1,500		1,500	1,500
8,000	7,416	7270681	Setup / Tear Down	8,000		8,000	8,000
6,000	8,955	7270851	Special Project - Butterfly Wings Replacement	0		0	0
35,300	42,048		SUB TOTAL MATERIALS	29,300		29,300	29,300
1,500	1,581	7270320	Liability Insurance	1,700		1,700	1,700
1,500	1,581		SUB TOTAL CONTRACTED SERVICES	1,700	*	1,700	1,700
36,800	43,629		TOTAL OUTDOOR RINK	31,000		31,000	31,000

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **OUTDOOR RINK**

ACCOUNT #: **7200.70**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Maintenance and operation of fountain / rink facility at Rotary Waterfront Park.	2018	7270320	Liability Insurance	Allocation of liability insurance to this budget.
	2018	7270680	Other Equipment Maint & Repairs	Repairs as per regular maintenance schedule.
PERFORMANCE DATA:				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

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

ACCOUNT#: **882**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-3,500	-10,488	8821	Regular Season Play	-7,000	*	-7,000	-7,000	-7,000
-5,000	-1,839	8822	Tournaments	-5,000		-5,000	-5,000	-5,000
-500	-31,279	8824	Canteen	-35,000	*	-35,000	-35,000	-35,000
-9,000	-43,606		TOTAL LEGION FIELDS REVENUE	-47,000	*	-47,000	-47,000	-47,000
25,815	68,737		TOTAL LEGION FIELDS EXPENDITURES	46,800	*	46,800	47,000	47,200
16,815	25,131		NET TO TOWN	-200		-200	0	200

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **LEGION FIELDS**

ACCOUNT#: **7450.100**

2017	2017		2018	2018	2019	2020	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	0	745010	Payroll Full Time Wages	0	*	0	0
0	0	745011	Payroll - Overtime	0		0	0
0	16,984	745015	Payroll Part Time Wages	0	*	0	0
0	0	745030	Payroll Full Time Benefits	0	*	0	0
0	1,580	745031	Payroll Part Time Benefit	0	*	0	0
0	18,564		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0
3,700	2,750	7450450	Heat	3,800	*	3,800	4,000
7,500	6,800	7450460	Utilities	7,500		7,500	7,700
2,000	2,054	7450470	Building Maintenance	2,000		2,000	2,000
215	1,198	7450500	Cleaning Supplies	1,000	*	1,000	1,000
5,400	4,708	7450510	Electrical Repairs	400		400	400
400	1,335	7450520	Plumbing Repairs	400		400	400
4,500	5,528	7450570	Diamond Maintenance	4,500		4,500	4,500
0	23,661	NEW	Consummable Supplies	25,000		25,000	25,000
23,715	48,034		SUB TOTAL MATERIALS	44,600	*	44,600	45,000
2,100	2,139	7450320	Liability Insurance	2,200		2,200	2,200
2,100	2,139		SUB TOTAL CONTRACTED SERVICES	2,200	*	2,200	2,200
25,815	68,737		TOTAL LEGION FIELDS	46,800	*	46,800	47,200

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **LEGION FIELDS**

ACCOUNT#: 7450.100

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To manage and maintain a (3) three softball diamond facility.	2018	8824	Canteen Revenue	Town running the canteen, budgeted amount reflects 2017 actuals.
	2018	74503220	Liability Insurance	Allocation of liability insurance to this budget.
PERFORMANCE DATA: Hosted numerous provincial and OASA tournaments	2018	7450470	Building Maintenance	General maintenance - \$2,000
	2018	7450510	Electrical Repairs	General maintenance - \$400 Additional: Parking Lot Light Heads replacement with LED because there is a concern about being too dark. - \$5,000
	2018	NEW	Consumables Supplies	Supplies purchased to run the canteen Reflect 2017 actuals.

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: **883**

2017	2017		2018	2018	2019	2020
BUDGET	YTD	CODE	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
		OBJECT				
-140,000	-94,732	8831 Transient Fees	-140,000	*	-140,000	-148,000
-270,000	-278,283	8832 Seasonal Fees	-275,000	*	-280,000	-285,000
-30,000	-29,589	8833 Winter Storage	-35,000		-35,000	-35,000
-5,800	-3,105	8834 Sewage Pumpout Fees	-6,150		-6,300	-6,500
-165,000	-129,085	8835 Fuel Sales	-167,000	*	-169,000	-171,000
-8,000	-8,454	8836 Miscellaneous	-8,000	*	-8,000	-8,400
-3,000	-8,505	8837 Launching Fees	-4,000		-4,000	-4,000
-14,000	-26,270	8838 Liftout - in	-14,000	*	-14,000	-14,000
-1,500	-2,071	8839 Vending Revenue	-2,000		-2,000	-2,000
-2,880	-2,572	88310 Marina Brochure Advertising	-2,880		-2,880	-2,880
-100	-16	88311 Finance Charges	-100		-100	-100
-3,800	-4,102	88312 Reservation Fees	-3,800		-4,200	-4,400
-40,000	0	88314 Parking Fees	-32,000		-32,000	-32,000
0	-7,695	88315 Summer Wage Grant	-7,500		-7,500	-7,500
-684,080	-594,479	TOTAL MARINA REVENUES	-697,430	*	-710,180	-720,780
684,080	516,981	TOTAL MARINA EXPENDITURES	697,430		710,180	720,780
0	-77,498	NET TO TOWN	0	*	0	0

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: 7300.10

2017	2017		2018	2018	2019	2020	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
127,543	136,502	731010	Payroll - Full-time Wages	140,612	140,612	146,424	150,881
0	8,478	731011	Payroll - Overtime	0	0	0	
84,976	67,056	731015	Payroll Part Time Wages	91,309 *	91,309	97,664	99,519
37,516	50,326	731030	Payroll - Full-time Benefits	40,074	40,074	44,659	49,036
13,596	7,060	731031	Payroll Part Time Benefit	15,523 *	15,523	18,556	20,899
1,200	584	731050	Clothing	1,200	1,200	1,200	1,200
264,831	270,006		SUB TOTAL SALARIES, WAGES & BENEFITS	288,718 *	288,718	308,503	321,535
800	721	7310150	Office Supplies	800	800	800	800
1,350	1,101	7310175	Internet Costs	1,350	1,350	1,400	1,400
2,100	2,727	7310180	Telephone & Answering Svc	2,100	2,100	2,100	2,100
3,000	3,172	7310210	Advertising & Promotions	3,000	3,000	3,000	3,000
1,500	1,940	7310220	Printing	1,500	1,500	1,500	1,500
300	237	7310240	Postage	300	300	300	300
1,100	1,649	7310250	Membership & Subscrip'ns	1,100	1,100	1,100	1,100
5,000	866	7310260	Training & Courses	5,000	5,000	5,000	5,000
1,500	472	7310270	Travel Expense	1,500	1,500	1,500	1,500
1,250	815	7310380	Conferences & Conventions	1,250	1,250	1,250	1,250
2,500	3,098	7310392	Ice Purchase	2,500	2,500	2,500	2,500
5,000	3,358	7310450	Heat	5,000	5,000	5,000	5,000
24,500	18,813	7310460	Utilities	25,000 *	25,000	25,500	26,000
10,000	9,814	7310470	Building Maintenance	10,000	10,000	10,000	10,000
6,500	5,202	7310500	Custodial/Cleaning Supplies	6,500	6,500	6,700	6,900
35,000	27,421	7310551	Dock Repair & Maintenance	35,000	35,000	25,000	25,000
50,000	0	7310552	Marina Dredging	19,500	19,500	50,000	50,000
132,000	107,696	7310650	Gasoline	133,600	133,600	135,200	137,000
3,200	5,172	7310670	Other Equipment Purchases	3,200	3,200	3,200	3,200
7,700	2,726	7310680	Other Equip Maint & Rep	7,700	7,700	7,000	7,000
1,500	836	7310691	Small Equip Maint & Rep	1,500	1,500	1,500	1,500
1,400	2,168	7310830	Beverage Purchase	2,000 *	2,000	1,400	1,400
5,000	1,680	7310851	Special Project - Wireless Internet	1,500	1,500	0	0
3,200	0	7310855	Special Project - Online Reservation Software	0	0	0	0
13,000	12,061	7310919	Bank Service Fees Visa / MC / POS	13,000	13,000	13,000	13,000
-8,600	-7,635	88313	Recoveries	-8,600	-8,600	-8,600	-8,600
3,000	3,146	7310853	Special Project - Surveillance System	0	0	0	0
0	0 NEW		Special Project - Air Conditioning Reception	5,000	5,000	0	0
312,800	209,256		SUB TOTAL MATERIALS	280,300	280,300	295,350	297,850

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: **7300.10**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
8,500	8,391	7310320	Liability Insurance	9,000	*	9,000	9,000	9,000
2,000	1,843	7310480	Garbage Removal	2,100	*	2,100	2,200	2,300
7,700	6,320	7310550	Security Contract	9,294	*	9,294	9,958	10,000
2,100	2,765	7310750	Contracts	2,100		2,100	2,100	2,100
12,500	18,400	7310751	Liftout - In	12,500		12,500	12,500	12,500
32,800	37,719		SUB TOTAL CONTRACTED SERVICES	34,994	*	34,994	35,758	35,900
73,649	0	7310912	Transfer to/From Reserve Funds	30,418		30,418	7,569	2,495
0	0	7310856	Transfer to Harbour	63,000		63,000	63,000	63,000
73,649	0		SUB TOTAL OTHER CHARGES & TRANSFERS	93,418	*	93,418	70,569	65,495
684,080	516,981		TOTAL MARINA	697,430		697,430	710,180	720,780

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 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
			2018	88314	Parking Revenue	Transfer parking revenue from 2 Esplanade and Marina Parking Lots and bottom of Division to Marina
PERFORMANCE DATA:			2018	7310175	Internet Costs	\$112.50/month allocated from Town Hall for internet
YEAR	TRANSIENT VISITORS	DOLLARS	2018	7310250	Memberships & Subscriptions	Boating Association - \$600 Technical Standards Safety - \$250 Assoc of Marina Industries - \$200 Receiver General - \$50
1997	4180	\$102,019				
1998	4400	\$114,420				
1999	4500	\$111,800	2018	7310550	Security Contract	Increase due to rate increase
2000	4400	\$105,420				
2001	4500	\$105,480	2018	7310552	Marina Dredging	Change description to Harbour Dredging contribution. Cost divided between Marina & Harbour
2002	4600	\$107,100				
2003	4500	\$105,590				
2004	4600	\$110,372				
2005	4700	\$116,022	2018	7310551	Dock Repairs	\$10,000 allowance for dock board replacement
2006	4500	\$114,984				
2007	4600	\$121,543				
2008	4400	\$118,164	2018	7320850	Special Project - Wireless Internet	Budget for 1 replacement access point
2009	4500	\$137,758				
2010	4500	\$139,894	2018	NEW	Special Project - Reception Air Conditioner	Air conditioner for reception area
2011	4000	\$128,343				
2012	3800	\$131,141				
2013	3873	\$139,306				
2014	3724	\$125,868				
2015	Unavailable	\$128,690				
2016	3413	\$154,561				
2017	2200	\$94,444				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT#:

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-50,000	-61,487	8881	Dredging Revenue	-50,000		-50,000	-50,000	-50,000
-50,000	-61,487		TOTAL DREDGING REVENUE	-50,000		-50,000	-50,000	-50,000
50,000	123,230		TOTAL DREDGING EXPENDITURES	50,000		50,000	50,000	50,000
0	61,743		NET TO TOWN	0	*	0	0	0

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT#:

2017	2017		2018	2018	2019	2020	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
9,305	10,634	736010	Payroll Salaries & Wages	9,482	9,482	9,662	9,846
31,500	43,694	736020	Other Salaries & Wages	38,400 *	38,400	39,000	40,000
40,805	54,328		SUB TOTAL SALARIES, WAGES & BENEFITS	47,882 *	47,882	48,662	49,846
2,300	963	7360150	Administrative Services	2,300	2,300	2,300	2,300
350	391	7360180	Telephone & Answering	600	600	350	350
2,100	254	7360210	Advertising	1,500	1,500	1,600	1,500
5,000	5,505	7360650	Gasoline	5,500	5,500	6,000	6,500
10,000	43,715	7360680	Routine Maintenance	11,000	11,000	11,500	12,000
10,000	13,328	7360681	Equipment Setup	11,000	11,000	11,500	12,000
29,750	64,156		SUB TOTAL MATERIALS	31,900 *	31,900	33,250	34,650
3,500	4,746	7360320	Insurance	9,000	9,000	9,000	9,000
3,500	4,746		SUB TOTAL CONTRACTED SERVICES	9,000	9,000	9,000	9,000
-24,055	0	7360912	Transfer from/to Reserve	-38,782	-38,782	-40,912	-43,496
-24,055	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-38,782	-38,782	-40,912	-43,496
50,000	123,230		TOTAL DREDGING	50,000	50,000	50,000	50,000

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT #: **7300.60**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Dredge purchase in 2009 to perform dredging of the Cobourg Harbour and other contract work.	2018	736010	Payroll Salaries & Wages	Wage increase
PERFORMANCE DATA:				
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				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CAMPGROUND**

ACCOUNT#: **884**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-46,000	-35,950	8841	Seasonals	-40,000		-40,000	-40,000	-40,000
-201,700	-231,128	8842	Transient Trailers	-215,000	*	-215,000	-215,000	-215,000
-9,000	-11,735	8843	Transient Tents	-10,000	*	-10,000	-11,000	-12,000
-1,080	-1,087	8845	Sewage Pumpouts	-1,120	*	-1,120	-1,200	-1,300
-5,700	-5,675	8846	Miscellaneous	-5,800		-5,800	-5,900	-6,000
-13,500	-14,537	8847	Reservation Fee	-13,500		-13,500	-13,500	-14,000
-276,980	-300,112		TOTAL TOURIST PARK REVENUES	-285,420	*	-285,420	-286,600	-288,300
148,964	118,026		TOTAL TOURIST PARK EXPENDITURES	148,181		148,181	174,682	180,287
-128,016	-182,086		NET TO TOWN	-137,239	*	-137,239	-111,918	-108,013

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CAMPGROUND**

ACCOUNT#: **7300.20**

2017	2017		2018	2018	2019	2020	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
28,766	22,755	732010	Payroll - Full-time Wages	33,767	33,767	35,269	35,939
34,431	35,734	732015	Payroll Part Time Wages	35,936 *	35,936	37,639	38,354
8,198	5,013	732030	Payroll Full-time Benefits	9,624	9,624	10,757	11,680
5,509	3,925	732031	Payroll Part-time Benefits	6,109 *	6,109	7,151	8,054
200	142	732050	Clothing	200	200	200	200
77,104	67,569		SUB TOTAL SALARIES, WAGES & BENEFITS	85,636 *	85,636	91,016	94,227
500	72	7320150	Office Supplies	500	500	500	500
1,350	1,347	7320175	Internet Costs	1,350	1,350	1,350	1,350
1,000	1,003	7320180	Telephone & Answering Svc	1,000	1,000	1,000	1,000
500	499	7320220	Printing	500	500	500	500
700	0	7320240	Postage	700	700	700	700
210	0	7320380	Training	210	210	210	210
1,500	1,775	7320390	Firewood Purchase	1,500	1,500	1,500	1,500
1,400	625	7320392	Ice Purchase	1,400	1,400	1,400	1,400
22,600	17,471	7320460	Utilities	18,000	18,000	20,000	22,000
2,500	848	7320470	Building Maintenance	2,500	2,500	2,500	2,500
2,200	1,321	7320500	Custodial/Cleaning Supplies	2,300 *	2,300	2,400	2,500
3,000	1,635	7320510	Electrical Repairs	3,000	3,000	3,000	3,000
1,800	2,545	7320520	Plumbing Repairs	1,800	1,800	1,800	1,800
6,300	3,198	7320570	Property Improvements	6,300	6,300	6,300	6,300
5,000	3,613	7320670	Other Equipment Purchases	2,000	2,000	2,000	2,000
3,200	975	7320680	Other Equip Maint & Rep	3,200	3,200	3,200	3,200
2,000	0	7320850	Special Project - Wireless Internet	1,500	1,500	0	0
2,500	0	7320852	Special Project - Management Software	0	0	0	0
4,500	5,578	7320919	Bank Service Fees	4,600	4,600	4,700	4,800
0	0	7320991	Recoveries	0	0	0	0
62,760	42,505		SUB TOTAL MATERIALS	52,360	52,360	53,060	55,260
500	377	7320320	Liability Insurance	500	500	500	500
3,800	2,268	7320480	Garbage Removal	3,800	3,800	3,800	3,800
4,800	5,307	7320750	Contracts - Security	5,885 *	5,885	6,306	6,500
9,100	7,952		SUB TOTAL CONTRACTED SERVICES	10,185 *	10,185	10,606	10,800
0	0	7320912	Transfer to Reserve	0 *	0	20,000	20,000
0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0 *	0	20,000	20,000
148,964	118,026		TOTAL TOURIST PARK	148,181	148,181	174,682	180,287

**TOWN OF COBOURG
2018 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
						2018
			2018	7310175	Internet Costs	\$112.50/month allocated from Town Hall for internet
			2018	7320240	Postage	To reflect campground portion of cost
			2018	7320850	Special Project - Wireless Internet	Budget for 1 replacement access point
PERFORMANCE DATA:						
YEAR	FUNCTION	REVENUE				
2012	19 Season Lots	\$51,000				
	Transient Trailers	\$155,388				
	Transient Tents	\$9,097				
2013	18 Season Lots	\$46,640				
	Transient Trailers	\$165,287				
	Transient Tents	\$7,087				
2014	17 Season Lots	\$47,089				
	Transient Trailers	\$172,811				
	Transient Tents	\$9,657				
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					
	Transient Trailers					
	Transient Tents					

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **BEACH WASHROOMS**

ACCOUNT#: **7300.40**

2017	2017		2018	2018	2019	2020	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
4,000	4,000	734010	Payroll Salaries & Wages	4,000	4,000	4,000	4,000
4,000	4,000		SUB TOTAL SALARIES, WAGES & BENEFITS	4,000	4,000	4,000	4,000
1,750	235	7340450	Utilities	1,775	1,775	1,800	1,900
4,500	9,867	7340470	Building Maintenance	5,000 *	5,000	5,500	6,000
8,000	12,936	7340500	Cleaning Supplies	9,000 *	9,000	10,000	11,000
14,250	23,038		SUB TOTAL MATERIALS	15,775 *	15,775	17,300	18,900
46,000	46,090	7340551	Cleaning Contract	47,000	47,000	48,000	49,000
46,000	46,090		SUB TOTAL CONTRACTED SERVICES	47,000 *	47,000	48,000	49,000
-64,250	0	7340912	Transfer Parking Revenue	-66,775	-66,775	-69,300	-71,900
-64,250	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-66,775	-66,775	-69,300	-71,900
0	73,128		TOTAL BEACH WASHROOMS	0 *	0	0	0

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **BEACH WASHROOMS**

ACCOUNT #: **7300.40**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To keep washrooms at Victoria Park clean.	2018	7340470	Building Maintenance	Allowance for routine maintenance of building
	2018	7340551	Cleaning Contract	Public washroom cleaning services contracted out on per hour rate based on hours of operation
	2018	7340912	Transfer Parking Revenue	Revenue transfer to partially fund public washroom expense
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)				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HARBOUR**

ACCOUNT#: 7300.50

2017	2017		2018	2018	2019	2020		
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
29,637	42,661	735015	Payroll Salaries & Wages	45,660	*	45,660	48,915	49,845
4,844	4,064	735031	Payroll Fringe Benefits	8,763	*	8,763	10,314	11,506
0		735050	Clothing	620		620	620	620
34,481	46,725		SUB TOTAL SALARIES, WAGES & BENEFITS	55,043	*	55,043	59,849	61,971
0		7350150	Office Supplies	160		160	160	160
0		7350175	Internet Costs	270		270	270	270
0		7350180	Telephone & Answering Svc	420		420	420	420
0		7350220	Printing	300		300	300	300
0		7350260	Training & Courses	1,000		1,000	1,000	1,000
0		7350270	Travel Expenses	300		300	300	300
0		7350380	Conference & Conventions	250		250	250	250
0		7350450	Heat	1,000		1,000	1,000	1,000
0		7350460	Utilities	4,900		4,900	4,900	4,900
0		7350470	Building Maintenance	2,000		2,000	2,000	2,000
19,000	3,318	7350470	Walkway Maintenance	17,800		17,800	17,800	17,800
0		7350500	Custodial / Cleaning Supplies	3,250		3,250	3,250	3,250
0		7350552	Common Harbour Dredging Contribution	30,500		30,500	30,500	30,500
0		7350670	Other Equipment Purchases	640		640	640	640
0		7350680	Other Equip Maint & Rep	1,540		1,540	1,540	1,540
0		7350681	Small Equip Maint & Rep	300		300	300	300
0		7350850	Special Project - Repairs Pergola	0	*	0	0	0
19,000	3,318		SUB TOTAL MATERIALS	64,630	*	64,630	64,630	64,630
0		7350320	Liability Insurance	1,700		1,700	0	0
5,000	4,577	7350480	Garbage Removal	5,000		5,000	5,000	5,000
0		7350550	Security Contract	1,925		1,925	0	0
0		7350750	Contracts	420		420	0	0
5,000	4,577		SUB TOTAL CONTRACTED SERVICES	9,045	*	9,045	5,000	5,000
0		735087096	Parking Revenue Transfer	-8,000		-8,000	-8,000	-8,000
0	0	7350910	Transfer from Marina	-63,000		-63,000	-63,000	-63,000
0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-71,000		-71,000	-71,000	-71,000
58,481	54,620		TOTAL HARBOUR	57,718		57,718	58,479	60,601

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HARBOUR**

ACCOUNT #: **7300.50**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To keep walkway clean and maintained.	2018	735010	Payroll Salaries & Wages	To reflect allocation of 10% of Marina Manager Salary to Walkway Management Cost and 1 full-time student
	2018	7350470	Walkway Maintenance	Allowance for maintenance & repairs to lighting and paver stones
PERFORMANCE DATA:	2018	7350480	Garbage Removal	To reflect cost of disposal of walkway generated garbage
	2018	NEW	Dredging Costs	To reflect portion of dredging cost applicable to common harbour area

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

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

ACCOUNT#: **881**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-5,500	-3,442	8813	Vending Machines	-5,500		-5,500	-5,500	-5,500
-16,975	-73,005	8817	Miscellaneous Ice Rentals	-17,828	*	-17,828	-17,828	-17,828
-97,769	-16,665	8819	NMHA	-73,100		-73,100	-73,100	-73,100
-50,582	-44,367	88112	Girl's Hockey	-42,579		-42,579	-42,579	-42,579
-3,000	-3,150	88114	Floor Rentals	-3,050		-3,050	-3,050	-3,050
-96,612	0	88116	Curling	0		0	0	0
-6,000	-6,000	88117	Solar Rental	-6,000		-6,000	-6,000	-6,000
-276,438	-146,629		TOTAL ARENA REVENUE	-148,057		-148,057	-148,057	-148,057
364,091	292,838		TOTAL ARENA EXPENDITURES	322,343		322,343	330,743	339,290
87,653	146,209		NET COST TO TOWN	174,286	*	174,286	182,686	191,233

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FURNACE ST ARENAS**

ACCOUNT#: **7400.100**

2017	2017		2018	2018	2019	2020	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
109,264	95,329	740010	Payroll Salaries & Wages	106,862	106,862	108,892	110,961
6,705	3,587	740011	Payroll - Overtime	6,834	6,834	6,964	7,096
1,000	970	740012	Payroll - Standby	5,250	5,250	5,350	5,451
0	971	740015	Payroll - Part-time Wages	0	0	0	0
36,171	20,692	740030	Payroll Fringe Benefits	27,646	27,646	30,786	34,031
0	68	740031	Payroll Fringe Part-time Benefits	0	0	0	0
600	1,444	740050	Clothing	600	600	600	600
400	1,885	740060	Footwear	400	400	400	400
154,140	124,946		SUB TOTAL SALARIES, WAGES & BENEFITS	147,592	147,592	152,992	158,539
50	35	7400150	Office Supplies	50	50	50	50
1,500	591	7400180	Telephone & Answering Svc	650	650	650	650
2,000	2,055	7400260	Training & Courses	1,000	1,000	1,000	1,000
25,000	6,588	7400450	Heat	8,000	8,000	9,000	10,000
79,500	48,551	7400460	Utilities	56,000	56,000	58,000	60,000
8,500	7,613	7400470	Building Maintenance	8,500	8,500	8,500	8,500
2,000	2,037	7400500	Custodial/Cleaning Supplies	2,100 *	2,100	2,100	2,100
1,500	4,585	7400510	Electrical Repairs	4,000 *	4,000	4,000	4,000
2,500	3,326	7400520	Plumbing Repairs	4,000 *	4,000	4,000	4,000
7,500	9,390	7400550	Bldg Maintenance Contracts	8,000 *	8,000	8,000	8,000
7,500	5,822	7400570	Property Improvements	7,500	7,500	7,500	7,500
15,000	12,516	7400580	Systems Maint & Repairs	15,000	15,000	15,000	15,000
4,000	11,901	7400600	Vehicle Maint & Repairs	5,000 *	5,000	5,000	5,000
800	683	7400650	Gasoline	300	300	300	300
500	1,094	7400670	Other Equipment Purchases	500	500	500	500
2,000	1,506	7400680	Other Equip Maint & Rep	2,000	2,000	2,000	2,000
500	603	7400691	Equipment Rentals	500	500	500	500
3,000	2,603	7400830	Consumable Supplies	3,000	3,000	3,000	3,000
163,350	121,499		SUB TOTAL MATERIALS	126,100	126,100	129,100	132,100

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FURNACE ST ARENAS**

ACCOUNT#: **7400.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
41,000	40,944	7400320	Liability Insurance	43,300	*	43,300	43,300	43,300
750	598	7400480	Garbage Removal	500		500	500	500
41,750	41,542		SUB TOTAL CONTRACTED SERVICES	43,800	*	43,800	43,800	43,800
4,851	4,851	7400950	Transfer to Vehicle Reserve	4,851		4,851	4,851	4,851
4,851	4,851		SUB TOTAL OTHER CHARGES & TRANSFERS	4,851		4,851	4,851	4,851
364,091	292,838		TOTAL ARENA	322,343		322,343	330,743	339,290

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FURNACE ST ARENAS**

ACCOUNT #: **7400.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide multi-purpose facilities for all phases of recreation.	2018	8817	Miscellaneous Ice Rentals	Only 3 groups left
	2018	7400550	Building Maintenance Contracts	Alliance Security - Fire system & AED Canadian Industrial - emergency lighting inspections CIMCO - Ice Plants & Desiccants Culligan - R/O and salts Dimarco Water Solutions - water treatment Howes Your Yard - snow removal Peterborough Fire - fire extinguishers Troy - fire alarms and systems TSSA
PERFORMANCE DATA:	2018	7400450	Heat	Reflect actuals
	2018	7400580	Systems Maintenance & Repairs	All ammonia, glycol, heating and water systems
	2018	7400830	Vending Stock	All vending & café supplies

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

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

ACCOUNT#: **889**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-32,576	-30,851	8891	Special Events	-25,000		-25,000	-25,000	-25,000
-98,900	-93,915	8892	Warm Side - Rentals Medium / Minor Events	-102,000	*	-102,000	-105,000	-105,000
-124,000	-146,745	8893	Canteen Rental / Café	-110,000		-110,000	-110,000	-110,000
-73,000	-109,831	8894	Vending Machine Sales	-75,000	*	-75,000	-75,000	-75,000
-4,500	-4,500	8895	Skate sharpening Pro Shop	-4,500		-4,500	-4,500	-4,500
-520	-5,376	8896	Misc Receipts	-520		-520	-520	-520
-225,000	-246,080	8897	General Ice Rentals	-225,000		-225,000	-225,000	-225,000
-271,627	-210,311	8898	NMHA	-263,690		-263,690	-289,857	-297,000
-45,349	-45,315	8899	Cougars	-40,500		-40,500	-42,500	-42,500
-101,469	-100,290	88912	WNGHL	-101,742		-101,742	-108,279	-112,000
-17,500	-5,883	88913	Floor Rentals	-19,838	*	-19,838	-20,000	-20,000
-20,000	-52,412	88916	Warm Side Seniors	-40,000		-40,000	-45,000	-50,000
-78,228	-83,226	88917	Board Advertising	-79,975		-79,975	-80,000	-80,000
-6,500	-4,958	88918	Public Skating	-4,080		-4,080	-6,500	-6,500
-28,000	-18,882	88919	Ice Program Revenue	-28,000		-28,000	-28,000	-28,000
-2,500	0	88920	ATM Rebate	-2,500		-2,500	-2,500	-2,500
-18,500	-22,047	88922	Warm Side Seniors - Drop In	-20,500		-20,500	-21,000	-21,500
-35,000	-32,083	88924	Solar Rent	-35,000		-35,000	-35,000	-35,000
-26,500	-14,589	88925	Warm Side - Program Revenue	-22,350		-22,350	-24,000	-25,000
-45,000	-49,636	88926	Camp Revenue	-47,500		-47,500	-48,000	-48,500
-1,254,669	-1,276,930		TOTAL CCC REVENUE	-1,247,695		-1,247,695	-1,295,656	-1,313,520
2,282,922	2,174,911		TOTAL CCC EXPENDITURES	2,277,400		2,277,400	2,343,277	2,410,496
1,028,253	897,981		NET COST TO TOWN	1,029,705		1,029,705	1,047,621	1,096,976

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE REVENUE**

ACCOUNT#: 889

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
To provide multi-purpose facilities for all phases of recreation and cultural activities.	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CCC**

ACCOUNT#: **7410.100**

2017	2017			2018	2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
756,499	686,965	741010	Payroll Salaries & Wages	714,715	714,715	728,295	742,133
19,515	38,300	741011	Payroll - Overtime	20,996	20,996	21,395	21,801
7,322	7,116	741012	Payroll - Standby	39,514	39,514	40,265	41,030
109,326	190,287	741015	Payroll Part Time Wages	114,943	114,943	117,397	119,628
24,493	0	741016	Payroll Part Time Wages - Camp Instructors	27,720	27,720	29,700	30,264
900	0	741020	Other Salaries & Wages	900	900	900	900
237,181	196,974	741030	Payroll Fringe Benefits	253,547	253,547	275,202	297,588
21,411	17,614	741031	Payroll Part Time Benefit	24,253	24,253	27,948	31,477
4,300	4,946	741050	Clothing	4,300	4,300	4,300	4,300
1,800	0	741060	Footwear	1,800	1,800	1,800	1,800
1,182,747	1,142,202		SUB TOTAL SALARIES, WAGES & BENEFITS	1,202,688	1,202,688	1,247,202	1,290,921
2,500	2,872	7410150	Office Supplies	3,000	3,000	3,000	3,000
3,500	1,734	7410155	Program Supplies	1,750	1,750	2,000	2,200
27,900	23,962	7410156	Instructor Fees	17,300	17,300	19,000	21,000
5,000	6,400	7410157	Camp Supplies	5,000	5,000	5,000	5,000
10,000	9,983	7410171	Software Maintenance	10,200	10,200	10,400	10,600
3,100	5,477	7410175	Internet	5,500	5,500	3,100	3,100
7,500	11,193	7410180	Telephone & Answering Svc	9,000	9,000	9,000	9,000
4,500	5,185	7410210	Advertising & Promotion	6,500	6,500	6,500	6,500
3,750	4,408	7410230	Photocopier	3,750	3,750	3,750	3,750
250	823	7410240	Postage & Couriers	500	500	500	500
2,000	3,140	7410250	Memberships & Subscrip'ns	3,328	3,328	3,500	3,500
3,000	3,701	7410260	Training & Courses	3,500	3,500	3,500	3,500
2,000	727	7410270	Travel Expense	2,000	2,000	2,000	2,000
2,000	1,778	7410380	Conference & Conventions	2,000	2,000	2,000	2,000
40,200	31,374	7410450	Heat	36,500	36,500	40,000	42,000
535,000	488,451	7410460	Utilities	540,000	540,000	555,000	570,000
50,000	0	7410912	Utilities Payback	50,000	50,000	50,000	50,000
70,000	28,373	7410470	Building Maintenance	66,659	66,659	70,000	73,000
19,500	20,155	7410500	Custodial/Cleaning Supplies	20,000	20,000	20,000	20,000
12,500	21,781	7410510	Electrical Repairs	12,500	12,500	12,500	12,500
4,500	2,694	7410520	Plumbing Repairs	6,000	6,000	4,500	4,500
50,000	58,416	7410550	Bldg Maintenance Contracts	50,000	50,000	50,000	50,000
16,700	12,937	7410570	Property Mtce - Landscaping, Grass cutting	16,500	16,500	16,500	16,500
28,000	37,340	7410580	Systems Maint & Repairs	24,500	24,500	25,000	25,500
6,500	4,976	7410600	Vehicle Maint & Repairs	4,500	4,500	4,500	4,500
4,000	1,957	7410650	Gasoline	1,500	1,500	1,500	1,500
11,500	6,000	7410670	Other Equipment Purchases	8,500	8,500	9,000	9,500
17,500	3,868	7410680	Other Equip Maint & Rep	4,000	4,000	4,000	4,000

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE**

ACCOUNT#: **7410.100**

2017 BUDGET	2017 YTD	CODE	OBJECT	2018 DEPT REQUEST	*	2018 FINAL APPROVED	2019 FORECAST	2020 FORECAST
600	3,420	7410691	Equipment Rentals	1,500		1,500	1,500	1,500
98,500	113,426	7410830	Consumable Supplies	85,000		85,000	85,000	85,000
25,000	54,891	7410850	Special Events - General	25,000		25,000	25,000	25,000
4,000	4,427	7410919	Bank Service Charges	4,000		4,000	4,000	4,000
2,500	1,606	7410989	SOCAN Recoverable	2,500		2,500	2,500	2,500
750	0	7410990	Café Rebate	750		750	750	750
-2,500	-62	7410991	SOCAN Recoveries	-2,500		-2,500	-2,500	-2,500
-8,500	0	7410991	Recoveries - Senior Activity Centre	-8,500		-8,500	-8,500	-8,500
-6,000	0	871147410	Recoveries - Grants Wages	-3,500		-3,500	-3,500	-3,500
1,057,250	977,413		SUB TOTAL MATERIALS	1,018,737		1,018,737	1,040,000	1,063,400
42,000	40,500	7410320	Liability Insurance	42,000		42,000	42,000	42,000
5,750	6,621	7410480	Garbage Removal	5,800		5,800	5,900	6,000
47,750	47,121		SUB TOTAL CONTRACTED SERVICES	47,800		47,800	47,900	48,000
8,175	8,175	7410930	Transfer to Vehicle Reserve	8,175		8,175	8,175	8,175
-13,000	0	7410912	Transfer From Vehicle Reserve	0		0	0	0
-4,825	8,175		SUB TOTAL OTHER CHARGES & TRANSFERS	8,175		8,175	8,175	8,175
2,282,922	2,174,911		TOTAL CCC	2,277,400		2,277,400	2,343,277	2,410,496

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE**

ACCOUNT#: **7410.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
To provide multi-purpose facilities for all phases of recreation and cultural activities.	YEAR	CODE	OBJECT	
	2018	741015	Software Maintenance	Max Galaxy
	2018	7410171	Software Maintenance	Max Galaxy
	2018	7410250	Memberships & Subscriptions	Cogeco - \$972 MOE - HWIN Membership - \$50 CSTA (Sport Tourism) - \$449 Northumberland News - \$200 Northumberland Sports Council - \$150 MOE - HWIN Membership - \$50 ORFA Membership - \$695 Pro - \$\$812 TSSA - \$50
PERFORMANCE DATA:				
	2018	7410260	Training & Courses	ORFA (3) - Basic Refrigeration and Ice Technician
	2018	7410380	Conferences & Conventions	PRO & ORFA
	2018	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

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE**

ACCOUNT#: **7410.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
To provide multi-purpose facilities for all phases of recreation and cultural activities.	YEAR	CODE	OBJECT	DETAILS
	2018	7410570	Property Maintenance & Landscaping	General Maintenance - \$5000 Fire Sprinklers for Storage Areas - \$6,500 Great Hall Furniture - \$3,000 Cover entrance, event entry walls with FRP panels - \$2,000
PERFORMANCE DATA:	2018	7410580	Systems Maintenance & Repairs	All ammonia, glycol, heating, water systems -
	2018	7410691	Equipment Rentals	Rental of equipment, zoom boom
	2018	7410919	Bank Service Charges	Increased to reflect actuals
	2018	7410830	Vending Stock	All vending & café supplies Increased due to additional major events.

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT #: **7420.100**

2017	2017			2018	2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-19,000	-24,654	8854	Membership Fees	-21,875	-21,875	-22,000	-23,000
-42,700	-31,916	871147420	Provincial Subsidy	-42,700	-42,700	-42,700	-42,700
0	-13,650	871147420	Provincial Subsidy - Special Grant	-13,650	-13,650	0	0
-2,000		87030	Senior Market Building Activity Fee	-1,650	-1,650	-1,650	-1,650
-2,000	-2,206	8851	Tournaments	-2,000	-2,000	-2,000	-2,000
-500	-450	8852	Active Living Fair	-2,000 *	-2,000	-2,000	-2,000
-66,200	-72,876		TOTAL SENIORS ACTIVITY CENTRE REVENUE	-83,875 *	-83,875	-70,350	-71,350
118,896	123,965		TOTAL SENIORS ACTIVITY CENTRE EXPENDITURES	161,810 *	161,810	170,240	179,260
52,696	51,089		NET COST TO TOWN	77,935 *	77,935	99,890	107,910

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT #: **7420.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
52,755	43,674	742010	Payroll Salaries & Wages	58,148	*	58,148	61,462	64,978
4,272	12,318	742015	Payroll Salaries & Wages Part - Time	33,624		33,624	34,128	34,640
15,035	9,664	742030	Payroll Fringe Benefits	16,572	*	16,572	18,746	21,118
684	6,970	742031	Payroll Fringe Benefits Part-Time	5,716		5,716	6,404	7,274
72,746	72,626		SUB TOTAL SALARIES, WAGES & BENEFITS	114,060	*	114,060	120,740	128,010
1,250	571	7420150	Office Supplies	1,250		1,250	1,250	1,250
9,000	8,722	7420155	Program Costs - Supplies	10,250	*	10,250	10,500	10,750
19,000	27,395	7420156	Instructors Fees	18,500		18,500	19,000	19,500
1,500	1,500	7420180	Telephone & Internet Services	1,500		1,500	1,500	1,500
3,500	3,338	7420210	Advertising & Promotions	4,000		4,000	4,500	5,000
600	1,219	7420250	Memberships & Subscrip'ns	600		600	600	600
1,000	945	7420260	Training & Courses	1,000		1,000	1,000	1,000
650	207	7420270	Travel Expense	650		650	650	650
1,500	763	7420380	Conferences & Conventions	1,500		1,500	1,500	1,500
3,650	3,650	7420460	Utilities	4,000		4,000	4,500	5,000
3,500	3,500	7420500	Repair & Maintenance	3,500		3,500	3,500	3,500
1,500	1,406	7420850	Special Projects - Active Living Fair	1,500		1,500	1,500	1,500
-500	-730	8853	Recoveries	-500		-500	-500	-500
-2,500	-3,611	8855	Recoveries - Active Living Fair	-2,500		-2,500	-2,500	-2,500
43,650	48,875		SUB TOTAL MATERIALS	45,250	*	45,250	47,000	48,750
2,500	2,464	7420320	Insurance	2,500		2,500	2,500	2,500
2,500	2,464		SUB TOTAL CONTRACTED SERVICES	2,500		2,500	2,500	2,500
118,896	123,965		TOTAL SENIORS ACTIVITY CENTRE	161,810	*	161,810	170,240	179,260

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT#: 7420.100

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2018	8854	Membership Fees	Based on 790 members for 2017 at \$25.00/person+HST
	2018	871147420	Provincial Subsidy	MOHLC Annual Grant
	2018	8851	Tournament	Planned Pickle Ball Tournament for 2018
	2018	8852	Registration	Registration fees for Active Living Fair held in October
	2018	742010	Payroll Salaries	Transition position to Full-time from contract in 2018
	2018	7420155	Program Supplies	This account is used to provide supplies for the 35+ programs that we provide to our members.
	2018	7420156	Instructor Fees	Due to continued rise in attendance to our drop-in programs we require more certified instructors as we have had a decline in volunteer instructors. We currently average 790 members a week during peak season (September - April)
	2018	7420210	Advertising & Promotion	Newsletter is produced three times a year. This serves as our main marketing tool for the seniors centre
	2018	7420250	Membership & Subscriptions	OACAO membership is \$600 for 2018
	2018	7420380	Conferences & Conventions	OACAO conference and PRO conference
	2018	7420850	Active Living Fair	\$2,000 grant that has been received for the past four years and will be applied for again in 2018
	2018	8853	Recoveries	General recoveries for the centre.

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

CULTURE AND COMMUNITY SERVICES SUMMARY

FUNCTION	2017 BUDGET	2017 YTD	2018 DEPT REQUEST	%	2018 FINAL APPROVED	%	2019 FORECAST	2020 FORECAST
CULTURAL ADMINISTRATION	98,179	62,815	167,400	-	167,400	-	172,968	178,689
CONCERT BAND	20,200	19,526	20,300	0.5	20,300	0.5	20,400	20,450
MARKET BUILDING								
MARKET BUILDING EXP.	18,200	18,442	19,200	5.5	19,200	5.5	18,200	18,200
MARKET BUILDING REV.	-20,000	-19,342	-20,000	0.0	-20,000	0.0	-20,000	-20,000
NET MARKET BUILDING	-1,800	-900	-800	(55.6)	-800	(55.6)	-1,800	-1,800
ART GALLERY								
ART GALLERY EXP.	75,000	75,000	75,000	0.0	75,000	0.0	75,000	75,000
ART GALLERY REV.	-45,000	-45,000	-45,000	0.0	-45,000	0.0	-45,000	-45,000
NET ART GALLERY	30,000	30,000	30,000	0.0	30,000	0.0	30,000	30,000
CONCERT HALL								
CONCERT HALL EXP.	295,347	321,225	317,024	7.3	317,024	7.3	320,067	327,724
CONCERT HALL REV.	-164,650	-123,802	-166,150	0.9	-166,150	0.9	-166,150	-166,150
NET CONCERT HALL	130,697	197,423	150,874	15.4	150,874	15.4	153,917	161,574
COMMUNITY GRANTS	47,951	41,996	50,000	4.3	43,184	(9.9)	0	0
CIVIC AWARDS	0	-2,236	0	0.0	0	0.0	0	0
SPECIAL EVENTS DEPT	223,863	237,151	207,054	(7.5)	207,054	(7.5)	165,662	168,972
LIBRARY								
OPERATING	843,756	839,626	861,468	2.1	861,468	2.1	914,000	937,000
NET LIBRARY	843,756	839,626	861,468	2.1	861,468	2.1	914,000	937,000
TOTAL CULTURE & COMMUNITY								
TOTAL EXPENDITURES	1,622,496	1,613,545	1,717,446	5.9	1,710,630	5.4	1,686,297	1,726,035
TOTAL REVENUE	-229,650	-188,144	-231,150	0.7	-231,150	0.7	-231,150	-231,150
NET CULTURE & COMMUNITY	1,392,846	1,425,401	1,486,296	6.7	1,479,480	6.2	1,455,147	1,494,885
LIBRARY LONG TERM DEBT	-40,000	-40,000	-40,000	0.0	-40,000	0.0	-40,000	-40,000

** Detail in Long Term Debt Charges Section

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CULTURAL ADMIN**

ACCOUNT#: 7000.100

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
82,260	46,858	700010	Payroll Salaries & Wages	124,107	*	124,107	126,465	128,868
10,919	12,213	700030	Payroll Fringe Benefits	35,793	*	35,793	39,003	42,321
93,179	59,071		SUB TOTAL SALARIES, WAGES & BENEFITS	159,900	*	159,900	165,468	171,189
5,000	3,744	7000150	Administrative Expenses	7,500		7,500	7,500	7,500
0	0	7000850	Special Project - Cultural Master Plan	90,000		90,000	0	0
0	0	7000913	Recoveries - Federal Gas Tax	-90,000		-90,000		
5,000	3,744		SUB TOTAL MATERIALS	7,500	*	7,500	7,500	7,500
98,179	62,815		TOTAL CULTURAL ADMIN	167,400	*	167,400	172,968	178,689

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CULTURAL ADMIN**

ACCOUNT#: 7000.100

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
	2018	700010	Payroll Salaries & Wages	20% Director of Recreation & Culture salary 25% Receptionist/Secretary 100% Manager of Community Services
PERFORMANCE DATA:	2018	7000150	Administrative Expenses	Budget for Director office expenses, conferences, etc.
	2018 / 2019	NEW	Special Project - Cultural Master Plan	Preparation of a Cultural Master Plan

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT BAND**

ACCOUNT#: **7660.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
2,000	1,295	7660450	Heat	2,050	*	2,050	2,100	2,100
1,200	1,254	7660460	Utilities	1,250	*	1,250	1,300	1,350
0	0	7660570	Property Improvements	0		0	0	0
3,200	2,549		SUB TOTAL MATERIALS	3,300	*	3,300	3,400	3,450
800	777	7660320	Liability Insurance	800		800	800	800
800	777		SUB TOTAL MATERIALS	800		800	800	800
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		16,200	16,200	16,200
20,200	19,526		TOTAL CONCERT BAND	20,300		20,300	20,400	20,450

**TOWN OF COBOURG
2018 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.	2018	7660450	Heat	Band building located at 612 D'Arcy St
	2018	7660460	Utilities	Band building located at 612 D'Arcy St
	2018	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
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **MARKET BUILDING**

ACCOUNT#: **7630.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
500	443	7630180	Telephone Expense	500		500	500	500
5,500	5,650	7630460	Heat / Utilities	5,500		5,500	5,500	5,500
10,000	10,521	7630470	Building Maintenance	5,000		5,000	10,000	10,000
1,000	660	7630570	Property Improvements	1,000		1,000	1,000	1,000
0	0	7630850	Special Project - New Chairs	6,000		6,000	0	0
17,000	17,274		SUB TOTAL MATERIALS	18,000	*	18,000	17,000	17,000
1,200	1,168	7630320	Liability Insurance	1,200		1,200	1,200	1,200
1,200	1,168		SUB TOTAL OTHER CHARGES & TRANSFERS	1,200		1,200	1,200	1,200
18,200	18,442		TOTAL MARKET BUILDING	19,200	*	19,200	18,200	18,200
-20,000	-19,342	87029	Market Building Revenue	-20,000		-20,000	-20,000	-20,000
-20,000	-19,342		TOTAL MARKET BUILDING REVENUE	-20,000		-20,000	-20,000	-20,000
-1,800	-900		NET TO TOWN MARKET BUILDING	-800	*	-800	-1,800	-1,800

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 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.	2018 / 19 / 20	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, Jack and Jill rentals and Eternal Hope Spiritualist Centre. 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.	2018 / 19 / 20	7630470	Building Maintenance	
		7630570	Property Improvements	
	2018	87029	Market Building Revenue	Revenue collected from weekly rentals, Jacks and Jill's, other evening events, and the dog school.
	2018	7630850	Special Project - Chairs	The building requires 60 chairs to accommodate seniors and other groups. Old chairs were breaking and had to be thrown out.

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **ART GALLERY**

ACCOUNT#: **7640.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
75,000	75,000	7640940	Grants & Transfers	160,000	*	160,000	160,000	160,000
0		NEW	Recoveries - Holdco	-85,000		-85,000	-85,000	-85,000
75,000	75,000		SUB TOTAL OTHER CHARGES & TRANSFERS	75,000		75,000	75,000	75,000
-45,000	-45,000	87075	Art Gallery Rent	-45,000		-45,000	-45,000	-45,000
30,000	30,000		TOTAL ART GALLERY COST TO TOWN	30,000		30,000	30,000	30,000

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **ART GALLERY**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<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>	2018	7640940	Grants & Transfers	<p>Cash grant towards operating costs of the AGN \$30,000 - Additional \$130,000</p> <p>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 to allow it to develop new strategic and operational plans that will guide it successfully into the future.</p>
	2018	87075	Art Gallery Rent	<p>Exchange of cheques for rental value Victoria Hall space \$45,000</p>

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

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

ACCOUNT#: **886**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-16,000	-23,968	8861	Wedding Rentals	-20,000	*	-20,000	-20,000	-20,000
-54,000	-35,269	8862	Bar Receipts	-55,000		-55,000	-55,000	-55,000
-18,000	-38,830	8863	Specials Productions	-18,000		-18,000	-18,000	-18,000
-25,000	-10,178	8864	Box Office Service Fees	-21,000		-21,000	-21,000	-21,000
0	0	8865	Rentals - Council Grants	0	*	0	0	0
-13,000	-6,828	8866	Event Service Rentals	-13,000		-13,000	-13,000	-13,000
-700	-125	8869	Meeting Rentals	-700		-700	-700	-700
-34,500	-4,450	88610	Concert / Theatre Rentals	-35,000		-35,000	-35,000	-35,000
-1,200	-2,554	88611	Banquet / Fundraiser Rentals	-1,200		-1,200	-1,200	-1,200
-750	-1,600	88612	Other Rentals	-750		-750	-750	-750
-1,500	0	88613	Citizen's Forum Rentals (Cabaret / Other)	-1,500		-1,500	-1,500	-1,500
0	0	88614	Ghost Walks	0		0	0	0
-164,650	-123,802		TOTAL CONCERT HALL REVENUES	-166,150		-166,150	-166,150	-166,150
295,347	321,225		TO CONCERT HALL EXPENDITURES	317,024		317,024	320,067	327,724
130,697	197,423		NET COST OF CONCERT HALL	150,874		150,874	153,917	161,574

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 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.	2018	8861	Wedding Rentals	Budget will be kept close with the Armistice booking.
	2018	8862	Bar Receipts	Revenue collected from bar at weddings and events
PERFORMANCE DATA:	2018	8863	Special Productions	Special productions
	2018	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.
	2018	8865	Rentals - Council Grants	Councils grants are only given out to those who apply through the Grant application at the Concert Hall
	2018	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		

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT HALL FACILITIES**

ACCOUNT#: **7500.100**

2017	2017		2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
106,951	108,204	750010	Payroll Salaries & Wages	108,883	108,883	110,472	112,084
6,000	16,088	750011	Payroll Salaries & Wages - Overtime	6,115	6,115	6,230	6,349
4,810	8,087	750012	Payroll Standby	4,901	4,901	4,995	5,090
46,508	56,736	750015	Payroll Part Time Wages	63,614	63,614	65,038	65,989
4,940	8,575	750072	Payroll Bar Staff Wages	5,067	5,067	5,163	5,261
36,506	39,045	750030	Payroll Fringe Benefits	38,368	38,368	41,377	44,468
8,232	9,543	750032	Payroll Part Time Benefit	11,676	11,676	13,392	15,083
213,947	246,278		SUB TOTAL SALARIES, WAGES & BENEFITS	238,624	238,624	246,667	254,324
4,000	1,224	7500150	Office Supplies	2,000	2,000	2,000	2,000
1,600	1,760	7500181	Telephone - Cellular	1,600	1,600	1,600	1,600
7,000	7,108	7500210	Advertising & Promotions	5,000	5,000	5,000	5,000
5,000	5,231	7500240	Postage & Couriers	1,500	1,500	1,500	1,500
0	0	7500250	Memberships & Subscrip'ns	0	0	0	0
1,000	36	7500260	Training & Courses	5,500	5,500	500	500
1,000	268	7500270	Travel Expense	1,000	1,000	1,000	1,000
9,600	7,411	7500590	Other Maint & Repairs	9,600	9,600	9,600	9,600
6,700	1,743	7500670	Other Equipment Purchases	6,700	6,700	6,700	6,700
15,000	20,807	7500800	Special Events - Sponsored Events	15,000	15,000	15,000	15,000
700	715	7500830	Consumables Supplies - Bar	700	700	700	700
2,800	2,076	7500831	Consumables - Non-alcohol purchase	2,800	2,800	2,800	2,800
6,000	6,144	7500832	Consumables - Beer Purchases	6,000	6,000	6,000	6,000
13,000	11,903	7500833	Consumables - Wine / Liquor Purchases	13,000	13,000	13,000	13,000
0	0	7500851	Ghost Walks	0	0	0	0
8,000	8,521	7500919	Bank Service Charges	8,000	8,000	8,000	8,000
81,400	74,947		SUB TOTAL MATERIALS	78,400	78,400	73,400	73,400
295,347	321,225		TOTAL CONCERT HALL FACILITIES	317,024	317,024	320,067	327,724

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT HALL FACILITIES**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide the Town of Cobourg with a cultural facility for community and professional groups. To provide banquet facilities and community meeting rooms.	2018	750012/15	Payroll Salaries & Wages	Contractual Obligations \$15,000 Contingency for Salaries
	2018	750011	Payroll Overtime	Reflects the overtime required to run box office and facility 7 days a week for shows, set-up, weddings
PERFORMANCE DATA:	2018	7500150	Office Supplies	Office supplies including ticket stock
	2018	7500210	Advertising and Promotions	Advertising associated with producing newsletters (1 a year) and series of shows produced by the Concert Hall as well as TODs signs, general advertising website and updates etc.
	2018	7500240	Postage and Couriers	Email newsletters to reduce postage charges
	2018	7500260	Training Courses	2 training days on Theatre Manager
	2018	7500250	Memberships & Subscriptions	Northumberland Today cancelled
	2018	7500670	Other Equipment Purchases	Consumable supplies for lighting and set-ups, wires required for technical products (screen gels and gobos)

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **COMMUNITY GRANTS**

ACCOUNT#: **7000.20**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
47,951	41,996	7020940	General Grants	0		0	0	0
0	0	7020942	Concert Hall	0	*	0	0	0
0	0		Allowance Community Grants	50,000		43,184	0	0
0	0	7020912	Transfer from Reserve Northam - Hospital	0		0	0	0
47,951	41,996		SUB TOTAL OTHER CHARGES & TRANSFERS	50,000	*	43,184	0	0
47,951	41,996		TOTAL ORGANIZATION GRANTS	50,000	*	43,184	0	0

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMUNITY GRANTS

	<i>2017 Approved</i>	<i>2018 Request</i>	<i>2018 Approved</i>
COMMUNITY GRANTS			
<i>Cobourg & District Community Care</i>	2,000	2,000	2,000
<i>Cobourg Museum Foundation - Property Taxes</i>	3,000	3,000	3,000
<i>Cobourg Museum Foundation - Capital Grant</i>	4,500	4,500	4,500
<i>Northumberland Orchestra</i>	2,000	4,000	2,000
<i>Victoria Hall Volunteers</i>	7,500	5,000	5,000
<i>OSGA District 12 Senior Games</i>	0	300	300
<i>Legion - Education Taxes</i>	1,250	1,100	1,100
<i>Victorian Operetta Society</i>	2,600	5,000	3,000
<i>Cornerstone Grant</i>	0	2,000	0
<i>Art Gallery</i>	20,000	0	0
<i>Marie Dressler</i>	0	6,200	6,200
<i>Cobourg Ecology Garden</i>	1,929	2,000	2,500
<i>Cobourg Community Garden Group</i>	700	600	0
<i>Lions Club of Cobourg</i>	0	30,000	0
<i>Northumberland 89.7 FM</i>	3,000	4,000	2,500
<i>Cobourg & District Historical Society</i>	972	1,084	1,084
<i>Oriana Singers</i>	0	3,000	1,000
<i>Cobourg Lawn Bowling Club</i>	0	5,500	5,500
<i>Northumberland Film Sundays</i>	0	500	0
<i>Children's Foundation</i>	0	500	0
<i>La Jeunesse Choirs</i>	0	2,000	1,000
<i>Go Green Together / Cycle Transitions - Rent</i>	0	unknown	0
<i>Sound of The Next Generation</i>	0	2,500	2,500
<i>Allowance for Non-Approved Grants</i>			
<i>Transfer from Contingency</i>	-1,500	-34,784	
TOTAL COMMUNITY GRANTS	47,951	50,000	43,184

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **COMMUNITY GRANTS**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide grants and/or subsidies to various Community Organizations.	2017 / 18 / 19	7020940	General Grants	All grants are subject to the Municipal Community Grants Policy Annual process so no amounts established for 2019 & 2020.
PERFORMANCE DATA: Grants subject to change based on Grant Policy Establishment of Contingency Fund.				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CIVIC AWARDS COMMITTEE**

ACCOUNT#: **7000.30**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,000	159	7030210	Advertising & promotions	1,000		1,000	1,000	1,000
1,000	7	7030220	Printing	1,000		1,000	1,000	1,000
3,000	3,064	7030340	Presentations	3,000		3,000	3,000	3,000
-5,000	-5,466	7030956	Recoveries	-5,000		-5,000	-5,000	-5,000
0	-2,236		SUB TOTAL MATERIALS	0	*	0	0	0
0	-2,236		TOTAL CIVIC AWARDS COMMITTEE	0	*	0	0	0

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CIVIC AWARDS COMMITTEE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>Recognition of accomplishments of Cobourg Citizens. Annual presentation event.</p>	2018	7030991	Civic Awards - Recoveries	<p>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.</p>
<p>PERFORMANCE DATA:</p> <p>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.</p>				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS**

ACCOUNT#: **7100.100**

2017	2017		2018		2018	2019	2020	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
78,275	60,628	710010	Payroll Salaries & Wages	79,712		79,712	81,227	82,770
2,941	3,901	710011	Payroll Overtime	3,054		3,054	3,112	3,171
0	14,598	710015	Payroll Part-time Wages	0		0	0	0
22,147	18,277	710030	Payroll Fringe Benefits	23,588	*	23,588	25,723	27,931
0	1,630	710031	Payroll Part-time Benefits	0		0	0	0
103,363	99,034		SUB TOTAL SALARIES, WAGES & BENEFITS	106,354	*	106,354	110,062	113,872
400	722	7100150	Office Supplies	400		400	400	400
1,500	955	7100180	Telephone	1,500		1,500	1,500	1,500
4,500	3,743	7100210	Advertising & Promotion	4,500		4,500	4,500	4,500
500	99	7100220	Printing	500		500	500	500
600	0	7100230	Photocopier Expense	0		0	0	0
100	0	7100240	Postage	100		100	100	100
1,000	658	7100250	Membership & Subscrip'ns	1,000		1,000	1,000	1,000
200	0	7100260	Training & Courses	200		200	200	200
2,800	576	7100270	Travel Expense	2,500		2,500	2,500	2,500
2,000	827	7100380	Conferences & Conventions	2,500	*	2,500	2,500	2,500
4,000	2,107	7100850	Sp Project - First Night	4,000		4,000	4,000	4,000
5,500	4,864	7100851	Sp Project - Movies in the Park	5,500		5,500	5,500	5,500
23,000	26,855	7100852	Sp Project - Sandcastle Festival	23,000		23,000	23,000	23,000
18,000	15,331	7100853	Sp Project - Christmas Magic	18,000		18,000	18,000	18,000
0	0	7100854	Sp Project - Winter Festival	4,000		4,000	4,000	4,000
3,500	6,738	7100860	Sp Project - Street Pianos	4,000		4,000	4,000	4,000
30,000	38,361	7100861	Sp Project - Canada Day Celebrations	22,000		22,000	22,000	22,000
5,000	6,040	7100862	Sp Project - Family Day in Cobourg	1,000		1,000	1,000	1,000
6,000	2,410	7100863	Sp Project - Christmas Market	3,000		3,000	3,000	3,000
60,000	58,566	7100864	Sp Project - Canada 150	0		0	0	0
	0	7100865	Sp Project - Armistice 2018	50,000		50,000		
-32,100	-25,310	87086	Recoveries	-30,000		-30,000	-32,100	-32,100
-7,000	-5,250	87087	Recoveries - Event Permit Fee	-8,000		-8,000	-8,500	-9,000
-7,500	0	871137100	Recoveries - Provincial Grant	-7,500		-7,500	0	0
-1,500	-175	87090	Recoveries - Wedding Ceremonies	-1,500		-1,500	-1,500	-1,500
120,500	138,117		SUB TOTAL MATERIALS	100,700		100,700	55,600	55,100
223,863	237,151		TOTAL COMMUNITY DEVELOPMENT DEPT	207,054		207,054	165,662	168,972

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS DEPT**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
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.	2018	7100210	Advertising & Promotions	Promotions of Driftwood, Shakespeare in the park and sponsorships, thank you's associated with volunteers, partners and sponsors. General advertising as required for event application, award entry packages.
	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.	2018	7100250	Memberships & Subscriptions
2018		7100851	Movies on the Beach	Budget covers the full movie and rental for three movies each summer and VIP seating
2018		7100852	Sandcastle Festivals	Celebrating 13 years this budget covers all costs and continues with the fireworks for one of the busiest and best weekends in Cobourg. Huge economic impact on Cobourg and downtown.
2018		7100860	Street Pianos	Will continue the tradition with 3 pianos this summer
2018		7100862	Family Day in Cobourg	Family day skate at the CCC - Music, face painting and free skate.
2018		NEW	Sp Project - Armistice 2018	Funding for the coordinating committee and the marketing and pageantry of brand and all events surrounding the anniversary of the Armistice of WW1 including Last Day Last Hour.
2018		7100863	Christmas Market	3 day Christmas Market working in partnership with DBIA and other groups.
2018		87090	Wedding Ceremonies	Wedding ceremonies only will now be approved at various locations through the Municipal Event application.
2018		87086	Recoveries	Reflects sponsorship collected and wristband sales at Sandcastle Festival, grants, etc.
2018		87087	Recoveries - Event Permit Fee	Permit fees from third party approved events 55+ each year.

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS DEPT**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<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>	2018	7100854	Winter Event	Working in conjunction with the DBIA; will build on the Middle Night Mingle Event.

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

2018 FESTIVALS

Movies on the Beach (3 movies)

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

12th Annual Sandcastle Festival

Budget	23,000
Recoveries - Title sponsor	-7,500
Recoveries (supporting sponsor - 3 @ \$500)	-1,500
Wristband Sales / Entry Fees	-5,000
TOTAL	9,000

Christmas Magic

Budget	18,000
Recoveries	-3,000
TOTAL	15,000

Winter Event

Budget	4,000
TOTAL	4,000

First Night

Fireworks	2,500
Music	1,500
TOTAL	4,000

Street Pianos

Pianos (3) donated	0
Artists fees / supplies	2500
Movers	1500
TOTAL	4000

Canada Day

Fireworks	22000
Entertainment, Sound, Parade	6000
Recoveries (Sponsorship and Grants)	(8000)
TOTAL	20000

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

2018 FESTIVALS

Family Day Skate

Budget

1000

TOTAL

1000

Christmas Market

Event related infrastructure/movie/guest chefs

3000

TOTAL

3000

Recoveries

-30,000

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY**

ACCOUNT#: **7600.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
12,000	2,939	7601524	Exterior Maintenance / Snowplowing	12,000		12,000	12,000	12,000
12,000	2,939		SUB TOTAL MATERIALS	12,000		12,000	12,000	12,000
804,756	814,687	7601940	Grants & Transfers	832,468	*	832,468	875,000	880,000
7,000	7,000	7601942	Transfer to/from reserve - Furnace Replacement	7,000		7,000	12,000	12,000
5,000	5,000	7601942	Transfer to/from reserve - Major Repairs	5,000		5,000	10,000	10,000
10,000	10,000	7601942	Transfer to/from reserve - Integrated Library System	0		0	0	10,000
0		7601942	Transfer to/from reserve - Computers / Printers	0		0	0	8,000
5,000		7601942	Transfer to/from reserve - Furniture	5,000		5,000	5,000	5,000
831,756	836,687		SUB TOTAL OTHER CHARGES & TRANSFERS	849,468	*	849,468	902,000	925,000
843,756	839,626		TOTAL LIBRARY	861,468	*	861,468	914,000	937,000

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To fund share of Library operation costs.	2018	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.
PERFORMANCE DATA:	2018	7601940	Operating Grant	Amount as approved by the Cobourg Public Library Board for 2017 requirement.
Operating grants provided:	2018	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.
2017 - \$804,756	2018	7601942	Transfer to/from Reserve	New line created in 2017 and future years for furniture replacement.
2016 - \$782,581	2018	NEW	Transfer to/from Reserve	New line created in 2018 and future years for computer replacement.
2015 - \$753,228				
2014 - \$726,000				
2013 - \$687,340				
2012 - \$634,000				
2011 - \$615,366				
2010 - \$538,269 + \$40,000				
2009 - \$503,888 + \$40,000				
2008 - \$489,412 + \$40,000				
2007 - \$475,312 + \$30,000				
2006 - \$438,812 + \$30,000				
2005 - \$438,812				
2004 - \$388,812				
2003 - \$381,188 + \$20,000 (one time)				
2002 - \$366,880				
2001 - \$356,540				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

PLANNING & RESIDENTIAL SUMMARY

FUNCTION	2017 BUDGET	2017 YTD	2017 DEPT REQUEST	%	2018 FINAL APPROVED	%	2019 FORECAST	2020 FORECAST
PLANNING								
PLANNING EXPENDITURES	379,575	445,793	380,234	0.2	380,234	0.2	393,765	407,657
PLANNING REVENUE	-64,000	-78,250	-75,000	17.2	-75,000	17.2	-75,000	-75,000
NET PLANNING	315,575	367,543	305,234	(3.3)	305,234	(3.3)	318,765	332,657
COMMITTEE OF ADJUSTMENT								
COMM. OF ADJUSTMENT EXP.	65,699	65,301	70,368	7.1	70,368	7.1	72,422	74,532
COMM. OF ADJUSTMENT REV	-10,000	-13,650	-10,000	0.0	-10,000	0.0	-10,000	-10,000
NET COMMITTEE OF ADJUSTMENT	55,699	51,651	60,368	8.4	60,368	8.4	62,422	64,532
COBOURG HERITAGE COMM	55,864	51,142	57,627	3.2	57,627	3.2	87,222	83,957
TOTAL EXPENDITURES	501,138	562,236	508,229	1.4	508,229	1.4	553,409	566,146
TOTAL REVENUES	-74,000	-91,900	-85,000	14.9	-85,000	14.9	-85,000	-85,000
TOTAL PLANNING & RESIDENTIAL	427,138	470,336	423,229	(0.9)	423,229	(0.9)	468,409	481,146

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT#: **8000.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-10,000	-13,650	8709	Committee of Adjustment	-10,000	*	-10,000	-10,000	-10,000
-60,000	-73,720	87039	Planning Fees	-70,000		-70,000	-70,000	-70,000
-4,000	-4,530	87037	Planning & Zoning Reports	-5,000		-5,000	-5,000	-5,000
-74,000	-91,900		TOTAL PLANNING REVENUE	-85,000		-85,000	-85,000	-85,000

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT#: **8000.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
258,977	265,582	800010	Payroll Salaries & Wages	264,776	*	264,776	270,321	275,974
3,000	8,570	800011	Payroll Overtime	3,000		3,000	3,000	3,000
82,543	77,725	800030	Payroll Fringe Benefits	85,897	*	85,897	93,479	101,318
344,520	351,877		SUB TOTAL SALARIES, WAGES & BENEFITS	353,673	*	353,673	366,800	380,292
350	403	8000150	Office Supplies	350		350	350	350
1,000	199	8000160	Office Equip Purchases	1,000		1,000	1,000	1,000
4,000	1,810	8000180	Telephone Expenses	4,000		4,000	4,000	4,000
500	410	8000210	Advertising & Promotions	500		500	500	600
1,000	2,116	8000220	Printing	500		500	500	600
4,500	2,900	8000230	Photocopier Expenses	4,600	*	4,600	4,700	4,700
100	1,475	8000240	Postage & Couriers	1,000	*	1,000	1,000	1,000
3,500	3,489	8000250	Memberships & Subscrip'ns	4,200	*	4,200	4,300	4,400
3,500	2,243	8000260	Training & Courses	3,500		3,500	3,700	3,800
2,500	2,234	8000270	Travel Expense	2,600	*	2,600	2,700	2,800
4,000	3,815	8000380	Conferences & Conventions	4,000		4,000	4,100	4,200
7,500	7,624	8000850	Special Project - Office Renovations	0		0	0	0
0	200	8000894	Studies & Reviews #3 - Zoning Bylaw Update	0	*	0	0	0
10,000	36,603	8000895	Studies & Reviews - Official Plan Appeal	85,000	*	85,000	85,000	0
0	0	8000896	Studies & Reviews - Sustainability Plan	0	*	0	0	25,000
20,000	65,227	8000897	Studies & Reviews - Tannery Secondary Plan	0		0	0	0
20,000	0	8000898	Studies & Reviews #7 - Development Area C	20,000		20,000	20,000	20,000
-12,895	-12,895	8000955	Building Dept. - Indirect Costs	-13,089		-13,089	-13,285	-13,485
-20,000	-20,000	8000993	Recoveries - 50% Northam 50% Green Municipal	0		0	0	0
-20,000	0	8000994	Recoveries - Development Area C	-20,000	*	-20,000	-20,000	-20,000
-10,000	-10,000	8000995	Recoveries - Official Plan Appeal - Holdco Reserve	-85,000		-85,000	-85,000	0
0	0	8000997	Recoveries - Sustainability Plan (DC / Tax Rebate)	0	*	0	0	-25,000
-500	-564	8000998	Recoveries - Source Water Protection	-600		-600	-600	-600
19,055	87,289		SUB TOTAL MATERIALS	12,561		12,561	12,965	13,365
12,000	6,307	8000300	Legal Fees	10,000		10,000	10,000	10,000
4,000	320	8000360	Consultant Fees	4,000		4,000	4,000	4,000
16,000	6,627		SUB TOTAL CONTRACTED SERVICES	14,000		14,000	14,000	14,000
379,575	445,793		TOTAL PLANNING	380,234		380,234	393,765	407,657

**TOWN OF COBOURG
2018 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																								
				PERFORMANCE DATA:				2018/19/20	800011	Payroll - Overtime	Planning staff OT allocation																				
2018/19/20	8000160	Office Equipment	Misc. office equipment & upgrades (i.e.. Computer hardware, furnishings, cabinets, shelving)																												
<table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">New Applications</td> <td style="width: 10%;">2015</td> <td style="width: 10%;">2016</td> <td style="width: 10%;">2017</td> </tr> <tr> <td>Official Plan</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Zoning By-law</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Site Plan</td> <td style="text-align: center;">7</td> <td style="text-align: center;">6</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Subdivision</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Zoning Compliance</td> <td style="text-align: center;">45</td> <td style="text-align: center;">43</td> <td style="text-align: center;">68</td> </tr> </table>				New Applications	2015	2016	2017	Official Plan	1	2	1	Zoning By-law	5	6	3	Site Plan	7	6	3	Subdivision	4	5	6	Zoning Compliance	45	43	68	2018/19/20	8000180	Office Equipment Maintenance	Annual Blackberry charges for 4 staff
				New Applications	2015	2016	2017																								
Official Plan	1	2	1																												
Zoning By-law	5	6	3																												
Site Plan	7	6	3																												
Subdivision	4	5	6																												
Zoning Compliance	45	43	68																												
				2018/19/20	8000220	Printing	Cost for printing large reports, plans, newsletters																								
				2018/19/20	8000230	Photocopier Expenses	Costs shared with Cobourg Heritage Committee																								
				2018/19/20	8000250	Memberships & Subscriptions	OPPI / CPI - \$660 x 4 staff = \$2,640 Thomson Reuters - \$1,375 Canadian Urban Institute - \$150																								
				2018/19/20	8000240	Postage & Couriers	Allocated to individual departments from Legislative																								
				2018/19/20	8000260	Training & Courses	Professional training for 4 planners																								
				2018/19/20	8000300	Legal Fees	Fees associated with general planning-related legal advice and land registrations (non-recoverable)																								
				2018/19/20	8000360	Consultant Fees	Fees associated with general planning-related advice (non-recoverable)																								
				2018 / 2019	8000895	OP Appeal	OP Appeal - Legal and Market Consultant Expenses																								
				2018/19/20	8000380	Conferences & Conventions	Annual fees associated with CIP/OPPI/OEMC, etc																								
				2020	8000896	Integrated Community Sustainability Plan	Deferred until at least 2020 (recoverable via Gas Tax Rebate and DC's)																								
				2018/19/20	8000898	Cobourg East Community (Area C)	Expenses associated with review of development proposals in the Cobourg East S. P. (recoverable)																								
				2018	8000998	Recoveries - Source Water	Recoveries for planning staff time associated with Source Water Protection policy development for County																								

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **COMMITTEE OF ADJUSTMENT**

ACCOUNT #: **8100.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
43,565	42,101	810010	Payroll Salaries & Wages	44,816	*	44,816	45,683	46,566
800	901	810011	Payroll Overtime	800		800	800	800
12,784	13,132	810030	Payroll Fringe Benefits	13,552	*	13,552	14,739	15,966
3,850	3,850	8100290	Honorarium	3,850		3,850	3,850	3,850
60,999	59,984		SUB TOTAL SALARIES, WAGES & BENEFITS	63,018	*	63,018	65,072	67,182
200	120	8100250	Memberships & Subscrip'ns	150		150	150	150
3,300	4,481	8100260	Training & Courses - Conference	6,000	*	6,000	6,000	6,000
1,000	716	8100270	Travel Expense	1,000		1,000	1,000	1,000
4,500	5,317		SUB TOTAL MATERIALS	7,150	*	7,150	7,150	7,150
200	0	8100300	Legal Fees	200		200	200	200
200	0		SUB TOTAL CONTRACTED SERVICES	200		200	200	200
65,699	65,301		TOTAL COMMITTEE OF ADJUSTMENT	70,368	*	70,368	72,422	74,532

43,353

*Indicates increase over previous year

**TOWN OF COBOURG
2018 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
				PERFORMANCE DATA:			
To October 31, 2015				2015	2016	217	
Consents	8	2	4	2018/19/20	8100290	Honourarium	
Variances	7	5	7				
Property Standards App.	0	2	1				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **COBOURG HERITAGE COMM**

ACCOUNT#: **7700.100**

2017	2017		2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
29,463	26,093	770010	Payroll Salaries & Wages	30,288	*	30,288	31,507
1,500	1,132	770011	Payroll Overtime	1,500		1,500	1,500
9,134	9,602	770030	Payroll Fringe Benefits	10,172		11,013	11,883
40,097	36,827		SUB TOTAL SALARIES, WAGES & BENEFITS	41,960	*	43,405	44,890
100	84	7700150	Office Supplies	100		100	100
1,000	226	7700210	Advertising & Promotions	1,000		1,000	1,000
200	580	7700220	Printing	200		200	200
600	0	7700230	Photocopier	600		600	600
200	4	7700240	Postage	200		200	200
500	300	7700250	Memberships & Subscip'ns	300		350	500
2,000	194	7700260	Training & Courses	4,100	*	2,200	2,300
500	428	7700270	Travel Expense	500		500	500
1,500	0	7700360	Heritage Consultant	1,500		1,500	1,500
1,000	183	7700850	Plaques	1,000		1,000	1,000
0	0	7700851	Special Proj - Heritage Master Plan	0		0	0
0	0 NEW		Special Proj - Heritage Conservation District Plan	0		25,000	25,000
150,000	68,650	7700852	Special Proj - Downtown CIP Incentive Program	150,000		150,000	150,000
0	0	NEW	Special Proj - Coeey Park Interpretive Display	0		5,000	0
8,700	0	7700853	Special Proj - Heritage District Interpretive Signage	3,000		3,000	0
7,000	9,158	7700854	Special Proj - Historical Educational Video Series	0		0	0
0	0	7700916	Heritage Loan Interest	0	*	0	0
5,000	5,000	7700912	CAPS Reserve	5,000		5,000	5,000
-333	-2,031	7700991	Recoveries - Plaques	-333		-333	-333
0	0	7700994	Recoveries - Heritage Master Plan DC's	0		0	0
-5,000	0	NEW	Recoveries - Coeey Park - Parkland Reserve	0		0	0
-150,000	-68,650	7700995	Recoveries - Downtown Heritage Grant CIP Holdco	-150,000		-150,000	-150,000
-8,700		7700913	Recoveries - CAPS Reserve	-3,000		-3,000	0
14,267	14,126		SUB TOTAL MATERIALS	14,167		42,317	37,567
1,500	189	7700300	Legal Fees	1,500		1,500	1,500
1,500	189		SUB TOTAL CONTRACTED SERVICES	1,500		1,500	1,500
55,864	51,142		TOTAL COBOURG HERITAGE COMM	57,627	*	57,627	83,957

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **COBOURG HERITAGE COMM**

ACCOUNT #: **7700.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Promote the preservation of architectural heritage for the Town of Cobourg.	2018/19/20	7700210	Advertising & Promotions	Misc. expenses associated with public education on heritage matters (i.e.. heritage permits, incentives, newsletters, mail-outs, advertising, heritage awards)
	2018/19/20	7700250	Memberships & Subscriptions	Professional memberships (CAHP, CHO) & heritage journal subscriptions
PERFORMANCE DATA:				
To November 10, 2105				
	2015	2016	2017	
Heritage Permits	65	61	46	
Heritage Permits Waived	65	61	46	
	2018/19/20	7700230	Photocopier Expenses	Shared with Planning
	2018/19/20	7700240	Postage	Expenses for bulk mail-outs (i.e.. newsletters, etc.)
	2018/19/20	7700250	Memberships & Subscriptions	Cobourg & District Historical - \$35 Heritage Canada - \$150 Community Heritage - \$75
	2018/19/20	7700260	Training & Courses	Professional training for heritage staff and CHC
	2018/19/20	7700300	Legal Fees	Expenses associated with general heritage legal advice, appeals, etc. and implementation of Heritage Master Plan and Downtown CIP
	2018/19/20	7700360	Heritage Consultant	Consultant expenses associated with general heritage matters, advice, appeals, etc.
	2019	NEW	Cooley Park Heritage Interpretative Display	\$5,000 to implement heritage interpretative display at new Cooley Park as per Council-approved Landscape Master Plan (recoverable from Parkland Reserve account)
	2018/19/20	7700852	Downtown Heritage Grant Program	Multi-year CIP incentive program to improve the physical condition and appearance of downtown buildings.

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **COBOURG HERITAGE COMM**

ACCOUNT #: **7700.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Promote the preservation of architectural heritage for the Town of Cobourg.	2018 / 2019	7700853	Heritage District Interpretative Display	Year 3 of 4 year program to support and promote Town's cultural heritage in accordance with Council's Strategic Plan Objective 2.3 and Heritage Master Plan (recoverable from CAPs and Planning Reserve)
	2019	NEW	Cooley Park Interpretive Display	Implement heritage interpretive display in accordance with Council-approved Landscape Master Plan (recoverable from Parks Reserve)
PERFORMANCE DATA:				
To November 10, 2105				
	2014	2015	2016	
Heritage Permits	67	65	61	
Heritage Permits Waived	67	65	61	
	2019 +	NEW	Heritage Conservation District Study/Plan	1st year of 3 year reserve program to establish a new heritage district (i.e. Corktown, John St., Walton St., Henry St)
	2018/19/20	7700912	CAPS Reserve	\$5,000 annual contribution to build reserve for public art projects
	2018/19/20	700360	Heritage Consultant	Consultant fees associated with municipally-initiated CHIA's and peer reviews of CHIA's and Archaeological
	2018/19/20	7700995	Recoveries - Downtown Heritage Grant CIP	Recoveries from Holdco
	2019	NEW	Recoveries - Cooley Park Interpretive Display	Recoveries from Parks Reserve
	2018/19	7700913	Recoveries - Heritage District Interpretive Signage	Recoveries from CAPS Reserve

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMERCIAL & ECONOMIC DEVELOPMENT SUMMARY

FUNCTION	BUDGET	2017 YTD	2018 DEPT REQUEST	%	2018 FINAL APPROVED	%	2019 FORECAST	2020 FORECAST
HENLEY ARCADE	3,300	9,737	3,400	3.0	3,400	3.0	3,400	3,400
SECOND STREET FIRE HALL	6,300	5,724	6,500	3.2	6,500	3.2	6,500	6,500
SUB TOTAL COMMERCIAL	9,600	15,461	9,900	3.1	9,900	3.1	9,900	9,900
ECONOMIC DEVELOPMENT	330,501	235,967	274,352	(17.0)	274,352	(17.0)	272,910	289,710
VENTURE 13	0	0	101,728		101,728		178,085	203,203
TOURISM	234,573	228,810	227,487	(3.0)	227,487	(3.0)	246,172	261,383
SUB TOTAL ECONOMIC	565,074	464,777	603,567	6.8	603,567	6.8	697,167	754,296
TOTAL COMMERCIAL & ECONOMIC DEVELOPMENT	574,674	480,238	613,467	6.8	613,467	6.8	707,067	764,196

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **HENLEY ARCADE**

ACCOUNT#: **7900.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,000	710	7901460	Utilities	1,000		1,000	1,000	1,000
500	7,218	7901470	Building Maintenance	500		500	500	500
0	0	7901570	Special Project - Henley Arcade Improvements	0		0	0	0
0	0	7901913	Recoveries - Holdco	0		0	0	0
1,500	7,928		SUB TOTAL MATERIALS	1,500		1,500	1,500	1,500
1,800	1,809	7901320	Insurance	1,900	*	1,900	1,900	1,900
1,800	1,809		SUB TOTAL CONTRACTED SERVICES	1,900	*	1,900	1,900	1,900
3,300	9,737		TOTAL HENLEY ARCADE	3,400	*	3,400	3,400	3,400

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **HENLEY ARCADE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To fund utilities and other maintenance items per agreement with Victoria Operetta Society.	2018	7901470	Building Maintenance	Snow removal from walkway
PERFORMANCE DATA: Clear snow / ice Maintain winter / summer				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

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

ACCOUNT#: **7900.200**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,000	383	7902470	Building Maintenance	1,000		1,000	1,000	1,000
1,000	383		SUB TOTAL MATERIALS	1,000		1,000	1,000	1,000
5,300	5,341	7902320	Insurance	5,500	*	5,500	5,500	5,500
5,300	5,341		SUB TOTAL CONTRACTED SERVICES	5,500	*	5,500	5,500	5,500
6,300	5,724		TOTAL SECOND STREET FIRE HALL	6,500	*	6,500	6,500	6,500

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMERCIAL**

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

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<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>	2018	7902470	Building Maintenance	<p>Exterior maintenance is the responsibility of the Town. Minor items not impacted by capital work.</p> <p>Anticipate significant capital project will proceed in 2017 as indicated in capital budget.</p>
<p>PERFORMANCE DATA:</p>				

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **ECONOMIC DEVELOPMENT**

ACCOUNT#: **8910.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
207,332	145,888	891010	Payroll Salaries & Wages	136,314		136,314	138,904	141,543
3,182	537	891011	Payroll - Overtime	3,304	*	3,304	3,367	3,431
6,650	1,202	891011	Payroll Summer Students	7,350	*	7,350	7,875	8,025
63,063	35,613	891030	Payroll Fringe Benefits	41,544		41,544	45,178	48,936
1,064	1,545	891031	Payroll Summer Student Benefits	1,250	*	1,250	1,496	1,685
281,291	184,785		SUB TOTAL SALARIES, WAGES & BENEFITS	189,762		189,762	196,820	203,620
900	1,941	8910150	Office Supplies	900		900	900	900
3,350	2,571	8910180	Telephone & Answering Svc	5,350	*	5,350	5,350	5,350
7,550	3,110	8910210	Advertising & Promotions	3,100		3,100	3,100	3,100
900	1,374	8910230	Photocopier Expense	900		900	900	900
200	9	8910240	Postage & Couriers	200		200	200	200
1,370	1,132	8910250	Memberships & Subscrip'ns	1,300		1,300	1,300	1,300
800	882	8910260	Training & Courses	800		800	800	800
1,200	34	8910270	Travel Expense	1,200		1,200	1,200	1,200
100	16	8910370	Meals & Refreshments	100		100	100	100
2,000	564	8910380	Conferences & Conventions	2,000		2,000	2,000	2,000
0	13	8910399	Misc Admin Expenses	0	*	0	0	0
5,500	5,891	8910460	Utilities	5,500		5,500	0	0
9,800	6,895	8910470	Building Maintenance	7,000		7,000	0	0
0	0	8910990	Recoverable Expense	0	*	0	0	0
-560	0	8910992	Government Grant Wages	-560		-560	-560	-560
33,110	24,432		SUB TOTAL MATERIALS	27,790		27,790	15,290	15,290
800	755	8910320	Liability Insurance	800		800	800	800
0	0	8910750	Contracted Service - Northumberland County	45,000		45,000	45,000	45,000
40,000	77	8910854	Special Project - Downtown Business Attraction	40,000		40,000	0	0
35,300	25,918	8910890	Studies & Reviews	11,000		11,000	60,000	50,000
76,100	26,750		SUB TOTAL CONTRACTED SERVICES	96,800	*	96,800	105,800	95,800
0	0	8910912	Transfer from Holdco Reserve	0		0	0	0
-60,000	0	8910912	Transfer from Economic Development Reserve	-40,000		-40,000	-25,000	-25,000
0	0	8910993	Recoveries - CEDP Grant				-20,000	0
-60,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-40,000	*	-40,000	-45,000	-25,000
330,501	235,967		TOTAL ECONOMIC DEVELOPMENT	274,352	0	274,352	272,910	289,710

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMUNITY DEV.**

FUNCTION/ACTIVITY: **ECONOMIC DEVELOPMENT**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>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.</p> <p>PERFORMANCE DATA:</p> <p>Marketing and Promotions Website, promotional ads, business retention activities, community profile promotion and Strategic Plan Implementation.</p>	2018	8910180	Telephone & Answering Services	This increase is due to the addition of wireless services not previously provided for Economic Development.
	2018	8910230	Photocopier	Portion of new higher capacity photocopier at Venture 13
	2018	8910250	Memberships & Subscriptions	Human Resources Professional Association (HRPA) - \$420 Northumberland Central Chamber of Commerce - \$200 Ontario East Economic Development Corporation - \$410 Northumberland Today Newspaper subscription - \$220 Business Retention & Expansion International - \$120
	2018	8910260	Training & Courses	Includes place holder of \$300 for HR mandatory training. Also includes fees for Business Retention webinars and OMAFRA workshops. Travel costs are included
	2018	8910270	Travel	Includes travel for 3 employees local / regional travel & Ontario East general meeting travel.
	2018	8910380	Conferences & Conventions	Includes fees for 2 staff members to attend Ontario East Municipal Conference. Also includes fees for Eastern Ontario Food Forum and HR Employment Law Conference. Includes travel costs.
	2018	8910750	Contracted Services - Northumberland County	Manufacturing Attraction Specialist will be hired by Northumberland County on a cost share basis. This replaces the position in the 2017 salary budget as well as manufacturing advertisement budgeted previously under #8910890 Studies & Reviews - Strategic Plan
	2018	8910912	Transfer Economic Development Reserve	This represents \$40,000 unspent from 2017 for Downtown Vitalization Business Attraction Marketing (to be adjusted accordingly)

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

**ECONOMIC DEVELOPMENT
2018 MARKETING AND PROMOTIONS BUDGET**

<i>Cobourg Street Map Ad featuring new location</i>	300
<i>Economic Development Landing page hosting fees</i>	1500
<i>Business Achievement Awards</i>	500
<i>Promotional Souvenirs - provided to clients / conferences / trade shows</i>	800
TOTAL	3100

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

**ECONOMIC DEVELOPMENT
2018 Strategic Plan Budget**

Objective #1 - Execution of Downtown Vitalization Plan:

Downtown Marketing Plan - Business Attraction \$40,000 (See 8910854 Special Projects) Funds will be taken from reserve 8910912	
Downtown Marketing Plan - Consumer Attraction, Tourists (see tourism budget)	
Parking & Pedestrian wayfinding signs (see tourism capital budget)	
Pedestrian Counters (see Economic Development capital budget)	
Implement Victoria Square Final Phase (contingent upon funding)	
Complete the Cultural Master Plan (see Culture & Recreation Development Budget)	\$0

Objective #2 - Marketing for Service / Retail Business Attraction

Youth Entrepreneur Partnership, Budget includes maintenance & repairs of beach kiosks, signage & marketing the program in the newspaper and radio	\$4,000
	\$4,000

Objective #3 - Manufacturing Attraction with Focused Target Markets

Advertising & Promotion (included in contracted services - Northumberland County)	\$0
Ontario East Food Team Membership (membership through Northumberland County)	\$0
Attend U.S. & Canadian trade shows as identified through Ontario East Economic Development Commission - budget includes airfare, meals, mileage & accommodation expenses as well as client meeting expenses (this represents 50% with Northumberland County contributing 50%)	\$2,000
Remain active member of Ontario East Economic Development Commission attending quarterly functions (includes travel & accommodations)	\$500
Subtotal	\$2,500

Objective #4 - Business Retention & Expansion

NMA Membership, Partnership Support & Business Retention & Expansion Programs	\$4,500
Promote Business Advisory Centre Northumberland's Faster Forward Business Success Program, youth programs and small business starts	No Cost
Subtotal	\$4,500

TOTAL	\$11,000
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**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **VENTURE 13**

ACCOUNT#: **8930.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0		893010	Payroll Salaries & Wages	67,687	*	67,687	83,973	86,568
0		893030	Payroll Fringe Benefits	19,291	*	19,291	25,612	28,135
0	0		SUB TOTAL SALARIES, WAGES & BENEFITS	86,978	*	86,978	109,585	114,703
0		8930170	Software Maintenance	2,500		2,500	2,500	2,500
0		8930175	Internet Costs	9,000		9,000	9,000	9,000
0		8930185	Alarm / Line Charges	1,000		1,000	1,000	1,000
0		8930210	Advertising & Promotions	10,000	*	10,000	10,000	10,000
0		8930460	Utilities Contingency	23,000	*	23,000	23,000	23,000
0		8930470	Building Maintenance	5,000	*	5,000	5,000	5,000
0		8930500	Custodial/Cleaning Supplies	20,000		20,000	20,000	20,000
0	0		SUB TOTAL MATERIALS	70,500	*	70,500	70,500	70,500
0		8930300	Legal Fees	3,000		3,000	3,000	3,000
0		8930320	Liability Insurance	12,000		12,000	12,000	12,000
0		8930480	Garbage Removal	2,250		2,250	3,000	3,000
0	0		SUB TOTAL CONTRACTED SERVICES	17,250	*	17,250	18,000	18,000
0		8930540	Rent	90,000		90,000	90,000	90,000
0		8901	Anchor Tenant - Rent Recovery	-60,000		-60,000	-60,000	-60,000
0		8902	Transient Tenant - Rent Recovery	-30,000		-30,000	-30,000	-30,000
0		8903	Recoveries - CEDP Grant	-30,000		-30,000	-20,000	0
0		8930913	Transfer Economic Reserve	-43,000		-43,000	0	0
0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-73,000		-73,000	-20,000	0
0	0		TOTAL VENTURE 13	101,728	0	101,728	178,085	203,203

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMUNITY DEV.**

FUNCTION/ACTIVITY: **VENTURE 13**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2018	893010	Salaries & Wages	2 new contract positions for Venture 13 have been added with up to 50% funding anticipated through a grant. Start dates Feb 1 and Apr 1
	2018	8930175	Internet Costs	Internet costs will be recovered from tenants

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **TOURISM**

ACCOUNT#: **8920.100**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
70,830	85,838	892010	Payroll Salaries & Wages	72,348	*	72,348	73,722	75,123
0	21,956	8920750	Contracts	0		0	0	0
2,400	2,827	892011	Payroll - Overtime	2,492		2,492	2,540	2,588
0	0	892012	Tourism - Standby	0		0	0	0
39,778	54,776	892015	Payroll Summer Ambassadors	36,750		36,750	39,900	40,658
22,701	23,352	892030	Payroll Fringe Benefits	23,949	*	23,949	25,929	27,976
6,364	6,375	892031	Payroll Summer Ambassadors Benefits	6,248		6,248	7,581	8,538
142,073	195,124		SUB TOTAL SALARIES, WAGES & BENEFITS	141,787		141,787	149,672	154,883
500	1,069	8920150	Office Supplies	500		500	500	500
500	1,426	8920160	Office Equipment Purchase	500		500	500	500
1,500	1,009	8920180	Telephone & Answering Svc	1,500		1,500	1,500	1,500
84,000	37,106	8920210	Advertising & Promotions	79,200		79,200	90,000	100,000
1,000	190	8920230	Photocopier Expense	1,000		1,000	1,000	1,000
1,500	738	8920240	Postage & Couriers	1,500		1,500	1,500	1,500
250	0	8920250	Membership & Subscrip'ns	250		250	250	250
2,500	239	8920260	Training & Courses	1,500		1,500	1,500	1,500
2,000	483	8920270	Travel Expense	2,000		2,000	2,000	2,000
1,000	0	8920380	Conferences & Conventions	5,000	*	5,000	5,000	5,000
3,000	0	8920390	Souvenir Purchases	3,000		3,000	3,000	3,000
500	0	8920851	Special Project - Bike Rental Program	500		500	500	500
750	743	8920919	Bank Service Fees	750		750	750	750
-3,000	-7,388	8873	Government Grant - Wages	-3,000		-3,000	-3,000	-3,000
-2,000	-9	87088	Filming Recoveries	-2,000	*	-2,000	-2,000	-2,000
94,000	35,606		SUB TOTAL MATERIALS	92,200		92,200	103,000	113,000
-1,500	-835	8871	Souvenir Sales	-1,500		-1,500	-1,500	-1,500
0	-1,085	8872	Bike Rentals	0		0	0	0
0	0	8874	Leisure Guide Play Book - Ad Revenue	-5,000		-5,000	-5,000	-5,000
-1,500	-1,920		TOTAL REVENUE	-6,500	*	-6,500	-6,500	-6,500
234,573	228,810		NET TOURISM	227,487		227,487	246,172	261,383

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMUNITY DEV**

FUNCTION/ACTIVITY: **TOURISM**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<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> <p>PERFORMANCE DATA:</p> <p>Demographics and Database Management Maintain event listings, visitor demographics, inventory of tourism-related business & services.</p> <p>Visitor Information Keep inventory of local, regional and provincial tourism information, conduct tours, maintain kiosks and other visitor information services.</p> <p>Marketing & Brand Strategy Continue to build on our brand "Ontario's Feel Good Town". Develop and implement strategies that include radio, print, web site & social media.</p> <p>Souvenirs Maintain an inventory of Cobourg souvenirs. Employees and council can purchase items at cost.</p>	2018	8920260	Training & Courses	Introduce customer service training within the entire Division. Customer service has a big impact on the success of an organization. It will motivate & engage members of staff, improve their knowledge and skill set and increase customer satisfaction, retention and loyalty.
	2018	8920210	Advertising & Promotions	Increase use of local assets and spending by our residents and increase visits and spending by our visitors. New marketing initiatives include: Leisure Guide Playbook, Experience Guide, Visitor/Event Maps, Promotional Van, and website redevelopment.
	2018	8920380	Conference & Conventions	TIAO Tourism Industry Conference - \$3,000 Festival & Events Conference - \$2,000

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

2018 MARKETING AND PROMOTIONS BUDGET

Experience Guide - Design, Printing, Content & Distribution	32,000
Brochures / Rack Cards / Banners	2,000
Video Production	2,000
Website Redevelopment / Content Development	3,000
External Ad Placements	6,000
Leisure Guide - Play Book	11,000
Visitor / Event Map	4,000
Bloggers / Influencers	2,500
Travel Writers / Media Fams	1,200
Social Media	1,000
Radio	3,500
Photography	1,500
TODs Signage	2,000
Promotional Van	2,500
Contingency	5,000
TOTAL	79,200

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

CAPITAL PROJECTS SUMMARY

FUNCTION	2017 BUDGET	2017 YTD	2018 DEPT REQUEST	%	2018 FINAL APPROVED	%	2019 FORECAST	2020 FORECAST
CAPITAL LEVY	332,245	332,245	328,703	(1.1)	341,203	2.7	2,589,953	1,767,500

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CAPITAL**

FUNCTION/ACTIVITY: **CAPITAL LEVY**

ACCOUNT#: **9800.10**

2017	2017			2018		2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
332,245	332,245	9401911	Transfer to Capital	328,703		341,203	2,589,953	1,767,500
332,245	332,245		SUB TOTAL OTHER CHARGES & TRANSFERS	328,703		341,203	2,589,953	1,767,500
332,245	332,245		TOTAL CAPITAL LEVY	328,703		341,203	2,589,953	1,767,500

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CAPITAL**

FUNCTION/ACTIVITY: **CAPITAL LEVY**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To fund various Capital projects from the Current Levy.			GENERAL GOVERNMENT	72,000
			PROTECTION - POLICE	75,000
PERFORMANCE DATA:			PROTECTION - FIRE	0
			PROTECTION - OTHER	0
			PUBLIC WORKS	102,203
			PARKS AND RECREATION	60,000
			CULTURE AND COMMUNITY	32,000
			ECONOMIC DEVELOPMENT & TOURISM	0
			TOTAL CAPITAL LEVY	341,203

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

LONG TERM DEBT SUMMARY

FUNCTION	2017 BUDGET	2017 YTD	2018 DEPT REQUEST	%	2018 FINAL APPROVED	%	2019 FORECAST	2020 FORECAST
POLICE DEBT	9,700	9,679	0	(100.0)	0	(100.0)	0	0
TRANSPORTATION DEBT	429,000	52,261	272,600	(36.5)	272,600	(36.5)	272,600	272,600
ENVIRONMENTAL DEBT	0	0	0	-	0	-	0	0
PARKS & RECREATION DEBT	64,200	97,597	253,000	-	253,000	-	253,000	253,000
LIBRARY DEBT	-40,000	-40,000	-40,000	0.0	-40,000	0.0	-40,000	-40,000
LANDFILL	160,500	149,547	0	(100.0)	0	(100.0)	0	0
TOTAL DEBT	623,400	269,084	485,600	(22.1)	485,600	(22.1)	485,600	485,600

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE DEBT CHARGES**

ACCOUNT#: 2130

2017	2017			2018	*	2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST		FINAL APPROVED	FORECAST	FORECAST
9,700	9,679	2130950	Long Term Debt				0	0
0	0	2130991	Recoveries	0	*	0	0	0
9,700	9,679		SUB TOTAL OTHER CHARGES & TRANSFERS	0		0	0	0
9,700	9,679		TOTAL PROTECTION POLICE DEBT CHARGES	0		0	0	0

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION - POLICE**

FUNCTION/ACTIVITY: **POLICE DEBT CHARGES**

ACCOUNT #: **2130.100**

<p>STATEMENT OF PURPOSE: To fund long term debt for Police Facility related projects.</p>	<p>HIGHLIGHTS/EXPLANATIONS:</p>		
<p>PERFORMANCE DATA:</p>			

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **TRANSPORTATION**

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

ACCOUNT#: **3300.100**

2017	2017			2018	*	2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST		FINAL APPROVED	FORECAST	FORECAST
629,745	130,652	3300950	Long Term Debt	673,800	*	673,800	673,800	673,800
-200,745	-78,391	3300991	Recoveries	-401,200		-401,200	-401,200	-401,200
429,000	52,261		SUB TOTAL OTHER CHARGES & TRANSFERS	272,600		272,600	272,600	272,600
429,000	52,261		TOTAL TRANSPORTATION DEBT CHARGES	272,600		272,600	272,600	272,600

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 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
	Issued:		
	2013 - Bylaw #51-13	208,083	44,200
	2018 - New - Public Works/Parks Facility	2,700,000	573,600
	2018 - New - Roads - Division St	1,000,000	56,000
	Total	3,908,083	673,800
	Recoveries:		
	Holdco Reserve	-174,000	
	Development Charges	-227,200	
		-401,200	
PERFORMANCE DATA:			

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

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

ACCOUNT#: **4800.10**

2017	2017		2018	2018	2019	2020
BUDGET	YTD	CODE	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
882,000	427,205	4800950 Long Term Debt	676,000	676,000	525,815	380,000
-882,000	-427,205	4800991 Recoveries	-676,000 *	-676,000	-525,815	-380,000
0	0	SUB TOTAL OTHER CHARGES & TRANSFERS	0 *	0	0	0
0	0	TOTAL DEBT CHARGES	0 *	0	0	0

09/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 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
	Issued: Bylaw #81-95		
PERFORMANCE DATA:	Projects to be Issued:		
	Bylaw #51-09	2,375,000	296,000
	Bylaw #50-13	1,500,000	174,000
	2018 - New - Headworks Plant #1	6,000,000	206,000
	Total	9,875,000	676,000
	To be paid from Sewer Reserve		-676,000
	Total		0

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & REC**

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

ACCOUNT#: 7290950

2017	2017			2018	*	2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST		FINAL APPROVED	FORECAST	FORECAST
484,500	256,835	7290950	Long Term Debt	658,400	*	658,400	658,400	658,400
-420,300	-159,238	7290991	Recoveries	-405,400		-405,400	-405,400	-405,400
64,200	97,597		SUB TOTAL OTHER CHARGES & TRANSFERS	253,000	*	253,000	253,000	253,000
64,200	97,597		TOTAL PARKS & RECREATION DEBT CHARGES	253,000	*	253,000	253,000	253,000

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & REC**

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

ACCOUNT #: **7600.200**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
To fund long term debt for Parks & Recreation related projects.		Debt	Repayment
PERFORMANCE DATA:	Issued: 2013 - Bylaw #27-13 2018 - New - Public Works/Park Facility	4,000,000 1,800,000 5,800,000	276,000 382,400 658,400
	Recoveries: Holdco Development Charges Total Recoveries	-108,000 -297,400 -405,400	

**TOWN OF COBOURG
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

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

ACCOUNT#: 7600

2017	2017			2018	*	2018	2019	2020
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST		FINAL APPROVED	FORECAST	FORECAST
-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	*	-40,000	-40,000	-40,000
-40,000	-40,000		TOTAL LIBRARY DEBT CHARGES	-40,000	*	-40,000	-40,000	-40,000

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 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
2018 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

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

ACCOUNT#: 4420

2017	2017		2018	2018	2019	2020
BUDGET	YTD	CODE	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
		OBJECT				
160,500	149,547	4420950 Long Term Debt	118,500	118,500	118,500	118,500
0	0	4420991 Recoveries	-118,500	-118,500	-118,500	-118,500
160,500	149,547	SUB TOTAL OTHER CHARGES & TRANSFERS	0	0	0	0
160,500	149,547	TOTAL LANDFILL DEBT CHARGES	0	0	0	0

9/10/18

*Indicates increase over previous year

**TOWN OF COBOURG
2018 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:		
	2010 - Bylaw #72-10	1,000,000	118,500
		1,000,000	118,500
PERFORMANCE DATA:	Recoveries:		
	Sanitary Sewer	-118,500	
	Total Recoveries	-118,500	